Viking Elementary
Student Handbook
2018-2019

218-863-5910
Box 642
Pelican Rapids, MN 56572



"A community of learners dedicated to improving our world."

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Note from the Principal

Students and Parents of Viking Elementary School:

Welcome to the 2018-2019 school year! We are eager for the school year to begin.

The Viking Elementary School is very excited as we continue on our journey toward personalized learning and the addition of our 1:1 ipad initiative. In September, each student in K-6 will be assigned an ipad to provide more opportunity to innovate and create as we tap into the interests and passion of our children for more engaging and relevant learning opportunities. This initiative empowers our children and supports our belief that our children are able to be leaders of their learning. As part of our initiative, students will continue to develop digital citizenship skills and knowledge. Throughout the year, we will offer opportunities for families to learn with our staff and students. *(Initially, ipads will remain at school. As we grow in competence and confidence, we will work with parents and students to provide opportunities for ipads to be used at home.)*

Our 2018-2019 handbook provides information to support student success.

Please read this handbook together at home, and become familiar with the expectations and the programs at our school. If you have any questions, please call or come in for a visit.

As a parent, you are your child's first teacher. We are honored that you entrust us to support the growth, development and learning of your child. I look forward to a wonderful year as we partner with you to become the BEST elementary school in Minnesota!

Respectfully,

Dr. Ed Richardson
Principal
Viking Elementary School

erichard@pelicanrapids.k12.mn.us

Mission and Philosophy

VIKING ELEMENTARY MISSION STATEMENT



The mission of Viking Elementary is "to create a community of learners dedicated to improving our world."

We are a community of learners.
We are very proud of the behavior of our student body. Visitors to our building often comment about the positive climate at Viking Elementary and the courtesy extended to them by students and staff. We will spare no effort to maintain that positive learning environment. We hope that students will spend a few minutes with their families discussing the information in this handbook.

Being a member of the Viking Elementary School community means these things:

- being involved and productive, attending school regularly, arriving to classes on time, and completing all assignments;
- respecting building and school property, including helping to keep the building clean;
- being physically and mentally prepared to participate in classes and activities;
- being courteous to all students and staff members and respectful of their property;
- valuing the ethnic, religious, and economic diversity of the Pelican Rapids community;
- learning the *7 Habits of Highly Effective People* and embracing the idea that we all can be a leader.

Staff Directory

School Board
Mike Forsgren
Charlie Blixt
Kathy Ouren
Dena Johnson
Jon Karger
Anne Peterson
Superintendent: Randi Anderson
Principal: Dr. Ed Richardson
OFFICE STAFF
Lois Aas
Gwen Lass
School Readiness/ECFE
Terra Fitzsimmons
Megan King
Kindergarten
Denise Borgen
Marni Neubauer
Dana Syverson
Chelsea VanRaden
Grade 1
Pam Eiden
Charla Seter
Jessica Sjostrom
Angie Westby
Grade 2
Pam Bruhn
Kim Haugrud
Heidi Henkes
Hannah Johnston
Grade 3
Kaitlyn Ganoe
Connie Mackner
Ryan Syverson
Grade 4
Chris Coleman
Heidi Isaman
Kim Nelson
Grade 5

Tonya Johnson
Sherri Larson
Grade 6
Kim Gottenborg
Kayls Miltich
Jon Moe
Technology Technicians
Susan Haarstad
Bill Simmons
Library/Media Center
Judy Johnson
Jana Steeves
Physical Education
Sheri O'Brien

Art
Robyn Dial
Kate Martinez
Music
Sean Fitzsimmons, 5-6 Band
Lori Paakh, 6 Music
Abby Jirik K-5, Music
ESL
Sheryl Anderson
Rachel Haugrud
Special Education
Whitney Gravalin (EBD)
Karli Kirkwood (DCD/LD)
Heidi Moe (LD/EBD)
School Psychologist
Todd Huseby
School-Based Mental Health Practitioner

ADSIS Intervention Teachers
Mary Storrusten
Marie Cupkie
Dan Storrusten
Title 1 Teachers
Jessica Brown
Nancy Huseby
Sarah Husted
Kelly Thorson
Chelsea Strand
Paraprofessionals
Pam Bakken
Andrea Banton
Amanda Belz
Cindy Hart
Rebecca Castillo
Debra Courneya
Sara Gilbert
Lynette Gray
Staci Haiby
Tami Hanson
Kim Hernandez
Amber Heaton
Tonya Honrud
Sheri Nettestad
Amber Olson
Lisa Ouren
School Health Aides
Cherie Lynnes
Cooks
Trudy Gorton
Melissa Hayden
Cindy Lyden
Lisa Waller
Custodians
Gary Kowalski
Gaylene Berg
Tim Rustand
Lisa Emery
Israel Elizondo
MN Reading Corps Members

Important Dates 2018-2019

Note to Parents: Please remember that **school is not in session on Mondays EXCEPT for the occasional holiday week.** Please refer to the complete calendar on our district website to assist your planning and use the school calendar as a guideline when planning family trips and scheduling routine appointments. Make every attempt to use Mondays, school vacations, summer time, and holidays for vacations and regular check-ups, rather than using days when school is in session. Extended vacations and excessive appointments *during school time* may be considered "unexcused" absences, if not approved in advance by the principal in consultation with the teachers.

Teacher workshop *(no school)*	August 27 –310
Meet and Greet	August 29
Labor Day *(no school)*	September 3
First Day of School	Sept 4
Vision and Hearing Screening	
School Photos	Oct 3-4
School on Monday	**October 15**
Mid-Trimester 1	October 17
Education MN *(no school)*	October 18-19
Staff Workshop	November 5
Parent/Teacher Conferences (1-7 pm)	November 12
School on Monday	**November 20**
First Trimester Ends	November 21
Fall Holiday Break *(no school)*	November 22-23
School on Monday	**December 17**
Winter Holiday Break *(no school)*	Dec 21 to January **1**
School Resumes	January 2
Mid-Trimester 2	January 18
Teacher Workshop (no school)	February 11
Second Trimester Ends	February 22
Elem Parent/Teacher Conferences (1-7 pm)	February 25
School on Monday	**April 15**
Mid – Trimester 3	April 17
Spring Holiday Break *(no school)*	Apr 19-22
School on Monday	**May 20**
Last Student Day of School	May 23
Teacher Workshop/Graduation *(no school)*	May 24

The school day is 8:00 am - 3:45 pm

A Full Calendar can be found on our website, under the 'Calendar' tab:
https://www.pelicanrapids.k12.mn.us

School Attendance Policy

K-12 OTTER TAIL COUNTY ATTENDANCE POLICY

The Truancy Prevention Work Group of the Otter Tail Family Service Collaborative developed this Attendance Policy, to be incorporated into the policies and procedures of all Otter Tail County schools, grades K-12. We have worked together to develop this policy because we believe it is necessary to be academically engaged in order to be successful in school. This policy only addresses unexcused absences. Unexcused absences are defined by Minnesota Law and specifically within each school district's individual attendance policy.

K-12 Attendance Policy

1. Attendance will be taken every half-day in elementary schools and every class period in secondary schools.
2. For purposes of this policy, unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools in Otter Tail County.
3. Every time a student is absent for any period of time the school will notify the parents on the day the absence occurs, if the parent has not called or sent a note.
4. After three periods of unexcused absences, a letter will be sent to parents. The purpose of the letter will be to document the student's unexcused absences.
5. Following the seventh unexcused absence, a face-to-face meeting with the parents and student will be required, at the discretion of the building principal. Working together, an Attendance Plan will be established to address the student's attendance issues.
6. Under Minnesota Law, students with seven or more unexcused absences qualify as truant, and schools may make a formal referral to Human Services. Parents are required to attend a face to face meeting with school administrators to develop a Truancy Plan of Action, as a final attempt to compel the student to attend school. A contract will be established with the child, who is then placed under supervision to attend school. Significant consequences can occur at this level and appropriate options will be discussed for services available to families with school attendance issues.
7. If the Truancy Plan developed is not followed and the child continues to have unexcused absences the matter will be referred to Human Services for review by the County Attorney's Office for determination of what action should occur. At this point, the parent or guardian can be criminally charged if they have not compelled their child's attendance. Judges have the authority to administer a variety of consequences, which, can include the following:
   - A child may lose their driving privileges until he or she is 18 years old;
   - A child can be assigned community work service hours;
   - The court can order that any necessary evaluations, treatment, and counseling services be completed by the child or family;
   - A child can be removed from their home and placed in a shelter or foster care or a short-term residential facility.

Attendance is the law.

The compulsory attendance provisions cited in M.S. 120.10 must be enforced through keeping daily attendance records. Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. Federal "No Child Left Behind" legislation states that our school must have a minimum of a 90% attendance rate, in order to achieve "Adequate Yearly Progress". Parents, students, and the staff of Viking Elementary need to work together to be sure students arrive on time and attend school regularly.

Academically successful students attend school regularly.

There is a direct link between regular attendance and academic success. At Viking Elementary School, we believe that attendance habits begin the first year of school, and these habits become behavior patterns by the time students reach high school.

Parent's Responsibility

It is the responsibility of the parent/guardian to CALL THE OFFICE on the day of the absence or prior to the absence explaining why the student was absent. Chronic absence may require a medical excuse to be acquired by the parent/guardian. If parents do not contact the school, the absence will be "unexcused" until further information is received.

Absences: Excused and Unexcused *(School Board Policy 503)*

EXCUSED ABSENCES

The school will consider the following to be "Excused Absences":

a. Illness
    a. Short-term
    b. Chronic illness – doctor notes may be required
b. Medical, dental, orthodontic, or counseling appointment
c. Illness or death in the extended family
d. Court appearances occasioned by family or personal action
e. Unsafe weather or conditions beyond the student's control
f. Physical emergency conditions such as fire, flood, storm, etc.
f. Family trip with 1 week prior approval by teachers and principal
g. Official religious holidays

The principal may designate other absences "acceptable" as situations arise.

UNEXCUSED ABSENCES

The school considers the following to be "Unexcused" absences:

- Missing the bus
- Oversleeping
- Shopping
- Haircuts/Beauty appointments
- Hunting and fishing
- Family vacation unless preapproved by the school office
- Any absence without parental permission

Students may not participate in extracurricular activities if he/she has unexcused absence during the day.

The principal may designate other absences "unexcused" as situations arise.

• Leaving the school without permission at any time during the school day will be considered truancy.

If a student is absent without lawful excuse on 3 or more days or any part of the school day, they are considered a habitual truant. Truancy is a violation of Minnesota state law. The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include up to a $700 fine and/or 90 days in jail.

PARENT STRATEGIES TO ENCOURAGE ATTENDANCE

- Let your child know you value education. Insist they attend school every day.
- Talk with your child about school. Is your child struggling with schoolwork or classmates? Ask how you can help.
- Talk with your child's teachers.
- Does your child need a tutor or assessment for special services?
- Get to know your child's friends and their families.

Illness, Medications, Visitors, School Hours

ILLNESS

Parents/guardians will be called if students become ill during the school day. Please notify the office of any changes in address/phone number/work number as they happen, so that we may contact you in emergencies.

•In emergency situations, such as serious prolonged illness or hospitalization, the school will arrange a tutor when necessary.

•In the case of excessive absence caused by illness, medical documentation may be requested.

When not to send you child to school:

- Temp of 100.0 or greater
- Vomiting or diarrhea
- Pink eye or strep throat

When you child may return from illness when advised by a physician, or:

- Free of symptoms for 24 hours
- Temp remains normal for 24 hours without use of medication
- On an antibiotic for 24 hours

Lice

- If your child has live lice they will be sent home for the first treatment. Your child must report to the Health Office upon return to school

MEDICATIONS IN SCHOOL

If your child will require medications (either prescription or over-the counter) during the school day, please stop in the office and fill out appropriate forms. These forms must be signed by your healthcare provider and returned to school before your child can receive medication at school.

ADULT GUESTS IN THE SCHOOL BUILDING

The information parents have given the school regarding who is authorized to pick up your child is kept in the office.

For that reason, the following rules apply to <u>all</u> adults during school hours:

1. The front entrance is locked during the school day. All parents, guardians, and guests must use the buzzer system to enter the school and then sign in at the office during every visit, no matter how short in duration. A "guest" badge will be given to all adults in the building during school hours.

2. Students will be released to parents or authorized adults <u>from the office area</u> during school hours. Secretaries will contact the child's classroom, and the student will be released to their parent from the office area.

3. Parents who wish to meet their children in the school building after school must wait in the main lobby of the school. Waiting in the hallways or outside of classrooms can be distracting to students, during the last important minutes of the school day.

4. **Student visitors are not encouraged**; please clear with the office.

5. Parent volunteers are welcome, but the district requires every adult to get a background check before he/she may work with students. The principal and/or teacher will determine times that are appropriate for your child. **<u>This also applies to field trip chaperones.</u>**

SUPERVISION OF STUDENTS

Students who are in the school building before 7:30 or after 4:00 must be under the direct supervision of a teacher. Parents who have work schedules which conflict with reasonable drop-off and pick-up times should make arrangements for the care of their child before and after school. Our lobby will be supervised beginning at 7:30 am. Students will be released to the cafeteria at 7:30 and to classrooms at 7:45.

School Guidelines

ANNOUNCEMENTS

Each morning, we recite the Pledge of Allegiance and daily announcements are made over the public address system. Important announcements will be sent home in student backpacks; check your child's backpack daily and posted on our facebook page: *Pelican Rapids Public Schools.*

BOOKS and SUPPLIES

All necessary books and workbooks are provided to students. Our library also contains a wide variety of books to check out. It is the responsibility of all students to take good care off their books and supplies. Students will be fined for lost or damaged school materials.

PETS

Viking Elementary requires that, before an animal is brought into the school setting, the following requirements must be met, to reduce the risk of allergy and disease.

1. The principal must receive documentation of current inoculations, before animals will be allowed into the presence of students.
2. The presence of a pet must be temporary, and directly related to the curriculum of the class.
3. An adult family member will bring the pet, and follow guidelines set by the principal.

PHYSICAL EDUCATION

All students, grades K-6 will participate in Physical Education classes. Students should have a good pair of gym shoes (tennis shoes) to wear to class. Clothing suitable for bending and stretching is recommended. Girls should bring a pair of shorts or sweat pants to wear under skirts or dresses, when necessary. A student will be excused from participation in physical activities when a signed, dated note from parents is received, with a written explanation. A telephone call or e-mail is also acceptable.

MESSAGES/TELEPHONE CALLS

A telephone has been installed in the front lobby of the school for local student calls, during school time. The office phone is not available for student use, except in an emergency, or with permission of the office staff. Urgent messages from parents will be taken during the day in the office and relayed to students by office staff; please do not call classrooms during the school day. Messages left in the office after 3:00 pm might not make it to the student by the end of the school day.

PERSONAL ELECTRONIC DEVICES

Cell phones, personal iPods/iPads, Nooks, Kindles, or any other personal electronic devices are not to be seen or heard in the building, unless otherwise directed by the teacher. We strongly recommend these items be left at home during the school day. Items brought to school will be kept in the office to be claimed by parents.

Miscellaneous Information

EMERGENCY DRILLS

Periodic fire drills, lockdowns, and other emergency scenarios will be practiced throughout the year, in accordance with state law. A school emergency plan has been developed, and teachers will discuss with students the proper procedures, which would need to be in place in case of emergency. Students will direct their attention to their teacher during drills, and the expectation is that all drills will be taken seriously.

SCHOOL PARTIES

Students and teachers plan class parties cooperatively, at special times throughout the year. Students may bring a treat for the class on their birthday. Please communicate with the teacher beforehand. Treats should be purchased, rather than homemade.

•*To avoid hard feelings for classmates left out, please organize after-school parties and distribute party invitations outside of school.*

FIELDTRIPS

All class trips must be cleared and planned through the principal. You will be notified and asked to give your permission for your child to go with the group; however, there may be some walking fieldtrips in town for which you sign a walking fieldtrip permission slip at registration. In some cases, students will be asked to bring money to cover the cost of the trip. Please talk to your teacher if this is a hardship, and arrangements will be made to cover the cost. **Fieldtrips are a privilege, and the school reserves the right to disallow student participation in a field trip, after notifying parents.**

REPORT CARDS

Report cards will be given to parents during fall and winter trimester student-led conferences, and mailed home at the end of the school year.

SCHOOL LOCKERS

Student lockers are the property of the school district. Students are responsible for the cleanliness and contents of the locker assigned to them. The school is not responsible for lost or stolen articles. Large amounts of money or valuables should be left at home during the school day. The principal for any reason can conduct inspection of the inside of lockers at any time, without student consent.

CAFETERIA

Each student has a lunch account, and money may be added daily. Lunch money should be brought to the office in an envelope with the student's name, teacher's name and the amount printed on the envelope.

Please notify us of any food allergies. *We are a Peanut Aware School.*

Lactose intolerance: Upon written request from a parent, we will provide

-lactose reduced milk, or milk fortified with lactose, or milk with lactobacillus acidophilus

Free breakfast will be served to all students from 7:30-7:55 a.m.
Lunch is served from 11:05 a.m. to 12:30 p.m.

Discipline Policy: General Expectations

Viking Elementary Discipline Policy

MISSION AND PHILOSOPHY

"A community of learners dedicated to improving our world."

We work to be sure that:

•optimum learning takes place in a positive, safe and secure environment.
•students, parents/guardians, teachers, administrators, and other school staff all share in the responsibility to create a positive climate for learning.
•discipline is used in a progressive manner, to promote learning of positive, restorative behaviors.

At Viking Elementary, we are learning to RESPECT:

•SELF •OTHERS •PROPERTY

GENERAL EXPECTATIONS:

HALLWAY RULES

1. Walk quietly through the halls. Our school is a place of learning.
2. Keep to the right, so other people can pass.

ASSEMBLIES

1. Wait quietly for the program to begin.
2. Applaud by clapping your hands only at appropriate times.
3. Remain seated until given instructions.

CAFETERIA

1. Walk and enter the lunchroom quietly.
2. Eat and speak politely and quietly, using table manners.
3. When dismissed, take care of your table, garbage and trays.
4. All students will eat their meals in the cafeteria.
5. Pop is not allowed in the lunchroom at any time.
6. Food may not be taken out of the cafeteria.

PLAYGROUND

1. Play in assigned areas and stay on school property.
2. Use the equipment properly.
3. Games requiring physical contact, "rough-housing", or potential bodily harm are not allowed. (dodge ball, tackle games, "king of the hill", snowballs)
4. Profanity, harassment, or bullying behavior is not allowed.
5. Follow the directions of the adult playground supervisors in a respectful manner.
6. Always wear appropriate outdoor gear as students have outside recess every day unless it is raining or -10 degrees Fahrenheit or wind chill.

Disciplinary Consequences

CONSEQUENCES

At Viking Elementary, the principal will work with students, parents, and staff to facilitate learning and maintenance of a positive school and classroom climate. Consequences are given to students, based on the individual circumstances of each disciplinary situation. Consequences generally follow a progression, but they may be combined or skipped. They can include, but are not limited to the following:

1. Verbal Warning/Time out/Teacher intervention
2. Parent communication
3. Principal Intervention
4. Restitution
5. Detention
6. In School Suspension
7. Legal Authorities called/Suspension
8. Expulsion

Students must cooperate in all disciplinary or informational instances.

The school office maintains a list of disciplinary incidents and consequences which serve as a guideline to teachers and administration.

The following behaviors are not permitted:

•ABUSE OF PROPERTY

Vandalism; defacing or damaging property

•BULLYING/HARASSMENT

All forms of sexual, racial, and religious harassment covered in the district policy, as well as mean-spirited conduct, such as teasing or coercion.

•DISHONESTY

Cheating on school assignments or tests, or copying the work of others and calling it your own (plagiarism). Forgery, refusing to give proper identification, or giving false information to a staff member.

•DISRUPTIVE BEHAVIOR

Any behavior which disrupts or threatens to disrupt the educational process, including disturbing others, tardiness, disobedience, and defiance of authority.

•DISRESPECT

The use of words or actions which are obscene, threatening, intimidating, or degrading to other students or adults.

•FIGHTING

Any form of conflict where physical blows are exchanged.

•STEALING

Taking possession of property that belongs to someone else.

•UNSAFE OR INAPPROPRIATE BEHAVIOR

Behavior in the halls, lunchroom, playground, bathroom, bus, or common areas, which disrupts the educational climate of the school or endangers people or property.

•POSSESSION OF DANGEROUS OBJECTS

Possession or use of any alcohol, tobacco, narcotic, controlled substance or drug paraphernalia; possession or use of explosives, fireworks, bullets, ammunition; possession or use of weapons or look-alike weapons(any device or instrument which, through its use is capable of threatening or producing bodily harm.)

DRESS AND GROOMING

Guidelines for appropriate dress include:

1. No profanity, suggestive sayings, chemical-related, sexual or unhealthy lifestyle words or graphics allowed.

2. Shorts of appropriate length are allowed. No “short shorts”, short skirts or clothing which reveals midriff or shoulder areas.
3. Shoes must be worn at all times in school, for health and safety reasons. No “heelies” or roller shoes in school. Students must have gym shoes in school every day, which need to be worn on the playground and in the gym.
4. Students may not wear hats or caps in the building, except for specially designated events.
5. During the winter months, all students must wear hats, gloves, boots, and warm winter coats or snowsuits to and from school, and on the playground.

BUS CONDUCT

Riding the bus is a privilege. School rules apply to students while they are on the bus to and from school, and during transportation for school events.

BUS RULES

1. Immediately follow the directions of the driver.
2. Sit in your seat, facing forward.
3. Speak quietly, using appropriate language.
4. Keep all parts of your body inside the bus.
5. No fighting, harassment, intimidation or horseplay.
6. No weapons or dangerous objects on the bus.
7. Treat the bus with respect. Do not damage it.
8. Follow driver guidelines concerning food/drink on the bus.
9. No alcohol, tobacco or drugs on the bus.

BUS CONSEQUENCES

1. Written warning to Parents/Principal
2. 3 day riding suspension
3. 5 day riding suspension
4. 10 day riding suspension and parent/guardian meeting

Alcohol, Tobacco and Drugs, Harassment Policy

USE OR POSSESSION OF ALCOHOL, TOBACCO, and DRUGS

All buildings and grounds of District #548 are tobacco free. (School Board Policy 573) The use or possession of alcohol, drugs, tobacco, other illegal chemicals, or look-alike products is prohibited in the school, on school grounds, on surrounding property visible from school grounds, or before, during and after school-sponsored activities/trips.

DISTRICT 548 HARASSMENT POLICY

Everyone at District 548 has a right to feel respected and safe.
Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. (School Board Policy

- **Harassment:** A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender; name calling, jokes or rumors; pulling on clothing; graffiti; notes or cartoons; unwelcome touching of a person or clothing; offensive or graphic posters or book covers; or any words that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- **Reporting:** If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
- **Privacy:** Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- **Retaliation:** The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the superintendent's office upon request.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW. CONTACT: SUPT. *RANDI ANDERSON* HUMAN RIGHTS OFFICER, PELICAN RAPIDS HIGH SCHOOL PHONE: (218) 863-5910*Reporting Forms are available in the District and School offices.*

Hazing Policy

HAZING PROHIBITION (School Board Policy 571)

I. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. General Statement of Policy

•No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

•No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

•Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

•This policy applies to behavior that occurs on or off school property and during and after school hours.

•A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

•The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employees of the school district who is found to have violated this policy.

III. Definitions

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

•Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

•Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

•Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

•Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

•Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. Reporting Procedures

•Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

•The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

•Teachers, administrator, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

•Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. School District Action

•Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

Hazing Policy (con't)

•The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

•Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, con- tractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. Dissemination of Policy

This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

Acceptable Use Policy

ACCEPTABLE USE POLICY (AUP)

Pelican Rapids School District Acceptable Use Policy On District-provided Access to Electronic Information, Services, and Networks. (School Board Policy 524)

Our goal in providing Internet service to teachers and students is to promote educational excellence in the Pelican Rapids School District by facilitating resource sharing, collaboration, innovation, and communication. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

With global access to computers and people also comes the availability of some materials that may be inappropriate for educational use in a

Pre/K-12 setting. The Pelican Rapids School District does not condone and does not permit the use of such materials in the school environment.

Students utilizing District-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of school. The same general rules for behavior and communications apply. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Pelican Rapids School District. Access is a privilege-not a right. Access entails responsibility.

The following uses of District-provided Internet access are not permitted and will result in the loss of internet access for the remainder of the school year:

• Accessing, sending, receiving or distributing pornographic, obscene, sexually explicit, abusive, harassing, racist, or threatening material;
• Violating any local, state, or federal statute;
• Vandalizing, damaging, or disabling the property of this school district or any other individual or organization.
• Accessing another individual's materials, information, or files without permission;
• violating copyright or otherwise use the intellectual property of another individual or organization without permission;
• accessing or participating in any chat system;
• using game software not licensed by the district;
• subscription to listserv, bulletin boards, and on-line services must be educational in nature or professionally based;
• students will not use district computers to send or access e-mail without direct supervision of a teacher;
• unauthorized commercial use and/or financial gain of the user; and, any other activity deemed unacceptable by administration.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files on school-based computers will be treated like school property.

Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Users of the system agree not to violate or attempt to violate system security or intentionally interfere with system performance, or access to another person's account, files, or password. Individuals may be denied access to the system based upon security violations of other computer systems.

The School District will deem what is inappropriate use, take appropriate action and determine consequence. Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language and behavior. When and where applicable, law enforcement agencies may be involved.

The Pelican Rapids School District makes no guarantees of any kind, neither expressed nor implied, for the Internet access it is providing.

The District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service.

Acceptable Use Policy (con't.)

The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers, nor for the accuracy, nature, or quality of information gathered through Internet access.
The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access, even though it is possible to purchase goods resulting from District-provided access to the Internet.
Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.
NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Non-discriminatory Policy

PELICAN RAPIDS PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATORY POLICY
(ISD 548 School Board Policy 522, on file in the district office)
The Pelican Rapids Public Schools are committed to providing equal education and employment opportunities to all persons and do not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, with regard to public assistance, disability, or any other group or class against which discrimination is prohibited by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363, and other applicable state or federal laws.
It is the responsibility of every school district employee to comply with this policy. The school board hereby designates the high school and elementary school principals, Box 642, Pelican Rapids, MN 56572, as its Title IX coordinators. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

Reporting Forms are available in the District and School offices.

FERPA Annual Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA requires the school district, within certain exceptions, to obtain your written permission prior to disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "directory information", unless you have informed the school in writing.

Directory information is used at Viking Elementary school, with discretion, in publications which would not be intentionally harmful or an invasion of privacy for your child. Examples of these might be:

•a program showing your child's role in a school-sponsored event
•the annual yearbook
•recognition and/or photo in newspapers, website, or newsletters

Directory information can also be disclosed to outside organizations without a parent's consent, in rare cases. Examples of this might be:

•state or federal authorities auditing, evaluating programs or enforcing state laws
•release of transcripts to other schools
•court order or subpoena

The School Board has designated the following as Directory Information:

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address and telephone number of the student's parent(s). "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

If you do not want the district to disclose directory information about your child without your prior written consent, you must notify the district in writing by October 1, 2018.

504 Policy, Student Services

STUDENT SUPPORT SERVICES:

Viking Elementary provides a number of support services, to help students academically, emotionally, socially, and developmentally. Our support team meets weekly to discuss the needs of students as they arise during the school year. During these meetings, plans are made to help students succeed, with the help of specific programs or professionals, including:

•Special Education Evaluation and/or Services

Students qualifying for special education services have special accommodations and programming during their school day, under the direction of specially trained teachers.

•School-wide Title I Services

Title I is a federally funded program designed to help students who need assistance with reading and math. Any student in our school can take advantage of the many kinds of assistance the Title I teachers and paraprofessionals can provide.

Viking School Success (VSS) (after school/ summer programs)

Students may be referred for after school programming by their teacher for additional help with reading and math, social or other school-related skills.

•Mental Health Practitioner and/or Mental Health Professional Services

This program is a collaborative effort provided through the Counseling and Family-based division of Lutheran Social Services in Fergus Falls, Otter Tail County, and Pelican Rapids School District 548. Many of the services provided by our professionals are billable to your health insurance with your permission. Throughout the year, students may meet with these professionals up to three times without parental permission; in cases where more time is needed, parents will be contacted.

STUDENT DISABILITY NONDISCRIMINATION

Disabled students are protected from discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973. Learners who need special services, accommodations, or programs in order to receive a free and appropriate education may be served under a 504 plan. (School Board Policy 521)

Students protected under a 504 plan:

•have a physical or mental impairment which substantially limits one or more major life activities, including learning
•have a record of such impairment
•are regarded as having such an impairment

Learners may be eligible for services under a 504 plan, even though they may not qualify for Special Education services. Persons who have questions, comments, or complaints regarding disability issues may contact Dr. Ed Richardson 863-5910 ext. 5220.

Important Contact Information

DISTRICT WEBSITE: www.pelicanrapids.k12.mn.us

VIKING ELEMENTARY
School Telephone: 218-863-5910
School Address: Box 642
Pelican Rapids, MN 56572

Dr. Ed Richardson, Principal
erichard@pelicanrapids.k12.mn.us
218-863-5910
ext. 5220
Fax Number:218-863-5915

PELICAN RAPIDS HIGH SCHOOL
School Telephone: 218-863-5910
School Address: Box 642
Pelican Rapids, MN 56572

Brian Korf, Principal

PELICAN RAPIDS DISTRICT 548 OFFICES
Telephone: 218-863-5910
Address: Box 642
Pelican Rapids, MN 56572

Randi Anderson, Superintendent

Closing Information

BAD WEATHER/SCHOOL CLOSING

During the winter months, bad weather may require that:

- •School will be dismissed early
- •School may be cancelled for the full day
- •School may start 3 hours late. (11:00)
  No morning classes for ½ day AM Headstart or ½ day PreSchool

If school starts 3 hours late, the buses will pick students up 3 hours later than their usual pick-up time.
The school phone system will carry emergency messages.
ALL storm announcements will be given on:
Our website: www.pelicanrapids.k12.mn.us
Facebook page: Pelican Rapids Public Schools

FARGO TV: KXJB-TV (Ch. 4), WDAY-TV (Ch. 6), KVLY-TV (Ch. 11); FARGO RADIO: KLTA (FM-105.1), KFGO (FM 101.9), KFGO (AM-790), WDAY (AM-970), KVOX (FM 99.9), KVOX (AM-1280), KFGX (FM-95.0), KQWB (AM 1550), KQWB (FM-98.7) DETROIT LAKES RADIO: KDLM (AM-1200), KBOT (FM-104.1) FERGUS FALLS RADIO: KJJK (FM-96.5), KBRF (AM-1250), KBRF (FM-103.3), KFGO (AM-790), KVOX (FM-99.9)



IMPORTANT DROP-OFF and PICK-UP INFORMATION

Buses arrive from 7:25-7:40 am, and they line up at 3:40 pm on Viking Drive, the bus lane, directly in front of our school. **The drive in front of the school is reserved for bus parking only, and it is a "no parking" area.** We ask that you do not drop-off or park your vehicle in the bus lane. Please drop off your child or park at Chauncey Martin Field or the parking lot in front of the school. Plan with your child to establish a routine, so they will always know where to meet you.