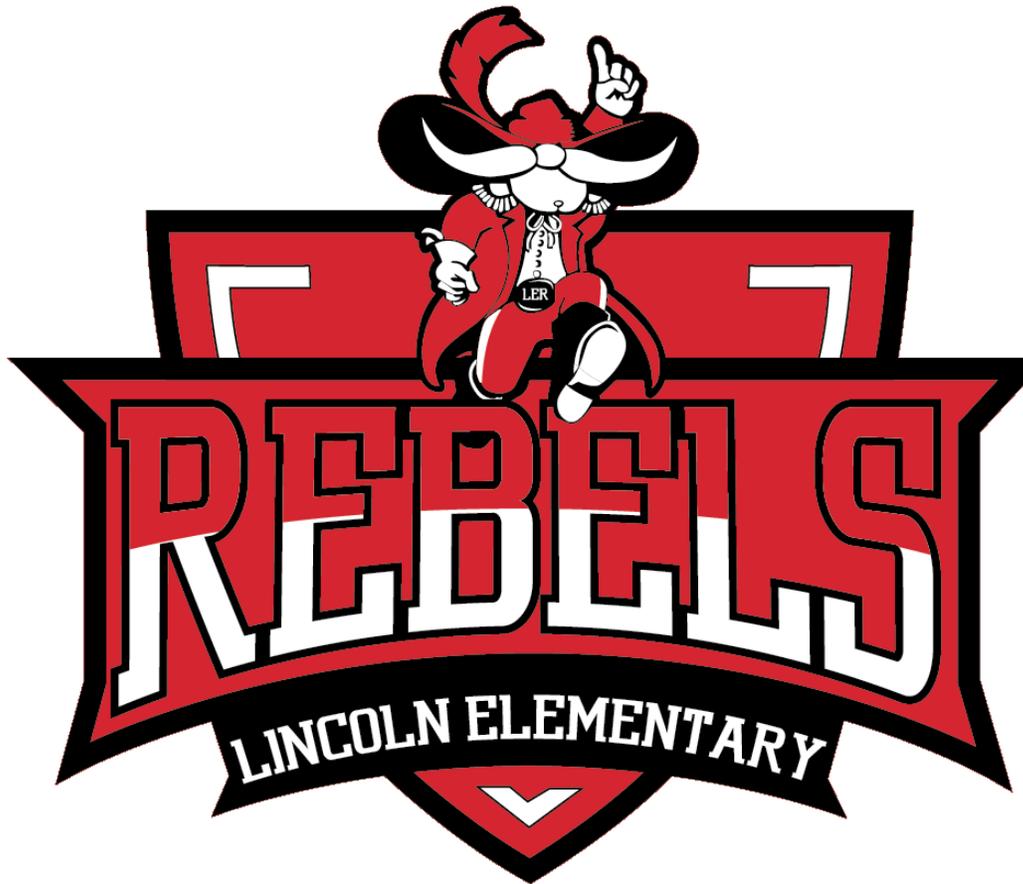


# **Lincoln Elementary**



## **Student Handbook 2022-2023**

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It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel, who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

## Achievement

We want your student to have a successful experience in school. We want them to feel good about themselves and their school experiences and ask that you spend time with your student regularly in discussing school and their work. You will find that, even though they do not readily volunteer information, they will feel pleased that you are interested. Your child is a unique and special person in his or her own right. Please do not compare his or her work with brothers, sisters, or classmates. We will help the student work up to his or her abilities.

## Adult Volunteers

Adult volunteers are wanted and needed at Lincoln Elementary. If you or someone you know is interested in volunteering, please contact the school office. Everyone has some talent that would be valuable in the education of the children. Please consider this very rewarding offer!

In accordance with M.S. 123B. 03, Subd. 1(e), inform parents and guardians at the beginning of each new school year, and the parents and guardians of students who enroll during the school year, of the school district's policy requiring criminal history background checks on employees and other individuals who provide services to the school.

## Animals/Pets

Due to student and staff allergies and other health conditions, animals/pets are only allowed on school property under specified circumstances. Initial contact by parents should be made with the classroom teacher who will then contact the administration or school nurse before allowing the child to bring an animal/pet to school.

A release form must be filled out and approved before the animal/pet is allowed on school property. The pet may not enter the building. The release form should have the following information:

1. Date of request and date of planned visit
2. Owner's name
3. Type of animal
4. Authorization of vaccinations
5. Types of vaccinations verified
6. Administration's approval

# Attendance and Discipline Policy

## **PURPOSE**

Certain rules and procedures must be followed so that our school can function in an orderly manner. These rules and procedures have been established to promote honesty, fairness, protection, and respect for individual student rights in the school setting. Along with these rights, students have a responsibility to follow school rules and procedures. According to Minnesota Law, the School Board has the responsibility and authority to establish reasonable rules and regulations for the school district (K-12). Students who do not follow the established rules and procedures of the school system may be dismissed from school attendance (suspension, exclusion or expulsion) under the Pupil Fair Dismissal Act.

Students must follow school rules as well as all local, state, and federal laws while on the bus, on school grounds, and while off school grounds at a school activity or trip.

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

Please note: Parents may excuse their child up to 10 times per semester. After that a doctor's note is required for excused absences.

Except when escorted by a staff member, any student leaving the building during class time must SIGN OUT in the office and SIGN IN upon return.

Teachers may not send students home or on errands which will take them out of the school building. All such requests are approved by the principal or his designee.

## **RESPONSIBILITIES**

**Student's Responsibility:** It is the student's responsibility to be in school. It is also the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from class.

**Parent's Responsibility:** It is the parent's responsibility to encourage the student to attend school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve attendance problems that may arise.

**School's Responsibility:** It is the school's responsibility to encourage the student to attend school, to maintain accurate attendance records in each class and study hall, and to work cooperatively with the parents and the student to solve attendance problems that may arise.

## **PROCESS**

**Reporting Absences:** When a student must leave school during the school day:

1. You need a note or to have your parents call before you can leave school.
2. If you become ill during the day, you must report to the office before you may leave. (This includes feeling ill when you leave for lunch if you do not think you will return after lunch.)
3. You must sign out in the Office.
4. If you do not follow these steps, you will receive an unexcused absence from class

**When a student is absent for the entire day:**

1. The parents must call or email the school before 8:30 a.m. with the reason you will be gone.
2. The parents must write a note explaining why you were absent.

**When a student will be gone from school/verified absence:**

1. Parents should send a note or call the school stating when a child will be gone from school and the reason they will be absent. Failure to produce a note or have a phone call in advance will result in an unexcused absence.

**Unexcused Absences:** An unexcused absence will be given when the absence cannot be verified / approved by the school. The following will be unexcused:

- Truancy (skipping school or class)
- Appointments (non-medical appointments)
- Car trouble
- 3 tardies to school = 1 unexcused absence
- Miscellaneous (oversleeping, sleeping in, etc.)
- No parent permission given for the absence
- Leaving the building without signing out in the office
- "Skip Days" (State Department of Education rules prohibit "skip days" or other avoidable absences that are not approved by both the parent and the school.)
- Attending activities, school or other, as a spectator which is not approved by the administration
- Weather

Administration will send a letter when a student has 5 unexcused absences home. This letter will serve as a warning that after 7 we will refer the student to Lincoln County.

Administration reserves the right to require a doctor's note for any absence. Failure to produce a note may result in absence not being excused.

**Educational Neglect:** Students are required by law to attend school. Students who have 7 unexcused absences (educational neglect) from class or school will be reported to the County Attorney for corrective action.

**APPEAL AND GRIEVANCES PROCEDURE:** Parental or staff requests for modification of any of the policies may be orally presented to the administration at their respective offices. If accord is not reached by this means, an application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next regular monthly meeting.

Appeal procedure, when a party is aggrieved, shall be the same as for policy modification, except when warranted, special meetings of the Board of Education may be called by the Chairman.

Minnesota Statute 127.20;

- (1) that this notification serves as notification required by Minnesota Statute 127.20;
- (2) that alternative educational programs and services may be available in the district;
- (3) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy,
- (4) that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- (5) that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
- (6) that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

### Lincoln, Lyon and Murray Counties School Truancy Policy

Lincoln, Lyon and Murray County Human Services, in collaboration with schools and the court system, have developed this truancy procedure protocol, to be incorporated into the policies and procedures of local schools. We have worked together to develop this procedure because we believe it is in the best interest of the child to attend and be academically engaged in order to be successful in school.

1. Unexcused absences, as defined below, are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools in Lincoln, Lyon, and Murray County schools.
2. According to Minnesota Law (MN Statute 260c.007 Subd. 19) "Habitual Truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days, if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
3. After three unexcused absences (as defined above) from a class period on three days, a letter will be mailed to the parents concerning the pattern of attendance and the fact that the student is considered a "Continuing Truant". The parent will be informed that the School district should be notified if there is a valid excuse for the child's absences; that the parent is obligated to compel the attendance of the child and failure to do so may lead to prosecution under Minn. Stat 120A.34; that alternative education programs and services may be available in the district; that the parent has the right to meet with appropriate school personnel to discuss solutions to the student's truancy; that if the student continues to be truant, the parent and student may be subject to juvenile court proceedings, suspension, restriction, or delay of the child's driving privilege; and that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.
4. After five unexcused absences (as defined above); an Attendance Review meeting will be scheduled by the school. Members of the meeting will consist of the truant child, parents, school personnel, and Human Services or others pertinent to the child's wellbeing. An attendance plan will be developed to address the current attendance issues.

5. If the attendance plan is not followed and the student continues to be truant, at seven unexcused absences the matter will be referred to the (Lyon, Lincoln, or Murray) County Attorney's Office to be reviewed with Human Services.
6. Human Services will offer voluntary services to your family to assist in improving your child's attendance. Human Services will also outline possible outcomes that may take place after the matter is referred to the County Attorney's Office. They include but are not limited to:
  - A. A Child in Need of Protection or Services (CHIPS) petition may be filed with (Lyon, Lincoln, or Murray) County Court by Human Services. The student and his/her parent(s) will need to appear before a Judge regarding the truancy petition. At that time, the CHIPS petition may be granted or a trial will be scheduled to determine the basis of the petition.
  - B. Judges can consider the following recommendations in a CHIPS hearing in regard to truancy.
    1. A child may lose their driving privileges until he/she is 18 years old.
    2. That any necessary evaluations, treatment, and counseling services be completed by the child and/or family.
    3. That attendance at summer school is mandatory.

## Bus Safety and Conduct Rules

### **All school rules apply on the bus.**

According to Minnesota Law and Lincoln Elementary Board of Education Policy, riding the school bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violation or continued misbehavior may require permanent removal from the bus.

### **Follow these bus rules**

1. The bus driver has the authority to assign seats.
2. Be courteous to other riders and the driver.
3. Profanity is not permitted.
4. Keep the bus clean.
5. Roughhousing is prohibited on the bus and at the bus stop.
6. Remain seated while the bus is in motion.
7. The possession or use of alcohol, tobacco or other illegal drugs is prohibited.
8. Keep hands and heads inside the bus at all times.
9. Do not destroy property. You will be required to pay for any damages and authorities may be notified.
10. Do not distract the driver. Visit with the driver only when the bus is stopped.
11. Keep the bus aisle clear at all times.
12. Only the bus driver may authorize use of the emergency door.
13. When leaving the bus, stay at least 10 feet away from the bus.

### **Consequences for inappropriate bus behavior:**

1. First offense – Verbal warning and a parent phone call. Future violations could result in loss of bus riding privileges.
2. Second offense – Loss of riding privileges for five (5) days and parent phone call.

3. Third offense – Riding privileges are denied for the remainder of the school year and parent phone call.

Bus behavior reports will be filed by the driver and enforced by the school district. A copy of the written report will be mailed home within 48 hours. A copy of the report will be kept on file in the district office.

## Bicycle - Scooter - Rollerblades

Students may ride their bikes to school. Students who ride bicycles are required to follow all bicycle rules. Students are to walk their bicycles on the school sidewalks and through crossing guard intersections. All bicycles should be stored in bike racks at school. The bike rack will be off limits to students during the school day. Scooters and rollerblades are not to be used on school property, school sidewalks, or crosswalks that allow access to the school during the normal school day.

## Building and Grounds

Students will be permitted in the school building before and after school or at night if they are actively participating in a school activity.

The appearance of the buildings and grounds reflects the character of the people within the building. Please help us to maintain a clean, bright, and cheerful appearance.

No student or adult is allowed in the building unless under the direct supervision of a faculty member or coach/advisor. The supervising faculty member or coach/advisor shall be the first to arrive and the last to leave the building.

## Discipline Policy

The faculty at Lincoln Elementary School believe that students are happier and learn better if they are in an atmosphere of caring and courtesy. We believe that this courtesy must be reflected not only by the staff members, but also by the students themselves. One of the school's aims is to help students become responsible, concerned citizens. It is imperative that students learn to respect the rights of others while setting a high standard of conduct for themselves. The discipline policy is designed to create a safe atmosphere, foster student responsibilities, and instill respect for the rights of others and to ensure the orderly operation of the school.

Lincoln Elementary School does not tolerate any form of harassment or bullying. Harassment is any behavior, verbal or physical, which is unwelcome, dangerous, intrusive, violent, abusive or discriminatory in nature, or offensive to another person. Below you find a detailed list of Lincoln Elementary School's Discipline Policy, with the behavior and consequences completely defined.

With parents and staff working together as a team, our students' education will reflect excellence. It is our policy that students be held accountable for their actions. If a student demonstrates inappropriate behavior,

he/she will be dealt with fairly and according to the school's discipline policy. We involve and inform parents of all interested parties when these occurrences arise, as it is our belief that children of informed parents experience less behavior issues. Together we can keep Lincoln Elementary a place where "students come first" and where learning and growing can occur in a quality-learning environment.

### **Definition of Consequences**

- **Noon Detention:** Loss of lunchroom and recess privileges for the day. Student will eat lunch and complete assignments (during class recess/free time) in a supervised designated place.
- **In-School Suspension:** Student is assigned to a designated place where he/she is to remain for the entire day. Assignments will be worked on during suspension.
- **Out of School Suspension:** Action taken by the school to prohibit enrolled student from attending classes for a brief period of time. Assignments will be sent home and all assignments will be completed and turned in when the student returns to school.
- **Expulsion:** Action taken by school to prohibit enrolled student from further attendance for a period of time. This is a last resort, done only if steps are not taken by parents, student, and outside agencies to help improve student's behavior.
- **Loss of Field Trips/Special Activities:** (These include any "extra" activity that occurs outside of normal school day routine.) Loss of these will be determined by teacher(s)/administration regarding each offense or number of offenses that have occurred.

**FINAL DECISION: The Administration is the last word on any discipline matter and may waive any disciplinary rule for just cause, at their discretion.**

Please use the matrix on the following pages for behaviors and consequences.

Behavior	Definition	Pre-K - 2 <sup>nd</sup> Grade Consequences	3 <sup>rd</sup> – 6 <sup>th</sup> Grade Consequences
<b>Swearing and Inappropriate Language</b>	Foul, or inappropriate language or gestures	<ol style="list-style-type: none"> <li>1. Warning &amp; Apology.</li> <li>2. Conference w/ Administration. Parent Notification.</li> <li>3. In-School Suspension</li> <li>4. 2 Consecutive In-School Suspensions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Warning &amp; Apology.</li> <li>2. Conference w/ Administration Parent Notification.</li> <li>3. In-School Suspension</li> <li>4. 2 Consecutive In-School Suspensions.</li> <li>5. 1 Week Out of School Suspension.</li> </ol>
<b>Assault/Battery (Fighting, Bullying or throwing objects)</b>	Inflicting or attempting to inflict bodily harm upon another person. (This includes spitting, grabbing, wrestling, tackling, horseplay, throwing objects, throwing objects at another person)	<ol style="list-style-type: none"> <li>1. Parent/Teacher Conference and detention.</li> <li>2. In-School Suspension. Notify Law Enforcement.</li> <li>3. 3 Consecutive In-School Suspensions. Notify Law Enforcement.</li> <li>4. 1 Week Out of School Suspension. Notify Law Enforcement</li> <li>5. ** Expulsion</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent/Teacher Conference and detention.</li> <li>2. In-School Suspension. Notify Law Enforcement.</li> <li>3. 3 Consecutive In-School Suspensions. Notify Law Enforcement.</li> <li>4. 1 Week Out of School Suspension. Notify Law Enforcement</li> <li>5. ** Expulsion.</li> </ol>
<b>Public Displays of Affection (PDA)</b>	PDA is physically demonstrating affection for another person inappropriately anywhere in the building. (Examples kissing, holding hands, or touching another person.)	<ol style="list-style-type: none"> <li>1. Warning &amp; Apology.</li> <li>2. Conference w/ Administration Parent Notification.</li> <li>3. Parent/Teacher Conference.</li> <li>4. In-School Suspension</li> <li>5. 2 Consecutive In-School Suspensions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Warning &amp; Apology.</li> <li>2. Conference w/ Administration l. Parent Notification.</li> <li>3. Detention and Parent Notification.</li> <li>4. In-School Suspension</li> <li>5. 2 Consecutive In-School Suspensions.</li> <li>6. 1 Week Out of School Suspension.</li> </ol>
<b>Disrespect for Teachers and Staff</b>	Failing to follow the reasonable requests/directions of school staff members.	<ol style="list-style-type: none"> <li>1. Warning. Apology.</li> <li>2. Conference w/ Administration. Parent Notification.</li> <li>3. Parent/Teacher Conference.</li> <li>4. In-School Suspension.</li> <li>5. 2 Consecutive In-School Suspensions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Warning and Apology.</li> <li>2. Conference w/ Administration and Parent Notification.</li> <li>3. Detention and Parent Notification.</li> <li>4. In-School Suspension</li> <li>5. 2 Consecutive In-School Suspensions.</li> <li>6. 1 Week Out of School Suspension.</li> </ol>

<b>Behavior</b>	<b>Definition</b>	<b>Pre-K - 2<sup>nd</sup> Grade Consequences</b>	<b>3<sup>rd</sup> – 6<sup>th</sup> Grade Consequences</b>
<p><b>Alcohol, tobacco, drugs or any related paraphernalia are not allowed at school.</b>  <b>NOTE:</b> Over the counter drugs/medications that do not have a parent/doctors note with them or the Lincoln Elementary School Medication Form properly filled out with the office is in violation of our medicine policy. Parents/Guardians will be notified if a child is found to be taking these type of medications without approval.</p>	<p>Possessing or consuming alcoholic liquors tobacco on school property or while attending a school activity.</p> <p>Possession or consumption of a controlled substance or controlled substance look-alike on school property or while attending a school activity.</p> <p>Possession or consumption of over the counter drugs and medications without a parent/doctor note and the school medication form filled out and turned in at the office.</p>	<ol style="list-style-type: none"> <li>1. Conference w/ Administration. Parent Notification Notify Law Enforcement.</li> <li>2. Parent/Teacher Conference Parent Notification. Notify Law Enforcement.</li> <li>3. In-School Suspension. Notify Law Enforcement.</li> <li>4. 2 Consecutive In-School Suspensions. Notify Law Enforcement.</li> <li>5. 1 Week Out of School Suspension.</li> <li>6. ** Expulsion.</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent/Teacher Conference and Detention. Notify Law Enforcement.</li> <li>2. In-School Suspension. Notify Law Enforcement</li> <li>3. 3 Consecutive In-School Suspensions. Notify Law Enforcement.</li> <li>4. 1 Week Out of School Suspension. Notify Law Enforcement</li> <li>5. ** Expulsion.</li> </ol>
<p><b>Cheating</b></p>	<p>Students cheating on assignments or knowingly allowing their work to be used by others to cheat.</p>	<ol style="list-style-type: none"> <li>1. Warning &amp; Apology.</li> <li>2. Conference w/ Administration. Parent Notification</li> <li>3. Parent/Teacher Conference.</li> <li>4. In-School Suspension.</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Notification. Grade Reduction on assignment.</li> <li>2. Parent Conference. Detention. NO Credit on Assignment.</li> <li>3. In-School Suspension. NO Credit on assignment.</li> </ol>

<b>Verbal/ Physical /Sexual Harassment (Bullying)</b>	See MN Bully Policy on Pages 16-25	<ol style="list-style-type: none"> <li>1. Conference w/ Administration. Parent Notification.</li> <li>2. Parent/Teacher Conference.</li> <li>3. In-School Suspension Notify Law Enforcement.</li> <li>4. 2 Consecutive In-School Suspensions. Notify Law Enforcement.</li> <li>5. 1 Week Out of School Suspensions. Notify Law Enforcement</li> <li>6. ** Expulsion.</li> </ol>	<ol style="list-style-type: none"> <li>1. Conference w/ Administration. Parent Notification.</li> <li>2. Parent/Teacher Conference and Detention.</li> <li>3 In-School Suspension</li> <li>4. 3 Consecutive In-School Suspensions. Notify Law Enforcement.</li> <li>5. 1 Week Out of School Suspension. Notify Law Enforcement.</li> <li>6. ** Expulsion.</li> </ol>
<b>Behavior</b>	<b>Definition</b>	<b>Pre-K - 2<sup>nd</sup> Grade Consequences</b>	<b>3<sup>rd</sup> – 6<sup>th</sup> Grade Consequences</b>
<b>Theft and Vandalism</b>	<p>Theft: Stealing from an individual or from the school</p> <p>Vandalism: Property Damage (Student/Staff/School)</p>	<ol style="list-style-type: none"> <li>1. Conference w/ Administration . Parent Notification. Restitution.</li> <li>2. Parent/Teacher Conference Restitution. Notify Law Enforcement</li> <li>3. In-School Suspension Restitution.</li> <li>4. 2 Consecutive In-School Suspension. Restitution.</li> <li>5. 1 Week Out of School Suspension.</li> <li>6. ** Expulsion.</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Conference, Detention and Restitution.</li> <li>2. In-School Suspension, Restitution and Notify Law Enforcement.</li> <li>3. 2 Consecutive In-School Suspensions, Restitution and Notify Law Enforcement.</li> <li>4. 1 Week Out of School Suspension. Notify Law Enforcement .</li> <li>5. ** Expulsion</li> </ol>
<b>Weapons or Simulated Weapons</b>	Any weapon or toy-like weapon that could be used to harm or intimidate another person.	<ol style="list-style-type: none"> <li>1. Warning. Apology. Notify Class Teacher.</li> <li>2. Conference w/ Administration Parent Notification.</li> <li>3. Parent/Teacher Conference.</li> <li>4. In-School Suspension Notify Law .Enforcement.</li> <li>5. 2 Consecutive In-School Suspensions. Notify Law Enforcement.</li> <li>6. 1 Week Out of School Suspension.</li> <li>7. ** Expulsion.</li> </ol>	<ol style="list-style-type: none"> <li>1. Warning and Parent Notification .</li> <li>2. Parent/Teacher Conference and Detention.</li> <li>3. In-School Suspension. Notify Law Enforcement.</li> <li>4. 3 Consecutive In-School Suspensions. Notify Law Enforcement.</li> <li>5. 1 Week Out of School Suspension. Notify Law Enforcement.</li> <li>6. ** Expulsion.</li> </ol>

<b>Student Dress and Grooming</b>	Violations of dress code	<ol style="list-style-type: none"> <li>1. Warning, Parent Notification and Proper Dress Required before returning to class.</li> <li>2. Conference w/ Administration, Parent Notification and Proper Dress Required before returning to class.</li> <li>3. Parent Conference, Proper Dress Required before returning to class.</li> <li>4. In-School Suspension</li> <li>5. 2 Consecutive In-School Suspensions.</li> <li>6. 1 Week Out of School Suspension.</li> </ol>	<ol style="list-style-type: none"> <li>1. Warning, Parent Notification and Proper Dress Required before returning to class.</li> <li>2. Parent Conference, Detention and Proper Dress Required before returning to class.</li> <li>4. In-School Suspension.</li> <li>5. 2 Consecutive In-School Suspensions.</li> <li>6. 1 Week Out of School Suspension.</li> </ol>
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\*\*\*\*\*The school bus is included with this discipline plan. \*\*\*\*\*

<h2>Dress Code</h2>
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We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat manner that reflects pride in themselves and their school.

**Students need to wear:**

- Shoes and clothing appropriate for the weather. Children do go out to play and should be dressed each day with that in mind. Students will not be allowed to participate in recess if they are not dressed appropriately for the outside conditions.
- Flat shoes (no high heels for elementary students)
- Separate pair of tennis shoes for physical education classes. These shoes will be worn during physical education class and all indoor recesses, which are held in the gym.

**Students may NOT wear:**

- Clothing that is hazardous to them in school activities such as shop, lab work, physical education or art
- Clothing that has profanity or suggests themes such as alcohol, drugs, sex, violence, or slogans offensive to the rights of others
- Clothing that is extremely short in length. Skirts/shorts must reach the fingertips when the arm is straight down by the side
- Clothing that shows midriffs
- Halter tops
- Spaghetti strap shirts
- Hats are not to be worn in the school building

- Coats/jackets in the classrooms. They need to remain in the student's locker

Students who are not appropriately dressed for the weather, may be kept in during recess for their safety.

## E-Learning

### NOTIFICATION

If school is canceled due to inclement weather, students and staff will be notified via the JMC messaging system that it is an E-Learning Day.

### LESSONS

An E-Learning day would mean that students would receive learning activities and assignments provided by their teachers that students are to complete outside the regular school setting. Students would receive learning activities and assignments for each subject that may have originally taken place during a regular school day. Activities may involve online and/or offline resources.

The E-Learning day assignments will be in the form of an at-home folder that would include activities for each subject they have. Learning activities and assignments will also be posted on the teacher's classroom Facebook page. The learning activities and assignments may include enrichment activities, extensions to current lessons, or continuation of acquiring concepts and skills. Assignments are aligned to the district's curriculum and are set up for most students to complete independently.

### ATTENDANCE

Students will be expected to turn their work in on the following school day. However, students will be given up to three school days to turn in the assignment. Attendance for the E-Learning Day will officially be taken on the third school day following the E-Learning Day. If the assignments are turned in by the third school day, students will be considered present for the E-Learning Day. However, if the assignments are not turned in by that third school day, students will be considered absent for the E-Learning Day.

## Emergency Drills

Fire drills are required by law and are an important safety precaution. When the fire signal is given, everyone must leave the building by the prescribed route. Each student should familiarize themselves with the exit route that is posted in every classroom. Students should walk quietly and rapidly across the street. At the conclusion of the drill, students will return directly to their classes. In accordance with state law, each school will conduct the following safety drills throughout the school year: five (5) fires drills, five (5) lockdown drills and one (1) severe weather drill.

## Expected Behavior at extracurricular events

Students are encouraged to take part in all of the activities that are offered for their enjoyment and the enrichment of their educational experience. Activities sponsored by the District are considered an extension of the school day. Therefore, all school policies apply to students who wish to attend or participate in extracurricular activities sponsored by the District. Misbehavior in school or at school activities may cost a participant the right of participation, and the spectator the right to attend future activities.

## Harassment and Violence Policy

Lincoln Elementary Public School District's policy is to maintain a work and educational environment for students and employees that is free from discrimination and other offensive and degrading remarks or conduct. The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age status with regard to public assistance, sexual preference, or identity.

This district and this school also will not tolerate sexual, religious, or racial violence of any kind.

\*Sexual violence is a physical act of aggression or force or the threat of which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts.

\*Religious or racial violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to religion or race.

Prohibited behavior includes requests to engage in illegal, immoral, or unethical conduct, or retaliation for making a report of such conduct. One kind of prohibited behavior is sexual harassment.

\*Sexual harassment involves unwelcome behavior that can include sexual remarks, or compliments, sexual jokes, sexual innuendo, propositions, sexually suggestive facial expressions, kissing, touching, or sexual contact.

1. You cannot be required to submit to sexual harassment in order to obtain or keep your job or obtain an education.
2. Accepting or rejecting sexual harassment cannot be used as a factor in decisions affecting your job or your education.
3. Unwelcome sexual conduct or language that unreasonably interferes with a person's ability to do a job or receive an education is prohibited.
4. Unwelcome sexual conduct or language that intimidates, is hostile, or offends a person at work or while receiving an education is prohibited.

If you believe you are subject to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building administration verbally or in writing. Finally, students always have the option of reporting to any responsible adult in the school.

The school will investigate all reports of offensive behavior promptly, fairly, and completely.

The school will handle each report discretely and respond to the report based upon the facts. The school may resolve the report by requiring the offender to apologize, transfer, seek counseling or training, be suspended, be dismissed, lose privileges, or face other appropriate discipline.

This policy applies to every student, employee, teacher, administrator, and board member in the district.

## Bullying Policy (514)

### **IVANHOE PUBLIC SCHOOL DISTRICT POLICY**

**Adopted: 2010**

**Policy 514**

**Revised: July 2014**

#### **514 BULLYING PROHIBITION POLICY**

##### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for 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, reprisal, retaliation, and other similar disruptive and detrimental behavior.

##### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. 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. This policy also applies to any student whose conduct at

any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, 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. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. 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.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means 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 website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or

other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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 try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. 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; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited

conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## Electronic Devices/Cell Phones

A student may possess and use a cellular phone or other Electronic Communication Devices (ECD) subject to the limitations of this and other district policies.

1. The use of cell phones/ECD for text messaging of answers and other sensitive class material is considered cheating. All parties involved will receive no credit for work and will face additional disciplinary action as outlined in the discipline table.
2. The use of ECD's or cell phones to harass, bully or threaten any individual is strictly prohibited and will result in consequences outlined in the policies on bullying, harassment, and threats.
3. The use of an ECD to share or transmit images that are inappropriate, lewd, or pornographic is strictly prohibited.
4. **Students are NOT allowed to use an ECD or cameras to record, videotape, or take pictures of any student or staff person without their consent.**
5. Students may not use a cell phone or other ECD during the school day.
6. Earbuds/headphones are not allowed during the school day unless directed by the teacher.

Any unauthorized use of ECD will result in the device being confiscated and turned into the office. A confiscated ECD will be returned to the student at the end of the day. A confiscated ECD can be searched by school officials if they determine there is probable cause, such as the device having inappropriate messages that intimidate, threaten, or bully, this also holds true if the device has inappropriate images that are lewd or illegal. In some cases, school officials may turn the ECD over to law enforcement to hold as evidence. These devices should be kept in lockers; however, the school district is not responsible for any lost or stolen items.

Any student who refuses to comply with this policy or refuses a direct request from a staff member to turn over a device will face one or more of the following consequences:

1. Parent/guardian conference
2. Confiscation of the device
3. Loss of all cell phone/ECD privileges as described in this policy
4. Detention
5. Removal from Class
6. ISS or OSS
7. Loss of extra-curricular
8. Possible Law Enforcement Referral
9. Possible Expulsion

## Fundraising

The raising of money for any cause without prior approval or consent of the building principal is not allowed. Final approval for fundraising will be determined by the Lincoln Elementary School Board.

## **A. Annual Health Screenings**

1. Hearing
2. Vision

\*Parents can request a screening during the school year if you suspect a problem. Parents will be notified by mail if there is a problem and you will be requested to take your child for a further medical evaluation.

## **B. Communicable Illness Policy**

Communicable illnesses should be reported to the school office as soon as possible. If your child is hospitalized or has a lengthy illness please let the office know, so the education of your child can be continued. Guidelines for returning to school for the following communicable diseases:

1. CHICKEN POX – Remain at home 7 days after rash appears. Scabs must be dry.
2. GERMAN MEASLES – Remain a home for 4 days after rash appears.
3. MEASLES, SCARLET FEVER, SCARLETINA - Remain at home for 5 days after rash appears.
4. EPIDEMIC SORE THROAT - Remain at home until the physician advises return to school.
5. WHOOPING COUGH - Remain at home until the physician advises return to school.
6. INFECTIOUS HEPATITIS - Remain at home until the physician advises return to school
7. IMPETIGO - Remain at home until the physician advises return to school.
8. PINK EYE (CONJUNCTIVITIS) Remain at home until the physician advises return to school.
9. RINGWORM - Remain at home until the physician advises return to school
10. PEDICULOSIS (LICE) – Refer to the head lice section below
11. SCABIES – Remain at home until mites and eggs are destroyed. Entire family should be treated.
12. HEAD LICE are a common problem in elementary settings. At Lincoln Elementary Public School, we do our best to take preventative measures to keep the number of cases to a minimum. There are many common sense strategies that can be taught and reinforced throughout the year that will help eliminate this problem. Some of them include keeping your hands out of other people's hair, not sharing combs or hats, etc. This list is not exhaustive. The school nurse has more information on this topic. If you would like to review this information, contact the nurse. If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please contact your child's teacher so that others who may have to be treated are notified.

The Center for Disease Control (CDC) has changed the guidelines concerning head lice. Despite those guidelines, we know that it is in the best interest of the child to go home to get treated and have all of the nits removed, before returning to school.

## **C. Educational Implications of Health needs Curriculum and Instruction**

1. Students in primary grades may receive instruction in age-appropriate information about anatomy, physiology, rights and responsibilities of individuals to make personal choices in behavior and relationships.
2. Learners may receive instruction about the risks of communicable diseases.

## **Student Health and Welfare**

1. Communicable Diseases - A procedure for minimizing interruptions of learning from communicable diseases will be established if necessary. Procedures, for inclusion or exclusion of students from school with communicable diseases, will consider the education implications for the student and others with whom he/she comes in contact and recommendations for the County Public Health Agency, the Minnesota Department of Health and the U.S. Public Health Service - Centers for Disease Control (CDC).
2. Elementary Students Infected with the AIDS Virus- The district will comply with the most current guidelines established by the Minnesota Department of Health and concurred with by the Minnesota Department of Education.
3. Students with Special Health Problems- Procedures to minimize the interference with learning when informed of acute and chronic health problems will be established. These procedures will address identification of health problems and the impact on learning and growing, development and implementation of an individualized health plan, and communication with the primary health care provider.

## **D. Dietary Restrictions Policy**

All food/drink restriction requests need to be sent to the school in writing.

1. The original note will be forwarded by the office, to the dietary department, and copies will be sent to the School Nurse and Teacher.
2. Parents may request restrictions for acute illness symptoms and specify the length of time in their written request. The length of time should be noted on the order.

## **E. Immunization Policy**

To ensure that Lincoln Elementary remains in compliance with Minnesota State Immunization Law and requirements on a consistent basis all students are required to have, on file, certification of their immunization status or the appropriate waiver documentation in their health record.

## **F. New and transferring students**

1. Will need proof or a copy of their current immunization record with admission into school.
2. Diseases required to be covered by Minnesota State Immunization Law:
  - a) Diphtheria, Tetanus, Pertussis (DPT)
  - b) Polio
  - c) Measles, Mumps, Rubella (MMR)
  - d) Hepatitis B Virus (HBV)
  - e) Varicella (or proof of chicken pox disease)
3. School Nurse will check immunization record for compliance.

## **Head Lice**

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please contact Mrs. Buseth. If a student has signs that head lice are present, a trained staff person may check the student for live head lice.

1. First case of head lice
  - a. Contact student's parent to have the child picked up from school in order to be treated and have all nits removed.

- b. Parents will be given lice control information by school personnel.
- c. Student will not go back to class until 24 hours after treatment is completed
- d. Trained staff person will check the affected student before he/she returns to the classroom (upon return to school, the student needs to go to the school nurse to be checked or discuss with the advisor). If live lice are found, the student will be sent home again – this will be repeated until no live lice are found by trained staff, after the student returns to school.
- e. Student will be checked again in 10 days after return to the classroom.

2. Second case of head lice, same student

- a. Contact parent for student to be picked up. Talk with parent and have them tell what they did to rid student, family and house from the first case of lice.
- b. Trained staff person will check affected student before he/she returns to the class (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
- c. Student will be check again in 10 days after return to class.
- d. Other students in school may be checked if needed.

3. Third case, same student

- a. Same as above in number two
- b. Home visit by school nurse and/or social worker if needed.

## **Injury**

STUDENTS ARE REQUIRED TO REPORT ALL ACCIDENTS TO THE OFFICE WITHIN 24 HOURS OF THE OCCURRENCE SO THAT A WRITTEN REPORT CAN BE FILED.

In case of illness or injury, in which it does not seem advisable for the child to remain in the classroom, the parents will be contacted by telephone to come to school and pick up their child.

In cases where parents are not available by telephone, emergency numbers which parents have given to the school will be used and these people will be asked to come to school to pick up the child.

If parents are contacted, but for some reason they are unable to pick up their child or to authorize someone else to do so, the school will provide transportation as permitted by available personnel or equipment. If not available, the child will remain at school during school hours and will return home by his/her regular means (bus or walk) except in such cases in our opinion medical aid is needed immediately. In these cases, an ambulance will be called at the parents' expense and the child will be sent to the emergency room at one of the hospitals. No student will be sent home unless there is an adult to assume responsibility for their welfare.

## **Homebound Instruction**

Students who are or will be absent for ten consecutive days due to injury, surgery, or illness may be placed on home instruction with a medical doctor's written recommendation and approval of school administration.

## Homework

Homework policies vary from teacher to teacher. Each teacher will explain their policy to students. Students will usually be given study time during the day to complete assignments. As students' progress through the grades, the amount of homework gradually increases.

The amount may vary from day to day, but primary students are given homework that will take more than 30 minutes to complete. Upper grade assignments should not take more than 45 minutes to complete. Students who do not use class time wisely may find that they need additional time to complete their assignments at home.

Occasionally, students may have a special project which might take several hours of work at home. However, work for these projects may be spread out over several days.

## Illness at School

Any student who becomes ill or injured during the school day must report to the office. Generally, the school policy is that if the student is ill enough to be in the office, they should be at home. Parents/Guardians or an emergency contact person will be notified by the office staff if a significant injury or illness occurs to provide the student transportation home.

Note: Be sure to complete and return your Emergency Contact form, which is in your packet each year.

Some simple guidelines are as follows:

1. If the student has a fever of **100.4** or more, the student should stay home for **24** hours after the temperature returns to normal.
2. If the student has vomited or had diarrhea, the student should stay home until 24 after the last episode.
3. If the student has a rash that may be disease-related or you do not know the cause, check with your physician before sending your child to school.

Keeping children home when they are sick helps keep students healthy in the long run. Parental cooperation is appreciated.

## Indoor Recess

Occasionally, weather conditions will force the students to have indoor recess. When possible, the students will use the gym for recess, but occasionally they will have to use their classrooms. Weather conditions that will force the students to have indoor recess include, but are not limited to, heavy rainfall,

icy conditions, and cold temperatures (**15 degrees F in temperature or 0 degree wind chill temperature**)

## Lost and Found

Any article found on the school grounds or in the buildings is taken to the office. Students are periodically asked to check the lost and found, as each year many valuable articles of clothing are left. Parents may also check for lost items by asking at the office. Every effort should be made to label items especially sweatshirts, jackets, coats, tops and shoes.

## Breakfast/Lunch Program

Currently, the USDA is providing breakfast and lunch are free.

### Prices

Breakfast \$1.60	Reduced has no cost
Lunch (PK-6) \$3.00	
Adult Breakfast \$3.10	
Adult Lunch \$4.35	

***If you feel you qualify for free or reduced lunch prices, request a form from the office during the school day.***

Lunch Accounts at Ivanhoe Public Schools must be kept in good standing. A lunch account balance that is **-\$20.00**, will be frozen, and the account holder's family will be given an alternative lunch consisting of a sandwich on whole grain bread, and milk. Until the account is current, this will be the only lunch option. Notices will be sent home periodically and a final letter will be sent home when the account reaches the **-\$20.00** informing parents of the alternative lunch. Notices will be sent in hardcopy and/or electronically. Account balances are always kept current through the parent log on in JMC.

In order for a student to receive a second portion of the entree, milk, veggie, side dish or breakfast item, they must have an account in good standing. Students wishing to purchase seconds must pay for, in advance, a punch card from the district office. There will be two punch card options: one will be for the entrée and will be set at the current entrée price and milk or side dish price. (\$1.60/entrée or \$16.00 for a 10 day punch card and \$.60/milk, juice, breakfast item, fruit, veggie, or side dish or \$6.00 for a 10 day punch card) Prices will change as the current rates set by Ivanhoe Public Schools Board are adjusted.

Breakfast will start at 8:10 am and will end at 8:20 am. Students must arrive in the classroom by 8:30 so classes can start on time.

## Mandated Reporting Statement

School personnel who know, or have reason to believe, a student is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department or the county sheriff. In such situations, the school districts shall comply with the Minnesota Statute 626.556, Reporting and Maltreatment of Minors.

## Medications- Prescription and Non-Prescription

### 1. Purpose

The purpose of this policy is to set forth the provisions to be followed when medications must be administered to students in the school setting.

### 2. General Statement of Policy

Many children with chronic and/or acute health conditions are able to attend school because of the effectiveness of their prescribed medication(s). Safe and effective administration of medication includes monitoring of the child's response to the medication to ensure that the medication is therapeutic and minimizes interference with learning. Whenever possible, the parent or guardian should make arrangements, so it is not necessary for school personnel to administer medication to a student.

The administration of medication to students shall be done only in circumstances wherein the child's health and education may be jeopardized without it. **Medication may be administered only by the school nurse or school personnel to whom she delegates this responsibility.** Medication will not be given without written authorization of the parent/guardian and physician as necessary. Parents may always come to school and administer medication to their own children. The school asks that parents check in at the office first.

### 3. Requirements

- a. Both prescription and non-prescription medications require written authorization from the student's parents or guardian.
- b. A Request to Administer Medication in the School form must be completed when any prescription is to be administered in school. These forms are available in the office and only pertain to the **current** school year.
- c. Prescription medication must come to school in the original container appropriately labeled for the student by the pharmacy or physician. For safety reasons it is recommended parents bring their child's medication to the school. If they cannot, parents are expected to call the school, alerting the staff of the amount of medication being sent. **Medication arriving in baggies, old medication bottles, or any open container will not be accepted.**
- d. Non-prescription medication must come in the original sealed container.
- e. Prescription medications are generally not to be carried by the student. The one exception to this guideline is prescription medication for asthma or reactive airway disease. This school district believes it is in the best interest of students with asthma to move toward independent management of asthma during the school years. Students are allowed to self-carry their inhaler medication following these criteria:

- the inhaler must be properly labeled for that student.
  - written authorization from the parent and physician must specify approval for the student to carry an inhaler and self-administer.
- f. It is the parent's responsibility to provide refills for medication. School staff will try to notify parents via phone or letter when medication is low. At the end of the school year, parents will be contacted about the amount of medication remaining so arrangements can be made for pick-up or disposal as necessary.

#### **4. Non-prescription Medication Administration Procedures**

The school will not provide any OTC medication. If the parent wants his or her child to have something, the parent will provide:

1. Written parent permission form indicating the OTC medication, amount to be given, time to be given, and reason for giving the medication.
2. Physician's name and phone number in the event of a reaction.
3. History of allergies or medical conditions of the student.

The school shall provide:

1. List of personnel giving medication (school nurse or other personnel to whom this responsibility has been delegated.)
2. Comprehensive record for each child including;
  - a. Dated written request from parent.
  - b. Medication inventory.
  - c. Date, dosage, and time administered.
  - d. Dispenser's initials with initial identified by complete signature on form.
3. Secured medication storage facility.

#### **5. Prescription Medication Administration Procedures**

The parent shall provide the school with the following information:

1. A completed Request to Administer Medication in the School form signed by the parent and physician. Forms are available in the office. Physician prescription and signatures may be submitted separately (some medical clinics prefer to use their forms); the fax number is 507-694-1125

The school shall provide:

1. List of personnel giving medication (school nurse or other personnel to whom this responsibility has been delegated.)
2. Comprehensive record for each child including;
  - a. Dated written request from parent.
  - b. Medication inventory.
  - c. Date, dosage, and time administered.
  - d. Dispenser's initials with initial identified by complete signature on form.
3. Secured medication storage facility.

## Parent - Student - Teacher Conferences

Parent - Student - Teacher conferences are held twice during the school year. The date and times will be published in the school calendar. Parents should plan on being a part of this conference for the teachers to share testing information, goals, and progress. **Conferences will be held on November 7th and March 13<sup>th</sup> from 2:00-8:00.**

*Parents may request a conference at any time. Please contact the teacher to set up a time during their regular contract hours.*

## Internet and Computer Use Policy

### Acceptable Use

The school district computer system has a limited educational purpose, which includes use of the system for classroom activities or educational research. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. The use of the school district system and access to use of the Internet is a privilege, not a right.

### Unacceptable Use

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute any:
  - A. pornographic, obscene, or sexually explicit material
  - 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 that could cause damage or danger of disruption to the educational process
  - D. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination
  - E. internet games, apps, music, chat rooms. or other uses of the computer that are disruptive to the educational process and/or inappropriate for the education setting.
2. Users will 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 will not use the school district system to engage in any gambling, solicitation or other illegal acts that violate any local, state or federal law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any

action to violate the school districts security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to access social networks, including but not limited to "Instagram" and "Facebook," for the intended purpose of posting private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the school district administration.

## **iPad Use**

The iPads are property of Ivanhoe Public Schools. They are to be used for educational purposes only. The downloading of apps for recreational use is strictly prohibited. The iPads should only leave the building with teacher approval and to complete course work. Any student found to have downloaded games or apps for non-educational purposes will be subject to the consequences for Unacceptable Use as stated below.

## **Consequences for Unacceptable Use of Internet, Computers, & Devices**

Depending on the nature and degree of the violation and/or the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

1. Parent or Guardian Conference
2. Suspension or cancellation of computer use or access privileges for an appropriate length of time based on the violation
3. Loss of iPad or device privileges for the remainder of the school year
4. Payments for damages and repairs to hardware or software
5. Discipline under other appropriate school district policies, including suspension, expulsion or exclusion

6. Law enforcement referral for activity that is criminal in nature

### **Inadvertent Access of Unacceptable Materials**

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the teacher, technology coordinator and/or computer lab supervisor. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

### **Parental Notification and Alternative Activities**

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

## **Pledge of Allegiance**

Lincoln Elementary School will read the Pledge of Allegiance daily during the school year. Any student who wishes to not participate in the pledge may do so and other students will respect that right.

## **Playground Rules**

### **General**

1. Proper clothing needs to be worn at all times (ex. boots, hats, and mittens in winter).
2. No rough play including tackle football.
3. No hanging on basketball hoops.
4. Only soft baseballs and softballs will be used.
5. No metal bats.
6. Students will be outside for recess unless they have a note from their parents or are kept in at the request of the teacher.
7. Rollerblading, biking and use of scooters are not allowed at school.
8. Treat all students and adults with respect.

### **Slides**

1. Walk up the ladder steps. Do not run or push on the steps.
2. Use the slide from top to the bottom. Do not climb up the slide.
3. Slide down the slide feet first.
4. Go all the way down. Do not stop part way down or try to get off part way down.
5. Keep hands and feet inside the slide area.
6. Rocks, snow, and toys do not belong on the slide.

### **Swings**

1. Sit on the swing. Hold on with both hands. One person per swing.
2. Direction of movement is forward and back.
3. Wait your turn on the grass.
4. Set your own pattern for taking turns(count 50, 100, 150).

5. Remain on the swing until it stops. No jumping off.

### **Bars/Climbers**

1. Hands and feet must be on the bars/climber at all times.
2. No hanging on to another child's body on any of the equipment.
3. Leave two bar spaces between children.
4. Do not sit on top of bars.
5. Do not walk under climbers when children are above.

### **Winter Rules**

1. **Wear boots** from the time the announcement is made in the fall, until the announcement is made in the spring that boots are not needed.
2. **Wear snow pants** if you plan to roll, sit, or play in the snow.
3. Snow is to remain on the ground.
4. Wipe snow off your pants and boots before entering school.
5. Do not slide on the ice.

## **Report Cards**

Report cards will be issued quarterly and will be sent home by mail at the end of the school year. A child's progress is evaluated and reported in terms of his or her individual capabilities. Specific dates have been scheduled for parent-teacher conferences, but please feel free to discuss your child's progress at any time during the school year. Grades will be a reflection of students' daily work, class participation, and test/quiz. First and Third Quarter Report Cards will be given out at Conferences.

## **School Closing**

For information regarding school closings, tune your radio to any Marshall radio station and KELO TV. School closings, late starts, and bus information will be sent via JMC messaging and by these radio and TV stations as soon as a decision has been made. Please do not call school personnel about school closings, since the latest information can be obtained by listening to or watching the stations listed above.

If it becomes necessary to start late, close school, or dismiss early due to inclement weather conditions, parents and staff will be notified with a phone call at the numbers each family has posted in our student information system. Late start or school cancellation phone calls and notifications will be made prior to 10:00 pm and after 6:00 am in most cases. Early release calls will be made at least one hour in advance of the release time. The district's Instant Alert Phone Messaging system is the primary communication tool for any weather related or emergency message communications between school and home.

It is our goal, except in extremely unusual situations, to have weather related announcements on the air by 6:30 am. On a day that there is an announced late start, we encourage you to continue to listen in case we decide to close school for the day. Every effort will be made to have this decision on the air no later than 8:45 am. When weather conditions result in school closings or early dismissals no practices will be held and facilities will be closed for open gym. Events scheduled on those days when school is closed or

dismissed early will be canceled or rescheduled to another date. In some instances, an event may be held if later in the day it is determined that conditions improved enough to permit the event to proceed as scheduled. The stations listed above will carry the announcements when scheduled events are postponed.

Making weather related decisions can be difficult given the geographic size of our District and the different conditions that can exist across it. We simply do not have perfect information about the weather or the road conditions, and we cannot predict with certainty how conditions will change or how it will impact a specific area. Because of this, the District understands that it is reasonable for a parent(s) to disagree over a decision to hold school due to weather related conditions.

The District values and respects your parental instincts regarding your child's safety, and we want to emphasize that the decision to send your son/daughter to school is ultimately yours. The District understands that you may not feel comfortable with the wind chill, visibility, road conditions or some other weather related condition. In such a case, we want to reassure you that your student's absence will be excused. The only thing we ask is that you notify your student's Administration office of your intention.

## School Hours

The school day begins at 8:30 a.m. and ends at 3:30 p.m. The office will be open from 7:30-4:30.

## Student Lockers

All students are furnished lockers at the beginning of the school year. (This includes the lockers assigned for physical education.) All lockers are owned and under the authority of Lincoln Elementary School District #403. **The school reserves the right to inspect the contents of all lockers and to remove anything contrary to school rules or is detrimental to the school.** It is the student's responsibility to keep the locker clean inside and out. The following rules apply to locker use:

1. All books and backpacks, etc. must be kept in your lockers. No books are to be left on the hallway floors.
2. Do not go into another student's locker (physical education or hallway) to look for or borrow anything without permission from that student.
3. Report any thefts or damage immediately to the office.
4. Do not write on your locker, use stickers or in any other way damage or deface your locker.
5. Do not store unsealed pop or open food items in your locker. If you damage your locker, the locker or property of another student, or take something which does not belong to you, you will receive detention, suspension, and/or pay for the damages or replacement of the locker or property. Thefts and vandalism will be reported to the police.
6. Only school issued name tags and rebel pride items are allowed on lockers. All other items will be removed.

## Student Records

The school has on file your student's grades, attendance, standardized test scores, and discipline record that have resulted from his/her work since he/she began school. If your student has attended several different schools, these records have all followed him/her to this school and are on file here.

Parental permission is no longer required when records are requested by authorized school personnel (Family Education Rights and Privacy Act: Final rule of Education Records, Federal Register).

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Sessions Laws of the State of Minnesota.

## Student Rights and Responsibilities

### **Students have the rights to:**

1. A free education.
2. The right to learn in a safe and challenging learning environment.
3. Freedom from discrimination.
4. Due process.
5. Freedom of inquiry and expression as long as it does not interfere with the rights of others or disrupt the atmosphere.
6. Students' rights to privacy regarding school records will be protected and any disclosure of information from student records will be consistent with law.
7. Students have a right to be secure in their persons and property however, they must refrain from bringing onto school property any material or item that could cause a disruption or endanger the health or safety of students or other persons.
8. Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes a substantial disruption with work, or creates classroom or school disorder.
9. Students have the right to be informed of all policies, rules, and regulations they will be expected to follow.

### **Students have the responsibility to:**

1. Attend school daily, except when excused, and to be on time to all classes.
2. Students are responsible for completing class assignments on time and according to the instructions given by the teachers.
3. Students are responsible for bringing to class all materials required.
4. Not use any indecent or obscene language.
5. Express ideas in a manner that will not offend or slander others.
6. Be respectful of other students and/or school property.
7. Students are expected to demonstrate appropriate behavior in school, on the grounds, and at all school activities.

### **Parent Responsibility:**

Upon registration, required health and emergency information form, updated student immunizations forms, free/reduced lunch form, and release forms must be returned with parent signature.

## Student Leaving School Grounds

Students **MUST HAVE** a note to leave school if there is a change in their usual procedure. We will always send your child on his or her normal bus or walking route from school to home. If your student is NOT to go to his or her normal destination after school, please send a note with your student. These circumstances would include such things as: after school activities at church or community centers, daycare arrangements, visits to other children or families' homes. The school or teacher cannot accept your child's verbal message that he or she is to go somewhere other than his or her normal destination. We must have a note or a phone call from a parent/guardian. If you are here to pick a child up from school, please come to the office. Someone from the office will contact your student's teacher and have your student sent to the office ready to leave. All students need to be checked out of the office by their parent/guardian.

## Student Late Arrival

If a child comes to school late or returns from an appointment, a parent or guardian must come to the office to sign in. Failure to do so will result in an unexcused absence or tardy.

## Student Pictures in School Publications/Internet Web pages/ Local TV Broadcasting

If any student does not wish to have his/her picture included in a school publication, including Internet web pages, and local TV broadcasting, his/her parent must notify the office in writing before the picture is taken.

## Storm Homes

Storm home information is requested at the beginning of each school year on the Student Information Form. All students must have a storm home listed. The storm home should include name, address, and phone number. Prior arrangements must be made by the parent or guardian. If these arrangements cannot be made by you, please contact the office and the necessary arrangements will be made for you. You will be informed as to the storm home and it will be up to the parent or guardian to help the student become acquainted with the storm home arrangements.

## School Parties

All refreshments for a school party, birthday, or treat must be **purchased** at a store and be **individually wrapped**.

Students are not allowed to deliver party invitations (birthday, etc.) at school. All invitations must be handled outside of school via mail or by phone. This policy stems from problems involving mix-ups and hurt feelings. Your cooperation will be greatly appreciated.

## School Snacks and Lunches from Home

Healthy snacks and sack lunches are encouraged and promoted due to the concerns with childhood obesity and to the Healthy Hunger Free Act 2010. State guidelines require that all vending machines are turned off during school hours.

## Transportation

### **Bus Transportation**

Only regular students are to ride to and from school on the bus. Students will not be allowed to alter their regular transportation without written permission from their parents. The student should bring this note to his or her classroom teacher in the morning.

### **Loading and Unloading Children**

Parents who transport children to and from school are asked to load and unload on the East side of the school. This is for the safety of you and your children. Adults are asked to use the sidewalks, in turn, reinforcing this habit with our students. Your cooperation is necessary and appreciated.

## Telephone Use

Students will not generally be permitted to use the phone unless he/she has received permission from the classroom teacher or administration. Please help your student to organize their needed materials and supplies before they leave for school in the morning. In addition, make sure afternoon plans are arranged prior to their leaving for school in the morning. Students will not be allowed to use the phone to call home for books, assignments, band instruments, or make after school plans with friends.

## Testing

More information will be sent to parents prior to each testing period. The information from these tests is utilized to determine if students need additional help and support.

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student's district; your student's district may require additional information.

## Tennesen Warning

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited, to the following:

\*Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and
- the identity of other persons authorized to receive the data.

## Visitors

We invite you to visit your student's school and classroom at any time. We also ask parents not to bring siblings into classrooms when they visit as this can disrupt learning time. If possible, contact your student's teacher before visiting so that arrangements can be made for you. Please take time to honor us and your student(s) with your presence. If your intention is to conference with the teacher, please call and arrange a time with the teacher in advance. It is the expectation that all visitors will treat all staff members with dignity and respect during their visits. Visitors should expect this in return from all staff members as well.

**All visitors need to stop in at the office and receive a Visitor's Pass. This is to help us keep track of who is in the building in order to better protect your student.**

## School-Parent-Student Agreement

**This school-parent-student agreement is in effect during the 2022-2023 school year.**

### **Lincoln Elementary School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - Back-to-School Open House- **August 17 from 5:00-7:00 p.m.**
  - Weekly classroom and office newsletters.
  - Letters, reports, and conferences regarding assessment and testing results
2. Hold parent-teacher conferences
  - Fall Conferences: **November 7th from 2:00-8:00**
  - Spring Conferences: **March 13th from 2:00-8:00**

3. Specifically, the school will provide reports as follows:
  - Report cards sent home each quarter
  - Mid-Term reports sent home each four weeks
  - Grade level teachers send home newsletters that detail expectations, tests, etc.
  - Grades 3-6 use daily planners/calendars that need nightly parent signatures
4. Provide parents reasonable access to staff, opportunities to volunteer, participate in their child's class, and to observe classroom activities, as follows:
  - Parent volunteers sign up at the initial Meet and Greet before school starts
  - School phone numbers and teachers' email addresses are listed on web pages via the School Website

**Parent Responsibilities: We, as parents, will support our children's learning in the following ways:**

- Monitor our children's attendance at school
- Make sure homework is completed
- Monitor the amount of television my children watch
- Volunteer in my children's classrooms
- Attend Parent/Teacher Conferences
- Participate in decisions related to my children's education when appropriate
- Read all letters and newsletters sent home by the school.
- Serve, if possible on the PTO

**Student Responsibilities: We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- Do our homework and ask for help when I need it
- Read every day outside of school time
- Give my parents or guardians all the notices and information from school