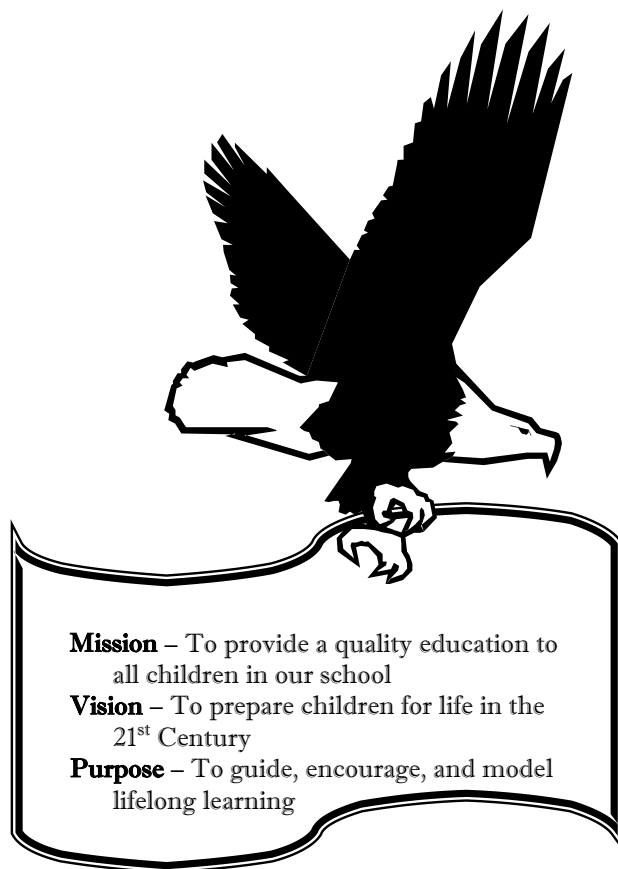


**Lac qui Parle Valley Schools**

**ISD #2853**

**Appleton/Milan Elementary**

*“Making a Difference!”*



**Mission** – To provide a quality education to all children in our school

**Vision** – To prepare children for life in the 21<sup>st</sup> Century

**Purpose** – To guide, encourage, and model lifelong learning

**Parent/Student Handbook**

**2009 - 2010**

Appleton Elem.  
349 S. Edquist St  
Appleton, MN 56208



**Appleton/Milan Elementary Staff**

<b>Kindergarten</b>	Char Strand Andrea Sawatzky
<b>Grade 1</b>	Beth Arneson Laura Bents
<b>Grade 2</b>	Emilie Brustuen Deb Koester
<b>Grade 3</b>	Sherry Hastings Rena Tostenson (Math)
<b>Grade 4</b>	Robyn Rademacher Earl Molden
<b>Reading Recovery/Title I</b>	Kim Olson
<b>Art</b>	Dorothy Wiese
<b>Music</b>	Sue Tillma
<b>Physical Education</b>	Sharon Redepenning
<b>Adaptive Physical Education</b>	Jennifer Tostenson
<b>Special Education</b>	Susan Baker
<b>Early Childhood SPED</b>	Janet Larsen
<b>Speech Clinician</b>	Kari Miska, Amanda Lowry and Sue Jensen
<b>Physical Therapist</b>	Lori Larson
<b>ESL/LEP</b>	Eileen Wurster
<b>Psychologist</b>	Andrea Hagen
<b>Social Worker</b>	Lisa Johnson
<b>Child Guide</b>	Pat Swenson
<b>Secretaries</b>	Sharon Anderson
<b>District Nurse</b>	Renaee Schreck

**SPED Paraprofessionals**

Kitty Krogsrud  
Cindy Lee  
Rita Larson

Connie Olson  
Carolyn Meyer  
Joann Sorenson

Deb Wilkening  
Lori Rheingans  
Bobbi Jo Otte

Gary Berg

**Library** Rita Larson

**Food Service** Donna Bergman  
Sandy Olson

**Custodians** Judy Sweno  
Bill Bergstad  
Chuck Dotson

**Foster Grandparents**

Bea Steinke  
Donna Chevalier  
Carol Delgehausen  
Roy Delgehausen

**Principal** Renae Tostenson

**Lac qui Parle Valley School District Staff**

**Superintendent** Brad Madsen 320-752-4205

**Community Education** Bev Struxness 877-889-4153

**Technology Coordinator** David Raddatz 320-752-4200

**Transportation Director** Greg Ruether 320-289-1871  
Assistant: Kristen Pierce 500-845-9575

# APPLETON/MILAN ELEMENATRY, INDEPENDENT SCHOOL DISTRICT #2853 POLICIES AND PROCEDURES

The focus of the school system is on the student. His or her educational development is the central concern in establishing Board policy and administrative regulation.

Every effort shall be made to work toward the established State of Philosophy and Educational Goals of the district within the resources available to carry out these programs.

## **ARRIVAL TIME**

School buses run on a scheduled route and try to maintain as regular a pick up and drop off schedule as possible. The student arrival time at the school will begin at 7:55 a.m. for all students. This includes bus riders, walkers, and students who are driven to school. **PLEASE DO NOT DROP OFF STUDENTS BEFORE 7:55 – WE DO NOT PROVIDE SUPERVISION FOR STUDENTS PRIOR TO THIS TIME.** Shuttle buses will transport students between Appleton and LqPV High School starting at 8:00 a.m. Classes start at 8:20 a.m. Shuttle buses will transport students back to their respective transfer site at 3:15 p.m. Buses then leave for their routes at 3:30 p.m.

## **Assignment Books**

Assignment Books are used in grades 3 – 4 at Appleton/Milan Elementary. They serve the very functional role of recording daily work and activities, assignments, and various notes. They also serve to develop the life-long skill of organization and the characteristic of responsibility. We encourage parents to use them to communicate with teachers and hope to enlist your support in utilizing them daily. Assignment books are given to students at the beginning of the school year and at the end of second quarter midway through the year. The cost for the school year is \$6.00. If a students loses his/her assignment book during the year, he/she will be asked to replace it.

## **Attendance**

Research tells us that regular school attendance is one of the most critical factors in a child's success... or not, in school. Minnesota state law strictly mandates that children attend school. If your child is absent from school please call the office or send a *dated*, written excuse with the following information: Name of student, grade, teacher's name, length and reason for absence.

### **ACCEPTABLE EXCUSES**

- \*Sickness (doctor's verification may be required)
- \*Doctor's visit
- \*Religious holiday
- \*Extreme family emergencies

### **INVALID EXCUSES**

- \*Babysitting
- \*Work
- \*Being tired
- \*Overslept
- \*Needed at home
- \*Cold weather
- \*Not up-to-date on immunizations

If absences are *unexcused* and meet state law definitions of **continuing truant** or **habitual truant**, the school will report the child and parents to Human Services or file a truancy petition. The definitions are as follows:

- **Continuing Truant:** An elementary aged student who is absent for any 3 days *without* an excuse
- **Habitual Truant:** An elementary aged student who is absent for any 7 days *without* an excuse (petition filed; court proceedings may follow)

\*If your child needs to leave school early for a special appointment, please let your child's teachers and the office know a reasonable amount of time prior to the appointment. Please try to avoid scheduling such appointments during State Tests such as the MCAs (see Testing) or Iowa Tests of Basic Skills.

## **Bicycles**

First – Fourth grade students are allowed to ride bicycles to school. The school does not assume the responsibility for them except for providing a parking area with bicycle racks. Bicycles are not to be used on the playground during the school day. This is for safety reasons, and students who do not respect this rule will be asked to leave their bicycles at home. Bikes should be crossed at school designated crossings only. Bikes are to be parked in the school bike rack.

## **Birthdays**

Birthdays are special occasions when parents may send treats to school for the entire class. If you would like to send a treat, please comply with Minnesota State Health Guidelines which state that such treats must be purchased from a bakery or store and all candy must be individually wrapped. **Homemade treats are not allowed.** Please have an accurate count of your child's classmates before bringing/sending treats, and *please check with the teacher to see if this is a classroom procedure.*

Birthday invitations are very special to receive. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

## **Box Tops for Education**

Appleton/Milan Elementary students collect Box tops for Education from General Mills products. We also collect **pop tabs, Campbell's Soup Labels, Our Family labels, empty ink-jet and laser printer cartridges, old cell phones, and Kemps "Give 'em Five" Milk Lids and Labels showing the cow in a graduation cap.** Also, we benefit from charge purchases you put on your Target Guest Card. These funds help to pay for the little "extras" that make our school an even better place for our students.

## **Breakfast Program**

It is important for students to have a nutritious breakfast to maximize their learning potential. Appleton/Milan Elementary offers free breakfast for students at the start of each day. The menu for the breakfast is listed on the Lunch Menu that is sent home at the end of each month in our newsletter.

## **Bus Service**

While law requires School Districts to furnish transportation, the Board of Education believes that parents are responsible for students until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. It is assumed that bus drivers will use good judgment when dropping students off during times of inclement weather.

In view of the fact that a bus is an extension of the classroom, the Board of Education believes that reasonable standards for behavior be established between the administration and bus driver.

Students who become serious disciplinary problems will have their riding privileges suspended.

**Any child changing his/her way of going home must bring a note home indicating the change of plans, or call the secretary indicating the change.** Otherwise, children will be sent home in the usual manner. For example, a child who usually rides the bus will be sent home on the bus if there is no note or phone call.

If a child plans to have a birthday party after school at his/her home, the parent/guardian needs to contact the driver of the school bus ahead of time. A note needs to be sent to the driver also.

## **STUDENT TRANSPORTATION SAFETY POLICY**

### **I. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The first week of school is designated as school bus safety week.

#### **B. Student Training**

The School District shall provide students enrolled in grades kindergarten through 12 with school bus safety training. Students in grades K – 3 will receive training at least twice during the instructional year. The training shall be results-oriented and shall consist of both classroom instruction and

practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. transportation by school bus is a privilege not a right;
2. district policies for student conduct and school bus safety;
3. appropriate conduct while on the bus;
4. the danger zones surrounding a school bus;
5. procedures for safely boarding and leaving a school bus;
6. procedures for safe vehicle lane crossing; and
7. school bus evacuation and other emergency procedures

Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school.

Students who

enroll in a school after the first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate competencies, unless the student is unable to achieve the competencies due to a disability.

The School District's curriculum for transportation is maintained and available to review in the office of the Superintendent.

## II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct is reported to the Department of Public Safety and to local law enforcement.

### A. School Bus and Bus Stop Rules

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

### B. Rules at the Bus Stop

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

### C. Rules on the Bus.

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

6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No use of tobacco, alcohol, or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

#### D. Consequences

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

##### 1. Elementary (K-6)

1st offense - written warning

2nd offense - 3 school day suspension from riding the bus/meeting with parent

3rd offense - 5 school day suspension from riding the bus/meeting with parent

4th offense - 10 school day suspension from riding the bus/meeting with parent

5th offense - suspended from riding the bus for the remainder of the school year

##### 2. Other Discipline

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

##### 3. Records

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

##### 4. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

##### 5. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

### III. PARENT AND GUARDIAN INVOLVEMENT

#### A. Parent/Guardian Responsibilities for Transportation Safety

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

## B. Parent and Guardian Notification

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

## Calendar

In the Back To School Packet you will find a school calendar. The calendar lists the days school is in session and also makeup dates in case of emergency school closings. Please post as a reference, and note *it is subject to change*, in which case you would be notified.

## Clothing (see Dress Code)

We enlist parents support in making certain our students are properly dressed for current weather conditions. We also ask that you follow our dress code in helping students dress appropriately in the school setting.

## Class Lists

One of the biggest tasks our staff will do is preparing class lists for next year. A tremendous amount of thought and energy goes into this lengthy process. Classroom teachers meet many times amongst themselves, with specialists, special education teachers, the social worker, and the principal to discuss appropriate placement of students. Their goal is to develop classes that will grow into positive learning environments for all students. Things that are crucial to consider as we build those class lists include, but are not limited to:

- A balance of boys and girls;
- A blend of abilities;
- Careful consideration of student personalities and behaviors;
- A mixture of students from classrooms; and
- Placing students who work well together as learners, which does not necessarily mean they are friends.

Most parents do not request teachers; however, we realize that parents/guardians know their child better than anyone. With respect to this, we have developed a process for providing your input to this process. Please follow the steps below:

- 1) Use the PARENT INPUT FOR STUDENT PLACEMENT form. You can pick one up at either office or request one via mail.
- 2) Use a separate form for each child.
- 3) Only these forms will be accepted. Please do not use handwritten notes or letters.
- 4) Do not indicate teacher's names on the forms.
- 5) Return the form to the Appleton Office by May 15 2010.

As mentioned earlier, the process of class formation is a very thoughtful one. You can rest assured that the professionals developing these classes are highly skilled people whom you can trust. Also, please realize that teaching assignments can change over the course of a summer.

## Conferences

Conferences are typically held following the completion of first quarter and the reception of student report cards. This typically falls somewhere around early to mid-November. Your support at conferences sends a powerful message to your son and daughter that school and learning is important.

## Curriculum

All students receive instruction in these core subjects: Language Arts (reading, writing, spelling, handwriting), Mathematics, Social Studies, Science, and Health. In addition, specialists in the following areas provide instruction: Physical Education, Music, and Art. Students have computer experience both in lab settings and in the classroom. The emphasis is on integrating computer use with subject area curriculum, which enables the computer to be used as a tool to help students learn. Our local school district's curriculum aligns with the Minnesota Department of Education's statewide standards, which comply with federal standards.

## **Data Privacy**

Data Privacy Laws prohibit us from releasing the name, telephone number, or address of any student or staff member for any reason. As well, general information regarding students other than your own child cannot be given out. Please respect the law and other families' rights to privacy by not asking questions regarding behavior, consequences, and other confidential information.

## **Discipline**

Our school discipline plan intends to protect and nurture the rights of our students to physical, social, mental, and emotional growth. Actions of individual students will not be allowed to limit one's own or the educational growth of others. Maintaining an effective learning environment requires the combined effort and partnership of students, parents, teachers, school administrators and other school staff involved in the educational process. All of these persons are citizens in our school community. All students have individual rights that go hand in hand with responsibilities. When we respect the rights of others, we preserve our individual rights. A plan is detailed below listing the philosophy, rights, expectations, consequences, and major offenses. Each family is asked to read and discuss the plan and sign (student and parent/guardian) stating that they support the discipline plan. *Please look for this in your summer mailing.*

## **APPLETON/MILAN ELEMENTARY SCHOOL DISCIPLINE POLICY**

### **Philosophy:**

- Our school discipline plan intends to protect and nurture the rights of our students to physical, social, mental, and emotional growth.
- Actions of individual students will not be allowed to limit one's own or the educational growth of others.
- Maintaining an effective learning environment requires the combined effort and partnership of students, parents, teachers, school administrators, and other school staff. All of these persons are citizens in our school community.
- All students have individual rights that go hand in hand with responsibilities. When we respect the rights of others, we preserve our individual rights.

### **Rights:**

1. Every citizen deserves to be treated with respect.
2. Every citizen is entitled to learn and teach without interference or distraction, with fair assessment of progress.
3. Each citizen has the right to feel safe and secure within the school and on the school grounds.

### **Expectations:**

#### **Building**

- Walk quietly in the hallways
- Speak with an appropriate, inside voice
- Keep hands, feet, and objects to yourself
- Use restrooms, sinks, and drinking fountains appropriately
- Respect and care for each other and our school building

#### **Classroom**

- Be an active, participating listener
- Show respect to other people, their property, and their ideas
- Do your best work and try challenging activities
- Complete assignments on time as required

#### **Playground/Athletic Fields**

- Use sportsmanship
- Play safely and follow playground rules
- Be kind and respect other people and their property
- Respect the authority of the supervisors

### Lunchroom

- Stand quietly in line, single file, along the wall
- Eat your meal appropriately and clean up your area
- Respect the authority of the supervisors

### Assemblies

- Sit silently when the signal is given to begin
- Watch, listen, and participate in the presentation
- Keep hands, feet, and objects to yourself
- Following the presentation remain seated until dismissed

### Bus & Bus Lines

- Stay in line and wait your turn to board the bus
- Respect the authority of the bus drivers, supervisors, and monitors
- Stay seated while the bus is moving
- Keep hands, feet, and objects to yourself
- Respect other people and their property

### **Major Offenses:**

- |   |                                  |
|---|----------------------------------|
| - Fighting or threatening another person          | - Sexual harassment              |
| - Swearing, vulgar language, or obscene gestures  | - Ethnic or racial harassment    |
| - Damaging property (school or personal property) | - Blatant disrespect             |
| - Continued misbehavior in school                 | - Stealing                       |
| - Excessive incomplete assignments                | - Unsafe bus behavior            |
| - Carrying a weapon or look-alike weapon          | - Disrespect of student monitors |

When a staff member observes a student who is involved in a major offense, the inappropriate behavior is documented. All major offenses will be automatic detention, brought to the attention of the principal, and the parent(s) will be notified. Additional consequences will be determined based on the severity of the offense and frequency of the misbehavior. Out of school suspension/dismissal of one day or more may be enforced.

### **Pupil Fair Dismissal Act**

Should a student's consequences result in either suspension, expulsion, or exclusion, the Pupil Fair Dismissal Act establishes grounds and procedures for the suspension, exclusion and expulsion of students and will be exclusively followed.

- **Suspension** is an action taken by the school administration which prohibits a student from attending school for a period of no more than five school days. Each suspension includes a readmission plan and alternative programs to be implemented during or following readmission.
- **Exclusion** is an action taken by the school board to prohibit enrollment or reenrollment of a student for a period not extending beyond the school year.
- **Expulsion** is an action taken by the school board to prohibit an enrolled student from further attendance for a period up to but not extending beyond one year.

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

# Appleton Discipline Plan

Appleton Elementary School has developed a school-wide discipline plan. This plan is the work of a committee of staff members and our administrator who agreed that a student discipline plan should have a positive emphasis while helping children to function properly in the school setting.

## Philosophy:

The Appleton Elementary School staff believes that in the spirit of cooperation with parents/guardians, we can maintain an atmosphere conducive to learning. We believe we have the right to expect appropriate behavior from all students. The ultimate goal of discipline is individual responsibility and self-discipline.

## Code of Conduct

1. *I am respectful*
2. *I am responsible*
3. *I am safe*
4. *I am prepared*

**\*Rules in individual classrooms may be added.**

## Consequences per day:

- 1<sup>st</sup> Verbal warning, given by an adult, discussion with teacher (first check on pink slip)
- 2<sup>nd</sup> Stay in at noon recess for 10 minutes

- Parent contact is made via note or phone after a student has had to stay in two 10 minute noon times. This will alert parents to inappropriate behaviors and that only two more noon consequences remain prior to after school detention.
- Each day starts over fresh. Changes may be made for some individuals or classes.

## Noon-time Consequence

- Only send students for discipline reasons or excessive late assignments. (Teachers will keep track of Noon-time Consequence sessions, Mrs. Tostenson will be alerted if students receive 3 and 4 Noon-time Consequences in a quarter).
- Students will fill out a Behavior Incident Report during Noon-time Consequence.
- Students may complete school work.
- Automatic noon consequence for unfinished homework and swearing witnessed or verified by staff and 5 or more pink slips in one month.

## Detention

- Detention is held after school from 3:15-3:45
- Physical contact or fighting is automatic detention, plus possible further consequences imposed by Mrs. Tostenson (such as in-school suspension).
- 4 Noon-time Consequences in 1 quarter = After School Detention
- Teacher giving detention is responsible for parent contact.
- Parents will make arrangements to pick up their child at 3:45.
- Each quarter starts over fresh.

## **Rewards for Students with NO Pink Slip Checks**

- Classroom or grade level will recognize students with good behavior weekly.
- Monthly, Mrs. Tostenson will organize hall displays of students that exhibit good behavior.

### Dress Code

Appleton/Milan encourages students to respect themselves and others. We require that students' dress habits reflect this feeling; therefore, we have established a dress code to protect your child's image and the rights of others. It is important that you project a good and respectful image of yourself at all times. Offensive grooming behaviors will be discussed with the student with appropriate actions taking place. Shorts and skirts worn to school should be an appropriate length. Shorts and skirts no shorter than knee length. No waistline showing, i.e., shirt and waistline must overlap. Shirts necklines no lower than two inches below the neckline, (top of the sternum bone). T-shirts or other shirts and caps with alcohol, tobacco, drug logs, or unfavorable sayings, and spaghetti strap tops are not allowed to be worn in school. Caps and other headgear are not acceptable pieces of clothing during the school day. The dress code policy will include physical education classes.

### Drug-Free Environment

The Appleton/Milan School buildings and grounds are drug-free environments. Tobacco, alcohol, and chemical use are strictly prohibited on school grounds. This includes all activities before, during, and after school and includes all students, siblings, parents, and staff. **Parent chaperones that accompany classes on field trips must adhere to these policies as well.**

## Early Dismissal

The directive to close schools comes from the office of the Superintendent of Schools. The following stations announce school closings:

WCCO – AM 830  
WCCO- TV CH 4  
KMSP – TV CH 9  
KARE – TV CH 11  
KSTP – TV CH 5  
KSAX – TV CH 42  
KMGM – FM 105.5/KDMA – AM 1460 (MONTEVIDEO)  
KDJS – 1590 AM (WILLMAR)  
KWLM Q 102 – (WILLMAR)  
KLQP – FM 92.1

School Closing, delays, and early dismissals will be posted on the school's website: [www.lqpv.org](http://www.lqpv.org)

If school is dismissed early, make certain your child has a safe place to go in case you are not home. Do not call the school unless it is an extreme emergency. Parents may pick up only their own children. Please send the name, address and phone number of someone that your child can stay with in town if the need arises.

### Emergency Phone Numbers

Please fill out the Emergency Card, in the Back To School Packet, with the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. *It is critical that this record be kept current. Please let the office know if there are any changes or additions during the year.*

## Field Trips

Field trips are an important part of our educational program. Through these experiences, students see what they are learning in the classroom applied to real life. It is also a time to develop skills in courtesy, safety, and good citizenship. The students will either walk to the local sites or be transported in our buses. **Please sign the "All Year Field Trip Permission slip enclosed in the Back To School Packet.** There may also be a small cost. We encourage all students to attend field trips. All students not receiving parental permission to participate with their class should plan on attending school that day where alternative grade level activities will be provided.

Parents are encouraged to join the group if space allows (Please check with the teacher). Parents must pay their own way into an area that charges a fee. For liability reasons we must limit chaperones to parents or guardians. Preschool children are not allowed to attend the trip. Other relatives (such as a grandparent) would only be used when there is not a sufficient number of parents/guardians. Our insurance only covers students who are riding on the bus, so all students must use the bus or school vehicle for transportation on a field trip. If you are not chosen to chaperone, we ask that you

do not drive to the location of the field trip on your own to be with your child. The teachers have divided their students into small groups of students with an adult chaperone. It is highly beneficial to the students to remain with their peers and benefit from the teacher-directed activities

### **Fire Drill/Emergency Procedures**

State law requires schools to have five drills each school year. If a fire emergency or other emergency requiring evacuation does occur, students have to evacuate at that moment. Students may not have time to put on coats or jackets.

## **Game Boys, Hand-Held CD Players, Cell Phones, Other Electronic Devices/Games**

Gameboys, hand-held CD Players, handheld electronic games, cell phones, remote control vehicles and similar toys *are not recommended in school*. These items have proven to be very disruptive, troublesome and have contributed a great deal to inappropriate behaviors and discipline... even with the promise to be kept away, not used on the bus, shared with another student, etc. The school will not be responsible for these items if they are damaged, lost, or stolen.

### **Going Home With a Friend**

To avoid communication problems between home and school, we require a written, dated note (signed by a parent) if a child is to go home with someone else. "On the spot" play dates, sleepovers, etc. coordinate among students are not permitted.

## **HHealth Services**

A licensed school nurse and two health assistants provide first aid care for students and staff, ongoing vision and hearing screenings and referrals, and medication administration.

**Medications**—State law sets standards for dispensing medication within the school. Before a medication can be dispensed at school, we must have a written order from a physician including:

1. Student's name
2. Name of medication
3. Diagnosis (the reason the medication is needed, and why it is needed during the school hours)
4. Time of administration
5. Route and dosage of medication to be administered
6. Possible side effects
7. Termination date for administration

Health office personnel are not allowed to dispense any medication without the physician's order. This includes over-the-counter medications (i.e., Tylenol, cold medications, etc.). The parent must also sign this authorization. Please contact the school office for a copy of this form.

If your child must have medication of any type given during school hours, you may complete the physician's order as outlined above, or you may come to school to give the medication to your child at the appropriate time(s).

If your child has a health condition or is on medication at home, please let us know in order for us to best serve his/her health needs. The school nurse will complete an emergency care plan (if needed) or individualized health plan to assure the health and safety of your child while in school or on a field trip. (This would include students who have diabetes, seizure disorders, asthma, bee sting allergies, etc.)

**Illness**—Many students and parents are frequently concerned about when students should stay home or attend school. General Practice:

- If the student has had a fever of 100 degrees or more, the student should stay home for **24 hours after the temperature returns to normal.**
- If the student has vomited or had diarrhea, the student should stay home until **24 hours after the last episode.**
- If the student has any rash that may be disease-related, or you do not know the cause, check with your family physician before sending the student to school.
- If the student is ill, please call the school daily to report the illness.

When your child develops a temperature above normal or shows other symptoms of illness, parents will be contacted so he/she can be picked up. If the parent cannot be reached, information provided on the Emergency Card will be used. Please contact the school to update this information if there are changes in home or work phone numbers.

**Immunizations**—State law provides for compulsory immunizations for all new students entering Minnesota schools. All children must be adequately immunized against polio, diphtheria, tetanus, whooping cough, measles, and mumps. Five DPT, four Polio, one MMR, and three Hepatitis B immunizations are required. A second MMR is required before entering grade 7. Verification of these immunizations is required previous to enrollment. Your child **will not** be able to attend school this fall unless his/her immunization record is complete. If you have any questions, please contact the school nurse.

### **Head Lice Management**

Students found to have live lice in their hair will be sent home and parents will be requested to shampoo their hair with an appropriate lice killing shampoo product and remove all nit eggs before readmission to school. Once head lice have been diagnosed or discovered on your child, it is important to respond quickly so that your child misses a minimal amount of school, and so the spread of lice to others can be prevented. The procedures are as follows:

- A. The School Nurse will check for evidence of live lice and/or nit eggs when students have observable problems with their hair (i.e. itching, scaling, dry scalp, dandruff, etc.)
- B. Lice checks will occur in the Nurse's Office when done individually or in the classroom when the entire class is checked.
- C. Each lice check will be recorded, noting the date, time, student(s) and results on a flow sheet in the Nurse's Office.
- D. If live lice and/or viable nit eggs are found by the nurse, the student's parent(s) will be contacted and the student will be sent home for treatment. Lice treatment procedures will be sent home with the student.
- E. All students returning to school from treatment at home will be checked by the school nurse on duty before going back to class. Results of this check will follow the above policy.
- F. Hair will be checked on day 7, 14, 21 and 28 following initial treatment to prevent reinfestation.
- G. A classroom check will be initiated whenever there is lice found on one of the students in that classroom or requested by the teacher.

### **Homework**

The amount of homework varies with the age of the child and the requirements of the teacher. Please contact the classroom teacher if you have concerns about homework. If your child is absent for only one day, you may call the school to request homework but it is not necessary. However, if your child has a prolonged absence please call for homework. Please give the teacher a half-day notice to get homework together.

## **Insurance**

Insurance information is given to each family at the beginning of the school year. The service is provided through a private agency for your convenience. It is completely optional.

### **Internet Access**

Teachers will provide instruction and guidance on acceptable use of the Internet to all students. The Internet is a teaching tool, and students will be using it to access online reference materials, such as encyclopedias, atlases, magazines, and educational sites to complete assignments. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action. Parents may request that their child not use the Internet by notifying the school.

## **Kindergarten Round-Up**

Each spring our school conducts a kindergarten registration for the next year's kindergarten classes. Your child may enroll in kindergarten if he/she is five years old by September 1 of the current school year. You will need to present a birth certificate at the time of kindergarten registration.

## **Library**

Children attending our elementary school are provided with the opportunity to use the materials located in the school library. There is a great responsibility on the part of the students to take good care of them and follow the procedures set by the school. If a child does not return an overdue book for 4 weeks a bill will be sent to parents for the cost of the book. Damaged books will also be billed for the cost of the book. A book may be renewed if it is brought to the library to be rechecked out. There may be additional classroom/grade policies.

## **Lock Down (Safety) Drills**

We will conduct five state required drills each school year.

### **Lost and Found**

If your child is missing an article of clothing, PLEASE CHECK THE LOST AND FOUND by the office or have the student check. A few suggestions to help keep track of your child's clothing are:

- ☛ Clearly label your child's coat, hats, boots, mittens, etc. with his/her full name and grade.
- ☛ When an article is lost, don't let time elapse before trying to locate it. Check the lost and found at the school to see if the item has been turned in.
- ☛ Even if the child has searched, if you are in the school it might be worth your effort in giving the lost and found a look over (sometimes a second pair of eyes is helpful!).

### **Food Service**

A well-balanced hot meal is served each day under the direction of our head cook. Cost of a daily meal is \$1.70. Students may bring their own lunch instead of eating hot lunch served in school. Breakfast will be served every morning from 7:55-8:15 a.m. for students desiring to eat. Breakfast is free to all students. Cartons of milk will be available - cost is \$.35 each. Applications for free or reduced price school meals for children are available at school.

Parents are welcome to each lunch with their son or daughter. If you do so, *please call the school in advance* either the day before or the morning of, as the lunch count will need to be adjusted. The cost of student & adults meals and cartons of milk are published on the LqPV fee sheet enclosed in the back to school pack.

### **Student Lunch/Breakfast Charges**

The Board of Education believes that the responsibility for paying for students' lunch charges rests with the parents. The Board directs the Superintendent of Schools to establish procedures and structures for the collection of said lunch charges.

1. Parents are required to pay in advance for their students' lunches.
2. Parents that do not pay in advance will be notified by a call or written letter.
3. If payment is not received in advance the student will be required to bring a bag lunch.
4. Parents who should be signed up for free or reduced lunches should do so in the beginning of each school year. Forms are sent to parents in August.

At the beginning of each month, the parent should stop into the school or send with their child payment for their student's lunch. Please make checks payable to Independent School District #2853.

**If an unpaid meal charge reaches \$15.00 the parents or guardians will be notified with a letter. Upon receipt of this letter, you will be expected to make arrangements with the school district to pay past and current charges. If payment is not received, children must bring their own meal from home.**

At the beginning of the school year, the school provides a plastic ID card for the lunch program to each student. If a card is lost or damaged, the school will supply the student with a replacement. The student will be charged \$5.00 to have it replaced.

## **Milk/Juice Breaks**

The School Board has set a fee for each carton of milk and a per year amount can also be found on the LqPV fee sheet to parents who want their children to have milk break. The district will pay the difference between the fee paid by the parents and the actual cost of the milk. If your child is allergic to milk we must have doctor's verification in their health record. In these circumstances juice is available at \$.35 per carton an additional cost per carton.

## **Money**

Except for small amounts, payment by check made out to Independent School District 2853 is preferred. Checks eliminate the problem of money being lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name and teacher written on the outside and *indicate what the money is payment for*.

## **Newsletter**

A newsletter is sent home with the students at the end of each month. Many important announcements will be included in the newsletter as well as school news items. Please read the newsletter each time. It is also available online at <http://lqpv.org/> under Appleton/Milan – Just click on NEWS.

## **Outside Recess**

We believe it is healthy for children to get fresh air and play in an outdoor environment where physical activity is not constrained due to building space. Appleton/Milan building use current weather conditions to determine if children will play outside (-10 wind chill or actual temperature 0 degrees and students stay inside). Students must wear appropriate winter clothing (boots, snow pants, etc.) during winter weather months to participate in recess. Please dress children appropriately for the weather.

## **Parents and Children Attending School Functions**

When parents accompany children to school functions such as art shows, concerts, assemblies, etc., the school views the parent as the primary party responsible for monitoring behavior of their children. Students are still required to maintain expectations as if it were still the regular school day. Please monitor your child and help them follow school expectations. If not, school personnel are then obligated to help your child follow school expectations.

## **Parties**

During certain times of the year classrooms may decide to celebrate with a party. Examples of times might be holidays, reaching milestones, achieving goals, recognizing achievements, etc. The nature and extent of the party varies from classroom to classroom.

## **Pets**

Please check with your child's classroom teacher before arranging a visit from a pet. Many reasons may discourage this possibility, from allergies and asthma in children and staff to phobia of animals and general student safety.

## **Phone Use**

Students may only use phones when given permission by a staff member. We will not allow students to call home to make arrangements to visit a friend. These types of arrangements should be made prior to the visit, and the parent verifying the details of the visit should send a note.

Parents should feel free to call school and are encouraged to communicate with teachers. Please remember that teachers are consumed with children most of their day and likely cannot field a phone call during the school day unless it happens to match their lunch break or when they are preparing lessons or looking at student work. However, we will certainly take a message, or please look on the school's website, <http://lqpv.org/> and go to Appleton/Milan and click on CLASSES and the teacher's name. Here you will find the best times to contact them.

## **Physical Education**

For participatory purposes and safety, every child needs a pair of tennis shoes for Physical Education classes.

### **Picking Up Students**

When a student is picked up from school at the end of the day or for a special appointment, *please check into the office and wait in the designated waiting area by the office. Please do not walk to your child's classroom and wait outside the door or interrupt class* – this can be very disruptive to the learning process and for putting closure to the end of the day.

### **Pictures**

Students have school pictures taken early in the school year and in the spring. Information will be sent home prior to each Picture Day regarding prices of picture packages so families can make informed decisions regarding the purchase of school pictures.

### **Pledge of Allegiance**

The Pledge of Allegiance is observed every morning as we begin our day at Appleton/Milan Elementary. If you do not wish your child to participate, please contact the office and we will respect his/her right to decline. In addition proper flag etiquette, display of , respect towards, and general patriotic exercises will be addressed through instruction, lyceums and assemblies, or other activities throughout the school year.

### **Psychologist, Social Worker, Child Guide Team**

Appleton/Milan's guidance staff is a multi-disciplinary team consisting of the principal, instructional assistant, nurse, speech clinician, learning disability teachers, psychologist and social worker.

These services include the following:

- Testing to find a student's potential
- Consulting and counseling with parents
- Working with school staff and parents regarding special learning or behavior problems
- Referring parents and children to assistive resources in the community
- Counseling students

A child may be referred to the special education staff by any one of a number of people. Often the teacher or team in conjunction makes a referral with parents. A major objective of the psychologist and social worker is to work closely with school staff and home, encouraging good communication and understanding of the child's needs.

An elementary school social worker is available at Appleton/Milan Elementary to work with students, parents, and staff in the areas of self-esteem, social development behavior, feelings, etc. She provides entire classroom activities, small groups, individual and family counseling, and consultation. The social worker works closely with teachers and encourages you to contact her if she can help in any way to make this a better year for your child.

### **Report Cards**

Student progress is formally reported after each quarter. Report cards are sent home with the students or may be mailed home.

### **Special Education**

The special education programs at Appleton/Milan Elementary include:

- Speech or Language Impairments
- Specific Learning Disability
- Developmental Cognitive Disability
- Emotional/Behavioral Disorders
- Autism Spectrum Disorders
- Developmental Adapted Physical Education
- Occupational Therapy
- Physical Therapy
- Visual and Hearing Impairments

All students referred for special education assessment must have parent permission prior to assessment. After the assessment, parents will be called for a conference to discuss assessment results.

## Supplies

Being prepared for school is an expectation at Appleton/Milan Elementary. This entails remembering to take work home, completing it, and returning it to school when it is due. It also means having necessary supplies, especially paper and pencils. Parents are requested to check to make sure their children have all necessary materials. Labeling items helps students keep track of them.

### KINDERGARTEN

Box of 8 crayons--small  
2-4 oz. bottle of White Glue  
2 Glue Sticks  
6 Pencils, Erasers  
Markers-8 basic color  
2 – 2 Pocket Folders  
School Box  
Box of Tissues-regular  
School Bag  
Paint Shirt  
Athletic Shoes for Phy Ed  
LABEL ALL SUPPLIES

### SECOND GRADE

Pencils (3doz), Erasers(big & Toppers)  
1 Highlighter  
Glue (3), Scissors  
Crayons, Markers  
2 – 2 Pocket Folders  
Colored Pencils  
3-Wide lined Notebooks  
School Box  
1 box Zip Lock Sandwich Bags  
Box of Tissues  
School Bag  
Paint Shirt  
Athletic Shoes for Phy Ed

### FOURTH GRADE

4 – 6 Pencils & Erasers  
Glue, Scissors, Markers  
Colored Pencils  
6 – 2 Pocket Folders  
Black Sharpie  
Yellow Highlighter  
1 Notebook  
Calculator  
Ruler (Metric & Inch)  
School Box  
Box of Tissues  
Paint Shirt  
Athletic Shoes for Phy Ed  
1 Regular Frisbee  
NO TRAPPER KEEPERS

### FIRST GRADE

Pencils, erasers  
Crayons – 24 box  
2 – 2 Pocket Folders  
2 Glue (no glue sticks)  
Colored Pencils  
Scissors  
School Box  
Box of Tissues  
Tablet-Markers-optional  
School Bag  
Paint Shirt  
Athletic Shoes for Phy Ed  
LABEL ALL SUPPLIES

### THIRD GRADE

Pencils, erasers, 12”ruler  
Glue, scissors, glue stick  
5 – 2 Pocket Folders  
1 – 2 Pocket Plastic Folder  
2 – Wide Lined Notebooks  
Colored Pencils  
Fine & Wide Line Markers  
Black Sharpie  
Yellow Highlighter  
Box of Tissues  
School Box  
Paint Shirt  
Athletic Shoes for Phy Ed  
NO TRAPPER KEEPERS

### THIRD & FOURTH GRADE

Each student will be asked to purchase an assignment book at the beginning of the school year to assist with their organizational needs. The cost will be **\$6.00** per student. Teachers will expect students to use these daily to record assignments and to develop organizational skills.

### **Student Visitors**

Student visitors may attend school with a student with special permission from the classroom teacher. It is important to take into consideration whether the visit may interrupt the student's learning. Such visits must be pre-approved by the teacher and principal.

### **Testing**

Currently students in grades 3, 4, 5, and 6 are tested using the Minnesota Comprehensive Assessments (MCAIIs). These are state mandated tests. More information can be obtained about the tests in general, our district, and our particular school sites by visiting the Minnesota Department of Education's website at <http://education.state.mn.us/>. In addition, the Iowa Tests of Basic Skills (ITBS) are given in grades 1 and 2.

The dates of the MCA IIs are determined by the State Department of Education and our local school district and generally take place in late April to early May. ITBS tests will be given around the first of May.

**We ask that if at all possible students be in school on these dates. Please try to schedule appointments, vacations, and activities around these days as we have no flexibility with the state determined schedule.**

### **Title I Reading Support**

Some students need additional help in the basic reading skills. Title I is a federal program available at Appleton/Milan Elementary for students who meet federal and local Title I qualifications. The instruction is carried out by certified teaching staff. You will be contacted if your child meets these qualifications.

### **Vacations**

The school calendar is published several months in advance. If at all possible we ask that you plan family vacations around the school calendar, especially during testing dates (see Testing). If you wish to take a child out of school for a family vacation, the teacher, as well as the office, must be contacted. Many school activities cannot be made up. Students will be responsible for completing assignments during or as soon as possible after their return.

### **Visiting School**

Parents and community members are most welcome as visitors. Arrangements should be made in advance with the classroom teacher. Please stop at the school office before you visit the classroom. If you wish to have a special conference with your child's teacher, make arrangements through the office. Please do not interrupt class. Exceptions may be made for special circumstances.

### **Web site**

Our district website can be found at <http://lqpv.org/>. Appleton/Milan have link. Here you can access this handbook, monthly newsletters, school information, and classroom information.

### **Withdrawing a Student**

Please notify the teacher and the school office at least three days prior to withdrawing your student when moving out of our school district. You are asked to indicate the last date of attendance and the name of the new school or school district. This will enable us to properly close our school records on your child.

### **Word of the Week**

Students at Appleton/Milan study a word of the week (36 total). These words focus on building good character traits and help reinforce school expectations, community expectations, and good citizenship. A Parent's Guide for each Word of the Week is sent home prior to studying each word.

## Appendix

- I. INDEPENDENT SCHOOL DISTRICT 2853 WEAPONS POLICY
- II. INDEPENDENT SCHOOL DISTRICT 2853 POLICY PROHIBITING HARASSMENT AND VIOLENCE
- III. INDEPENDENT SCHOOL DISTRICT 2853 RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

### INDEPENDENT SCHOOL DISTRICT 2853 WEAPONS POLICY

No student shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. "Possession": refers to having a weapon on one's person or in an area subject to one's control on school property or at a school trip/activity.

"Weapons" are identified in two categories:

(1) articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms, whether loaded or unloaded; knives; clubs; metal knuckles used in a threatening manner; numchuks; throwing stars; explosives, stun guns, ammunition; chains; pellet guns; look-alike guns; and other non functioning guns that could be used to threaten others;

(2) articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses, broken glass, clubs, bats and letter openers.

(3) Expulsion for Possession of Firearm - Minnesota State Crime Bill 1995

(a) Notwithstanding the time limitation in section 127.27, 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.

(b) 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.

A student who finds a weapon on the way to school or in the school building and immediately notifies the principal's office shall not be considered to possess a weapon.

Minimum corrective action shall include initial suspension for up to ten days, confiscation of weapon, notification of police, and parental notification.

If the student has an IEP, the IEP Team will meet to make further recommendations for disposal of the incident. This may be a recommendation to the School Board for exclusion or expulsion.

If the student does not have an IEP, an Assessment Team composed of building administration, counseling office staff, teacher representatives and a law enforcement representative will meet to make further recommendations for disposal of the incident. This may be a recommendation to the School Board for exclusion or expulsion.

## INDEPENDENT SCHOOL DISTRICT 2853 POLICY PROHIBITING HARASSMENT AND VIOLENCE

### I. GENERAL STATEMENT OF POLICY

It is the policy of District 2853 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School district prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition 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:

- (i) 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
- (ii) 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
- (iii) 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.

Sexual harassment may include but is not limited to:

- (i) unwelcome verbal harassment or abuse;
- (ii) unwelcome pressure for sexual activity;
- (iii) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- (iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- (v) 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

- (vi) unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition 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 Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition Assault is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) the intentional infliction of or attempt to inflict bodily harm upon another, or
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

### III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School district encourages the reporting party or complainant to use the report form available from the School district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal 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 principal to the Human Rights Officer. If the report was given verbally, the principal 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 will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District The School Board hereby designates Robert Munsterman as the School District Human Rights Officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Board Chairperson. The School District shall conspicuously post the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.

C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or report's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, 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.

#### IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

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.

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.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

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.

#### V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, 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. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and Federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal regarding data or records privacy.

#### VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation 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 or harassment.

#### VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

#### VII. HARASSMENT OR VIOLENCE AS ABUSE

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.

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

#### IX. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. This policy shall appear in the student handbook.

C. The School District will develop a method of discussing this policy with students and employees.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

Religious, Racial, and Sexual Harassment and Violence are against the Law.

Discrimination is against the Law.

CONTACT: HUMAN RIGHTS OFFICER  
Mr. Brad Madsen, Superintendent  
Lac qui Parle Valley School District  
RR 2, Box 68A  
Madison, Minnesota 56256  
320-752-4205

INDEPENDENT SCHOOL DISTRICT 2853  
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District 2853 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Circle as appropriate    sexual    /    racial    /    religious

Name of person you believe harassed or was violent toward you or another person. \_\_\_\_\_  
\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person. \_\_\_\_\_  
\_\_\_\_\_

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

Where and when did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Received by)

\_\_\_\_\_  
(Date)