

BOARD POLICIES

POLICY 413 - HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 1. An act done with intent to cause fear in another or immediate bodily harm or death;
 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
 3. The threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. Otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications: Definitions
 1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. Has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. Has a record of such an impairment; or
 - c. Is regarded as having such an impairment
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. Their parent or parents or the minor's legal guardian; or
 - b. The designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or a former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition.
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. 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
 - b. 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
 - c. 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 educational environment.
 2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.
- G. Sexual Violence; Definition.
1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- H. Violence; Definition.
- Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation

- A. or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence 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 from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to 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.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. 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 a primary contact on policy and procedural matters.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- E. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Superintendent and the Special Education Director as the school district human rights officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the School Board Chair.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. 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 legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews 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.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy 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 behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. 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.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and 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.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

POLICY 419 – TOBACCO-FREE ENVIRONMENT

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicle used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

POLICY 501 – SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Weapon"
 - 1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
 - 2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools
While the school district does not allow the possession, use or distribution of weapons by students, or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. Firearms in School Parking Lots and Parking Facilities
A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and

5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion
While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Nonstudents
 1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
 2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

POLICY 505 – DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

III. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that: 1. is obscene to minors; 2. is libelous or slanderous; 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended; 4. advertises or promotes any product or service not permitted to minors by law; 5. advocates violence or other illegal conduct; 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin); 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following: 1. whether the material is educationally related; 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities; 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways; 4. the quantity or size of materials to be distributed; 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources; 6. whether distribution would require that non-school persons be present on the school grounds; 7. whether the materials are a solicitation for goods or services not requested by the recipients.

IV. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entranceways

of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

- C. No one shall coerce a student or staff member to accept any publication.
- D. Time, place, and manner of distribution will be solely within the discretion of the administration, consistent with provisions of this policy.

V. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material will first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information: 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class. 2. Date(s) and time(s) of day intended for distribution. 3. Location where material will be distributed. 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VI. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

POLICY 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 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.

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 manuals, 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 will 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.

POLICY 521 – STUDENT DISABILITY NONDISCRIMINATION

Copy and paste the link for the full policy.

https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913_df20b2698dde4571b9f83113674b5e66.pdf

POLICY 522 – STUDENT SEX NONDISCRIMINATION

Copy and paste the link for the full policy.

https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913_e480417d4f5248a7a16e401c3ade36cb.pdf

POLICY 526 – HAZING PROHIBITION

Copy and paste the link for the full policy.

https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913_7ae6b508e25b4dcbaa73ffa6be27f634.pdf

POLICY 709 – STUDENT TRANSPORTATION

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and responsibilities of school bus ridership.

Guidelines for Establishment of Bus Stops

- A. The Transportation Director will determine the pick-up points and drop-off points for each child being transported and will use the following guidelines:
- B. It is considered reasonable for students in grades 3 – 12 to walk up to one-half mile to the bus, except that it shall be reduced to one-quarter (1/4) miles on November 15 and remain in effect until April 1 of each year.
- C. Carman Terrace, Forrest Knolls and Meadowland students shall be picked up at their entrance.

- D. Only regularly enrolled students in the public and parochial schools including the Area Learning Center and the Early Childhood and Family Education Program may ride on the public school buses. Drivers are not permitted to pick up adults or others who do not attend the Crookston public and parochial schools.
- E. Any pupil not regularly riding on a bus will secure written approval from their Building Principal or the Superintendent before riding one of the scheduled bus routes. The written permission shall be presented to the driver before entering the bus.

****Operating Rules and Procedures**

Students may be released from the school bus at only two points, the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate one location to be their student's a.m. school bus stop and one location to be their student's p.m. school bus stop. The locations must be in the attendance area of Ind. School District #593 and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent. Changes to the designated stop location will

Conduct on School Buses and Consequences for Misbehavior

Students should be on time at their designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.

Safe Driving Regulations: While on the bus, students should:

1. Never put arms, hands or any other part of the body out of the doors or windows.
2. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay, rowdy behavior, or wrestling is not permitted around or on the school bus.
3. Not leave their seats while the bus is in motion.
4. Be on time at the designated school bus stop to keep the bus on schedule.
5. Stay off the road at all times while waiting for the bus.
6. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
7. Always be seated when the bus is moving.
8. Assist in keeping the bus safe and sanitary.
9. Respect and use interior parts of the bus and equipment in the same manner that they treat fine furniture in their home.
10. Never leave anything on the bus such as lunch boxes, paper sacks, books or clothing.
11. Keep all personal possessions out of the aisles.
12. Not throw anything out of the doors or windows.
13. Aid in looking after and helping small children.
14. Practice courtesy to fellow pupils and offer assistance to the bus driver.
15. Remain quiet when the bus is approaching railroad crossings.
16. Obey the bus driver instantly in case of an emergency and remain on the bus unless otherwise instructed.
17. Demonstrate the traits of good bus citizenship every day. Bus drivers are responsible for maintaining good discipline on their bus.
18. Inappropriate language directed at the driver or other passengers will not be tolerated.

Should discipline problems arise that the driver cannot handle, the following procedures will be used:

1st Offense:

1. The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form.
2. The Transportation Services Director contacts the student's building principal.
3. The principal calls the parent(s) and sends a letter with a copy of the complaint form and talks to the student.

2nd Offense:

1. The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form.
2. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.
3. The student is suspended from school bus riding privileges for 1 – 5 days. The bus suspension decision is made by the building principal and the Transportation Services Director.
4. A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Fair Pupil Dismissal Act.

3rd Offense:

1. The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form.
2. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.
3. The student is suspended from bus riding privileges for the remainder of the time designated by the building principal and the Transportation Services Director.
4. A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Fair Pupil Dismissal Act.
5. Alternate transportation for the student will be decided on an individual basis by the building principal and the Transportation Director.
6. Based on the severity of the incident, the student may be placed at any offense level listed above.

INDEPENDENT SCHOOL DISTRICT #593 – OTHER POLICIES

Copy and paste the following links for full district policies:

1. Policy 414 – Mandated Reporting

2. Policy 415 – Mandated Reporting

https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/2b57f6_57af154423294ebeb82d11eac3898ed2.pdf

PUPIL FAIR DISMISSAL ACT

121A.40 CITATION.

Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS.

Subd 1. Applicability. As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. Dismissal. "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. District. "District" means any school district.

Subd. 4. Exclusion. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. Expulsion. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. Parent. "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. Pupil. (a) "Pupil" means any student: (1) without a disability under 21 years of age; or with a disability under 21 years' old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(2) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. School. "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. School board. "School board" means the governing body of any school district.

Subd. 10. Suspension. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. Alternative educational services. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, home-bound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 POLICY.

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended

for more than five consecutive school days or ten cumulative school days in the same school year, and that suspension does not involve a recommendation for

expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(6) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. Provision of alternative programs. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. Grounds for dismissal. A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements; (b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. Parent notification and meeting. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference

shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. Administrator notifies pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. Written notice of grounds for suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a read-mission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. Suspension pending expulsion or exclusion hearing. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. Requiring a hearing; pupil may waive hearing. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice. Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time, and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;
- (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and
- (f) inform the pupil and parent or guardian of the right to:
 - (1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education;
 - (2) examine the pupil's records before the hearing;
 - (3) present evidence; and
 - (4) confront and cross-examine witnesses.

Subd. 3. Hearing schedule. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. Convenient time and place of hearing. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. Closed or open hearing. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. Impartial hearer. The hearing shall take place before:

- (1) an independent hearing officer;
- (2) a member of the school board;
- (3) a committee of the school board; or
- (4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. Creating hearing record. The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. Access to pupil's records. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. Pupil's right to compel testimony. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. Pupil's right to present evidence and testimony. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. Pupil not compelled to testify. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. Hearer's recommendation limited to evidence at hearing; service within two days. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. Basis of school board decision; opportunity for comment. The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. Admission or readmission plan. (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner. In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;

- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSO- RY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. Exclusions and expulsions; physical assaults. The school board must re- port through the department electronic reporting system each exclusion or expulsion and each physical assault of a district employee by a student within 30 days of the effective date of the dismissal action or assault to the commissioner of education. This report must include a statement of alternative educational services, or other sanction, intervention, or resolution in response to the assault given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. Report. (a) The school board must include state student identification numbers of affected pupils on all dismissal and other disciplinary reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals and physical assaults of district employees by a student by age, grade, gender, race, and special education status of the affected pupils. All dismissal and other disciplinary reports must be submitted through the department electronic reporting system.

- (b) The commissioner must aggregate the district data reported under this section and include the aggregated data, including aggregated data on physical assaults of a district employee by a student, in the annual school performance reports under section 120B.36.

121A.54 NOTICE OF RIGHT TO BE REIN- STATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards ad- opted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION.

Subdivision 1. Prohibition against discrimination remains in effect. Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. Portions of school program for credit. Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

Revised August 2016

FERPA STATEMENT OF RIGHTS (POLICY 515)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, the Confidentiality of Information sections of the regulations implementing the Education of all Handicapped Children Act of 1975, and the Data Management Policy of Independent School District 435:

- The right, if asked to provide private or confidential data, to be informed of (a) the purpose and intended use of the data within the school system; (b) whether he/she may refuse or is legally required to supply the requested data; (c) any known consequences data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.
- The right to inspect and review the student's education record.
- The right to explanations and interpretations of the record.
- The right to have a representative of the parent or eligible student inspect and review the records.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record in a hearing is necessary.
- The right to report violations of the rules and regulations, cited above, to the Department of Education.
- The right to be informed of the above rights.

All rights and protections given parents under the above statutes, regulations and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. Parents or eligible students wishing access to or copies of student record policies and administrative procedures should present their request to the principal or Superintendent of Schools.

PEST CONTROL MATERIALS

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of material to which they belong, may not be fully understood.

Our district utilizes a licensed, professional service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking, and screening.
4. Application of EPA-registered pest control materials where needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pests control materials, or the class of material to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

Ecolab will be in our school district on the third Monday of August, October, December, February, April, and June. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

GRIEVANCE PROCEDURE

Any employee, student, or patron of the school district shall have the right to appeal the application of policies and/or administrative decisions affecting him/her. The individual shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting an appeal with respect to a personal grievance. A grievance under this policy is defined as a complaint lodged by a student or employee alleging violation of state and federal law prohibiting discrimination.

If a person has a grievance, he/she should present it in writing to:

Level 1: The immediate supervisor, who should schedule an informal meeting for the purpose of discussing the alleged grievance. (In case of a student this would be the teacher, coach or director responsible for the program or activity involved.)

Level 2: If the grievant is not satisfied with the resolution made at Level 1, he/she may appeal in writing to the building principal. The appeal should be made within 5 days of the Level 1 informal meeting. If the alleged grievance is properly appealed, the building principal shall set a time to meet within 10 working days after receipt of the appeal. Within 10 working days after the meeting the principal shall issue a decision in writing.

Level 3: If the grievant is not satisfied with the resolution made at Level 2, he/she may appeal in writing to the superintendent. The appeal should be made within 5 days of receipt of the Level 2 written decision. If the alleged grievance is properly appealed, the superintendent shall set a time to meet within 10 working days after receipt of the appeal. Within 10 working days after the meeting, the superintendent shall issue a decision in writing.

Level 4: If the grievant is not satisfied with the resolution made at Level 3 he/she may appeal in writing to the Board of Education. The appeal should be made within 5 days of receipt of Level 3 written decision. If the alleged grievance is properly appealed to the Board of Education, the Board shall set a time to hear the grievance and render its decision in writing within 20 days of the hearing date. At the option of the board, a committee or a hearing officer may be designated to hear the appeal and render a decision thereon.

Failure to appeal a grievance from one step to another within the time periods provided shall be deemed a waiver of the grievance. Individuals shall have the right to present their own grievance or may designate a representative to appear with them at any level of the above procedure. Costs incurred for representation shall be the responsibility of the individual grievant.

If the grievant is not satisfied with the decision of the board, appeal may be made to one or more of the following Officers:

Commissioner of Human Rights
240 Bremer Building
St. Paul, MN 55010

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

EEOC Regional Office
342 North Water Street
Milwaukee, WI 53202

INTERNET USE

Students can gain access to the Internet, a world-wide data highway carrying the freight of the information age. This is an incredible resource for you. Unfortunately, there can be a downside. This resource is used mainly by adults, and occasionally there may be some information on the Internet that is not age-appropriate for high school students. To ensure quality use of the Internet, we have established the following guidelines:

STUDENT RESPONSIBILITIES

1. Ownership of materials, procedures or invention produced solely for the district and at the district expense will remain in the district and will be copyrighted.
2. All research done within the school district should contribute to the advancement of education within the school district.
3. The board recognizes that the Federal Copyright Law, Public Law 94-553, makes it illegal for anyone to duplicate copyrighted materials without permission. The district will not assume responsibility for any employee violating copyright regulations.
4. Copyright law includes the following: audio, visual, or printed materials and software programs.
5. Internet access in District 593 offers employees and students vast, diverse and ever-changing resources, and promotes educational excellence by facilitating resource sharing and communication.
6. Every Internet user has the responsibility to respect and protect the rights of every other user on the Internet, and to act in a responsible, ethical and legal manner.
7. Use of the Internet, district computer networks and computer workstations is a privilege which may be revoked at any time for abusive conduct.
8. Any misuse or illegal activities will result in temporary or permanent cancellation of privileges. Violations of the law will be handled by law enforcement agencies.
9. Acceptable use of information technology will be consistent with the mission of District 593 and use that is related to instructional, administrative and other support activities considered consistent with the mission of the district.
10. Network users should not assume that data files stored are private. Network storage will be treated like school lockers. Network Administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly.
11. Access to the Internet is given to students who agree to act in a considerate and responsible manner. Parent or guardian permission is required in order for students to have Internet privileges within the Crookston Public School District.
12. Students, employees and parents are advised that the Internet contains inappropriate material. The district does not condone the use of such materials and does not permit usage of such materials in a school setting. Students or employees who knowingly abuse the usage of the Internet will be dealt with according to district discipline policy.
13. Concerns from students, parents or guardians about Internet or other computer network information that is assigned to a student by a teacher or is otherwise a part of teacher lead or directed instruction will be handled in the same manner as concerns about other instructional resources used in District 593.

STUDENT USE AND GUIDELINES

1. Access to the Internet will be for specific educational purposes only, such as researching a specific topic for a classroom project. Students must remain focused on the topic they are researching and should log off the network when the research is completed.
2. The following actions will not be permitted: abusive language, hate mail, harassment or discriminatory remarks. Deliberately accessing, downloading or storing of inappropriate material or websites.
3. Using computers or the network for commercial, political or profit-making unless specifically agreed upon with the school district.
4. Using or accessing a file owned by another user without their permission.
5. Deliberately distributing or downloading material that causes congestion to the network.
6. Use of E-Mail includes being polite, use of appropriate language and refrainment from fraudulent or intimidating messages.
7. E-Mail should be used for school purposes. Personal use should be limited to single recipients. E-Mail to groups of individuals should only be used for school purposes.
8. E-Mail is not to be used to share confidential information about students or employees of the school district.

9. Do not use e-mail for commercial, profit-making, or political campaign purposes.
10. Do not reveal your personal address or give out phone numbers of students or employees to unknown Internet users.
11. Be careful when downloading from the Internet. Downloaded files or software pose a threat to our network because of the possibilities of computer viruses.
12. When downloading files or software remember the copyright laws and acceptable use guidelines that need to be followed by our school district.
13. Items produced by students will be only posted to the Internet with permission of the district and the student's parent or guardian. These items may be published on district networks if permission is granted.

ACCEPTABLE USE POLICY FOR MOBILE DEVICES

Crookston School District #593 (District) recognizes that mobile phones and digital devices are now an integral part of our student's culture and way of life and can have considerable value, particularly in relation to individual safety. It is also recognized that such technology will play a significant part in the education of the 21st century student. Their use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties. With all offenses, building administrators may use discretion in selecting a consequence.

1. Potential Disadvantages

Parent should be aware of and accept the potential disadvantages of mobile devices being allowed at school.

- 1.1 Mobile devices may be damaged, lost or stolen.
- 1.2 Students can be bullied by text messaging or other means.
- 1.3 Mobile devices can be used to access, store and communicate inappropriate material.
- 1.4 They can disrupt the learning environment.
- 1.5 Students with mobile devices which have Internet access plans, have the capability of accessing an unfiltered Internet.
- 1.6 Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- 1.7 In some instances, data or usage fees on mobile devices may increase.

In an effort to prevent the disadvantages and to provide a safe learning environment for the student, the District has developed and will enforce the following Acceptable Use Policy for Mobile Devices (AUPMD). Parents should read the policy and discuss it with their child prior to allowing them to bring a mobile device to school.

2. General Conditions for Mobile Device Use

- 2.1 The term mobile device in this policy denotes mobile phones, laptops, iPod touches, tablets such as the iPad or Android OS device or any similar mobile device that can access the District network.
- 2.2 Students, their parents or guardians must read and sign the Acceptable Use Policy for Mobile Devices before students are given permission to bring mobile devices to school.
- 2.3 Use of a mobile device must adhere to the District's AUPMD.
- 2.4 The AUPMD also applies to students during school excursions, camps and extra-curricular activities.
- 2.5 Parents are reminded that in cases of emergency, the school's office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 2.6 File Storage on the network or Internet dropbox from personal mobile devices is limited to school work only. Anything not directly related to school work will be removed by the Technology Director or school official.

3. Responsibility of Student and Parents

- 3.1 It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document. Failure to follow these guidelines will subject the student to the District's Code of Conduct or loss of use of the device.

- 3.2 The decision to provide a mobile device to their children should be made by parents or guardians and they should be aware if their child takes a device to school.
- 3.3 Permission to have a mobile device at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.
- 3.4 In the event a mobile device is brought to school without a signed agreement by the parent, the student by the fact of bringing the device onto a campus implies agreement to accept the rules governing mobile devices.
- 3.5 Responsibility for the mobile device rests with the student and the District accepts no financial responsibility for damage, loss or theft. The student should keep the mobile device secure and locked away in their locker when not in use.
- 3.6 All cost for data plans and fees associated with mobile devices are the responsibility of student.

4. Acceptable Use of Mobile Devices

- 4.1 Specific acceptable use of a mobile device will be determined by each building. These policies will be stated in the schools' Student Handbook.
- 4.2 Each teacher has the right to allow or disallow the use of mobile devices that support student achievement during instructional time as appropriate. Each teacher has the right to determine whether mobile devices must be stored out of sight or placed on the student's desk in plain sight when not used for instructional purposes.
- 4.3 Mobile devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.
- 4.4 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the class/school.
- 4.5 While on school premises during school hours, cell phones should be turned off when not in use for academic reasons.

5. Unacceptable Use of Mobile Devices

- 5.1 Any use of a mobile device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a substantial disruption to the educational environment.
- 5.2 Unless express permission is granted, mobile phones should not be used to make calls, send text messages, surf the Internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.
- 5.3 Using mobile phones or devices to bully and threaten other students is unacceptable and will not be tolerated.
- 5.4 Pictures and video must not be taken of students, teachers or other individuals without their permission. No pictures or video that may denigrate and/or humiliate another student or that constitutes "sexting" or that are lewd may be taken. Pictures or videos of another student, teachers or other individuals may not be uploaded to the Internet or other public venue without their permission.
- 5.5 The use of vulgar, derogatory, or obscene language while using a mobile device will not be allowed and students will face disciplinary action as sanctioned by the Student Code of Conduct.
- 5.6 Mobile devices are not to be taken into restroom areas and used in a manner that does not comply with the AUPMD.
- 5.7 Students with repeated infractions of the AUPMD may face increased disciplinary actions in accordance with the Student Code of Conduct, including loss of mobile device privileges.
- 5.8 Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Student Code of Conduct.
- 5.9 Any use of the mobile device that is deemed a criminal offense, will be dealt with as such by the District.

6. District's Responsibilities

- 6.1 The District will provide a safe, filtered network according to the Children’s Internet Protection Act and make a best effort attempt to ensure all students will access the Internet through this network.
- 6.2 The District will monitor all activity, either Internet access or intranet access.
- 6.3 The District will make determinations on whether specific uses of the mobile device are consistent with the District’s AUPMD.
- 6.4 The Superintendent or his designee will deem what is appropriate for use of mobile devices on district.
- 6.5 If the District has reasonable cause to believe the student has violated the AUPMD, a student’s mobile device may be searched by authorized personnel.
- 6.6 The District may remove the user’s access to the network and suspend the right to use the personal mobile device on the district property if it is determined that the user is engaged in unauthorized or illegal activity or is violation the AIPMP. Violation of the AUMD may result in disciplinary action in coordination with the Student Code of Conduct and or local law enforcement.
- 6.7 The District assumes no liability or responsibility for students that misuse mobile devices while on school property.
- 6.8 The District will educate students in identifying, promoting, and encouraging best practices or Internet safety.

Student Signature	Grad Year	Date

Parent or Guardians Signature	Date

PARENT/COACH COMMUNICATION GUIDELINES

The following are communication guidelines put in place by Crookston Public Schools. All Crookston H.S. coaches, parents, and students are expected to follow these guidelines.

COMMUNICATION PARENTS CAN EXPECT FROM A COACH:

1. Philosophy of the coach.
1. Expectations the coach has for your child and other team members.
2. Schedule of all practices and events.
3. Team requirements: fees, necessary equipment/practice uniform, off-season program, etc.
4. Procedures should your child be injured during practice or a contest.
5. Discipline that may affect your child.

COMMUNICATION TO EXPECT FROM THE PARENTS/GUARDIAN:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns in regard to a coach's/director's philosophy and/or expectations.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

1. The treatment of the student mentally and physically.
2. Ways to help improve your child.
3. Concerns about the student's behavior.

ISSUES THAT NEED TO BE AVOIDED IN DISCUSSING CONCERNS WITH THE COACH:

1. Playing Time
2. Team Strategy
3. Play Calling
4. Team Selection
5. Other students/team personnel

IF A CONVERSATION WITH A COACH TURNS TO ANY OF THOSE FIVE TOPICS, OUR COACHES ARE INSTRUCTED TO IMMEDIATELY END THE DISCUSSION. A MEETING MAY BE RESCHEDULED TO CONTINUE AN APPROPRIATE DISCUSSION AT A LATER DATE. FURTHER, ANY VULGARITY, RUDE BEHAVIOR, OR THREATS WILL SIGNAL AN IMMEDIATE END TO ANY DISCUSSION.

COMMUNICATION ENGAGEMENT GUIDELINES

A positive student and Coach/Director experience is the ultimate goal for all co-curricular activities. Communication is critical in fostering this quality experience. If a concern evolves with the student participant, Crookston Public Schools recognizes that communication between the Coach/Director and student participants is the essential component in the resolution process. Below is the proper communication chain to follow that supports the process of effective communication. The activities director will not discuss any other concern that has not already been discussed between the student and the Coach/Director.

Step One: Player makes a direct contact with the Coach/Director

Step Two: Parent makes a direct contact with the Coach/Director after a minimum of 24 hours have elapsed

Step Three: Parents make a direct contact with the Activities Director

Step Four: Parents make a direct contact with the High School Principal

Step Five: Parents may submit a written complaint to the Superintendent; a proposed solution must accompany the complaint.

Step Six: Complaints that are unresolved at the Superintendent level, may be brought before the school board by notifying the Board in writing.

IN SITUATIONS REQUIRING A CONFERENCE BETWEEN THE STUDENT, THE PARENT/GUARDIAN AND THE COACH, ACTIVITIES DIRECTOR, PRINCIPAL OR ANY COMBINATION THEREOF, PLEASE FOLLOW PROCEDURES BELOW:

1. Allow a minimum of 24 hours following a practice/event to expire prior to contacting a coach/director.
2. Call to set up an appointment to meet coach/director and student. (AD will help facilitate meeting if desired)
3. Include the Activities Director and/or Principal when necessary.

❖ (IN ALL CASES, THE MEETING REQUIRES THE PRESENCE OF THE STUDENT.)

SPECIAL NOTES:

- Any correspondence regarding a co-curricular conflict will be passed along to the student and the Coach/Director involved-including phone, email, and text communications.
- Crookston Public Schools and the Crookston High School activities office do not guarantee a resolution to all co-curricular concerns.

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form below. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the [Statewide Testing page](#) for more information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

Please indicate the statewide assessment(s) you are opting your student out of this school year:

- | | |
|---|---|
| <input type="checkbox"/> MCA/MTAS Reading | <input type="checkbox"/> MCA/Alternate MCA Science |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20____ to 20____ school year.)

CHS Handbook

1 message

Torgerson, Matthew <matthewtorgerson@isd593.org>
To: "Wahouske, Marilyn" <marilynwahouske@isd593.org>

Wed, Jul 17, 2024 at 9:36 AM

Updates:

1. Seniors who are within one credit of graduating will be able to participate in the graduation events.
2. College in the High School classes will now be worth .75 credits earned to match that of PSEO.
3. GPA calculation will change with the Class of 2028 to reflect pluses and minuses.
4. S-U (pass/fail) grading will not be included in GPA and Honor Roll

--

Matt Torgerson, MS, EdS
Principal, Crookston High School
218-281-2144 ext. 2204

Strategic, Relator, Futuristic, Analytical, Individualization

 **Student Handbook 24-25.pdf**
2401K



Independent School District #593
Crookston Public Schools
www.crookston.k12.mn.us/

Washington School
724 University Avenue
Crookston, MN 56716
Ph: 218-281-2762
Fax: 218-281-2784

WASHINGTON SCHOOL PARENT/STUDENT HANDBOOK 2024-2025



"Serving children ages Birth to Kindergarten Entrance."

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Crookston Public Schools

Independent School District #593 Mission Statement

"Understanding that the student is the focal point of our mission, we will educate students to become lifelong learners and respectful, caring individuals within the fiscal resources available. Crookston Public Schools will involve family, other community members and organizations to create a positive learning environment."

Core Values

Communication: Crookston Public Schools will excel in communicating with students, parents, staff, and community.

A Culture of High Expectations: Crookston Public Schools will be a place in which high expectations are set for our students and staff.

Relationships: Crookston Public Schools will excel in building strong relationships with students, families, staff, and community.

Exceptional Systems of Support: Crookston Public Schools will provide a strong system of mental health and academic support for students and families.

Washington School
724 University Avenue
Crookston, MN 56716
218-281-2762

Matt Torgerson, Community Education Director
(matthewtorgerson@isd593.org)

Gina Gunderson, Early Childhood Coordinator
(ginagunderson@isd593.org)

Brenda Crane, Administrative Assistant for
Early Childhood (Birth to Kindergarten Entrance)
(brendacrane@isd593.org)

Crookston Public Schools Board of Education

Frank Fee	Chairperson
Mike Theis	Director
Patty Dillabough	Director
Dave Davidson	Director
Tim Dufault	Director
Marcia Meine	Director

School Mission/Vision Statement

Welcome to our Washington School Family.

We believe every child is special and deserves a quality education in a caring environment where coming to school is one of the best parts of their day.

Our students should feel safe, loved, and know kindness. Students will learn that they are valued, hard work is important, and that respect counts.

Our students should learn and love to learn. They should feel success and be successful. It is our goal for each child to become an independent and confident learner so they can reach their full potential.

We are excited to be on this educational journey together with parents, families, and friends. Together we can create a school where anything is possible.



The general guidelines, policies, and procedures for Washington School are included in this handbook. We encourage you to review the contents and call if you have any questions.

Our school day begins at 8 a.m. Dismissal is at 2:30 p.m.

More information about our schools, School Board, and policies can be found at www.crookston.k12.mn.us.

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ATTENDANCE PROCEDURES

Parents and guardians are responsible to see that their children attend school daily and on time. We encourage children to be in school every day to develop good attendance habits and increase confidence. Students should be in school all day, every day unless they are ill, have a medical appointment or experience a family emergency. **When a student is absent, parents should call the school by 8:00 A.M.** This lets us know that the child is safe and that there is a reason for him or her to not be in school. Daily, our office staff attempts to contact each family whose child is absent, if the school has not been notified. If your child arrives late to school, **they are required to report to the office upon arrival with their parent or guardian.** Every effort will be made to assist you in developing good school attendance habits and in solving problems that might hinder it.



Following are two types of absences:

Excused: Excused absences include illness, medical appointments and family emergencies. **A doctor's statement may be required** after three or more consecutive absences or a pattern of absences due to illness. The administration will decide if the absence is excusable based on the reasons given. If your child has an appointment during school hours, bring a note from the appointment to ensure this time away from school will be considered an "excused" absence.

Un-excused: Unexcused absences are those that could have been reasonably avoided or delayed. (Examples include, but are not limited to: oversleeping, shopping, haircuts, birthday celebrations, family trips, etc.) Even with the consent of the parents, absences can be ruled unexcused by the school administration. The administration will use the rule of reasonableness in determining whether or not an absence could have been avoided or delayed. Whenever possible, absences should be communicated in advance.

We strongly encourage forming good attendance habits in preschool. When your child enters kindergarten, the following Minnesota law is in effect:

Minnesota Statute states that if a child is under 12 years of age and the school has made appropriate efforts to resolve the child's attendance problems, a child's absence is legally considered to be the result of the parents' failure to comply with compulsory instruction laws. This is defined as educational neglect. When **seven un-excused absences (non-consecutive)** have occurred the student is considered "**habitually truant**" and the school is required to report the matter to Polk County Social Services for review.

The Minnesota Department of Education requires students to be in attendance 90% of the school days to have "Consistent Attendance." Students are "Chronically Absent" when they miss more than 10" of the school days per year. The state of Minnesota includes BOTH excused and unexcused absences toward the 90% in school attendance requirement.

BREAKFAST AND LUNCH PROGRAM

Breakfasts and hot lunches are served daily. Breakfast will be served at 8 a.m. each day. The Crookston Public Schools Hot Lunch Program is part of a federal and state program. Breakfast and lunch will be provided to all students at no cost through funding from the State of Minnesota. Cold lunches may be brought from home. Milk is available for purchase to accompany a cold lunch. Breakfast and Lunch Menus, along with more information about the Hot Lunch Program, can be found on the Crookston Public School website at <https://www.crookston.k12.mn.us>. Parents are welcome to eat lunch with their student beginning Monday, October 21st. Please call the school office before 9 a.m. to reserve an adult lunch.

BUILDING USAGE

The Board of Education has an established policy and fee schedule for groups desiring to use the building before or after school, weekends, or during the summer. Please contact the office for the schedule and building request forms.

BULLYING PROHIBITION POLICY

"Bullying" is unwanted and aggressive behavior through the use of words, images, or actions that involve a real or perceived imbalance of power. The behavior is repeated, or can form a pattern, over time. Washington School will follow the district handbook according to Policy 514. You are able to view the current policy at <https://www.crookston.k12.mn.us/schoolboard-policies>

BUS SAFETY PROGRAM

All students at Washington School participate in a Bus Safety Program in the fall. This program reminds students of the safety rules while loading, unloading and riding the bus. Whenever possible, please remind your child of the importance of bus safety! The students will participate in a second safety program in the spring.

CELL PHONES

Washington School students are not permitted to have a cell phone at school.

Cell Phone Policy:

If a student brings a cell phone to school:

- ❖ Phone will be confiscated.
- ❖ The parent/guardian of the student will be notified to pick up the phone.

CROOKSTON PUBLIC SCHOOLS ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN CELL PHONES AND WILL NOT PAY FOR PHONES THAT ARE LOST, STOLEN OR MISPLACED.

CHANGE OF ADDRESS/TELEPHONE OR CONTACT PHONE NUMBER

It is the responsibility of a parent or guardian to notify **each school** of any changes in address, telephone or cell phone numbers. For your child's safety, please notify the school each time there is a change, so we are able to contact you in the event of an emergency or illness.

CLASSROOM VISITATION

You are encouraged to visit your child's classroom making prior arrangements with the classroom teacher. **No** children should accompany the parents on these visits. Students are not to bring friends or relatives to visit during school hours, unless the Early Childhood Coordinator grants permission. Anyone entering the school **MUST** report to the office to sign in and pick up a visitor's pass.

COMMUNICATION

The staff wishes to communicate with families on a regular basis. It is the goal of the entire staff to keep families and all residents of Independent School District #593 informed of the activities and many interesting and worthwhile events throughout the District. In addition to phone and email communication, teachers may send home weekly newsletters or share information through a social media platform. District employee's email addresses follow this general format: [firstlast@isd593.org](mailto:firstname.lastname@isd593.org).

Crookston Public Schools uses social media platforms to celebrate students, promote school events and activities, and builds ongoing conversations about the positive impact our schools are making in the lives of our students. Parents, students and community members can follow CrookstonPirates on Facebook, CrookstonPirate on X, crookstonpirates on Instagram and Crookston Public Schools on YouTube.

CONFERENCES

Parent/Teacher Conferences are scheduled in the fall and spring. Conference schedules for preschool students are sent home prior to the conference. Additional conferences will be scheduled as needed by parent or teacher request.

DATA PRIVACY

The policy on Data practices and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act and the Confidentiality of Information section of the Education for All Handicapped Children Act of 1975. The Crookston Public Schools are committed to implementing the policy and following the procedures.

The Board of Education authorizes the school Superintendent to inform parents, students and the public of the policy and to exercise his administrative resources to implement the policy as well as deal with individuals who violate it.

In case the parent of a student, an eligible student or a citizen of the Crookston Public Schools believes that the district is violating the intent of the above legislation and is not able to resolve the issue with School District personnel, questions or problems may be directed to:

1. Information Policy Analysis Division
MN Department of Administration
201 Administration Building
50 Sherburne Ave.
St. Paul, MN 55155
(651) 296-6733 or 1-800-657-3721

2. Family Policy Compliance Office
US Department of Education
400 Maryland Ave. SW
Washington, DC 20202
1-800-872-5327

DISCIPLINE POLICY

Our discipline policy is designed to promote a positive environment for learning. The atmosphere of the school is intended to promote fairness, honesty, and respect among students, school personnel and community members. The discipline plan is intended to help students learn and practice appropriate behavior throughout the common areas of the school as well as in their classrooms. The common areas of the school are the hallways, bathrooms, lunchroom, playground, bus lines, etc. Each classroom teacher has a general classroom discipline plan.

It is the responsibility of every student to respect and follow the general rules of the school. When students choose to act disrespectfully and not follow the rules, the student may be required to sit out of an activity. Specific examples of inappropriate behavior include kicking, hitting, spitting, bullying, and disrespectful or threatening language or gestures or any behavior that impacts the learning in the classroom.

Following are the rules and expectations for our school:

Washington School Rules and Expectations Include:

- 1. Do the Safe Thing**
- 2. Do the Kind Thing**
- 3. Do Your Best Work**

Washington School's Respect Pledge:

Today I will. . .
Be safe
Be helpful
Be respectful
Be responsible and
Always do my best!

DOCTOR/DENTAL APPOINTMENTS

The school office should be notified at the beginning of the day of doctor and dental appointments your child will be attending during the school day. On the day of any appointment, please sign your child out of the office for their appointment. **Bring back a note from the appointment** to ensure the

time away from school will be considered an “excused” absence. Upon return from the appointment, please come into the office to sign your child back into school for the rest of the day.

DRESS CODE

All students are expected to observe a high standard of conduct at school and at all school related functions. High standards of conduct extend to wearing appropriate clothing. It should be neat, clean and in good taste. All parents and visitors are asked to adhere to the same rules.

The following clothing is not allowed:

- ❑ Clothing which violates the rights of others and/or disrupts the educational setting, including insignia and gang related colors, is prohibited in the school setting.
- ❑ Students may not wear caps, hats, hoods, jackets or coats in the school. They are to remove their hats/caps/hoods when entering the building.
- ❑ Students are restricted from any manner of dress or personal grooming which presents a danger to health or safety; causes interference with work; or creates classroom or school disorder. Such clothing includes but is not limited to: clothing with drug, alcohol or tobacco advertising; print or graphics which is sexually explicit or suggestive; representations which are inappropriate, offensive or demeaning to any group; clothing which is suggestive or inadequate in its covering, such as “Short shorts”, skimpy tank tops that expose the midriff such as shirts with spaghetti straps; and pants worn below the waist.
- ❑ Shorts must reach the student’s fingertips when standing with their hands at their side.

Consequences for violating the dress code include but are not limited to:

- * Change of clothing immediately
- * Removal from class
- * Parent Conference

Proper footwear is also required. At Washington School, students are to wear tennis shoes to school every day so they are prepared for safety during activities in the gymnasium and on the playground. The time it takes to change in and out of tennis shoes several times during the day, takes away valuable learning time. If a student wears shoes that are deemed unsafe or distractible, they will be asked to change into tennis shoes. This safety requirement is essential. Choose styles with non-marking soles. Tennis shoes can be a pair worn to school or an extra pair kept at school. Slippers or stocking feet can be dangerous and/or disruptive in the classroom. During cold weather, students should wear warm clothing such as jackets, hats, mittens, snow pants, and boots.

EMERGENCY DRILLS

Emergency drills are held during the school year. These drills usually take place in the fall and spring of the year. In the event of an actual emergency, parents may be notified through School Messenger. See page 17 for more information about School Messenger.

EMERGENCY INFORMATION

Parents/guardians must complete the emergency information portion of the student enrollment form each year. This emergency information will include the name of a responsible person who can be contacted if a parent/guardian is unavailable. This is useful in case of illness, accidents, early

dismissal due to weather, or other unforeseen events. **The Washington School office staff must be notified of any changes in address, telephone or cell number, employment location, or designated emergency contact.** Parents must notify each building their child attends.

HEAD LICE

Suspected cases of head lice in school will be referred to health service staff. If students are identified as having live head lice, school personnel will notify the child's parent or guardian by telephone call or by sending a note home with the child prompting parents of proper treatment. Children with lice will not be excluded from attending school whenever possible. They may return to school as soon as they have been treated for live lice. At the discretion of the school nurse, a letter may be sent home to parents in the classroom. Health Services Staff (HSS) will check siblings, or notify other schools of the situation where siblings are located, if it is deemed necessary. Staff will maintain confidentiality of students with lice at all times. HSS may check in with the student or parent to determine treatment was done and no live lice are still present. Parents are encouraged to check their children periodically for head lice and be aware that it can be present at any time but does not pose a health risk.

ILLNESS DURING SCHOOL

Any student that has a temperature of 100.4 degrees or above or other symptoms will immediately be isolated and parents contacted. The student may need to be picked up as soon as possible.

If a student becomes ill while at school, a parent/guardian will be notified and requested to come pick the child up. If no parent is available, it is very important that prior arrangements be made with a neighbor or relative to assume temporary care of your child. Please keep your emergency information accurate by notifying the office of any changes. If you have questions or concerns please contact the school nurse, at 218-281-2762.

Many parents are frequently concerned about when students should stay home or attend school. Please follow these guidelines to help with that decision.

1. If your child has had a fever of 100.4 degrees, your child SHOULD NOT return to school until 24 hours AFTER THE FEVER IS GONE, and without needing to use medication to keep the temperature down.
2. The same 24-hour guide applies to vomiting and diarrhea. (For example, if your child vomits in the morning at home, DO NOT send him/her to school at all that day.)
3. If a student is not running a fever but is obviously not feeling well enough to participate in classroom activities (such as: is excessively tired, has continual coughing, has excessive secretions) it is also a good idea to keep him/her home. This child may need extra sleep, fluids, or medications to more quickly get over these symptoms.
4. If you have a problem with daycare for your sick child or getting off work when you need to stay home with your child, please take time today to arrange your "emergency plan" to cover these days. The teachers are not equipped to care for ill students.
5. Sending ill children to school also exposes the other children to your child's illness. At this age, children easily pass germs through their play and close contact with each other. Please send your child back to school when he/she is fully recovered. Healthy kids are better learners!

IMMUNIZATIONS

Minnesota Immunization Law states that Child Care and Early Childhood program providers must have records on file showing that each child two month of age and older has been appropriately immunized against certain diseases or has a medical or non-medical exemption.

If a child is enrolled who is not appropriately immunized, the child cannot be admitted until they have received the minimum shots required by law or filed a medical or non-medical exemption.

The required immunization information can be found on the Crookston Public School website at: <https://www.crookston.k12.mn.us/departments-healthservices>

LOCKERS

Students are assigned a locker to keep their personal items such as outdoor garments. Personal items must be stored inside the lockers at all times with the locker door shut. **Students are not to bring valuables or toys to school. The school is not responsible for lost or stolen items.**

Chapter #227 of Minnesota Statutes covers student lockers. The state-mandated policy is as follows: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

LOST AND FOUND

There is a Lost and Found area at Washington School. Anyone who is missing personal items should check in the Lost and Found. Fragile or valuable items (e.g., prescription glasses, keys, jewelry) that are found may also be turned in at the office. If the items have not been claimed, the items will be donated. There is also a Lost and Found box at the bus garage (281-5444).

MEDICATION

If your child needs to receive any type of medication during the school day, the school nurse must have, on file, a permission form signed by the parent/guardian and family physician. These forms need to be updated annually and/or when medication or dosages change in the case of long-term medication requirements and are available in the school office. State law prohibits the school from giving medication or over-the-counter medication or ointments without a doctor's order. **Please keep all medication in the original labeled container.** Only prescribed medication will be dispensed by school personnel. Medication must be delivered to school and picked up by an adult. Both parent and physician need to complete the Medication Administration Authorization Form found on the Crookston Public School website at <https://www.crookston.k12.mn.us/departments-healthservices>

MESSAGES FOR TEACHERS AND STUDENTS

Teachers or students are not called from class while school is in session, except in the event of an emergency. If parents or guardians need to have an urgent message delivered, office personnel will take the message to the teacher. For non-urgent matters, parents may leave a message with the school Administrative Assistant or a voice mail for the teacher. Teachers will return calls when they are not with students. All arrangements for a student's after school activities should be made before the student comes to school.

ORDER FOR PROTECTION/CUSTODY ARRANGMENTS

If you have an order to protect your child or a specific custody arrangement, a copy of the order must be filed in the school office in order for us to enforce it.

OUTDOOR PLAY

Washington students will stay inside if the wind chill exceeds -10 degrees Fahrenheit or at the discretion of the Early Childhood Coordinator due to inclement weather. If a child has a health problem (such as a cold or earache) which requires him/her to stay indoors, a note **MUST** be sent or a phone call placed to the office requesting that the student stay in from outside play time.

PARENT ADVISORY COUNCIL (PAC) FOR EARLY CHILDHOOD

The Crookston Public School Early Childhood Parent Advisory Council (PAC) provides input and support to the ECFE and the School Readiness programs.

The Advisory Council members want to be involved in our local ECFE/School Readiness program. Our stated purpose is to assist the Early Childhood Coordinator in planning, implementing, and evaluating the ECFE and School Readiness programs. We strive to represent the concerns of participants, raise money, organize and publicize our programs and events, review center policies and programming, and interface with staff.

PAC meetings are held quarterly to review committee work and participant feedback, hear reports from our various liaisons and event coordinators, and discuss larger issues such as legislation, registration, and program goals. Additional meetings are held as needed for fundraising events.

Attending PAC meetings is a great way to learn more about school district programs and make personal connections with other families. Meetings will be held four times during the school year. Child care will be provided with advance notice.

If you would like to serve on our Early Childhood Advisory Council, call the Early Childhood Coordinator at 218-281-2762.

PARKING LOT

It is highly recommended that students are not dropped off prior to 7:50 a.m. unless they are approved to be in the Before School Care program. At 8:00 a.m. students will go to their classrooms.

Washington – You must park your vehicle in the parking lot if you are going into the school for any reason before, during, and after school. **There is no parking in the drop-off zones. See the Map of Washington School Parking Lot on the next page.**

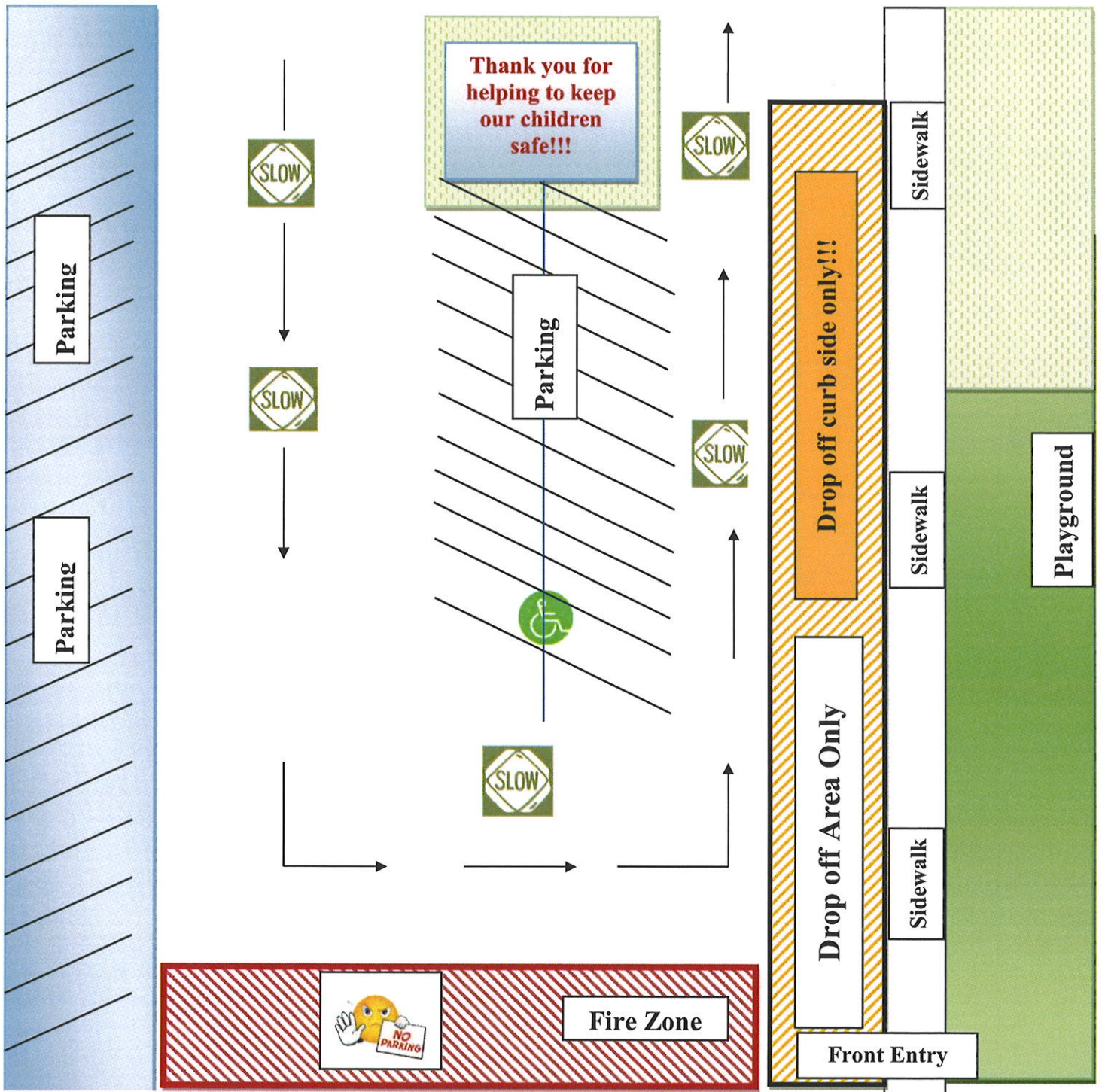
Morning Drop-Off Routine

- Please enter and exit the school driveway safely and slowly to ensure a safe environment for our students.
- To keep your child safe, please do not let your child out of the car until you are in the Drop Off Zone.
- Please pull as far forward as possible in the Drop Off Zone to allow space for others in the Drop Off Zone.
- **Please have your child get out of the car on the sidewalk (right) side of the car along the playground so they do not walk on the parking lot and cross traffic.**
- Once your child is safely dropped off, continue to drive slowly through the lot until you reach the exit.
- If bringing a child into the school or picking up a child from school, please park in the parking lot and call into the office from our outside intercom system.
- Bicycles, skateboards, roller blades and scooters are not allowed at Washington.

After School Pick-Up


- Please enter and exit the school driveway slowly to ensure a safe environment for our students.
- **Families must park in a designated parking space and walk to the sidewalk and wait near the fence or front entrance. We will not allow vehicles to park in the “Drop-Off Area”. School Readiness parents will pick up at 2:30 p.m. Parents will not be allowed to enter the building at the end of the day to meet their child inside the door due to safety concerns. The school will provide supervision of students and release children to their parents.**

Map of Washington School Parking Lot



Washington School

If you plan to leave your car for any reason, please **PARK** the car in the parking lot before coming into the building.


 Drop Off Time 7:50-8:00 a.m.
 Students enter classrooms 8:00 a.m.
 Pick Up Time: 2:30 p.m.

PETS

Family pets are not allowed on school grounds or classrooms at Washington School. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases, such as rabies. Photos of pets are an acceptable method of sharing a pet. Animals used in therapy, service situations, or for educational purposes may be allowed in our schools if approved by the School District and they meet all policy requirements. If anyone enters the building with a service animal, they may be asked what tasks it is asked to perform and if it is a service animal. If it is not a service animal and/or does not perform service animal functions, the animal will not be allowed in our building.

PLEDGE OF ALLEGIANCE

As stated in Minnesota Statue 121A.11, "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice."

PROGRESS REPORTS

School Readiness students' progress reports are received during Parent Teacher Conferences.

SCHOOL MESSENGER

Crookston Public Schools utilizes an on line help system that will enable school personnel to notify all households and parents by phone, text or email of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, a company specializing in school-to-parent communications. If you are not receiving school notifications and would like to be part of this service, please contact the school offices to update your information so messages can be sent to your home phone or cell phone.

SCHOOL NURSE – Stacey Grunewald

The school nurse is scheduled to be at each school during the week. Our school nurse provides information on preventive and immediate care. The school nurse conducts a vision, hearing screening, and related health activities during the year. The school personnel handle most immediate first aid concerns with assistance from the school nurse. Illness and accidents will be reported to a parent or guardian. In the event of an injury to the head, the parent or guardian will be notified as soon as possible to inform them of the injury and determine whether the child may require additional medical attention. If it is necessary for an ambulance to be called, permission from the parent/guardian will be obtained, if possible.

SCHOOL RESOURCE OFFICER

The School Resource Officer promotes safer schools and safer children while assisting administration as a community liaison.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

It is the policy of Independent School District #593 to maintain a learning and working environment that is free from sexual harassment and violence. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment may include but is not limited to: verbal harassment or abuse; subtle pressure for sexual activity; inappropriate patting or pinching; intentional brushing against a student's or an employee's body; and any sexually motivated unwelcome touching.

If a student is being harassed contact the building Early Childhood Coordinator, teacher or another adult to report this. An oral or written report regarding the sexual harassment will be completed and forwarded to a Human Rights Officer (Randy Bergquist, Superintendent or Kathryn Stronstad, Special Services Director). A Human Rights Officer will investigate the allegation and, if the complaint is valid, the school district will take action as appropriate based on the results of the investigation.

SNACKS

We value the health, safety and wellness of our students! With the allergies and medical conditions that some of our students face, we are encouraging a "healthy snacks" initiative so all children at Washington School can be safe and enjoy their time at school.

When it is your child's "snack day" or "birthday", consider the following list of healthy snack suggestions to choose from:

- Fresh fruit: whole, wedges, slices, or fruit kabobs plain or with non-fat whipped topping, orange slices, apples, bananas, or any other fruit
- Dried fruit: cherries, cranberries and raisins
- Applesauce or fruit cups packed in juice or water
- Fresh Vegetables: carrots, grape tomatoes, celery sticks, cucumber, red, yellow, orange or green bell peppers, cauliflower, broccoli with low-fat ranch, yogurt based dips or hummus
- String cheese, cheese cubes-sticks-slices with whole grain crackers
- Low-fat pudding cups, low fat yogurt squeeze packs or cups
- Pretzels, low fat popcorn, whole grain crackers, or mini bagels
- Cereal, granola bars, whole grain Fig Newtons, vanilla wafers
- Animal crackers, goldfish, rice cakes or graham crackers
- Sugar free popsicles or fruit bars
- Small bottles or cartons of flavored milk, water, or 100% juice

SPECIAL SERVICES

In addition to the regular classroom teacher and related activities, the following programs and services are available: English as a Second Language and Special Education services and testing programs. A parent or classroom teacher can refer students needing these services. Parents desiring more information about these programs may contact their classroom teacher, the Early Childhood Coordinator, or Kathryn Stronstad, Special Services Director at 281-5313 ext. 2101.

STORM PROCEDURE

At times, weather conditions mandate that school be dismissed early or for school not to be held at all. School closings, delayed starting, or early dismissal will be announced over KROX 1260 AM in Crookston, KVLV, WDAZ, Channel 3 of Crookston's cable television, and through our School Messenger system (telephone, text, email). Reports will be made between 6:00 a.m. and 7:30 a.m. If no report is made, it can be assumed that school will be in session. **Please do not call the school**, as the telephone lines must be kept open for emergencies. Parents must provide the school with a current phone number in order to utilize the School Messenger System.

STUDENT PLACEMENT REQUESTS

Parents/guardians who wish to make a special request for their child's classroom placement the next school year must complete the Student Placement Request by Parent form. The form is located in this handbook or in school office. It must be turned in by April 15th. When requesting a teacher or that your child not be placed in the same classroom as another student (e.g., relative in same grade, neighbor), an educational reason for the request must be listed. Requests will be considered, but cannot be guaranteed. Administration reserves the right to make the final decision.

TENNIS SHOES

At Washington School, students are to wear tennis shoes to school every day so they are prepared for safety during activities in gymnasium and on the playground. The time it takes to change in and out of tennis shoes several times during the day, takes away valuable learning time. If a student wears shoes that are deemed unsafe or distractible, they will be asked to change into tennis shoes. This safety requirement is essential. Choose styles with non-marking soles. Tennis shoes can be a pair worn to school or an extra pair kept at school. Slippers or stocking feet can be dangerous and/or disruptive in the classroom.

VOLUNTEER HELP

We encourage parents and other adults to volunteer for various activities or events. These may include classroom parties, field trips, working with students, or other activities that will enhance the educational program. If you are able to volunteer, please contact your child's teacher or call the school office to make prior arrangements.

WEAPONS

In this handbook the term "weapon" includes a firearm whether loaded or unloaded, knives, explosives (including fire crackers) or any device designed as a weapon or having the appearance of a weapon (e.g., look-alikes of all kinds) or any device or instrument used or intended to be used to produce death, bodily harm, or injury. Laser pointers are considered a weapon.

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Pursuant to Minnesota Statute 121A.44, a student who brings a firearm, as defined by federal law to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

WELLNESS POLICY

The District's Wellness Policy (#533) exists to promote and protect students' health, well-being, and ability to learn by supporting healthy eating and physical activity. The policy aims to align the school environment with the health messages that are taught in school. This includes limiting sweet and other unhealthy foods for optimal nutrition and dental health. It also encourages physical activity both in and out of school.

Schools will not use of food as a reward for academic performance or good behavior. Healthy food options will be considered for special school events. Families will be encouraged to support the policy by sending healthy lunches and/or snacks to school. Healthy food options and/or non-food items are encouraged when families choose to send items to school for a celebration.

WITHDRAWALS FROM SCHOOL

If you are moving out of town, the Early Childhood Coordinator or teacher should be notified at least one day in advance so that proper transfer records can be prepared and the child's supplies collected for transfer.

Date Received _____

Student Placement Request: If you choose to request special placement for your child, please complete this form and return to the school office no later than April 15th. Requests received after the April 15th deadline may not be accepted.

Student Placement Request by Parent

Child's Name: _____ Date: _____

Grade Level Next Year: _____ Parents: _____

In order to help with your child's placement, please fill out this form COMPLETELY.

1. What are the educational reasons for making this special request?

2. Teacher Request - Please list 3 teachers or your request will be denied. Although you are not guaranteed your choice, every attempt will be made to honor one of the three requests.

1st _____

2nd _____

3rd _____

3. Are there any students your son/daughter should not be with, due to special circumstances? Please list student and reason. (This may include relatives in same grade, neighbors, etc.).

(Parent/Guardian Signature)

Fecha Recibida _____

Solicitud Para El Estudiante: Si decide solicitar la colocación especial para su hijo, por favor complete este formulario y devuélvalo a la oficina de la escuela a más tardar el 15 de abril. No se aceptarán las solicitudes que se reciban después de la fecha límite de 15 de abril.

Solicitud Para El Estudiante Pedida Por Padres.

Estudiante: _____ Fecha: _____

Grado Para El Proximo Año: _____ Padre(s): _____

1. Cuales son las razones educacionales para pedir esta solicitud especial?

2. Maestro/a-Solicitado Favor de poner 3 nombres de las maestros que quiere solicitar (o) su pedido ser negado. Se va a ser todo lo posible por complacer uno de su 3 pedidos. Pero no se le garantiza.
 1. _____
 2. _____
 3. _____

3. Ya algunos estudiantes con los que su hijo/hija no debido a circunstancias especiales? (esto incluye que sean familiares, amigos, vecinos, etc.) Ponga los nombres y razones.

Firma de Padres

Appendix A: Student Transportation Services and Bus Regulations

GUIDELINES FOR ESTABLISHMENT OF BUS STOPS

The Transportation Director will determine the pick-up points and drop-off points for each child being transported and will use the following guidelines:

- A. It is considered reasonable for students in grades 3-12 to walk up to one-half mile to the bus, except that it shall be reduced to one-quarter (1/4) miles on November 15 and remain in effect until April 1 of each year.
- B. Students in pre-kindergarten shall be picked up at their door or as close as possible, and students in grades K-2 shall be expected to walk up to one-quarter (1/4) mile to meet the bus, except that it shall be reduced to one-eighth (1/8) mile on November 15 and remain in effect until April 1 of each year.
- C. It is considered reasonable for in-town students in grades K-12 to walk up to five (5) blocks to a bus stop. Pre-kindergarten students shall be picked up at their door or as close as possible. Carman Terrace, Forrest Knolls and Meadowland students shall be picked up at their entrance.
- D. Only regularly enrolled students in the public and parochial schools including the Area Learning Center and the Early Childhood and Family Education Program may ride on the public school buses. Drivers are not permitted to pick up adults or others who do not attend the Crookston public and parochial schools.
- E. Any pupil not regularly riding on a bus will secure written approval from their Building Principal or the Superintendent before riding one of the scheduled bus routes. The written permission shall be presented to the driver before entering the bus.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Students should be on time at their designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.

A. Safe Driving Regulations:

While on the bus, students should –

1. Never put arms, hands or any other part of the body out of the doors or windows.
2. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay, rowdyism or wrestling is not permitted around or on the school bus.
3. Not leave their seats while the bus is in motion.
4. Be on time at the designated school bus stop to keep the bus on schedule.
5. Stay off the road at all times while waiting for the bus.
6. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
7. Always be seated when the bus is moving.
8. Assist in keeping the bus safe and sanitary.
9. Respect and use interior parts of the bus and equipment in the same manner that they treat fine furniture in their home.
10. Never leave anything on the bus such as lunch boxes, paper sacks, books or clothing.
11. Keep all personal possessions out of the aisles.
12. Not throw anything out of the doors or windows.
13. Aid in looking after and helping small children.
14. Practice courtesy to fellow pupils and offer assistance to the bus driver.
15. Remain quiet when the bus is approaching railroad crossings.

16. Obey the bus driver instantly in case of an emergency and remain on the bus unless otherwise instructed.
17. Demonstrate the traits of good bus citizenship every day. Bus drivers are responsible for maintaining good discipline on their bus.
18. Inappropriate language directed at the driver or other passengers will not be tolerated.

B. Should discipline problems arise that the driver cannot handle, the following procedures will be used:

1st Offense:

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director contacts the student's building principal. The principal calls the parent(s) and sends a letter with a copy of the complaint form and talks to the student.

2nd Offense:

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.

The student is suspended from school bus riding privileges for 1 – 5 days. The bus suspension decision is made by the building principal and the Transportation Services Director.

A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Minnesota Fair Pupil Dismissal Act.

3rd Offense:

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.

The student is suspended from bus riding privileges for the remainder of the time designated by the building principal and the Transportation Services Director.

A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Minnesota Fair Pupil Dismissal Act.

Alternate transportation for the student will be decided on an individual basis by the building principal and the Transportation Services Director.

Based on the severity of the incident, the student may be placed at any offense level listed above.

PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

OPERATING RULES AND PROCEDURES

A. General Operating Rules

Students may be released from the school bus at only two points, the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate one location to be their student's a.m. bus stop and one location to their student's p.m. bus stop. The locations must be in the attendance area of Independent School District #593 and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent. Changes to the designated stop location will require ten business days to complete.

TRACKING TECHNOLOGY AVAILABLE

Crookston Public School District provides bus services for students. We use the **BusQuest App** and Travel Tracker Routing Parent Portal, **EZRouting** - which allows parents to access their student's transportation information and track their assigned bus.

The new app, BusQuest, is available on the Apple App Store or Google Play.

Appendix B: Pest Control Notice

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Prepared by the Minnesota Pest Control Association

For the "Parents Right to Know Act", (M.S. 123B.575, Subdivisions 1-14)

Our district utilizes a licensed, professional pest control service for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal Law.

An estimated schedule of interior pest control inspections and possible treatment is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Appendix C: Washington School Calendar 2024-2025

August	28	4 - 7:30 p.m. – Meet the Teacher
September	3	8 a.m. - 3:30 p.m. – Meet the Teacher,
	16	8 a.m. – First Day of School Readiness
	17	5:30 - 7 p.m. – Celebrate the Young Child at Castle Park
	23	ECFE Classes begin
October	TBD	Picture Day at Washington School
	15	Parent/Teacher Conferences 4:00 - 7:30 p.m. (regular school day)
	16	No School – SR & K Parent/Teacher Conferences 8 a.m. – 7:30 p.m.
	17	No School – Ed MN
	18	No School – Compensation Day
	28	No School – Staff Development Day
	28	6 - 7 p.m. – Teddy Bear Clinic at RivierView Health
November	1	End of Quarter 1
	19	5 p.m. – WES Parent Advisory Council Meeting
	25	6 - 7 p.m. – Grandparents Night
	27	Early Dismissal - Staff Development
	28 - 29	No School – Thanksgiving Break
December	23-31	No School - Winter Break, School Age Care Available 12/27 - 12/29
January	1	No School – New Year’s Day
	2	School Resumes
	14	5 p.m. – WES Parent Advisory Council Meeting
	17	End of Quarter 2
	20	No School for Pre-K thru 5 th Grade – Workshop Day,
	27	6 - 7 p.m. – Build a Wood Project
February	12	Parent/Teacher Conferences 4:00 – 7:30 pm (regular school day)
	13	No School – SR & K Parent/Teacher Conferences 8 a.m. – 7:30 p.m.
	14	No School – Compensation Day
	17	No School – Presidents’ Day
	24	6 - 7 p.m. – ECFE Goes to the Pool
March	5 - 6	Early Childhood Screening, No School Readiness March 5 - 7
	11	5 p.m. – WES Parent Advisory Council Meeting
	17	No School – Staff Development Day
	24	6 - 7 p.m. – March Musical Madness
	28	End Quarter 3
April	15	5:30 - 7 p.m. – CYC Family Festival at Washington School
	18-21	No School, Spring Break
May	12	5 p.m. – WES Family Picnic
	13	5 p.m. – WES Parent Advisory Council Meeting
	16	Last Day of School Readiness

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