

**Lac qui Parle Valley Schools**  
**ISD #2853**

**Madison-Marietta-Nassau Elementary**  
*"Together, We make MMN a Success!!!"*



**Parent/Student Handbook**  
**2009 - 2010**

**ARRIVAL/DEPARTURE**

For safety reasons please drop off and pick up your child in the designated areas. There is no parking on the south side of 4<sup>th</sup> street. This includes stopping to pick up or drop off students. You may park for 15 minutes to drop off or pick up students on the north (school) side of 4<sup>th</sup> street between 3<sup>rd</sup> and 4<sup>th</sup> Ave. You may also drop off and pick up students in the back parking lot. The north door will be open in the morning until 8:30 a.m. There is no parking on the north side of 4<sup>th</sup> street between 4<sup>th</sup> and 5<sup>th</sup> Ave. This area is for busses only 2 hours a day 7 days a week. Vehicles in violation of the traffic signs will be ticketed and/or towed.

**ARRIVAL TIME**

School buses run on a schedule, which permits children to arrive at school at a regular time. The student arrival time at the school will begin at 7:52 a.m. Students need to arrive by 8:00 a.m. Classes start at 8:00 a.m. School will dismiss at 3:10 p.m.; students living in town will be able to leave at 3:10 and the bus students will wait in the lobby for their bus until 3:25.

**ATTENDANCE**

School attendance laws of the state of Minnesota require that children must attend school regularly. The only excused absence from school is with a signed parent excuse or phone call to the office.

The school day for bus students begins when they enter the bus and ends when they are dropped off. For all other students the school day begins when they enter school property and ends at 3:10 p.m.

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**Because we want to be sure children are either at home or school, the following policy has been established for children who are absent. We request that you call the school when your child will be absent. We will call those students for whom we did not receive phone calls at home or work. If we are unable to reach the family by phone, the school social worker may call upon the home. Again, the intent of the policy is to insure your child's safety.**

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Attendance is required in Physical education class. A Doctor's excuse is needed to be excused from P. E. class for extended periods of time.

**EXCESSIVE ABSENTEEISM**

**After a student has been absent from school for five (5) days during the school year, the principal's office or school social worker shall contact the student's parents to discuss the excessive absenteeism. It will be at the district's discretion to make parental contact following successive absences and to require verification of reason for the successive absences.**

**BIKE SAFETY**

If it is necessary, as a means of transportation, your child may ride his / her bicycle to school. We will not allow him / her to ride the bike on the school grounds during school hours or to leave the school grounds with the bike unless you as a parent have so requested. It is recommended that the bikes be locked while they are at school. The school assumes no responsibility for damaged or stolen bikes. Bikes are to be parked on the West side of the school by the bike rack.

## **BIRTHDAY TREATS/PARTY**

Please let the classroom teacher know in advance if you would like to send treats to the class to celebrate your child's birthday. Please--no chewing gum. All treats must be commercially made. In planning for your child's home birthday party, please do not ask teachers to supply you with the addresses and telephone numbers of your child's classmates. **Also, please distribute information about the party outside of school, being sensitive to student's feelings.**

## **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 kindergarten through 6<sup>th</sup> grade with school bus safety training. Students in grades K-3 will receive training twice per 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 District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.

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 will be reported to the Department of Public Safety and may be reported to local law enforcement.

### A. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school 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 such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

##### 5. Notice

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and the driver will periodically review both rules and consequences with students.

##### 6. 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.

## **BREAKFAST PROGRAM**

It is important for students to have a nutritious breakfast to maximize their learning potential. MMN 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.

## **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 detailed discipline plan is given to each family at the beginning of the school year listing the philosophy, rights, expectations, consequences, and major offenses. Each family is asked to read and discuss the plan and sign (student and parent) stating that they support the discipline plan of Madison-Marietta-Nassau Elementary School. Please look for it in the back to school mailing.

# **MMN Discipline Plan**

Madison-Marietta-Nassau 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 Madison-Marietta-Nassau 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/nonverbal warning, given by an adult.
- 2<sup>nd</sup> Time-out with the teacher (discussion).
- 3<sup>rd</sup> Stay in Consequence for 10 minutes during noon recess.
- 4<sup>th</sup> 3 Consequence rooms in 1 quarter = Detention.  
Each day starts over fresh.

#### **Consequence Room**

- a. Students are sent for discipline reasons or excessive late assignments.
- b. Parent/guardian will receive notice by phone/note if child is sent to the Consequence Room.
- c. Students may do school work or read.

#### **Detention**

- 2. Detention is held after school from 3:15-3:45
  - Physical contact or fighting is automatic detention, plus possible further consequences imposed by building administrator (such as in-school suspension).
  - 3 Consequence rooms in 1 quarter = 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**

- Each classroom rewards students for good behavior at the end of each quarter and some weekly.

### **DRESS CODE**

We encourage our students to dress in a neat, clean and attractive manner. It reflects pride in them and in their school. Students who come to school bathed, shampooed, and in fresh, clean clothes are more ready to participate and tackle the tasks at hand. We feel the prime responsibility for this area belongs with parents and the children. We do ask your cooperation in compliance with a few minimum student dress and cleanliness guidelines:

1. All students should wear clean clothes.
2. Shorts and skirts must be no shorter than knee length.
3. Shirt necklines no lower than two inches below neckline, (top of sternum bone)
4. Students should wear some type of closed toe shoe, with the heel covered for recess and physical education. Sandals are acceptable, but they do not protect the foot as well.
5. All students should come to school well groomed. This means hair should be combed; teeth brushed; deodorant if needed, and hands, arms and face cleaned.
6. Caps and other headgear are not acceptable during the school day.
7. Students wearing shirts with inappropriate messages or graphics will be asked to turn the shirt inside out or given a different shirt to wear.

### **DRUG-FREE ENVIROMENT**

The MMN Elementary 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.

## EMERGENCY PHONE NUMBERS

We request that we have on file 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, such as sports, or volunteer work, please let us know your schedule along with the phone numbers where you can be reached.

It is essential that this record be kept current. Please let the office know if there are any changes or additions during the year.

## FIELD TRIPS

Classes may take educational field trips during the school year under the teacher's direction. You will be notified when your child's class is planning a trip. Your written permission on the field trip form allows him/her to go with the group. The children may be asked to bring money to cover the basic costs of the trip.

## FIRE DRILL PROCEDURES

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

## FOOD SERVICE

### Lunch/Breakfast

A well-balanced hot meal is served each day under the direction of our head cooks. Cost of a daily meal is \$1.55. Students may bring their own lunch instead of eating hot lunch served in school. Breakfast will be served every morning from 8:00-8:30 a.m. **FREE** for all students. Extra cartons of milk will be available - cost is \$.35 each. Applications for free or reduced price school meals for children are available at school.

### Student Lunch/Breakfast Charges

The Board of Education believes that the responsibility for paying for students' lunch charges rests with the parent/guardians. The Board of Education directs the Superintendent of Schools to establish procedures and structures for the collection of said lunch charges. The procedure follows:

# Lac qui Parle Valley School District

## SCHOOL MEALS PAYMENT PROCEDURE

- Meal prices as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Elementary	free	1.70
High School	1.00	1.80
Adults	1.75	3.00

- Meal payments should be pre-paid at the beginning of each month. The minimum monthly payment should be:

Elementary	\$34.00
High School	\$36.00

3. **When a balance due for meal charges reaches \$15.00 a student will not be served meals until the balance is paid. The student will need to bring a sack lunch or pay cash until the due balance is settled.**

**\* An elementary student and his/her parents will be given 2 days notice.**

**\* A high school student will be given 1 day notice.**

4. At the beginning of a new school year, any outstanding balance from a previous school year must be paid or a student will not be served meals. The student will need to bring a sack lunch or pay cash until the past due balance is settled.

**In Madison-Marietta-Nassau Elementary, 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 second replacement. After the third replacement, the student will be charged \$2.00 to have it replaced again.**

### **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.

### **GYM ATTIRE**

Every child needs a pair of athletic shoes for gym classes for better participation in class and safety. Girls will probably be more comfortable in gym with a pair of slacks or shorts. If a child is not going to participate in physical education classes, he / she must bring a note from home and/or a doctor.

### **HEALTH SERVICES**

A nurse is employed in Madison-Marietta-Nassau Elementary for 8 hours a week. The school nurse assists with preschool screening, screens students for vision, hearing, and provides a variety of other health-related services. The school nurse welcomes communication and questions related to the health of your child. All health information concerning our child should be communicated to the nurse's office, thus enabling us to assist you with proper health care.

### **Immunizations**

A law passed by the legislature requires proof of completed Immunization for children entering Kindergarten; or a signed statement of religious beliefs; or a physician's signed statement indicating the child is in the process of completing immunizations. Students not in compliance will be excluded from attending school.

### **Emergency Care Information**

The safety and welfare of your child is of utmost importance and is our first consideration. If your child should become seriously ill or injured while under the school's supervision, school personnel will immediately complete the following steps:

1. First aid to be immediately rendered.
2. The student's parent or guardian will be called at once. In case that the parent or guardian

cannot be contacted, the school will call the parent, designated neighbor or nearby relative and/or physician.

3. Transportation shall be arranged for the injured or ill to a source of medical attention directed by the Student Emergency Card.
4. The name of your physician, the physician's desired hospital to which your child will be transported to, the name of your child, and your name will be given to the ambulance attendant.
5. THE SCHOOL WILL NEVER SEND AN INJURED OR ILL STUDENT HOME OR TO MEDICAL ATTENTION UNATTENDED.
6. Primary responsibility for your child's optimal health lies with each parent or guardian. In turn you will be expected to:
  1. Provide transportation home or to a source of medical attention.
  2. Designate an individual (a relative or a neighbor) to care for your child in their home until you can be contacted.

If a child has a fever or other symptoms of illness, the parent first, or persons listed by the parent on the emergency information card will be notified. It is imperative that the school has on file a contact person to notify if the parent cannot be reached.

Please complete the Student Emergency Card. List any diagnosed health conditions your child has and/or any medication your child takes regularly. If your child is seen by a specialist, please name the place of service and physicians name. The school should be notified of any changes on the information card during the year so as to expedite emergency care according your wishes. The Student Emergency Card should be returned to the appropriate school building.

## **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 and you desire homework for him/her, please give the teacher a half-day notice to get homework together.

## **INSTRUCTIONAL MATERIALS**

Children attending our elementary school are furnished with all the necessary textbooks and workbooks. Although workbooks are provided, there is a great responsibility on the part of the students to take good care of them. If children deliberately damage books, they are held responsible and must pay the charge that is assessed for the book. The same rule applies to books and media materials that are checked out from the library.

## **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 REGISTRATION**

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

## **LATE WORK**

Academics will be given for late assignments under the guidelines of the discipline policy.

## **LEAVING SCHOOL**

**On occasion, you may have to take your child out of classes for a short period of time before the end of the day. Please come to the office and tell the secretary of the need or send a note at the beginning of the day. No child will be allowed to leave the school early without clearance from the school office. All students or parent/guardians must sign out at the office before leaving school property. Please sign in at the office on your return.**

## **LIBRARY PROCEDURES**

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. When a student forgets an overdue book he or she may not check out another book until the overdue book is returned. If the 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 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 DOWNS**

Stat law requires schools to have five lock downs each school year.

## **LOST AND FOUND**

Nearly every week children turn in items of clothing that have been found on the playground. We keep these articles in a box near the office hoping children will call for them. At regular intervals we place all clothing items on a table in the corridor in hopes that children will pick up the items they have lost.

Parents should give the following points careful consideration to help eliminate lost items:

1. Clearly label your child's coat, sweaters, caps, gym shoes, boots, etc. with his her/full name and grade.
  2. 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.
  3. Use caution in allowing articles of sentimental or monetary value to be brought to school.
- \* Personal property (athletic shoes, instruments, etc.) are not covered by the school's insurance policy.

## **LUNCH AND RECESS SCHEDULE**

8:00-8:20 a.m.	Breakfast
11:30-12:30	Lunch/Recess

The lunch schedule is not complete at this time. Students receive 15-20 minutes to eat and 15-25 minutes of recess depending on grade level.

**MONEY**

Except for small amounts when paying lunch bills or for other school functions, payment should be by check made out to Independent School District 2853, or Madison-Marietta-Nassau Elementary. 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. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

**NEWSLETTER (Principal's Potpourri)**

A n newsletter will be sent home with students at the end of each month. Many important announcements will be included in the newsletter as well as news items about the activities of the school. Please read the newsletter each time. We usually will not send out other notices from the elementary school concerning upcoming events.

**OUTSIDE of SCHOOL EVENTS**

Organized activities that students participate in outside of school should not be scheduled when possible during the student's instructional day. If there needs to be an exception, the principal or classroom teacher should be notified in advance prior to the activity.

**OUTSIDE RECESS**

The elementary schools use the following guidelines for requiring students to go outside. Wind chill is the criteria used and is applied as follows:

**\* Colder than 10 below wind-chill -- Indoor recess for all students**

Students must wear appropriate winter clothing (boots, snow pants, etc.) during winter weather months to participate in recess.

**PARENT-STUDENT-TEACHER CONFERENCES**

Conferences are conducted for all students at the end of the first quarter. The purpose of the conference is to:

1. Cooperatively set academic and social goals for each individual child.
2. Review the student's progress.
3. Share with one another concerns, expectations, accomplishments and /or problems.

Parents are encouraged to request a conference with their child's teacher whenever they have questions and concerns about their child's academic program, his/her behavior, etc.

**PETS**

We suggest that children who bring pets to school do so with the teacher's approval. Pets cannot remain at school all day so an understanding must come between the parent and the child as to when the pet is to be taken back home.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance will be said daily. If you wish your child not participate, please inform the school office and your child will be allowed to leave the classroom during the pledge.

**PICTURES**

Our school contracts annually to have pictures taken of the school children early in the school year. Information regarding prices and days is distributed by a bulletin from school.

## **PHY ED.**

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

## **PSYCHOLOGIST, SOCIAL WORKER SERVICES and CHILD GUIDE TEAM**

Madison-Marietta-Nassau Elementary 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 can and do include the following:

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

A child may be referred to the special education staff by any one of a number of people. Usually a referral is made by the teacher in conjunction 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.

## **REPORT CARDS**

Pupil progress is formally reported to parents every nine weeks. Report cards are sent home with the students or may be mailed home.

## **SCHOOL PARTIES**

Pupils and teachers plan classroom holiday parties on a cooperative basis. Teachers strive to make parties a learning experience.

Children are permitted to bring their classmates a treat on their birthday. State law mandates that supplementary treats must be commercially made. We suggest that after-school birthday parties be organized outside the school to eliminate hard feelings for youngsters not invited.

## **SPECIAL EDUCATION SERVICES**

Special Education teachers are assigned to work with students who have special learning disabilities. Students must meet the criteria set by the Minnesota Department of Education. The teacher's caseload may include students on level three (direct service) and level two (monitor service). Level three students are instructed individually or in small groups daily, in the area of need. Students on level two have been dismissed from active service, but are monitored to determine progress without assistance from the teacher. The classroom teachers and the Special Education teacher communicate frequently to assure students' continued progress.

The classroom teacher may refer students who are having serious difficulty with their school assignments. A systematic pre-referral procedure is followed to determine whether a student needs to be considered for alternative service, or if a comprehensive child-study assessment is needed.

No student can be assigned to a Special Education program without a full assessment by the Special Education staff. This due-process procedure can take up to one month. After the student has completed the various tests, a parent conference is held to discuss test results and make recommendations for the student's school program. If the recommendation is to enroll the student in the Special Education program, an individual education plan (IEP) is written. Parents have an opportunity to suggest goals for the IEP at the parent conference. The goals and objectives of the

IEP are used to guide the educational progress of the student as he/she receives direct Special Education service.

### Clinical Speech-Language and Hearing Services

The services of a speech-language clinician are available at Madison-Marietta-Nassau Elementary. Clinicians identify, diagnose and provide therapy to any student who has a speech, language and/or hearing problem. Service to these students consists of enrollment in scheduled therapy and/or hearing problem. Service to these students consists of enrollment in scheduled therapy and/or consultation with teachers and parents.

Parents or any staff member can make referrals for evaluation of a possible problem. Referral forms are available from the clinician.

### **STORM DISMISSAL**

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

School Website	www.lqpv.org
KARE 11	Minneapolis
KSAX 42/ KSTP 5	Alexandria/ Minneapolis
WCCO	Minneapolis
KMSP 9	Minneapolis
KLQP-FM	Madison (92.1)
KDMA –AM	Montevideo (1460)
KMGM	Montevideo (105.5)
WCCO-AM	Minneapolis (83.0)
KQIC-FM	Willmar (102.5)

Should school be dismissed early, make plans for your student in advance. Do not call the school unless it is an extreme emergency. Parents may pick up only their own children, unless arrangements have been made with the school. Parents should send a name and address of someone that their child could stay with in town if the need arises.

### **STUDENT RECORDS**

The Family Education Rights and Privacy Act requires schools to keep confidential all records maintained concerning students. Those who have the right to inspect cumulative folders kept about students include:

1. Parents of students who are under 18 years of age
2. Parents who claim students who are at least 18 years of age as dependents under Section 152 of the Internal Revenue Code
3. Students who are at least 18 years of age (eligible students)

### **STUDENT SUPPLY LIST**

A student supply list is in the back to school mailing. A copy is also available at the office.

## **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.

## **TELEPHONE USE**

The telephone number at Madison-Marietta-Nassau Elementary is 598-7528. Feel free to call the school if there is a question or a problem in which we can be of help. We ask you to place calls early in the day. Our "rush hours" on telephone service are from 7:30 - 8:30 AM and 2:30-3:30 PM and you may find it difficult to reach the school at these times. Please try to send a note when possible. You may place a call for a teacher, but he/she will not be called from the classroom unless it is an emergency. It is requested that you leave your number and the teacher will return the call at his/her convenience.

We would prefer that you leave a message when you wish to contact a member of your family at school. Students will not be called out of the classroom unless it is a matter of real urgency. The school secretary will be happy to deliver a message for you.

Unless it is a matter of necessity, children are requested not to use the telephone after school; this is our busiest telephone hour. We request your cooperation in holding this to a minimum. Planning after school activities before the children leave home or a note to the teacher in the morning covering after school arrangements and activities would be helpful, and eliminate after school confusion.

## **TESTING PROGRAM**

The Iowa Test of Basic Skills is the achievement test used in grades one and two. The test covers: listening skills, vocabulary, reading comprehension, spelling, capitalization, punctuation, usage, map reading, reading graphs and tables, use of reference materials, and mathematics. The test is administered in the spring of each year. Students in grades 3-4 will be given the Minnesota Comprehensive Assessments II towards the end of April.

We want parents to know the results of the achievement tests given. These results will be sent home with the final report card at the end of the year. We ask that you discuss the test results with your child. Any questions you might have about the test results should be directed to the elementary principal.

## **TITLE 1 SERVICES**

Students who are in need of extra help in reading may receive assistance from Title I, a federally funded program. The instruction is carried out by Certified Title I teachers in conjunction with the regular classroom teacher within the classroom setting.

## **TORNADO DRILL**

State law requires schools to have one tornado drill each school year.

## **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 other people of the community are most welcome as visitors. Please **stop at the school office before you visit the classroom. If you wish to have a special conference with your child's teacher during the school day, make arrangements with the teacher or through the principal's office. Please do not interrupt during class time.**

## **WITHDRAWAL PROCEDURES**

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.

## **DISTRICT 2853 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

1. Everyone at District 2853 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Mr. Robert Munsterman
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's office upon request.

## **RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.**

CONTACT: MR. Brad Madsen  
HUMAN RIGHTS OFFICER  
2860 291<sup>st</sup> Ave.  
MADISON, MN 56256  
320-752-4205

# SCHOOL BOARD 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 or to the Superintendent.

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.

## School District Policy on Hazing

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- c. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing 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

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather confinement in a restricted area, calisthenics or other activity that subjects the

student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of that student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group club, organization-having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complaint or reporter's future employment, grades or work assignments.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

- C. Upon completion of the investigation, 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 deter violations and to appropriately discipline prohibited behavior. 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 school district policies and regulations.

## VI. **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 retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Adopted by the Board of Education 12-15-97



## **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.

**Please read the following information concerning: Asbestos, Pest Control, Annual Notification of Rights Protection and Privacy of Educational Rights and State Choice Programs Open Doors for Minnesota Learners.**