2026-2027
Parent/Student Handbook

Northside Elementary School of District 777

Northside Elementary
1800 West Nevada Avenue
Benson, MN 56215
Phone: 320-842-2717
Fax: 320-843-5300

District Phone: (320) 843-2710
Bus Garage Phone: (320) 842-8035
District Fax: (320) 843-2262
District Internet Address: http://benson.k12.mn.us

TABLE OF CONTENTS

DISTRICT CALENDAR	1
WELCOME	2
SCHOOL MISSION	3
SCHOOL VISION	3
DATA PRIVACY INFORMATION	3
NON-DISCRIMINATION INFORMATION	3
STAFF ROSTERS	3-5
WEATHER RELATED/SCHOOL CLOSING INFORMATION	5
DAILY SCHEDULE	5-6
GENERAL POLICIES	7-13
Fees (lunch, etc.)	8-9
School Supplies	13
VISITOR PROCEDURES	13-14
ATTENDANCE POLICY	14-15
STUDENT CONDUCT	15-16
RESPECTFUL BEHAVIOR	16-18
BULLYING	18-19
HOMEWORK & DISCIPLINE POLICIES & CONSEQUENCES	19
BUS SAFETY	20-22
SEXUAL HARASSMENT & VIOLENCE POLICY	22
DANGEROUS INSTRUMENTS & WEAPONS POLICY	22-23
ASSAULT	23
PUPIL FAIR DISMISSAL ACT	23
HEAD LICE MANAGEMENT	23-24
CHAIN OF COMMAND	24-25
RESPECTABLE USE POLICY FOR DISTRICT COMPUTER SYSTEM	26-27
VISITOR POLICY	28-31

District #777 2026-2027 School Calendar - 171 Student Days

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	P	13	14	15
16	17	18	19	20	21	22
23	24	W	W*	27	28	29
30	F					

SEPTEMBER						
S	M	T	W	T	F	S
		K	2	3	V	5
6	V	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	C	9	10
11	12	13	W	V	V	17
18	19	20	21	22	23	24
25	26	27	28	29	Q/W	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	PM/C	4	C	V	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	V	V	V	28
29	T					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	E/O	19
20	21	22	23	V	V	26
27	V	V	V	V		

JANUARY						
S	M	T	W	T	F	S
					V	2
3	4	5	6	7	8	9
10	11	12	13	14	S/W	16
17	W	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	V	16	17	18	E/O	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	T	F	S
	1	T	3	4	5	6
7	8	9	10	C	12	13
14	15	16	17	18	Q/W	20
21	22	23	24	W	V	27
28	V	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	V	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
G	24	25	S/W/T	V/M	V/M	29
30	V					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

C	K-5 Conferences **(Nov. 3 + Nov. 5 - 3:30-7:45) (March 11 - 3:30-7:45)** 6-12 Conferences **(Oct. 8 3:30-7:45) (March 11 - 3:30-7:45)**
K	Kindergarten Orientation - September 1
F	First Day of School - August 31
G	Commencement - May 23
Q/W	Quarter Ends **(Early Out - NS @ 12:32; HS @ 12:37) Afternoon Workshop for Staff**
S/W	Last day of Semester **(Early Out - NS @ 12:32; HS @ 12:37) Afternoon Workshop for Staff**
V	Holiday/Vacation/No School
V/M	Vacation/Potential Snow Makeup Day
W	Faculty Workshop/No School for students **W*** - **all staff inservice and Open House 4:00 - 7:00 pm**
T	Last Day of Trimester (Grades K-5)
PM	Full day for students; 6-12 staff workshop 3:30-7:45
EO	Early Out **(NS @ 12:32; HS @ 12:37)**
P	Paraprofessional Workshop - August 12th at BHS

Quarter One: 40 days; Quarter Two: 44 days | Quarter Three: 43 days | Quarter Four: 44 days
Workshop: 5 Days (178 Day Contract)
K-5 Grade Trimesters: November 30th (57 Days) March 2nd (57 days) May 26th (57 days)
171 days total

Welcome to Northside Elementary School

Northside Families,

Welcome to the 2026–2027 school year! On behalf of our entire staff, I am excited to welcome both returning and new families to Northside Elementary. We are looking forward to another year filled with learning, growth, and meaningful experiences for every student.

As I begin my third year at Northside and with Benson Public Schools, I want to thank you for your continued support. Northside is a special place, and I am proud to be part of this community. I look forward to another great year working with our students, families, and the greater Benson community. This handbook has been created to serve as a helpful resource throughout the school year. Inside, you will find important information about school procedures, expectations, and programs. Please take a few moments to review it with your child and keep it available for future reference

At Northside, we are committed to providing a safe, caring, and engaging environment where every child feels valued, supported, and challenged to reach their full potential. We believe that a strong partnership between home and school is essential to student success, and we appreciate the trust you place in us each day. One of the foundations of our school is The Braves Way. Throughout the year, students are encouraged to be Kind, Safe, and Responsible in everything they do. These expectations help create a positive school culture where students feel respected, supported, and empowered to make good choices both inside and outside the classroom.

Our dedicated teachers and staff are excited to welcome students into their classrooms and help make this a successful and memorable school year. We encourage families to stay involved, communicate openly, and celebrate the many accomplishments our students will achieve together. If you have any questions, please feel free to reach out to me at mckent@benson.k12.mn.us or call the school office at (320) 842-2717.

Thank you for being an important part of the Northside and Benson Schools community. I look forward to a wonderful year together!

Mitchell Kent

Mitchell Kent
Northside Elementary Principal

Benson School District Mission Statement

The Benson Public School District is committed to innovative learning opportunities to meet the needs of every student through exceptional academics, activities, and a caring staff.

Data Privacy Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received. A media release form may be requested for the following information: Picture that is in the current yearbook. Students' photos may be used for promotional considerations by the District for such things as newspaper, newsletter, web page, yearbooks, etc. Parents/guardians must contact the building if they do not want their child's photo used for these purposes.

NON-DISCRIMINATION INFORMATION

It is the policy of the District to comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law shall on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program.

Furthermore, it is the intent of the district to ensure that learners who have disabilities are identified, evaluated, and provided with appropriate educational services.

STAFF ROSTER

District #777 Board of Education

Name	Position
Brian Samuelson	Chair
Melissa Wrobleski	Vice-Chair
Paul Carruth	Clerk
Jim Berens	Treasurer
Bill McGeary	Director
Angela Nissen	Director
Melissa Wrobleski	Director
Dave Hafvenstein	Director

District Administration Phone: 843-2710

Name	Position	E-Mail
Julie Beddow-Schubert	Superintendent	jbeddowschubert@benson.k12.mn.us
Ashley Kent	High School Principal	akent@benson.k12.mn.us
Mitchell Kent	Northside Principal	mckent@benson.k12.mn.us

Mackenzie Dokkebakken	Athletic Director & Community Education	mdokkebakken@benson.k12.mn.us
Al Pagel	Transportation Director	apagel@benson.k12.mn.us
Connie Evenson	Food Service Director	cevenson@benson.k12.mn.us

Northside Elementary School 1800 West Nevada Ave. Phone: 842-2717

Name	Position	E-Mail
Mary Kent	Secretary	mkent@benson.k12.mn.us
Melanie Simmonds	Secretary	msimmonds@benson.k12.mn.us
Amanda Klucas	VPK/School Readiness	aklucas@benson.k12.mn.us
Brittany Carruth	VPK/ECFE Coordinator	bcarruth@benson.k12.mn.us
Aubree Vander Wilt	VPK	avanderwilt@benson.k12.mn.us
Maddy Wrobleski	Kindergarten	mawrobleski@benson.k12.mn.us
Lindsay Smith	Kindergarten	lsmith@benson.k12.mn.us
Courtney Cook	Kindergarten	ccook@benson.k12.mn.us
Ann Hippe	First Grade	ahippe@benson.k12.mn.us
Julie McNeill	First Grade	jmcneill@benson.k12.mn.us
Traci Pahl	First Grade	tpahl@benson.k12.mn.us
Jenna Olson	Second Grade	jolson@benson.k12.mn.us
Deb Ose	Second Grade	dose@benson.k12.mn.us
Ainsley Anderson	Second Grade	aanderson@benson.k12.mn.us
Elizabeth McIver	Third Grade	lmartinez@benson.k12.mn.us
Kiya Loof	Third Grade	kloof@benson.k12.mn.us
Stacey Anders	Third Grade	kahrndt@benson.k12.mn.us
Mitch Maurer	Fourth Grade	mmaurer@benson.k12.mn.us
Chad Carroll	Fourth Grade	ccarroll@benson.k12.mn.us
Amy Erickson	Fifth Grade	aerickson@benson.k12.mn.us
Adam Jensen	Fifth Grade	ajensen@benson.k12.mn.us
Kim Ulland	Fifth Grade	kulland@benson.k12.mn.us
Cade Roelofs	Phy. Ed.	croelofs@benson.k12.mn.us
Tammy Berndt	Spec. Ed.	tberndt@benson.k12.mn.us
Jill McGeary	Spec. Ed.	jmcgeary@benson.k12.mn.us
Elizabeth Fennell	Spec. Ed.	efennell@benson.k12.mn.us
Justin Smith	Spec. Ed. & SEAT Coordinator	jtsmith@benson.k12.mn.us
Emilee Evink	Early Childhood Spec. Ed.	eevink@benson.k12.mn.us
Savannah Walz	Student Support Teacher	sawalz@benson.k12.mn.us
Andrew Naseth	Music	anaseth@benson.k12.mn.us
Ellen Helgeson	Music	ehelgeson@benson.k12.mn.us

Elementary School Support Staff

Name	Position	E-Mail
Aryn Lindahl	Library Inst. Asst.	alindahl@benson.k12.mn.us
Julie Loen	Nurse	jloen@benson.k12.mn.us
Amanda Carruth	Nurse	acarruth@benson.k12.mn.us
Brianna Knudson	Social Worker	bknudson@benson.k12.mn.us

Name	Position	E-Mail
Kara Nissen	ESL Teacher	knissen@benson.k12.mn.us
Maria Claussen	Title I Instructional Asst.	mclaussen@benson.k12.mn.us
Cathy Connelly	Title I Instructional Asst.	cconnelly@benson.k12.mn.us
Matthew Goossen	Title I Instructional Asst.	mgoossen@benson.k12.mn.us
Emma Krusemark	Title I Instructional Asst.	ekrusemark@benson.k12.mn.us
Jody Kessler-Gross	Occupational Therapist	jkgross@benson.k12.mn.us
Victoria Petersen	Northside Computer Asst.	vpetersen@benson.k12.mn.us

School and Activity Announcements:

Cancellations, time changes, emergency closings, late starts, early dismissals, etc. caused by weather or other reasons will be made public as early as possible. Additional radio and television stations will be informed next as conditions and situations allow.

Weather-Related - School Closing Information

1. School opening and bus schedules may be delayed at any time due to changing weather conditions.

2. Benson radio station, other radio stations, WCCO, KARE11, and KSTP TV stations, and Benson School Facebook, and phone/text messages will be sent out in the event of a weather related school change

3. **Do not** send your child to school if you think that weather conditions are a threat to the safety of your child.

4. If you think it is advisable to withdraw your children from school before the scheduled dismissal time, come to the office at Northside.

Northside Office Hours
7:30 a.m. – 4:00 p.m.
Staff Hours
7:30 a.m. – 3:30 p.m.

District Office
7:30 a.m. – 4:30 p.m.

DAILY SCHEDULE

First Bell	8:05
Kindergarten	8:10 - 2:55
1st Grade	8:10 - 2:55
2nd Grade	8:10 - 2:55
3rd Grade	8:10 - 2:55
4th Grade	8:10 - 2:55
5th Grade	8:10 - 2:55

Kindergarten students may enter the building after 8:00 a.m. the first week of school and starting the second week will be outside or in the gym. First through fifth grade students should go to the playground before school unless it is raining or the temperature is below zero. On days that are raining or too cold to go outside students will be asked to sit by their lockers or to go to the gym to wait until the bell.

Northside students should not arrive at the school before 7:45 in the morning.

For the protection of all children, we try to keep the grounds free when unsupervised. Please help us in this request. We want all children to be safe. This policy does not apply to children riding buses or to elementary students who get a ride to school during inclement weather.

Discovery Kids - A school-age child care program is available (for a fee) before and after school at Northside Elementary. Contact the Community Education Office (843-4545) for specific information.

If it is necessary to request a change to dismissal plans for your child, please call the office before 2:30 in order to allow time to deliver the message before the end of the day.

For the safety and well-being of your child, we require that students be dismissed only from the office and/or the nurse's office. When needing to pick up your child at school during the school day, please inform the office of the time and plan to pick up your child in the office.

GENERAL POLICIES

Absences/Excuse for Absence:

PLEASE CALL, EMAIL, OR SEND A JMC MESSAGE VIA THE PARENT PORTAL. THE ELEMENTARY SCHOOL OFFICE BEFORE 8:30 a.m. IF YOUR CHILD IS ABSENT FOR ANY REASON.

This will save unnecessary calls by the school nurse or secretary to the home. If the absence is due to illness, please, indicate the type. Students are encouraged to bring a doctor's note for any medical absence. Extended absences may require a doctor's verification. If a doctor's note is not provided upon administrative request, parent verified absences will count as unexcused absences. Three (3) unexcused absences will result in classifying the student as "continuing truant". Seven (7) or more unexcused absences will result in classifying the student as "habitual truant" and may result in filing truancy with the county attorney.

Request to be excused from physical education: We must have a note from a doctor requesting that for health reasons your child is to be excused from all such classes.

Accidents

Accidents happening in school or on school grounds should be reported to the classroom teacher, school nurse, or school office within 24 hours of the accident. **Report all accidents no matter how minor they may seem.**

Bicycles

Bicycles must not be ridden on the playground.

Birthday Party Invitations and Treats

Birthdays are special occasions when parents may send treats to school for the entire class. If you would like to send a treat, please comply with Minnesota health guidelines which state that such treats must be purchased from a bakery or store and all candy must be individually wrapped. **Home-made treats are not allowed.** Please have an accurate count of your child's classmates before bringing/sending treats. We recommend bringing in healthy treats whenever possible. Please be considerate of student allergies.

Birthday invitations are very special to receive. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included. Please make arrangements to mail them or deliver the invitations in an alternative method. **Please note: Our school office and teaching staff are prohibited from disclosing addresses of our students due to data privacy laws. The school cannot give out parents' names and/or addresses of other students.**

Change of Address and/or Phone Number

Any change of address, phone number, family physician or emergency contact person should be reported to the office.

It is imperative that the school has current telephone and/or cellphone contact information as well as updated address and emergency contact(s) number(s).

Classroom Placements

Letters indicating student's classroom assignments for the school term (Grades K-5) will be mailed to parents in August. All registered students will be mailed an assignment letter.

Student Placement: To create classes that are more balanced and matched to teacher strengths; teachers will be creating class lists for the following year. A numerical system in a variety of areas will be used to balance classes. This eliminates the need for the principal (who does not know specific student needs and learning types) to create class lists. Parent requests may be considered only in cases of most specific need.

Clothing:
We believe that neat and proper clothing contributes to desirable attitudes and behavior. Students are expected to wear clothing appropriate to a school setting. Shirts that expose the midriff, shorts, and skirts that are extremely short, and beachwear are not permitted. Hats are to be removed in the building. Clothing suggesting alcoholic beverages, tobacco, or inappropriate messages will not be worn at school. Proper footwear is essential for physical education classes and the playground. Footwear with wheels will not be permitted (i.e., Heelies). The principals shall have the discretion to make decisions regarding the appropriateness of dress.

Cold Weather:
Students are expected to wear appropriate clothing during cold weather, including appropriate footwear. During supervised periods of outdoor recess, children are required to wear boots or other appropriate footwear on the playground when the weather permits. Often we will experience a warm day. Boots are still required due to the melting snow and wet conditions on the playground. We appreciate parent cooperation in stressing this requirement.

Communicable Diseases: If a student has a communicable condition, notify the school so appropriate measures may be taken.

Disease -	
Chickenpox	Excluded from school until lesions have crusted, usually 5-7 days. Incubation period 10-21 days.
Strep Sore Throat	Under the care of a family doctor. May return after 12 hours of prescribed medication and fever-free for 24 hours without the use of fever-reducing medications. Continue medication for the full course of treatment
Skin diseases	Such as fungal infections, Impetigo, scabies, etc. Under the care of a physician. Please contact the school nurse.
Head Lice	Please call the school nurse. Students may return to school after lice treatment (See page 23 for more details.)

Concerns/Complaints
Will be addressed as quickly as possible. We ask that the chain of command be followed when a concern/complaint arises. This is the procedure we use for handling complaints in the Benson Public School District. The chain of command outlines the steps to be taken at all District levels, from Level One (complaints brought to teachers, coaches, etc.) to Level Four (complaints brought to the Board of Education). The steps within the chain of command are the same regardless of whether the issue is being brought forward by a parent or a staff member. The purpose of this procedure is to facilitate the solving of problems between the parties involved. Further, it maintains a sense of order in the district. This can be found on page 24.

Damage to School Property
Any individual who through vandalism, carelessness, or accident destroys or causes damage to school property beyond normal usage shall be held responsible for satisfactory repair or replacement of such damaged school property. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed and may restrict student access to library materials.

Fees (Breakfast & Lunch)
Every K-5 student will receive one free breakfast and one free lunch every day. Food for snack and milk break

are not free. A family account has been established for each family where student milk breaks and lunches are charged to the family account as each student participates. All Food Service fees will be deducted from your family account - lunches are kept track by using the student's finger scan. **This is a prepaid program.** Therefore, regular deposits (weekly or monthly) are encouraged to your family account so that it remains with a positive balance. Balances that fall below a **negative $10.00** will not be allowed to use the programs until payment has been made to return it to a positive balance. Balances left over at the end of the school year are carried over to the next school year.

2026-2027 Prices:

Lunch Prices:	**PreK:**	**$2.75**	**Breakfast Prices:**	**PreK**	**$1.70**
	Adult	**$6.00**		**Adult**	**$3.50**
Milk Prices	**Ind.**	**$0.50**	**2nd Breakfast**	**PreK-5**	**$3.50**
Milk Break	**Annual**	**$90**	**2nd Lunch**	**PreK-5**	**$5.50**
	Semester	**$45**			

Parents are now able to check lunch balances on the school website. You must have a user account to access lunch account balances. Follow these instructions:

1. Click on the Benson Public Schools Website - www.benson.k12.mn.us
2. Click on Parent Portal K-5 or 6-12
3. Sign in Parent User Name and Password.
4. Click on the Lunch button.
5. This will show you your Lunch Account balance and by clicking on Student's Lunch Transactions you can see an itemized list of how many meals your family has eaten and how many extras they may have taken.

If you have any questions regarding your lunch account, please notify Connie Evenson at 320-843-2710, ext. 1131.

If you are unable to access your JMC Parent Portal account, please contact the Northside Office at 320-842-2717.

Family/Student/Adult Athletic Passes may be purchased for students at a cost of **$45** each, for an adult at a cost of **$65**, for senior citizens (over 60) for **$55**, or for a family at a cost of **$155**.

Field Trips

During the school year a certain number of field trips are planned according to subjects studied in each classroom. As a part of registration for school, you signed a field trip permission form. If there have been any changes, we ask that you notify your child's classroom teacher of these changes. We cannot take any child on a field trip without a form signed by the parent or guardian. In addition, students with disciplinary warnings, incomplete work, and/or homework warnings may not be allowed to participate in school field trips.

Fire Drills

Students are evacuated from the school building during fire drills in approximately two minutes or less. Drills are held a minimum of 5 times per year. All students and staff leave the building during drills. Two fire drills are required during the summer session.

Emergency Drills

School districts are required by law to conduct at least 5 emergency drill procedures during the school year. Emergency drills are lock down and/or evacuation drills to prepare staff and students to be safe in event of an emergency situation.

Gum and Candy – At Northside Elementary it should be brought to school only for special occasions (holidays and room parties if the classroom teacher approves.) Some teachers may utilize these items for sensory support.

Health Screenings
K through 5th grade students will be screened for vision and hearing annually according to Minnesota Department of Health guidelines. Vision will be screened for 1st, 3rd, and 5th grade students. Hearing will be screened for Kindergarten, 1st, 2nd, 3rd, and 5th grade students. If a student does not pass the vision and hearing screening according to Minnesota Department of Health standards, the screening will be repeated. If the student does not pass the re-screen, a referral notice will be mailed home. If you have concerns about your child's vision or hearing during the school year, contact the school nurse.

Homebound Instruction will be provided for students who will be out of school either at home or in the hospital for an extended period of time. In any case where the child may miss three weeks of school the parent is asked to call the school office.

Illness: If a student has a **fever of 100 degrees or more**, the student should stay home for 24 hours after the temperature returns to normal, without medication. If a student has **vomited** or had **diarrhea**, the student should stay home until 24 hours after the last episode. If a student has a diagnosed **chronic condition** (i.e. diabetes, asthma, seizures, heart condition, allergies, etc.) it is necessary for the parents to provide this information to the school at the beginning of each school year or when diagnosed. Student's health information will be shared with appropriate school personnel, keeping in mind confidentiality.

Immunization Information
In accordance with the School Immunization Law, students may not enroll or remain in school without having provided:

1) A statement from a physician, public clinic, or parent(s) which provides immunizations stating that the child has received immunization against Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B, Measles, Mumps and Rubella, Varicella (or the date of Chickenpox disease).
2) A statement signed by an M.D. stating that the physical condition of the child is such that immunization would seriously endanger the child's life.
3) A notarized statement signed by the child's parent or guardian stating that the child has not been immunized as prescribed in (1) or (2) because of conscientiously held beliefs of parent or guardian.
"Elementary or secondary school" includes **any** public school as defined in section 120.05, or nonpublic school, church, or religious organization or home-school in which a child is provided instruction.
4) After 30 days of the first day of school or enrollment, a student who is not in compliance with immunization requirements will not be able to attend school

Kindergarten
To be eligible for kindergarten a child must be five (5) years old on or before September 1st. Registration for incoming kindergartners will be held in early spring each year. Registration packets will be sent in the mail and the meetings will be announced in the newspaper and on the radio via press releases. Students need to be potty trained before entering kindergarten. Please contact the Northside office with any questions or concerns.

Minnesota Statute Regarding Kindergarten (M.S. 120.06) reads:
"No person shall be admitted to any public school as a kindergarten student unless the student is at least five (5) years of age on September 1 of the calendar year in which the school year for which the student seeks admission commences."

Latex Allergies: Benson School District recognizes allergic reactions to latex have become an increased health risk, sometimes life threatening. Therefore, no latex gloves or latex balloons are permitted in schools. Additionally, Benson School District encourages the purchase of non-latex products.

Lockers are school district property. School district personnel may inspect the interiors of lockers at any time. Elementary school lockers do not lock nor are students to use padlocks on lockers. Parents and students should take note of this policy when personal possessions are involved. The school is not responsible for replacement of personal items lost or taken from lockers.

Lost and Found

An area for lost and found items is located in each building. If something belonging to your child is missing, please check there. Many items that accumulate during the year are never claimed. Unclaimed items are donated to Prairie Five or discarded throughout the school year.

Medication Policy

All prescription medications and over-the-counter medications are to be administered by the school nurse or designated school personnel in accordance with the law and school district procedures. The administration of any medication requires a signed permission form from the student's parent/guardian. A parent/guardian must notify the school immediately when any changes in the student's medication are made. All medications must come to school in their original container. Medications are not to be carried to school by the student unless there is a written agreement between the school district and parent/guardian -parent/guardian should deliver the medication to school. In addition, medications are not to be carried by the student but stored in a locked area of the nurse's office. Exceptions may be made for such urgently needed medications as inhalers with a written agreement between school district, parent/guardian, and licensed prescriber. The amount of medication brought to school will be counted, recorded and dated by the school nurse. At the end of the school year, the school nurse will call a parent/guardian to arrange medication pick up. Please inform the school nurse of any medications taken at home, as side effects can occur and also for any emergency situations. Please update the school nurse if there are medication changes as these can have an effect on a student's performance. For further details, you may request a full copy of the Benson Public Schools Medication Policy from the superintendent's office.

Money and Other Valuables

It is not advisable for pupils to carry purses, billfolds, or large sums of money to school. Money for fees should be sent in a sealed envelope clearly marked with the student's name and address. We encourage students **not** to bring jewelry, cell phones or other valuables to school. All personal property that is brought to school should be clearly marked with the student's name.

Non-Custodial Parents

According to the Family Rights and Privacy Act of 1974, "Custody or other residential arrangements for a child do not, in themselves, affect the rights of the child's parents under the Family Educational Rights and Privacy Act."

Parents who have sole custody rights must file with the school a copy of the court order. Unless the school has such an order on file, we cannot deny either parent from requesting the child be dismissed into his/her custody. Should you have further questions regarding this matter, please contact the school office. If the status changes, it is the responsibility of the parents to provide us with updated court orders so that we can be responsive to the current situation.

Parent Portal

Via the internet, parents now have access to student grades and attendance which can be checked as needed.
If you are interested in creating a user account, please contact the Northside office.

Cell Phones

During school hours, cellphones, smart watches, and other electronic devices are not allowed in the halls, on the

playground, or in classrooms (unless approved by the teacher). Students who bring phones, smart watches, or other electronic devices to school must leave them in their lockers or with classroom teachers. No cellphones or other personal communication devices are allowed out of lockers during school hours. Student devices may be confiscated and parents may be required to come in and pick them up. Continued violations may result in stricter consequences.

Reasonable Force Standard

A staff member, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Recording of Staff and Students

Students may not take pictures or recordings of staff and/or students for personal use without permission from that staff member. Disciplinary action may result for individual(s) who are found to have taken picture(s) and/or recordings of others without their prior approval.

Safety - Health and safety procedures are posted in each classroom to ensure and promote the health and safety for all students at the Northside Elementary School. Students are to follow the directions of Administration and faculty.

For Safety Reasons, we ask that no vehicles use the staff parking lot along the gym, the playground area or the driveways for dropping-off or picking-up students.

Encourage your child to:

1) Cross streets at crossings - **never** in the middle of the block.
2) Observe the traffic rules.
3) Return to school or home directly without stopping to play.
4) Never accept rides from strangers.
5) Follow playground rules:

---Bicycles are off limits during school hours.
---Stay back away from doors.
---Touch football is permitted. **No** tackle football.
---No wrestling on the playground.
---Show respect for other people's property.
---No snowballs are to be thrown.
---Do not push, trip or jump on other students.
---Use equipment properly.
---Wear removable rubber footwear and appropriate clothing during the winter months.

Please note the following:

Students are not to leave the school grounds without written permission (or a phone call) from the parent or guardian which the student has given to the teacher. We do not want students to leave the school during noon hour.

The drinking water at the Northside building has been tested for lead by professional laboratories and has been declared safe.

Emergency Procedures

Emergency procedures for hazardous conditions are posted in each classroom to ensure and promote the health and safety for all students at Northside Elementary Schools. Students are to follow the directions of administration and faculty should such emergencies occur.

School Pictures and Elementary Annual
School Pictures will be taken during the Back-to-School Open House. Forms will be mailed out before the beginning of the school year. **(No one is obligated to purchase school pictures but we do ask that all students have their picture taken for school records and annual.)**

An annual will be available for purchase during the school year. Parents will receive a message when annuals are available to pick up.

Show and Tell
For the protection of our students with asthma and allergies, we request that pets be kept outdoors for show and tell rather than bringing them into the school and classroom. Prior arrangements should be made with your child's classroom teacher.

Surveillance Policy
The School Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by building administration. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

SUPPLIES

Benson Public Schools shares classroom supply lists that vary slightly from one grade level to the next. Please refer to this list for all necessary items. The classroom supplies needed for ALL students include:

1) **Tennis Shoes for Physical Education.** These should be left at school at all times. If it is necessary to take them home for special reasons, they should be cleaned before returning. This is to assure the utmost of cleanliness of the gymnasium floors.
2) **Student Name or Initials on:**
   a. BOTH tennis shoes.
   b. BOTH boots.
   c. BOTH mittens.
   d. Caps, coats, etc.
   e. Personal belongings such as tablets, books, etc.
3) Backpacks need to fit in lockers (some are small) and should not have wheels.
4) Box of Kleenex
5) Lysol wipes

Visiting School

Parents are welcome to visit our schools. Approved visitors must check into the office before entering the building. We are eager for you to get acquainted with our staff, our buildings and our educational procedures. We realize that you have a great responsibility as parents for the education of your child.

Visitor Procedures for Northside Elementary

A safe school environment is essential for learning, and is one of the highest priorities in the Benson School District. For the safety and security of our students, staff and our guests, a uniform visitor procedure has been implemented at Northside Elementary.

Students will be dropped off and picked up outside at our entry doors. All outside doors will be locked from 8:15 a.m. to 2:45 p.m. To gain entrance into the building visitors will need to be buzzed in at the East entrance at Northside. If warranted, parents may accompany and drop students off at their classroom during the first week of school. Following this, a staff member will assist in getting students from the office to their classroom. This is in order to keep all students safe and Northside secure.

It is very important to your child that you share in his/her school life; therefore, you are invited and encouraged to visit the school for special programs, serve as a volunteer, or have lunch with your child. **All parents and visitors will be asked to sign in at the office** to get a visitor pass, which must be visible at all times. During events that are open to the public, exceptions and modifications to these procedures may be posted.

When you are leaving the building please **stop by the office and sign out**. This is a very important step because, in the event of an emergency evacuation, such as a fire drill, we will be using the visitor log to make sure that all guests are accounted for and have exited safely.

While some of these measures may create anxiety, inconvenience or delays, they are necessary steps to provide the safest and most secure learning environment possible. We hope that by following these basic procedures, our schools will be safer for our guests, our staff, and especially for our students.

Withdrawal from School

It will be appreciated if parents moving from our school send a note to the school or call the office and give the following information:

1. New Address
2. Date of last attendance for the child in school.

This information should be forwarded to the school several days before the child actually leaves. Upon receiving this information the school prepares the necessary forms and sends them home with the child together with the report card if applicable. The new school in which your child enrolls will send for your child's school records.

Attendance Policy

Absence from school can never really be made up. Success at school requires, like success on any job, promptness, responsibility and dependability. The school holds firmly to the belief that the student must not only complete school work satisfactorily, but also maintain a good attendance record.

Reasons for absence which may be considered are:

- Illness or hospitalization with parent note and/or medical verification.
- Religious observances
- Death in the family or funeral
- School activities
- Family trips (only when advance notice is given to the principal and work is satisfactorily completed before the absence)
- Professional health and legal appointments

- A doctor's recommendation that the student should not attend school during illness

Some reasons which may not be considered are:

- Oversleeping
- hair appointments
- suspension
- Undocumented absences
- work
- Truancy/habitual truant/continuing truant

It is the **student's responsibility** to check with each instructor for make-up work the day after an absence. (Parents may wish to contact the office regarding homework assignments. These assignments may then be picked up after noon on the day of the absence.) All work missed or assigned because of an absence must be completed, or the student will receive an incomplete grade for the course. Instructors will give assistance, necessary to complete the work missed or assigned, to students who need help because of excused absences.

Students are not to leave school because of illness or any other reason without reporting to school personnel in the nurse's office or principal's office. Students who fail to report will be considered unexcused.

Absences that are not verified with the office will be considered unexcused.

Five (5) tardies will count as one day absent. Students must be present a minimum of two hours in the morning or two hours in the afternoon not to be counted absent for one-half day. A two hour absence in midday will also be counted as one-half day absent upon committee decision.

Excessive Absences - School administrators will review student attendance reports. The following steps will be taken based on the total number of absences:

- Eleven (11) absences: A possible meeting with the building principal and both parents to discuss the possibility of a court referral and/or retention.

Attendance, and the reasons for the absences will be considered with other factors including grades, and performance on standardized tests when determining grade-level promotions. Students away from school on school business will not be counted absent.

Planned Absences - Absences for reasons other than illness or death in the family are discouraged. If your child must be absent for an extended period or for an emergency reason, notify the school that your child will be absent. If time allows, your child will receive a form to take to their teachers, notifying them of the expected absence and requesting homework assignments.

Unexcused Absences - A student who is absent from school without lawful excuse (unexcused absence) for three school days is considered "continuing truant". After three unexcused absences a student may be referred to the Swift County Truancy Prevention Program.

A student who is absent from school without lawful excuse (unexcused absence) for seven school days is considered "habitual truant". Cases involving habitual truancy may be turned over to the county attorney's office.

Student Conduct

It is the position of the Northside Elementary School that its mission of providing a sound educational program to the students of the District cannot be achieved without appropriate student conduct and behavior.

The main objective is to encourage the students to pursue continual growth in self-discipline. The emphasis will be on building upon the positive behavior of the students through effective role modeling by parents and staff members, reinforcement of that positive behavior and recognition of individual and group successes.

For self-discipline to be developed, maintained and enhanced, a proper environment is vital. Conversely, a proper environment cannot be achieved without a significant degree of self-discipline on the part of most students. The difficulties in the dilemma are recognized. The expectations shall be delineated as rights and responsibilities. Student rights include, but are not limited to, the following:
The right to a free and full education and to learn, the right to equal educational opportunity and to freedom from discrimination, the right to due process of law, to freedom of inquiry and expression, to privacy, to participate in student activities, to personal property and the right to be informed of school rules.

Student responsibilities include, but are not limited to, the following: The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions, the responsibility to pursue and attempt to complete the course of study prescribed by the state and local school authorities, the responsibility to make necessary arrangements for making up work when absent from school, the responsibility to assist the school staff in running a safe school for all students enrolled therein. In addition, students have the responsibility to be aware of all school regulations and conduct themselves in accord with them, to assume that until a rule is waived, altered, or repealed, it is in full effect, to be aware of and comply with state and local laws, to be willing to volunteer information in disciplinary cases and to cooperate with school staff should they have important knowledge relating to such cases. Students have the responsibility to protect and take care of the school's property, to dress and groom to meet fair standards of safety and health and common standards of decency, to avoid inaccuracies in student publications, to avoid indecent or obscene language, and to express ideas in a manner that will not offend or slander others.

When a student does not meet the responsibilities outlined above or violated the rights of others, such inappropriate behavior will be met with one or more responses depending upon all of the circumstances, including the student's prior disciplinary offenses. Those responses are the following: verbal conference with student, verbal conference with student and parent, written warning of non-compliance, removal from activity, class or playground, restriction of privileges, detention, in-school suspension, at-home suspension, homebound placement, and/or expulsion.

Respectful Behavior

The staff of the Northside Elementary School recognizes the contributions of all individuals in achieving its mission of providing a sound education for every student. School staff, parents, students and community members have unique perspectives that are critical to attaining this goal.

The Northside Elementary Staff will encourage the exchange of perspectives in an atmosphere of mutual respect. Staff, parents, students and community members should be treated in a manner which enhances self-esteem and supports the dignity of the individual.

The Northside Elementary Staff also believes that creating a positive climate for students, staff, parents and community is critical to the achievement of the school's mission. To create this positive climate, every individual must act with respect.

For purposes of this policy statement, “respect” means to value one’s self and to act out of consideration for others.

Examples of respectful behavior toward others include but are not limited to:

- Treating others as you would like them to treat you
- Valuing the perspectives of others
- Listening to the views of others
- Demonstrating courtesy toward others
- Recognizing the feelings of others
- Acknowledging the efforts of others
- Appreciating the contributions of others
- Honoring the property rights of others
- Responding to questions and concerns in a thoughtful professional manner
- Expressing differing views in a considerate manner
- Offering suggestions for improvement in a positive manner
- Communicating verbally or in writing in a considerate manner

Examples of disrespectful behavior toward others include but are not limited to:

- Using intimidation to frighten, demoralize or coerce others
- Using terms or symbols which demean individuals or groups
- Telling stories or jokes which degrade individuals or groups
- Swearing or using vulgar language
- Showing irreverence to the sincere beliefs of others
- Ridiculing the efforts of others
- Employing destructive criticism
- Defacing or destroying the property of others
- Humiliating others through personal attacks
- Imitating others in a way that ridicules or stereotypes a person or group
- Inflicting pain on others

Positive Behavior Intervention Supports (PBIS) at Northside Elementary

Northside Elementary implements Positive Behavior Intervention Supports (PBIS) at our school site. PBIS encourages students to follow “The Braves Way,” which includes being Kind, Safe, and Responsible.

What is Positive Behavior Intervention and Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school’s ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at our school?

We have adopted a unified set of schoolwide behavior expectations in all school settings. You can find the PBIS Matrix below. The behavior expectations are posted throughout the school and your child will be learning them during his or her first days at school. All of the behavior expectations align with being KIND, SAFE, and

RESPONSIBLE, THE BRAVES WAY!

What is a Minor Ticket?

Minor Tickets are part of our discipline process. Minor Tickets are designed to teach a replacement behavior that focuses on a more positive approach. Appropriate communication between the principal, school staff, students, and parents will be used after a student receives a Minor Ticket. This will help ensure everyone is aware of the situation and what is being done to help teach and prevent going forward.

The goal of PBIS is to focus on teaching positive behaviors!

The Braves Way

	Classroom	Lunchroom	Hallways Office	Playground	Bathroom	Bus
Volume Level	0-3	1-2	0-1	2-4	0	0-2
Kind	Treat others the way that you want to be treated. Listen to others. Include others.	Say "please" and "thank you." Use school appropriate language.	Honor others' learning spaces. Greet each other appropriately.	Include and invite others. Use appropriate language. Show good sportsmanship.	Honor the privacy of others.	Use kind words. Keep hands to yourself. Share your seat.
Safe	Enter and exit the classroom appropriately. Keep your space and classroom clean.	Wash your hands before you eat.	Walk with a purpose. Keep walkways clear. Keep hands to yourself.	Use equipment correctly. Dress for the weather. Transition quickly.	Wash and dry hands appropriately. Report problems to staff.	Walk on the sidewalk. Stay in your seat. Sit facing forward with two feet on the floor.
Responsible	Do your best work all of the time. Stay focused on your learning. Be on task.	Eat what you take. Clean up after yourself. Use good manners.	Keep your belongings organized.	Take care of your belongings. Return equipment. Use your time wisely.	Limit talking. Clean up after yourself. Use the bathroom in a timely manner.	Listen to adults. Use an inside voice. Keep your whole self in the bus.

<u>BULLYING POLICY</u>:

BULLYING– Bullying is a detriment to both student academic and social/emotional growth. Bullying is recognized as intimidating,

threatening, abusive, or harming conduct that is objectively offensive and when someone repeatedly and purposefully says or does mean or hurtful things to another person or group of people, and there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. These actions can be verbal, physical or relational and done either in a direct or indirect manner. Benson Public Schools prohibits bullying on school property and at all school-related events. Cyber bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device) that is connected to school is also prohibited. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. Furthermore, "Prohibited conduct" means bullying or cyberbullying as defined or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying. Anyone who is the victim of bullying, or has knowledge about such an incident, should immediately report it to a school staff member or other trusted adult. A suspected bullying situation may also be reported on the Benson Public School website under "Parents and Community" tab. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and possibly discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar behavior that is disruptive to the learning environment. Parents are encouraged to closely monitor their children's social networking (Facebook, Twitter, texts, etc.) and immediately report any suspected bullying behaviors.

Northside Elementary School Discipline Policy

All elementary students of District #777 will be corrected for inappropriate language or gestures, physical aggression, harassment of other children, bullying, and insubordination shown to any persons in authority in school or on the school property.

*Severe infractions (such as repeated insubordination and intentional injury to others or damage to property) may result in immediate removal from class or playground activities, after school detention, in-school suspension, at-home suspension, homebound placement, or expulsion.

Northside Elementary School Homework Policy

Assigning homework provides additional practice beyond what is available during class time. Homework helps students learn to be accountable, responsible and reinforces independence. Students learn to work from directions and notes and to solve problems without direct assistance. Homework allows for extension of learning and raises levels of thinking through report and story writing projects and analysis of information taught in class.

The elementary staff wants students of District #777 to develop a sense of self-satisfaction and a sense of pride for putting forth their best efforts. The staff wants students to learn to accept responsibility and be accountable for their work by developing appropriate work habits. These habits are very important for students to learn and will assist them with tasks as adults.

All assigned homework is expected to be completed by the due date. The student will receive a warning on the first violation for incomplete homework. Following infractions may result in the student receiving time at lunch/recess time to work on incomplete assignment(s).

Parental support of these policies is critical. Parents are strongly encouraged to communicate positive comments, as well as concerns, directly to the teacher.

We feel that self-esteem is the key to good mental health and will often be the determining element in how a student deals with learning and social interactions. If we can help students develop a quiet respect for the person they are, we will have provided them with a tool for happiness and productivity throughout their lives.

Our self-image is the picture we have of ourselves. It is how we feel about ourselves and how much we like ourselves. It affects every aspect of our behavior: our ability to learn, our capacity to grow and change, our choice of friends and careers. A strong positive self-image is the best possible preparation we can give students for success in life.

Each elementary teacher is responsible to motivate students by using positive reinforcements. Some examples of these are positive oral comments, positive notes, stickers, certificates, comments on papers, individual rewards, group rewards, etc. Through these we are encouraging students to develop self-discipline, positive self-esteem, and a desire to continue to learn.

DISCIPLINARY CONSEQUENCES

When a student does not meet the rules and regulations outlined in the handbook or violates the rights of others, such inappropriate behavior will be met with one or more responses depending upon the circumstances. School district administration retains discretion to impose consequences. In addition, a student may be disciplined for conduct and behavior at areas outside of the school building and grounds–that violate the rights of others. Examples of disciplinary consequences include but are not limited to:

> Conference with student
> Conference with student and parent
> Written warning of non-compliance
>Detention
> Removal from activity or class
> Restriction of privileges
>Out of school suspension
> In-school suspension
> Expulsion
> Referral to other agencies or programs
> Homebound placement
> Restitution
>Bus suspension
> Morning/noon/after school study sessions/detentions

FOLLOW THESE BUS RULES

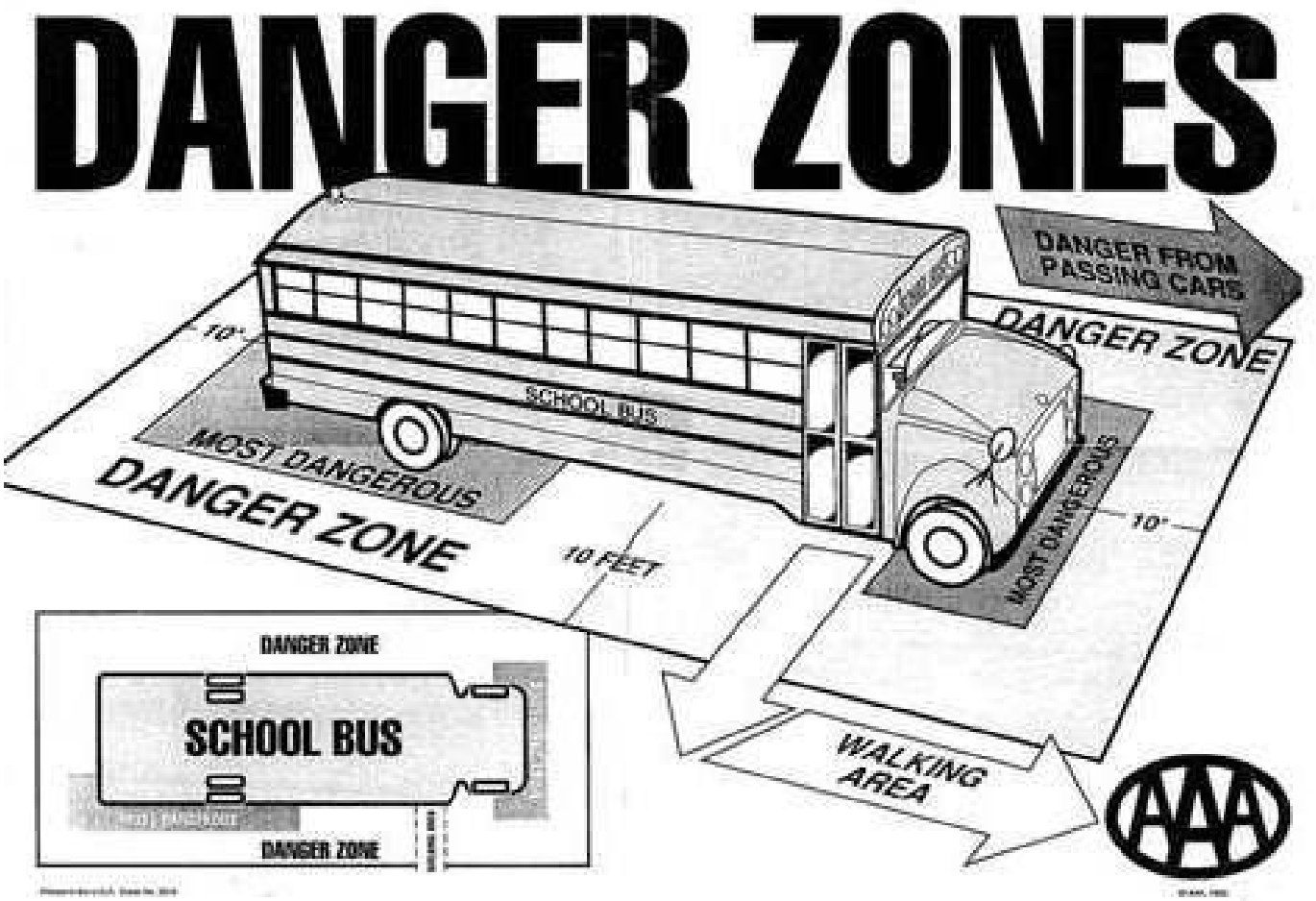
- IMMEDIATELY FOLLOW THE DIRECTIONS OF THE DRIVER.
- SIT IN YOUR SEAT FACING FORWARD.
- TALK QUIETLY AND USE APPROPRIATE LANGUAGE.
- KEEP ALL PARTS OF YOUR BODY INSIDE THE BUS.
- KEEP YOUR ARMS, LEGS AND BELONGINGS TO YOURSELF.
- NO FIGHTING, HARASSMENT, INTIMIDATION OR HORSEPLAY.
- DO NOT THROW ANY OBJECT.
- NO EATING, DRINKING OR USE OF TOBACCO OR DRUGS.
- DO NOT BRING ANY WEAPON OR DANGEROUS OBJECTS ON THE SCHOOL BUS.

- DO NOT DAMAGE THE SCHOOL BUS.
- WHILE WAITING FOR BUSSES AT SCHOOL, STUDENT MUST LINE UP BEHIND MARKED AREAS

KEY CONCEPTS

Transportation is a privilege, not a right. (M.S. 123.801)

A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy.
Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the pupil fair dismissal act of 1974. Revocation procedures for a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, title 20, section
1400 et seq., section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section
794, and the Americans with Disabilities Act, Public Law Number 101-336, are governed by these provisions.



The School Bus is an extension of the classroom.
District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

The "Danger Zone" surrounding a school bus.
The "Danger Zone" is the area within 10 feet of the bus. The two areas which are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

Appropriate conduct while on the bus.
Be on time - Stay out of the "Danger Zone" - Follow driver's instructions - Always stay seated – Be courteous, no fighting, swearing or yelling - No eating or drinking - Keep the bus clean - Do not damage the bus - Keep your hands and arms inside the bus windows - No pets or dangerous objects.

Procedures for safely boarding and leaving a school bus.
Be on time - Always line up single file to board (no pushing or shoving) - Do not approach the bus until the driver opens the door - Use the handrail - Take one step at a time - Be seated quickly – Remain seated until the bus stops at your stop - Walk to the door - Move out of the "Danger Zone" - If you must cross the street, wait for the driver's instruction or signal - Go directly home.

Procedures for safe crossing of vehicle lanes.
Move away from the side of the bus (if you can touch the bus, you are too close) - As you move away from the bus, move to a point at least 10 feet in front of the bus - Turn toward the driver and make eye contact (see that the driver sees you) - Wait for the driver to signal you that it is safe to cross (either by the public address or by hand signal) - Walk 20 feet in front of the bus, stopping to check for vehicles that might violate the stop arm - When its safe, complete the crossing.

School bus evacuations and other emergency procedures.
There are three different evacuation plans: (A) using only the front service door (B) using only the rear (or side) emergency door, and (C) using both the service door and the emergency door. All students should know the location and basic function of the emergency equipment. In a real emergency, students should leave personal belongings on the bus. Students should gather in a group in a safe area about 100 feet away from the bus.

Sexual Harassment & Violence Policy Summary

1. To maintain a learning and working environment that is free from sexual harassment and violence, this school district prohibits any form of sexual harassment and violence.

2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

3. Any student or employee of this school district who harasses or commits violence toward another student or employee through conduct or communication of a sexual nature will be subject to disciplinary action.

4. All complaints whether verbal or written will be investigated and appropriate disciplinary action will be taken.

5. The individual reporting a violation is encouraged to use the form available in the superintendent's office. All verbal and written complaints should be submitted to the building principal or the District's Human Rights Officer.

6. Retaliation is prohibited against any individual who reports sexual harassment or participates in an investigation.

7. Confidentiality of all persons involved will be respected to the fullest extent possible.

8. This is a summary of the Sexual Harassment and Violence Policy of District #777. A complete policy description is posted in the office area of each building and is available by contacting the school office.

Dangerous Instruments and Weapons

Students possessing, carrying, displaying, or using dangerous instruments and weapons may result in (1) an initial suspension for 1-5 days; (2) confiscation of the instrument or weapon; (3) contact by the police department; and (4) a recommendation to the superintendent that the student be expelled for one year. Note that hunting equipment on school property is illegal and grounds for expulsion pursuant to MN State Law. (Squirt guns and/or other water devices or look alike weapons/toys are not to be brought to school). The principal, under certain circumstances, may recommend and the board may impose a lesser penalty.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death.

A student who finds a weapon on the way to school or on school property or in the school and takes and surrenders the weapon immediately to the office shall not be considered in possession of a weapon.

Assault

Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving or scuffling". Students who engage in fighting with another person may be suspended for 1-5 days and/or subject to disciplinary action.

Pupil Fair Dismissal Act

The Pupil Fair Dismissal Act establishes grounds and procedures for the suspension, exclusion and expulsion of students.

Suspension is an action taken by the school administration which prohibits a student from attending school for a period of no more than five school days. A suspension may include a readmission plan and a possible alternative program to be implemented during or following readmission.

Exclusion is an action taken by the school board to prohibit enrollment or re-enrollment of a student for a period not extending beyond the school year.

Expulsion is an action taken by the school board to prohibit an enrolled student from further attendance for a period up to but not extending beyond one year.

Grounds for dismissal from school include:

a. Willful violation of any reasonable school board regulation.
b. Willful conduct which materially and substantially disrupts the rights of others to an education.
c. Willful conduct which endangers the student, other students, or the property of the school.

This is a summary of the Pupil Fair Dismissal Act. A complete description is available by contacting the school office.

Head Lice Management

Based on the most current recommendations from the Minnesota Department of Health and the Center for Disease Control, students with head lice may remain in school. Parents will be contacted if their child is found to have head lice and requested that lice killing shampoo be used. Parents may chose to pick up their child early or may wait until after school to complete treatment. Students that remain in school with head lice will avoid head to head contact with other children. Classrooms checks will not be completed. Students will be screened in nurse's office if symptoms are present or by parent request.

https://www.hennepin.us/-/media/hennepinus/residents/health-medical/infectious-diseases-fact-sheets/head-lice-parents.pdf?la=en&hash=87D712D9E4A076B8573872BF573A5B5EEF7D69DC

https://www.hennepin.us/-/media/hennepinus/residents/health-medical/infectious-diseases-fact-sheets/lice-fact.pdf?la=en&hash=7BAEA250DEC30D9309800916A8F8063AA77C1F83

https://www.cdc.gov/parasites/lice/head/schools.html

https://pediatrics.aappublications.org/content/135/5/e1355

Chain of Command

Teacher Principal Superintendent Board of Education

This is the procedure we use for handling complaints in the Benson Public School District. The chain of command outlines the steps to be taken at all District levels, from Level One (complaints brought to teachers, coaches, etc.) to Level Four (complaints brought to the Board of Education). The steps within the chain of command are the same regardless of whether the issue is being brought forward by a patron or a staff member. The purpose of this procedure is to facilitate the solving of problems between the parties involved. Further, it maintains a sense of order in the district.

LEVEL ONE

Applies to complaints or concerns brought to teachers, coaches, and supervisors who have direct command of the concern or situation:

- Listen to the concern.
- Frame the issue with the person bringing the complaint forward in such a manner as to insure that both parties understand the nature and circumstances surrounding the issue;
- Acknowledge the existence of the problem, or deny the circumstances. (Be truthful and sincere but direct.)
- Discuss options for resolving the problem and following up with agreed terms.
- Notification of supervisor: Inform immediate supervisor about the complaint. Within the notification, include a summary of the relevant facts or issues, an assessment of the validity of the concerns and a review of the steps taken to resolve the issue.

LEVEL TWO

Applies to complaints or concerns brought to supervisors of personnel (principals, dean of students, directors, etc.):

- Upon receiving the call, confirm that the complaint has been taken to the proper individual for resolution before accepting any responsibility. If it has not been correctly routed, direct the complainant to the proper level or, if necessary, facilitate transferring the complaint to the appropriate individual or individuals;
- If the complaint has been handled in the appropriate sequence and the issue is still unresolved, proceed with the same steps as in Level One;
- Acknowledge that upon receiving the complaint in written form, a fact-finding discussion and investigation will be conducted with the employee you supervise and attempt to resolve the problem based on the facts you discover.
- Follow up with a written response to the complainant (It is important to keep a paper trail).
- Notify the superintendent of the complaint. Within the notification, include a summary of the relevant facts or issues, an assessment of the validity of the concerns and a review of the steps taken to resolve the issue.

LEVEL THREE

Applies to complaints or concerns brought to the Superintendent:

- Repeat all the steps in Level Two.
- Notify the board of education of the complaint. Within the notification, include a summary of the relevant facts or issues, an assessment of the validity of the concerns and a review of the steps taken to resolve the issue.

LEVEL FOUR

Applies to complaints or concerns brought to the Board of Education.

- Upon receiving the call, confirm that the complaint has been taken to the proper individuals (at all three previous levels) for resolution before accepting any responsibility. If not, direct the complaint to the proper level.
- Listen to the complaint without providing an opinion. If the complaint is lengthy or the complainant lacks focus, ask that it be put in writing and accept responsibility for forwarding copies to all board members and the superintendent.
- Acknowledge that upon receiving the complaint in written form, you will conduct a fact-finding discussion with the superintendent and attempt to provide resolution based on the facts that are discovered.
- In all instances, discuss it with the superintendent. If the issue is still not resolved, ask that the issue be placed on the board agenda for consensus building and a possible directive of resolution to the superintendent.

System to Encourage Positive Solution

(STEPS)

A systematic approach to problem solving and conflict resolution:

- Step #1: Discussion with the person or persons involved. Most problems or issues should be solved by those directly involved.

- Step #2: In the event that Step One is not successful, involve the Principal or immediate supervisor. These individuals are skilled in conflict resolution. It will be necessary to let the Principal or supervisor know that an attempt was made to resolve the issue in Step One.
- Step #3: In the event that Step Two is not successful, contact the Superintendent. The superintendent will need to know that Steps One and Two were used.
- Step #4: The school board hears concerns that have not been resolved in the first three steps. To submit a concern to the board of education, the request must be presented to the superintendent who will place it on the appropriate agenda or before the appropriate committee.

NEITHER THE PUBLIC NOR THE STAFF SHOULD SKIP ANY OF THE STEPS

Benson Public School District #777

Respectable Use Policy (RUP) for District Computer Systems

Information for Students, Parents and Staff

Purpose:

1. The District is providing its employees and students ("users") with access to computing equipment, systems and local network functions such as District e-mail and the internet.
2. This access has a limited educational purpose for students and is to facilitate employees' work productivity.

Benson Public School District's Internet and Computer Use Policy Statement:

The Benson Public School District's Responsible Use Policy (RUP) is intended to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with Children's Internet Protection Act (CIPA). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, YouTube, Facebook, and other forms of direct electronic communication or equipment provided by the District (the "network"). The District will use technology protection measures to block or filter, to the degree possible, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

I. USE OF THE SYSTEM IS A PRIVILEGE

The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network, and/or Internet access or files, including email. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this policy, the administration will deem what is inappropriate use and their decisions are final. Upon identification of inappropriate use of network services access may be denied, revoked, or suspended at any time. Misuse may also lead to disciplinary and/or legal action for both students and employees.

II. UNACCEPTABLE USES

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users may not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users may not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users may not use the school district system to gain unauthorized access to information resources, or to access or use another person's material, information or files without written permission from that person.

5. Users may not use the District's network for political lobbying or other political purposes.

6. Users may directly or indirectly make connections that create "backdoors" to the District that allow unauthorized access to the District's network. Users may not bypass District content filter without authorization. This includes the use of "proxy" sites. The District has procedures in place to evaluate requests from users to block or unblock sites as necessary.

7. Users may not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the District. Users may not use the "system" to offer or provide goods or services or for product advertisement. Users may not use the "system" to purchase goods or services for personal use.

8. Users may not waste technology resources, including bandwidth, file space, and printers, among others.

9. Users may not share their password(s) with others and/or allow others to use your account(s).

10. Users will promptly report to their teacher or other school employee any inappropriate material viewed, inappropriate message received, or anyone witnessed abusing computer privileges.

III. LIMITATION ON DISTRICT LIABILITY

Use of the District system is at the user's own risk. The system is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district disks, tapes, hard drives or servers, external hard drives, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District system. The District will not be responsible for financial obligations arising from unauthorized use of the District system or the internet.

I have read, understand, and agree to abide by the provisions of the RUP of the Benson Public School District #777.

Student Name: _____ Student Signature: _____

School: _____ Date: _____

Parent/Guardian Name:_____ Parent/Guardian Signature: _____

Staff Name: _____ Staff Signature: _____

VISITOR POLICY

VISITORS: Persons visiting the school are required to wear a visitor's badge, which they will receive upon visitation to the office. Persons other than students who enter or are observed in the building during the school day should be requested to report to the office if they are not wearing a visitor's badge. In most cases, the administration or an appointed person will accompany the person to the area of the building or to the person they request to see after they have reported to the office. If you see an unknown person in the building without a name badge, please direct him/her to the nearest office to secure a visitor's pass.

1. Visitor Policy – Definition of "Visitor"

A "visitor" means any person who enters a district facility between the hours of 5:30 a.m. and 6:30 p.m. during the regular school year except for the following: enrolled students who are in the facility to attend school, to participate in a school sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the District; employees who are assigned to work at the facility; volunteers who have been assigned to be in the facility at the time of the visit; central administrators; and members of the public who are in a limited part of the facility to attend an event that is open to the public, such as parent-teacher conferences, a school board meeting or an athletic contest.

2. Visitor Policy – Sign-In Procedures

All visitors must comply with the following procedures:

a. Immediately upon entering a District facility, all visitors must report to the administrative office or reception desk. Signage to this effect must be prominently displayed on or near all unlocked doors to the facility.
b. Upon reporting to the administrative office or reception desk, all visitors must complete a form that requires them to do the following: print and sign their names, state the purpose of their visit, state the time of their arrival, and state the location of the building in which the visit will occur.
c. Parents who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the classroom teacher or the principal.
d. The building principal or designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A central administrator will follow this policy in determining whether or not permission will be granted for a visit to a District facility that is not a school building.

e. If permission for a visit is granted, the visitor will be given a visitor's identification badge containing the visitor's name and the location in the building where the visit will occur.
f. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in a District facility building.
g. If a District employee sees a visitor in a school building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
h. Upon completing a visit, a visitor must return to the administrative office or reception desk, return the visitor's identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.

3. Visitor Policy – Communication Protocols

The District recognizes that under limited circumstances parents may occasionally need to communicate with their children during the school day. When this need arises, parents must follow one of the following procedures:

a. Parents may call the office and ask to speak with their child. School staff will then locate the child and instruct the child to come to the office to speak with the parent by telephone. This may occur by making an announcement over the school's intercom system. Students generally will not be permitted to place or receive a call from a classroom.
b. Parents may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents may not go directly to a classroom or to any other location in a District facility without complying with the Visitor Procedures stated in this policy.
c. Students will not be permitted to make calls, or receive calls, on personal cell phones during any class period.

4. Visitor Policy – Administrative Procedures in Response to Inappropriate Conduct

A central administrator, building principal, assistant principal, or designee may take the following steps when a visitor violates this policy or engages in other inappropriate conduct:

a. Notify the offending visitor that his or her conduct is inappropriate.
b. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.
c. Notify the offending visitor that he or she is required to immediately leave the building.
d. Contact law enforcement.
e. Document the incident.
f. Take other action that the central administrator, building principal, assistant principal, or designee reasonably deems to be prudent or necessary in order to protect the safety of students, staff, or school property.
g. Any step or steps of this procedure may be skipped or addressed at a later time if the central administrator, building principal, assistant principal, or designee determines, in the exercise of his or her professional discretion, that immediate removal of the offending visitor is in the best interest of the students or the staff.

5. Visitor Policy – Rules of Conduct

All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building.

Visitors must not do any of the following during a visit:

a. Violate any law or policy of the District:
b. Make any threat or engage in any threatening behavior;
c. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
d. Demonstrate hostility toward another person;
e. Engage in conduct that is objectively rude;
f. Make or participate in making any personal attacks against another person;
g. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
h. Make physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;
i. Photograph, film, or otherwise record any students, employees, or volunteers of the District;
j. Enter onto school property while impaired from the use of alcohol or any other chemical;
k. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice, shouting, or yelling, talking with a teacher or a student while observing in a classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

*NOTE: This policy may not be construed to limit the ability or right of any person to file a complaint in accordance with any law or District policy governing the filing of complaints.

6. Visitor Policy – Classroom Observations by Parent

A central administrator, the building principal, an assistant principal, or a designee may deny a parent's request to observe his or her child in the classroom, or may revoke permission for such a visit, if the central administrator, principal, assistant principal, or designee determines that:

a. The parent has failed or refused to comply with any part of this policy, including the requirement that classroom visits be scheduled in advance;
b. The parent observed in the classroom on a prior occasion during the school year and created a disruption or violated this policy in some other respect;
c. The requested date or time for the visit is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute teacher or guest speaker is present, or when students are going on a field trip;
d. The parent has observed the child in the classroom on at least three prior occasions during the school year;
e. The parent's parental rights have been terminated or the parent does not have physical custody or visitation rights during the school day or during the specific period of time when the parent wants to observe the classroom; or
f. The parent's presence in the classroom is not in the best interests of the student, other children, or staff.

7. Visitor Policy – Classroom Observations by Independent Examiner

If the parent of a special education student requests an independent educational evaluation or hires an independent examiner to evaluate the student, and the parent requests that the independent examiner be permitted to observe the student in the classroom, the District will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies with this policy and does not create a disruption.

8. Visitor Policy – Other Visits by Parent

A central administrator, a building principal, an assistant principal or a designee may deny permission for a parent to visit any part of a District facility if the central administrator, the principal, the assistant principal, or the designee determines that:

a. The parent has refused or failed to comply with any part of this policy;
b. The parent violated any rule or procedure of this policy while visiting a District facility on a prior occasion during the school year;
c. The requested date or time for the visit is educationally inappropriate or inconvenient;
d. The parent has created a disruption during a prior visit and is likely to create a disruption if permitted to visit again;
e. The parent's presence in the District facility is not in the best interests of students or staff;
f. The parent presents a risk of harm to a student, to a staff member, or to District property;
g. The parent's parental rights have been terminated or the parent does not have physical custody or visitation rights during the school day or the period of time when the parent wants to visit the District facility; or
h. The parent's actions or words suggest that the parent is impaired from using alcohol or another chemical.

9. Visitor Policy – Parent's Right to Appeal Denial of Request to Visit

If a parent believes that his or her request to visit a District facility has been improperly denied, the parent may submit a written appeal to the Superintendent. The decision of the Superintendent or a designee is final.

10. Visitor Policy – Visits by Third Parties

A central administrator, a building principal, or a designee may, as he or she sees fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility.