

THIS HANDBOOK IS SUBJECT TO AND MAY CHANGE AT ANY TIME DURING THE SCHOOL YEAR. EVERY ATTEMPT WILL BE MADE TO COMMUNICATE THESE CHANGES TO THE AFFECTED INDIVIDUALS. HOWEVER, THE CURRENT PROCESS FOR HANDLING ANY GIVEN SITUATION MAY NOT BE ACCURATELY DESCRIBED IN THIS HANDBOOK.

The latest version of this handbook, including any changes made during the school year is available at our web site www.wabassoschool.com

Dear Parent/Guardian,

Welcome to the 2009-10 school year! This is your copy of the 2009-10 Elementary Handbook. It contains information, rules and regulations for grades kindergarten through sixth grade. The Elementary Handbook is the official policy book for the elementary school.

Communication between the teacher and the parent/guardian is important to help bridge the gap between home and school. The school will attempt to provide you with as much information as reasonably possible concerning your child in the learning environment. All of us are linked together for learning. Cooperation is a key for success

The Elementary Staff, Site Council, and Administration are ready to serve you in every way to insure that your children have successful experiences in the school/learning environment. No question or concern is insignificant to us. Do not hesitate to contact us. It is our desire to build the best positive environment for your child(ren). We rely on and are most appreciative of your help in this effort.

Sincerely,

Site Council Team

Dave Blank- EA Representative
Corinna Erickson- Elementary Representative
Penny Greenlee- Para/WCA Representative
Jenifer Goblish- Parent
Jennifer Haven- Parent
Sue Huhnerkoch- Parent
Amy Iverson- PE/Health Teacher & Asst. to Supt.
Joe Kemp- Social Studies Teacher & Athletic Director
Mary Kay Pistulka-Secondary Representative
Amy Rohlik- Parent
Shelly Sagedahl- Parent
Mavis Salfer- Parent
Gary Thomas- School Counselor

PREFACE

The purpose of this handbook is to acquaint students and parents/guardians with our elementary school.

Our goal is to provide quality education for all students. It is necessary that all involved (parent/guardian, staff and students) have a cooperative attitude and show willingness to work together.

Parents/Guardians are invited to visit classes and are encouraged to meet with teachers, Site Council Team members or the Administration for information and/or help.

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**2009-2010
ELEMENTARY STAFF**

<u>NAME</u>	<u>POSITION</u>
Ms. Heidi Myers	Kindergarten
Mrs. Sue Huhnerkoch	First Grade
Mrs. Jenny Eichten	Second Grade
Mrs. Caaren Mathiowetz	Third Grade
Mr. Joel Dudgeon	Fourth Grade
Mrs. Lisa Dudgeon	Fifth Grade
Mrs. Amy Rohlik	Sixth Grade
Mr. Darren Anderson	Physical Education
Mrs. Joyce Plaetz	Physical Education
Mrs. Corinna Erickson	Special Education
Mr. Christopher Gordon	Special Education
Ms. Viviana Sanabria-Toro	Spanish
Mrs. Jennifer Haven	Special Education
Mrs. Linda Schumacher	Title One
Mrs. Trish Brennan	Educational Speech/Lang. Pathologist
Mr. Gary Thomas	Counselor
Mrs. Krista Wingert	Elementary Music-Vocal
Mr. Michael Meyer	Elementary Music-Band
Miss Carol Hamilton	Library
Public Health Nurse	School Nurse
Mrs. Amy Iverson	Assistant to the Superintendent
Mr. Ted Suss	Superintendent

**2009-2010
ELEMENTARY STAFF ASSISTANTS**

Mrs. Gail	Mrs. Penny Greenlee
	Mrs. Sharon Timm
	Mrs. Deb Frericks

ATTENDANCE/HEALTH

ABSENCES

Success depends to a great extent on attendance. Understanding requires time on task. Absences can cause additional make-up time which is stress related for some students. Keep absences to a minimum. There are times when an absence is necessary. A sick child should be kept home. The school will call the student's home in the event of an absence. Please phone the office and/or your child's teacher in the event of a prolonged illness.

A student returning to school after an absence needs a written excuse signed by his/her parent/guardian. The teacher is required to keep these notices on file.

Minnesota requires mandatory education and allows schools to determine whether a parental excuse is acceptable or not. Please limit your excuses to: Illness, medical and dental appointments, religious/legal requirements and family emergencies. If uncertain if an absence will be excused, call the school secretary at 342-5114 prior to the absence.

Student Policy for Attendance/Approved and Unapproved Absences

Students are required to turn in a verification of their absence to the Receptionist, which may or may not be approved when they return to school.

Failure of a student to be in their designated area or class at the designated time constitutes tardiness. Students tardy at the start of school must report to the school office with a signed letter stating why they were tardy. This excuse is approved or unapproved for an admission slip. Tardiness between periods is handled by the classroom teacher.

The following are examples of absences that will not be approved:

- Truancy (An absence by a student which was not approved by the parent/guardian and/or the school district)
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures
- Work at home, unless prior approval is received by the Administration
- Vacations with family, unless prior approval is received by the Administration
- Absences resulting from cumulated unapproved tardies (8 tardies equal 1 unapproved absence)
- Any other absence not included under the attendance procedures set out in this policy

Consequences of Unapproved Absences:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 127.26-127.39.
- Days during which a student is suspended from school shall not be counted in a student's total cumulated unapproved absences.
- In cases of recurring unapproved absences, the administration may also request the County Attorney to file a petition with the Juvenile Court, pursuant to Minnesota Statutes.

6th grade follows the high school attendance policy. Please refer to that policy on the official High School Handbook at www.wabassoschool.com.

HEALTH SERVICES

The Health office is staffed by a Public Health nurse, a School Health aide or a designated school employee. First aid, emergency care and medical administration are provided and other special health care needs of children are met.

A fluoride mouth rinse is implemented in the elementary. The fluoride permission slip that parents/guardians signed when their child entered kindergarten indicates whether that student may or may not participate in the fluoride mouth rinse program through sixth grade.

Please alert the teacher or Public Health nurse if your child has particular health concerns that could affect his/her learning at school. This would include significant health concerns such as but not limited to asthma, seizure disorder, allergic reactions or medications that are given at home that could affect your child's behavior/attention in school (ie. allergy medication, antibiotics, and so on). Alerting the child's teacher or Public Health nurse should be done at the beginning of each year, with each change of teacher and as often as the medical situation changes. If your child needs to be excused from Physical Education, please send a note. If the excuse is to be long term (more than one day) a note from a physician is required.

Immunization review, hearing and vision screening, scoliosis screenings, health and developmental assessments, health counseling and referrals are provided by the Public Health nurse. The school immunization law is enforced. **If immunization records are not up to date, the student may be excluded from school until proper immunization records are received.** Any questions regarding your child's health status should be forwarded to the Public Health nurse at Redwood County Public Health Service at (507) 637-4041 or Wabasso Health Office at (507) 342-7196.

ILLNESS AT SCHOOL

Any student who becomes ill or injured during the school day must report to the Health office with a pass from their classroom teacher. Students are not to report to the Health office between classes. Generally, the school policy is that if the student is ill enough to be in the Health office, they should be at home. Parent/guardians or an emergency contact person will be notified by the Health Office staff if a significant injury or illness occurs to provide 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 had a fever of 100.5 degrees 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 hours after the last episode.
3. If the student has any 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 health in the long run. Parental cooperation is appreciated.

LATEX AND FRAGRANCES

Our site has been designated as "**Latex Limited**" and "**Fragrance Aware**" by our District Indoor Air Quality Committee. "**Latex Limited**" means that we will not allow any **Latex gloves or latex balloons in our building**. Gloves and balloons are sources of latex that can easily get into the air and cause allergic reactions, some life threatening. We do have students, parents, and community members in District 640 that do have allergies to latex or potential for a

latex allergy due to other medical history. This has been determined for the safety of our students, staff and families.

“Fragrance Aware” means that we will try to have a fragrance and scent free environment.

Exposure to fragrances and scents can cause some of our students and staff to experience upper respiratory irritation, asthma, headaches, and other symptoms. Sources of fragrance and scents include perfume, cologne, after shave, hairsprays, and body lotions. All students and staff are encouraged to limit the amount of fragranced personal products used. (Use fragrance free). The district selects maintenance, cleaning and classroom products that are low in odor to reduce symptoms for staff and students related to these types of products.

MAKE-UP WORK

The classroom teacher will supervise make-up work when necessary. Students should find out make-up policies in their teacher’s syllabus.

MEDICAL AND DENTAL EXCUSES

A written notice from the parent/guardian is required in order for the student to leave the school building for necessary appointments.

MEDICATION

Redwood County Public Health Service has implemented a standard medication administration policy for all schools in Redwood County. All prescription medications to be given in the school setting will require written permission of the student's parent/guardian and physician and authorization by a nurse at Redwood County Public Health. Any non-prescription medications will require written permission of the parent/guardian and authorization by a nurse at Redwood County Public Health. This is needed before any medication is given. Prescription medicines must be provided in a pharmacy or physician-prepared bottle. Over the counter drugs must be in the original container. Please note: Controlled substance medication will not be sent home with students during or at the end of the school year. Parents/guardians or a designated adult needs to pick up the medication at the school. Medication is to be administered in the school setting only if it is needed to maintain the student's health. Parents are encouraged to give three times per day medications at home (before and after school and at bedtime). A Med Authorization Form is included with your packet at the beginning of the school year. You may also call Redwood County Public Health Service at (507) 637-4041 or the school if you need a form prior to the start of the school year or have questions. Parent/guardian cooperation with this is much appreciated to help with safe medication administration.

The Health office will not automatically send medications with a student on field trips or activity days. If a student requires medication (for example, seizure medications, asthma medications or epinephrine for allergic reactions), please contact the Health office a week in advance of the event to make arrangements for safe medication administration. Note: Medication is given to students in the supervised school setting to maintain the student’s health and meet the child’s educational needs. Medication sent for off-site school activities needs to follow school policy whereby the school nurse is aware of medication a student is taking.

SCHOOL CLOSINGS

In the event of inclement weather or other events, which interferes with normal school operations and transportation, school will be called off by the Superintendent at the earliest possible time. KLGR (1490 AM), KMHL (1400 AM), WCCO (830 AM and TV) and KARE 11 TV will announce school closings. Please call the school only when absolutely necessary during these times. It ties up the lines, inhibits calling out and interferes with the school from receiving weather and road information.

On occasion, it may be necessary to use emergency bus routes. This announcement will be made over the radio. Please refer to your school packet for your specific emergency bus route information.

NEW! INSTANT ALERT SYSTEM

The Wabasso School has implemented a new system call Honeywell Instant Alert for Schools. Instant Alert for Schools is a tool for emergency notification and routine communication. We will use Instant Alert to notify you of a late school start, an early out, or a school closing due to inclement weather. We will also use Instant Alert for a variety of general communications to parents. Within minutes of any type of emergency, we can use Instant Alert to deliver a single, clear message to the parents or guardians or our students by telephone, cell phone, email, pager, or PDA in any combination. We strongly encourage all families to register to receive instant alerts, this will ensure that everyone will receive the earliest possible notification of any announcements or changes in the school day. You may do so by going to the following website; <http://instantalert.honeywell.com> . If you have any questions about the Instant Alert System, please contact Shannon Anderson at 342-7406.

TARDINESS

Tardiness will be monitored by the classroom teacher each morning and at the end of the noon period as well as other times throughout the day. Tardiness can become a habit that can cause problems for a person throughout life. Frequent tardiness will result in the teacher notifying the parent/guardian and possibly the administration.

- Approved Tardiness: Valid excuses for tardiness are:
 - (a) illness
 - (b) serious illness in the student's immediate family
 - (c) a death in the student's immediate family or of a close friend or relative
 - (d) medical or dental treatment
 - (e) court appearances occasioned by family or personal action
 - (f) physical emergency conditions such as fire, flood, storm etc.
 - (g) any tardiness for which the student has been approved in writing by an administrator or faculty member.

THE PROGRAM

ASSESSMENTS AND EVALUATIONS

A comprehensive student evaluation and assessment program is carried out in the elementary school. Student progress is monitored through a wide variety of measures including but not limited to teacher observation, daily work results, demonstrations by the student(s), normal tests, standardized tests and teacher designed evaluation instruments. The Northwest Evaluation Assessments, tests of achievement, are given twice a year in grades two through six. NWEA results are available through the counseling office. Also, the state requires the MN Comprehensive Assessment test (MCAs) in 3rd & 5th grades. This test is designed primarily to evaluate our system rather than the student, but individual results are available upon request.

A report of a student's progress will be sent home every nine weeks, four times a year. Explanations will be made at parent/guardian-teacher conferences. Report cards will be sent home with the pupils.

BREAKFAST PROGRAM

Breakfast is served every day to every student in grades K-6. There is no cost for breakfast. Please make sure that your child in the elementary is at school by 8:00 a.m. so that they may participate in the breakfast program.

BUS INFORMATION

Buses will leave the school area about five minutes after dismissal. An elementary pupil missing the bus should report directly to the office staff or classroom teacher. See school bus rules in the Appendix.

CELL PHONES and ALL ELECTRONIC DEVICES

Cell phones, CD players, headphones, etc. are not allowed in the classroom, hallways or locker rooms during school hours from 8:00 – 3:04. Please leave these at home or in your locker. The school is not responsible for theft of any of these items. In order to enforce the cell phone use by students in the school, this is what the consequences will be if you have your cell phone taken away. First offense: your phone will be confiscated for one week, and there will be a parent meeting to discuss your use of cell phone during the school day. Second offense: your phone will be confiscated for a two week period, and there will be a parent meeting to discuss your cell phone use during the school day. Any further incidences of using your cell phone improperly will lead to confiscating your phone for the remainder of the year and a meeting with your parents.

CURRICULUM/PROGRAM CHANGE REQUEST BY PARENTS/GUARDIANS

Requests for special treatment for religious or other reasons must be made in writing to the elementary curriculum committee on the form for that purpose. Forms for this purpose can be obtained from the office. See form examples at the end of the handbook. Staff members are not authorized to permit changes unless a form is completed and filed in the office.

CURRICULUM AND SPECIAL SERVICES

District 640 curriculum meets state guidelines, recommendations and mandates. Language Arts and Communications, Math, Science, Social Studies, Art and other special programs are taught. In addition to these, the district has specialist services in the following areas:

Library Media - Elementary students receive instruction in library/resources/media one period per week. Materials borrowed from the resource/media center should be treated with care. Defacing such materials could result in assessment of a fine.

Music - Students K-6 have music classes each week. Students in grades 4-6 have the opportunity to be involved in several special performances throughout the year.

Instrumental music lessons will be given to interested pupils in the fifth and sixth grade. Elementary band begins its group rehearsals during the school year.

Fourth grade pupils interested in instrumental music lessons will meet with the band director, along with their parents/guardians in the spring to determine the most suitable instrument for the student and to set up a summer lesson schedule.

Physical Education - A well-rounded program emphasizing physical fitness will be carried out. The elementary physical education teacher will have charge of the classes for all the elementary grades.

The Minnesota Department of Education requires that all pupils participate in physical education. A written request from the family doctor is necessary before a child can be excused from these classes.

Counseling - District 640 has a licensed school counselor servicing elementary students. Guidance is a comprehensive system of functions, services and programs that are designed to affect the personal development of students. Three services the counselor provides are (1) consultation with teachers, parents/guardians and community; (2) both crisis and developmental counseling are used with individuals, groups or the classroom; (3) presentation of guidance oriented programs to students. If you have counseling needs, speak to your student's classroom teacher.

Curriculum Coordinator – District 640 has an administrator in charge of supervising a Continuous Curriculum Improvement Plan. If you have questions regarding the school's curriculum, please call Amy Iverson at 342-7408.

Extended School Year

The Wabasso School offers an Extended School Year (ESY) for all students who have current IEPs. They may take ESY for one or more of the following reasons:

1. There will be significant regression of a skill or acquired knowledge from the pupil's level of performance on an annual goal that requires more than the length of the break in instruction to recoup, unless the IEP team determines a shorter time for recoupment is more appropriate;
2. Services are necessary for the pupil to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the pupil's age and level of development and the timeliness for teaching the skill;
or
3. The IEP team otherwise determine, given the pupil's unique needs, that ESY services are necessary to ensure the pupil receives a free and appropriate public education.

DAILY BULLETIN, BULLETIN BOARDS AND POSTERS

The daily bulletin contains notices of activities for the day and other pertinent information. Students should listen to the announcements carefully.

Students are asked to secure permission from the office before posting anything on the walls or bulletin boards. Posted materials need to be in good taste.

DETENTION

All detentions for K-5th grade are dealt with during the school day. Appropriate actions will be taken on an individual basis. Parents are contacted before a noon detention is served.

This follows the high school policy for 6th grade only! The School Administrator, Superintendent or any member of the faculty may assign students detention. The following shall be considered grounds for detention:

1. Tardiness
2. Truancy
3. Improper/inappropriate behavior

Detention will be served on Saturday morning from 8:00 a.m. to 10:00 a.m. according to the posted schedule on the school website and in the student bulletin. Students who are not in their seats in the detention room at that time will be considered late. Written notification will inform

parents/guardians of a detention. Each student is to bring and keep busy with sufficient and appropriate books and materials, remain absolutely quiet and may not leave the room until s/he is dismissed. Failure to follow the detention study hall rules will result in added detention.

Detention takes precedence over work and school activities. Students with employment and extra curricular activities will **NOT** be exempted. Students who have a conflict should see the administrator who assigned them the detention. It is the student's responsibility to inform their coach, advisor, etc., that they will be serving a detention.

EMERGENCY DRILLS

FIRE DRILLS

The school is required by law to conduct fire drills. The fire alarm is sounded by a continuous chirping noise and bright flashing lights. Students, teachers, and all members of the staff must leave the building when the alarm is sounded, using exits designated for the room in which they are located at the time. In order to simulate possible conditions of a real fire, one or more exits may be blocked in which case alternate exits will be used.

TORNADO DRILL

The school is required by law to conduct a tornado drill. The drill runs in conjunction with the state-wide Tornado Awareness Week and Drill. Upon notification of a tornado, staff should escort their students to the designated area and assume the proper protective position. An "All Clear" announcement will be made when it is safe to return to the classroom.

BOMB EVACUATION

The school district is required by law to have a plan to evacuate the buildings in the event of a bomb threat. Listed below is the procedure, which shall be followed. The interoffice staff will knock on the door and say, "There is a safety matter that requires us to evacuate the building immediately." Do not touch anything in the room including light switches or electrical equipment such as to turn off computers, typewriters, etc. Also do not use the telephone or pick up or touch any strange looking devices. You are to go to your normal outdoor location as if it were a fire drill. Do, however, make certain you are at least 100 yards away from the building. Remain there until you are told differently what to do.

INTRUDER RESPONSE

The school district is required by law to have a plan to respond to an intruder in the building. An announcement will be made indicating that staff and students should take defensive response positions until an "All Clear" announcement is made. Staff should keep all students in their presence with them until the end of the response. They should lock all doors and insure that students cannot be observed through windows in the door or classroom. Staff should take roll and list extra students present and assure that students are kept quiet and calm.

EXTRA-CURRICULAR AND CLASSROOM ACTIVITY POLICY

From time to time Wabasso and Vesta Schools schedule extra-curricular and/or classroom activities. Many of these require transportation to remote sites. Sometimes one, the other, or both of the schools will participate. The decision to participate will be made, first of all, by the classroom teacher who will decide on the appropriateness of the activity for the class, secondly, by the administration that takes into consideration the financial costs and thirdly, by the staff who will take into consideration the supervisory needs.

Parents/guardians and students must understand that they may or may not participate in the activities of the other school in which they are not enrolled. To insure participation in a particular school's activities, the parent and student must be enrolled in that particular school, otherwise they may not be included in various activities from time to time.

FIELD TRIPS

Actual experience is an important part of the learning process. For this reason, field trips are part of the curriculum and recommended for students. Organizing and arranging for field trips is done by the elementary teacher. Parent/Guardian permission is required before a child is allowed to go on a field trip. Every precaution is taken for student safety and an adequate supervisory ratio is achieved in keeping with the event and the place visited. Occasionally teachers may request parent/guardian volunteers to assist during field trips. Interested parents/guardians who wish to volunteer should notify their child's teacher early in the year. If you are a chaperone, please do not bring younger siblings on the trip. Parents/Guardians who volunteer need to find child care for siblings.

GYM CLASS CLOTHING NEEDS

Each student needs gym shoes since street shoes should not be worn on the gym floor. Students should have appropriate attire for gym classes.

HOME PREPARED FOODS

To abide with State Health Department recommendations, we ask that students not bring homemade treats to share with classmates for special events. Party treats should be limited to store bought items.

INTERNET AGREEMENTS

The Internet is a remarkable tool for teachers and students. However, with all the information that is made available at the click of a mouse, comes the possibility of accessing inappropriate material. While the district monitors all usage and has installed filters to screen out inappropriate material, there is no way to prevent intentional or unintentional access of such material. The district will take disciplinary action against the intentional access of inappropriate material and will continue to monitor and take steps to prevent unintentional accessing, but parents/guardians must realize this is a never-ending challenge. **All students must sign an Internet Appropriate Use Agreement, which must be on file with the school. Students may not access their personal e-mail on school computers. All Students will be assigned their own username and password. They will be responsible for any material logged in under that name. School staff can confiscate jump drives with inappropriate material on them.**

LENGTH OF SCHOOL DAY

The school day for elementary students begins at 8:00 a.m. and ends at 3:04 p.m.. Students shall not enter school before 8:00 a.m. except during inclement weather. Buses will not be allowed to unload until 8:00 a.m. and students not on the buses will stay in the entryways for the high school and elementary. **If you are dropping your child(ren) off at school they should be dropped off at the main doors on the south side of the building, not at the elementary wing doors.**

LUNCH PROGRAM

A hot lunch program is available to all students in the school. The full cost of an elementary lunch is \$1.75 for one day. One-half pint of milk is available with the lunch program. Kindergarten milk, through a special state funded program, is free. Each student is assigned an identification number that is used in the lunch line. Lunch money is kept in a family account, and all students in your family draw from this one account.

LUNCH SCHEDULE

The elementary lunch schedule is as follows:

11:00 a.m.	Kindergarten
11:00 a.m.	Grade 1
11:10 a.m.	Grade 2
11:10 a.m.	Grade 3
11:55 a.m.	Grade 4
11:55 a.m.	Grade 5
12:05 p.m.	Grade 6

NOON RECESS

Noon supervisors conduct elementary noon recess. Discipline concerns will be directed to classroom teachers and/or the administration. Whenever possible, games and activities will be out on the playground. **This means students must have appropriate attire for outdoors. For example, boots, snow pants, hats, mittens, etc.** When the weather makes this impossible, the games and activities will be in the gymnasium.

Illness Procedure: Students will be expected to participate in noon recreation wherever it is held unless parents/guardians provide a written excuse.

PARENT/GUARDIAN INVOLVEMENT

In addition to parent/guardian-teacher conferences, parents/guardians are welcome at the many special events that go on in the elementary school. Such things as Christmas concerts and play days all take on more significance when parents/guardians, guardians or grandparents can attend. Parents/Guardians are welcome to visit the classroom at anytime. Please make arrangements with the teacher in advance of your visit to a classroom. Also, all visitors to classrooms must register at the reception desk prior to entering the classroom.

PARENT/GUARDIAN-TEACHER CONFERENCES

Two conference days have been scheduled for this year; one in the fall and one in the spring. All parents/guardians are asked to attend if at all possible. At this time, the teacher and parents/guardians discuss the pupil's progress in school. Parent's/guardian's interest and their relationship with the school is important to a pupil's success. It should be stressed here that parents/guardians are welcome to meet with teachers at any time. A call or note to the classroom teacher is all that is necessary to arrange a time that is convenient to both the parent/guardian and the teacher.

RELIGIOUS RELEASE

Elementary pupils will be excused for religious instruction outside the school on request of parents/guardians. Requests for special treatment for religious reasons must be made in writing to the administration. Staff members are not authorized to permit changes unless a written request is filed in the office.

SAFETY PATROL

The Safety Patrol is organized to avoid accidents in crossing streets and to focus on safety in all activities. The Safety Patrol needs the cooperation of every student and every parent/guardian. The following are a few rules the patrol would like everyone to remember.

1. Cross streets only at crossing.
2. Remain on the sidewalk near the curb until motioned to cross by the patrol member on duty.

3. Use crossings, which have patrol members on duty as much as possible.
4. Be extra careful when crossing a street at a crossing where there is no patrol member on duty.
5. When parents/guardians are picking up students after school, please be aware of children darting out from behind cars and/or buses.

STAR PROGRAM

This program is a school-based mental health program that is run cooperatively with the Wabasso Public School and Western Mental Health Center. This program is for any child in grades K-6. The STAR program can serve your child in many ways.

1. Students who are having trouble with school friends, family or anything else may be seen for 1:1 help. This can be a time for the student to talk about his/her problems and a time to help problem solve the troubling situation.
2. Small group work with students on various topics. These topics could include anger, friendships, feeling awareness, social skills or any other topic that is requested by students, teachers or parents/guardians.
3. Students can be referred to see a therapist from the Western Mental Health Center and may be available in the school. A parent permission slip needs to be filled out before a child can participate in individual therapy.

If a child participates in the STAR Program for any of the first three reasons, a note will be sent home or a phone call will be made to you so that you know that the child has participated in the STAR program. If your child joins a small group to work on an issue or topic, a permission form will need to be filled out by you.

If you have any questions or concerns regarding your child's participation in the program, feel free to call the Wabasso Public School at 342-5114.

SUPPLIES

The school does not provide supplies such as pencils, pens and paper. The student must furnish these items. The school does NOT keep a supply of these materials for student use or purchase.

TEXTBOOKS

Textbooks are supplied to all students. Textbooks will be collected when work in them has been completed and/or at the end of the school year. Although reasonable wear is expected, a fine will be assessed for abuse or misuse of textbooks, i.e. writing in the book, torn pages, or other permanent damage.

TOYS, ELECTRONICS, TRADING CARDS

Toys, electronic devices, and any kind of trading cards will not be allowed in school. Students are asked to leave this type of item at home. There have been too many items stolen from lockers and desks!

TRANSPORTING STUDENTS TO AND FROM SCHOOL BY PARENTS/GUARDIANS

Before school, parents/guardians should pick up and deliver students directly in front of the main doors of the school, or on the same side of the street as the school.

After school has started, parents/guardians picking up kindergarten, first and second grade students should come directly to the classroom to get students. They should enter the building at the **main entrance** since other doors are locked for security reasons during the school day. Parents/Guardians are asked that they sign their child out at the front office in the main hallway whenever leaving the building early for any reason. This is another security procedure in place.

BEHAVIOR/RULES

MANNER OF DRESS

It is critical that parents/guardians make sure students have proper clothing for the temperature. Boots, mittens, hats and warm coats are necessary on very cold days. Similarly, light weight clothing is helpful for warm days, since the school is not air conditioned. Bear in mind that noon recreation, field trips and outings planned by the classroom teacher can take students outdoors at any time. Students should dress for comfort for both indoor and outdoor activities on any school day.

Each student needs gym shoes. Students should have appropriate attire for gym classes.

Hat Policy: Hats may not be worn inside the building after the ringing of the first bell at the start of the day and before the ringing of the dismissal bell. **Visitors are asked to abide by this policy also.**

MN STATUTE 121A.61

In keeping with MN Statute 121A.61, teachers, school employees and other agents of a district may use reasonable force in compliance with Section 121A.582.

PIANO LESSONS

Elementary students will be excused for piano lessons outside of school only during the noon lunch period.

RECORDING POLICY

To ensure the educational environment of the classroom, the audio-video taping of classroom activities should be done for academic purposes only. Any student who desires to tape a classroom should inform the classroom instructor of their desire.

SCHOOL BUS RULES

Please see School Bus Rules in the Appendix.

SCHOOL PROPERTY

The school property and the school building are investments that residents have made for the students in the district. Students' cooperation in keeping up the building is necessary. A clean, neat and safe building will be a nicer place to work, to be proud of and will be in everyone's best interests.

When damage occurs due to a student(s) negligence or willful disregard, the student(s) will be held accountable. Repair payments may be assessed. Disciplinary measures will be taken and/or involvement of authorities.

STUDENTS SELLING PROMOTIONS

Those students wishing to sell merchandise of any nature on school property should see the teacher first. Any selling of merchandise requires prior approval of the administration for. This prevents conflicts and hurt feelings.

STUDENT VISITORS

Permission to invite a student guest into the school should be secured in advance from the administrative office. He/she will need a pass from the office in order to be permitted to attend classes. Students from neighboring schools that are not in session are not to be visiting Wabasso Public School during their time off.

VALUABLES

Each year the school receives some reports that someone lost valuables from a locker or elsewhere. It is the student's responsibility to see that no valuables are left unattended. If it is necessary to bring something to school that is valuable, check it with the teacher or school office. **NEVER LEAVE MONEY IN YOUR DESK.**

VISITORS

Visits to school are welcomed! Throughout the year parents/guardians and friends are invited to attend a variety of school activities. Parents/guardians need not wait for a special invitation. To visit at anytime, we appreciate knowing in advance. Simply contact your child's teacher. When you arrive, check in at the reception office.

MISCELLANEOUS

ACTIVITY TICKETS

Students may purchase activity tickets at the following prices:

Students K-12 \$25 Adults \$60 Couples \$95 Family \$125

CANDY & POP MACHINES

The juice/pop machine will be off limits to elementary students during the school day. The machines can be used after school after the buses have left. Students are asked to dispose of candy wrappers and pop cans in the containers provided around the school. Misuse of the food obtained from machines can cause loss of privileges to use these machines. Change for the pop machines will be given only before and after school by the person in charge at the reception office.

APPENDIX

ASBESTOS NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Wabasso Public School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Wabasso Public School were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Wabasso Public School has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Wabasso Public School conducted the following with respect to its asbestos containing building materials:

**Implemented our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Wabasso Public School has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., Burnsville, Minnesota, at 800/232-5209 or by contacting the Wabasso Public School.

INDOOR AIR QUALITY NOTICE

WABASSO PUBLIC SCHOOL Indoor Air Quality Notice

Wabasso School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents/guardians can obtain checklists or self-help information so they can properly evaluate their child’s home or other out of school situation by contacting the school. Staff and parents/guardians can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child’s symptoms by contacting the school.

The Wabasso School District Indoor Air Quality contact person is Bruce Johnson, Plant Manager. If there are any questions regarding the school’s IAQ Program, please feel free to call the school at 507-342-5114.

PESTICIDE NOTICE

General Pesticide Notice for Parents/guardians or Guardians

A Minnesota state law went into effect in year 2000 that requires schools to inform parents/guardians and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule please contact Bruce Johnson, Wabasso Public School Plant Manager at 507-342-5114.

SCHOOL BUS RULES

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. **All school rules are in effect while a student is riding the bus or at the bus stop.**

All school bus/bus stop misconduct will be reported to the District's Transportation Safety Director, Mr. Suss at 507-342-5114. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

B. Rules at the Bus Stop.

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

C. Rules on the Bus.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.

5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

D. Consequences.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents/Guardians will be notified of any suspension of bus privileges.

1. Elementary (K-6).

- 1st offense - warning
- 2nd offense - referral to school administration for a 3 school day suspension from riding the bus
- 3rd offense - 5 school day suspension from riding the bus
- 4th offense - 10 school day suspension from riding the bus / meeting with parent

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Secondary (7-12).

- 1st offense - warning
- 2nd offense - referral to school administration for a 5 day suspension from riding the bus
- 3rd offense - 10 day suspension from riding the bus
- 4th offense - 20 day suspension from riding the bus / meeting with parent
- 5th offense -- suspended from riding the bus for the remainder of the school year

3. Other Discipline.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

4. Records.

Records of school bus/bus stop misconduct will be forwarded to the school and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.

5. Vandalism/Bus Damage.
Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.
6. Notice.
Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.
7. Criminal Conduct.
In cases involving criminal conduct (for example, assault, weapons, possession of controlled substances or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

A. Parent/Guardian Responsibilities For Transportation Safety.

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

B. Parent and Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents/Guardians are asked to review the rules with their students.

SPECIAL SERVICES

Extended School Year

The Wabasso School offers an Extended School Year (ESY) for all students who have current IEPs. They may take ESY for one or more of the following reasons:

1. There will be significant regression of a skill or acquired knowledge from the

- pupil's level of performance on an annual goal that requires more than the length of the break in instruction to recoup, unless the IEP team determines a shorter time for recoupment is more appropriate;
2. Services are necessary for the pupil to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the pupil's age and level of development and the timeliness for teaching the skill;
or
 3. The IEP team otherwise determine, given the pupil's unique needs, that ESY services are necessary to ensure the pupil receives a free and appropriate public education.

Psychological Service - A certified school psychologist from the Educational Cooperative Service Unit (ECSU) is contracted to assist teachers and administration in the diagnosis of learning or other special circumstances.

Special Education – Our elementary school has a comprehensive special education program designed to meet the needs of exceptional children. Students are identified to receive services after being referred to the Child Study Team by staff, parents/guardians or public agencies. If you feel your student may have special needs, please speak to your classroom teacher.

Speech Correction - The services of an Educational Speech/language Pathologist are available to all students, preschool through high school, in public and parochial schools. Students are served in this program who meet Minnesota guidelines for having a speech or language impairment (i.e. articulation, oral or receptive language, voice, dysfluency, written language, and so on). Students may be referred by parents/guardians and/or classroom teachers. Routine screening also helps identify students who may benefit from this instruction. Parents/guardians need to give their permission before a student is evaluated or placed in the speech/language program.

Supplemental Programs (Title I)- Title I is a federally funded supplemental program in language arts and math. Qualified students receive small group and/or individual instruction in selected skill areas. Focus is placed on assessment, diagnosis and remediation.

STUDENT BEHAVIOR GUIDELINES

The goal of disciplinary measures in the elementary school is to:

1. teach each student to accept responsibility for his/her own actions
2. manage his/her behavior by making intelligent and reasonable choices concerning his/her actions and demeanor.

Positive reinforcement and positive role modeling is the primary means of behavior management. Corporal punishment is prohibited. Negative focus and demeaning comments are considered counterproductive to the overall educational goals of the elementary school. Students are held accountable for their behavior. High standards of conduct are expected. Learning social skills, ways to work together and cooperation is an important part of the behavior management program.

Group discipline is not considered an appropriate procedure at the elementary level. When individual situations need to be worked out with a student, the policy is to do so in a POSITIVE manner. The following guidelines are followed:

1. The total elementary staff is responsible for student behavior. Therefore, students are asked to follow directions given by any staff member.
2. Students are asked to address faculty members and school staff members by Mr., Mrs. Miss, Ms., as the case may be.

3. Students are expected to consider other people's feelings. Name calling, ostracizing, unfriendly teasing/touching causes unnecessary hurt and is not permitted.
4. Students are expected to respect other people's property.
5. Students are expected to walk quietly and orderly in the halls and on the stairs.
6. When playing in the gym or on the playground, students are expected to use good safety precautions.
7. Students are expected to use lavatories in a clean, orderly and quiet manner.
8. Students are expected to play in snow in a safe manner. Snowballing is not permitted. It is dangerous and can result in injury to another student.
9. When a large group is assembled in the auditorium, it is expected that students will behave as good listeners. When the program is over, students will remain seated until dismissed.
10. Students in the building before or after regular hours must be supervised by a teacher.
11. We believe in partnership between the parent/guardian and teacher especially in regard to student behavior. If parents/guardians have questions about each child's behavior and/or treatment, please feel free to contact his/her teacher.
12. Consequences that may be used to address discipline issues are but not limited to:
 - a. Noon Detention
 - b. After School Detention
 - c. In School Suspension
 - d. Out of School Suspension
 - e. Referral to Law Enforcement Agency

**DISTRICT NO 640 SCHOOL BOARD POLICY
SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

I. GENERAL STATEMENT OF POLICY

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42. U.S.C. 2000e, et seq., and Minn. Stat. 363.01-14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 640 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 640 to harass a student or any employee through conduct or communication of sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 640 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

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

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. verbal harassment or abuse
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status;
7. any sexually motivated unwelcome touching; or
8. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designed by this policy. The School District encourages the reporting party or complainant to use the report form available from the administrator of each building or available from the School District office.

A. In Each School Building: The building administrator is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the administrator must notify the District Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. If the report was given verbally, the building administrator shall reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any sexual harassment or sexual violence

report or complaint as provided herein will result in disciplinary action. If the complaint involves the building administrator, the complaint shall be filed directly with the District Human Rights Officer.

B. District-Wide: The School Board hereby designates the Superintendent as the School District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building administrator as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Board Chairperson.

The School District shall conspicuously post the name of the Human Rights Officer, include a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades or work assignments.

D. The use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the Board Chairperson.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of a personal interview with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

The School District Human Rights Officer shall make a report to the Superintendent upon completion of the investigation.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.

B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

VI. REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testified, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under Minn. Stat. 609.341, subd. 10 through 609.345; Minn. Stat. 609.321 through 324; or Minn. Stat. 617.246. In such situations, School District shall comply with Minn. Stat. 626.556, Reporting or Maltreatment of Minors.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IX. DISCIPLINE

Any school district action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota statutes and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

INDEPENDENT SCHOOL DISTRICT NO. 640
SEXUAL HARASSMENT AND SEXUAL VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

Independent School District No. 640 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Telephone _____ Work Telephone _____
Date of Alleged Incident(s) _____

Name of person you believe sexually harassed or was sexually violent toward you

List any witnesses that were present _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, (etc.); what, if any, physical contact was involved.; what did you do to avoid the situation, etc. (Attach additional pages if necessary) _____

This complaint is filed based on my honest belief that _____
has sexually harassed or was sexually violent to me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

District 640 Wabasso
Special Consideration Request Form For
ELEMENTARY PREVENTION PROGRAMS OR OTHER PROGRAMS

Procedure for parents/guardians of elementary students who have objections to curricula/programs or parts thereof:

The school faculty, administration, and the curriculum committee work hard to select the very best curriculum for the students at District 640. Sometime, however, a parent may object to a part of their child's educational program. This may be for religious, moral or personal reasons. The policy of the school is to honor the wishes of the parents/guardians. These are the steps we ask be taken.

1. Become very familiar with the curriculum in questions and what is being used in the classroom.
When possible, observe the teacher's presentation of the subject.
2. Discuss your specific concerns with your child's teacher and administration.
3. If you decide you do not want your child to participate in specific program or class, fill out the form below or obtain a form from the school office or your child's teacher. This signed form should be returned to the appropriate teacher or the school office. Your child will be excused to leave the classroom or program you request to go to a designated, supervised area. Your child will not be, in any way, penalized for not participating. The student will, however, be given an assignment appropriate, but not necessarily related, to what they will be missing. This alternative should be of mutual agreement between the parents/guardians and the teacher/administrator.
4. Keep the communication going between the school and home. We all want what is best for the children of District 640.

To the Site-Based Management Team:

I hereby request that _____
(Name(s) of Students Involved)

be excluded from PART or ALL of _____
(Circle one) (Name of Program/Material/Curriculum)

IF PART OF THE PROGRAM IS INVOLVED, I understand that it is my responsibility to meet with the Site-Based Team (SBT) to explain which parts I want to exclude for my child. I understand that at that time, the SBT will notify me regarding what arrangements will be made for my child during times he/she will not be participating with the rest of the class.

IF ALL OF THE COURSE/PROGRAMS ARE INVOLVED AND IT IS REQUIRED BY LAW: I understand that it is my responsibility to meet with the SBT to inform them what arrangements I have made to provide instruction for my child(ren) in the required program/course.

At the time of this meeting, I understand that the SBT will also notify me what arrangements will be made for my child during time he/she will not be participating with the rest of the class.

IF ALL OF THE COURSE/PROGRAM IS INVOLVED AND IT IS A LOCAL REQUIREMENT ONLY: I understand that it is my responsibility to meet with the SBT to receive information about what arrangements will be made for my child during time he/she will not be participating with the rest of the class.

The best time for me to meet with the SBT is: (Circle One)

7:00-7:30 a.m.

3:15-3:45 p.m.

Other:

Circle below any day of the week I am able to meet at the above time:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

1. Complete the form, sign it and return to the office.
2. In accordance with school board policy, your child will be excluded from the course/program in questions upon receipt of this request.
3. Within ten (10) working days, the Superintendent will call or meet with the SBT.

Date: _____

Signature of Parent/Guardian

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

SCHOOL: _____

Please check type of material:

- Book Film Record Filmstrip Periodical
 Pamphlet Cassette Kit Other

Title _____

Author _____

Publisher/Producer _____

Request initiated by _____

Telephone _____ Address _____

City _____ State _____ Zip _____

The following questions are to be answered after the complainant has been read, viewed or listened to the school library material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

1. To what in the material do you object? (Please be specific, site pages, frames in a filmstrip, film sequence, etc.) _____

2. A. What do you believe is the theme or purpose of this material?
B. What is your understanding of the teacher's purpose in using this material?

3. What do you feel might be the result of a student using this material?

4. For what age group would you recommend this material? _____

5. A. Is there anything good in this material? Please comment.
B. Are you aware of the judgment of this material by literary/educational critics?

6. Would you care to recommend other school library material of the same subject and format as an alternative to this questioned material?

7. What would you like your school to do about this material?

Do not assign it to my child

Withdraw it from all students as well as from my child

Reevaluate this material

Use only under a teacher's guidance

Signature of Complainant

Date

PLEASE RETURN COMPLETED FORM TO THE OFFICE.

INDEPENDENT SCHOOL DISTRICT NO. 640

Policy Statement on Compliance with State and Federal Law Prohibiting Discrimination

(Chapter 173, Minnesota Laws of 1975 requires that districts comply with both state and federal law prohibiting discrimination; therefore, the policy statement should include protected classes in state law.)

It is the policy of the Board of Education of District No. 640 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

To effectuate the provisions of this policy the Board of Education directs the Superintendent of Schools to immediately take the following action steps:

1. Develop and implement a management system to comply with the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Chapter 363.03, Minnesota Human Rights Act.
2. Evaluate on a continuous basis the district's operation in terms of the requirements of federal and state law prohibiting discrimination. This evaluation will include policies, practices and procedures currently in effect.
3. Modify those aspects of the district's operation which do not conform to federal and state law prohibiting discrimination.
4. Take remedial steps to eliminate the present effect of past discrimination.
5. Maintain data for three (3) years following completion of the evaluation as recommended under paragraph (2) of this section and upon request, provide to HEW a description of any modification made pursuant to paragraph (3) above.
6. Assign responsibility for the implementation of provision of civil rights laws to the Title IX coordinator for the district, Mr. Ted L. Suss, Superintendent, at (507) 342-5114.
7. Design and implement a training program to acquaint the district's staff and its civil rights responsibilities.
8. Establish and publish a grievance procedure for students and staff as required under provisions of Title IX.
9. Disseminate the district's non-discriminatory policy to clients, the general public, and vendors. (See section 86.9 of Title IX regulations.)

Independent School District No. 640

GRIEVANCE PROCEDURE

A. Any person(s) who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the persons designated to handle complaints.

B. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated officials and such decision shall be communicated to the complainant within 15 days of the initial reception of the complaint.

C. If the designated official finds that the complaint is justified he/she shall initiate action to rectify the complaint.

D. If the designated official finds that the complaint is not justified, he/she shall so notify the complainant in written communication.

E. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision of the designated official.

F. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.

G. If the complainant is not satisfied with the decision of the board, appeal may be made to one or more of the following offices:

Directors of the Office of Civil Rights
300 South Wacker Drive
Chicago, IL 60606

Commissioner of Human Rights
200 Capitol Square Building
St. Paul, MN 55101
(612) 296-5663

Equal Employment Opportunity Commission (EEOC)
Regional Office
342 N. Water Street
Milwaukee, WI 53202

Notification of Rights Under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents/guardians or eligible students should submit to the School Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (2) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (3) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

