

# Edgerton Public School



## Student Handbook

Presented to the Board of Education 6/19/2018



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## **WELCOME**

Welcome to Edgerton Public School. It is the hope of the faculty and staff that you will have a pleasant and profitable educational experience while enrolled here. We believe that learning is a process that involves the combined efforts of the students, staff and parents. It is our goal to provide the learning necessary to prepare students for their next set of learning experiences and adult living.

This handbook has been developed to provide information on policies and procedures that will assist you in having a good school experience. The purpose of the printed policies is not to limit or stifle the individual, but rather to ensure the safety and growth of all members of our school family.

We encourage students at Edgerton Public School to make use of the opportunities to become a well-rounded person. The academic, social, athletic and fine arts programs exist for that purpose. Use them to your best advantage.

Best wishes for a happy and successful year.

Mr. Keith Buckridge  
Superintendent/Elem Principal

Mr. Brian Gilbertson  
MS/HS Principal

## **DISTRICT 581 MISSION STATEMENT AND BOARD GOALS**

Our Mission is to insure that students have acquired the essential skills, concepts and attitudes that will allow them to lead productive lives.

- 1) Ensure that student learning and achievement is taking place.**
  - Promote the development of PLC's
  - Use data to identify student needs
  - Provide academic recovery options for at risk students
  - Maintain academic accountability standards for students
  
- 2) Create a positive learning environment**
  - Promote the development of PBIS
  - Maintain a safe and accountable educational environment for students and staff
  - Continue to seek opportunities to communicate with all stakeholders
  - Maintain reasonable expenditures and explore additional revenue streams
  - Expand community education opportunities
  
- 3) Provide ongoing curriculum development**
  - Integrate technology into the delivery of curriculum
  - Provide a foundation in K-6 based on reading, writing and math
  - Provide opportunity for college prep and dual credit
  - Provide opportunities for vocational courses
  - Provide academic recovery courses for at risk students
  - Continue to monitor and adjust curriculum to meet student needs
  - Continue to monitor and adjust curriculum to align with state and federal standards
  
- 4) Provide ongoing staff development**
  - Promote the development of PLC's & PBIS
  - Provide staff training on technology
  
- 5) Manage limited resources effectively**
  - Look for ways to operate more efficiently in light of the current economy and state aid reductions
  - Look for ways to cooperate with other schools
  
- 6) Provide Opportunities for extra-curricular activities**
  - Maintain balance between fine arts and athletic activities
  - Maintain accountability standards for students who participate in extracurricular activities in terms of behavior and academics

### **ABOUT OUR SCHOOL**

Our school is a Pre-Kindergarten through Grade 12 facility located at  
423 1<sup>st</sup> Avenue West in Edgerton, Minnesota.

The main entrance to our building during school hours is the southwest entrance.  
From 8:30-3:00 all other entrances will be locked on school days  
except for special occasions.

#### **HIGH SCHOOL HOURS**

7:55 Doors Open  
7:55 - 8:10 Breakfast is Served  
8:10 First Bell  
8:15 Second Bell  
8:20 to 9:11 1<sup>st</sup> Period  
9:14 to 10:05 2<sup>nd</sup> Period  
10:08 to 10:59 3<sup>rd</sup> Period  
  
11:02 to 12:26 4<sup>th</sup> Lunch Gr. 6-12  
11:02 to 11:32 HS Band/Study Hall  
11:35 to 12:05 HS Choir/Study Hall  
  
12:29 to 1:20 5<sup>th</sup> Period  
1:23 to 2:14 6<sup>th</sup> Period  
2:17 to 3:13 7<sup>th</sup> Period

#### **ELEMENTARY SCHOOL HOURS**

7:55 Doors Open  
7:55-8:10 Breakfast is Served  
8:10 First Bell Morning Recess Whistle  
8:20 Class Begins  
3:07 Walkers are Dismissed  
3:10 Bus Riders are Dismissed  
3:13 -5:00 After School Program



## PROFESSIONAL DIRECTORY

### Administration

Mr. Keith Buckridge  
Mr. Brian Gilbertson

Superintendent/Elem Principal  
Middle/High School Principal

### Board of Education

Mr. Lon Anker  
Mr. Loren Gunnink  
Mr. Ross Kreun  
Mr. Kyle Landin  
Mr. Mike Fey  
Mr. Gene Westenberg

### Cafeteria Staff

Mrs. Jill Bleyenburg  
Miss Sheri Kreun  
Mr. Mike Drooger

### Custodial Staff

Mr. Dean Fransen  
Mr. Tom Giese  
Ms. Debra Van't Hof

### Office Staff

Mrs. Wendy Scholten  
Mrs. Dawn Sandbulte  
Mrs. Shawn Weinkauf

SpEd Secretary/Cafeteria Program  
Business Manager  
School Secretary

### Faculty & Staff

Mrs. Alderson  
Mrs. Bloemendaal  
Mrs. C. DeJong  
Mrs. J. DeJong  
Mrs. Delaney  
Mrs. Dirksen  
Mrs. Drooger  
Mr. Dwire  
Mrs. Fleischman  
Mr. Fleischman  
Ms. Fontana  
Mrs. Fransen  
Mr. Gaudian  
Mrs. Gilbertson  
Mrs. Gunnink  
Mr. Gunnink  
Mrs. Hadler  
Mrs. Kallevig  
Mrs. Keleher  
Mr. Kiers  
Mrs. Kleinjan  
Ms. Konradi  
Ms. Labat  
Mrs. Landin

Science  
Fifth Grade  
Third Grade  
High School Math  
First Grade  
Title I/Reading Specialist  
Physical Education, DAPE  
Language Arts  
Kindergarten  
Soc. Studies, Coach  
5-12 Math  
Grades 6-9 Language Arts  
Art  
Second Grade  
4yr old Pre school  
5th grade  
Second Grade  
Third Grade  
ELL  
Special Education, 6th Grade L.A. and Reading  
Kindergarten  
Science  
Elem Music Gr 4-6, Instrumental Music Gr 5-12, Driver's Ed  
Social Worker

Mrs. Malady	Math
Mrs. Mische	EBD/SLD
Mrs. Nerem	School District Nurse
Mrs. Post	4th Grade
Mrs. Pierson	DCD/SLD
Mrs. Roskamp	Elem Music Gr K-3, Vocal Music Gr 7-12
Mrs. Schultz	Science, Coach
Mr. Schultz	AD, Soc. Studies, Drivers Ed, College History
Mrs. Snyder	Special Education
Mrs. Slusser	Psychologist
Mr. Thompson	Ag/FFA
Mrs. Vander Lugt	First Grade
Mr. Van Kley	Computer, Tech Coordinator, Coach
Mrs. Vant' Hul	Library/DAC
Mrs. Wieck	Speech Pathologist
Mr. Wieck	Fourth Grade
Mr. M. Zwart	SLD
Mr. R. Zwart	PE, Health, Coach

#### Paraprofessionals

Mrs. Bruxvoort, Mrs. A. Fransen, Mrs. Groen, Ms. Guardado, Mrs. Herriott, Mrs. Nelson, Mrs. Struck, Miss Olivarria, Mrs. B. Van't Hof, Mrs. H. Van't Hof, Mrs. N. Wassink, Miss Sorenson, Mrs. Trevillyan, Mrs. Bootsma

### **EXPECTATIONS**

#### What the Parents should be able to Expect of the School

1. That the school should be operated in a business-like and responsible manner with both requirements and regulations being reasonable and understandable.
2. That the student's progress in studies be the primary priority of the school.
3. That the parental inquiries, visits, and complaints receive prompt and courteous attention and that the school's response to these inquiries reflect a constructive and helpful attitude.
4. That teacher's grading is fair, impartial and understandable.
5. That teacher's assignments be definite and that a reasonable amount of assistance be given in class and, on the student's initiative, as much more individual help as resources permit.
6. That the school will do its best to maintain a wholesome school atmosphere and wholesome student behavior.
7. That teachers will update electronic grades through JMC weekly.

#### What the Student should be able to Expect of the School

1. That his/her voice be heard as long as he/she expresses himself/herself courteously.
2. That the teacher's grading and treatment of students be fair and understandable.
3. That correction of the student's behavior be fair and be done with thought to the best interest of both the individual students and the total school.
4. That extra help in a subject beyond what can be given during the class hour without depriving the group of the teacher's time should be given on the student's own initiative.

### What the School should be able to Expect of the Parents

1. That the student's attendance be regular and punctual.
2. That parents encourage and promote both good study habits and acceptable behavior in their children.
3. That parental inquiries be first registered with the teacher.
4. That the parents demonstrate a positive attitude toward the school. A negative home climate towards the school will too often damage the student's outlook and affect his/her behavior and success.
5. That the parents keep themselves informed of any difficulty between his/her child and the school.
6. That the parents call the school for an appointment with a teacher or the principal in the event of a serious misunderstanding that has not been satisfied and resolved between the child and the school.
7. That parents regularly check the school student management system (JMC) for grades, attendance, discipline and family lunch account balance.

### **ACADEMIC REQUIREMENTS**

The Edgerton Public School feels it is important that students take full advantage of the educational opportunity offered. To help ensure the maximum opportunity, each student is required to enroll in a minimum of 6 classes each grading period. One credit equals successful completion of a class that meets every day school is in session for the entire year. 1/2 credit equals successful completion of a class that meets every day for one semester or every other day for the entire year. Sixth, seventh and eighth graders must have accumulated 12 junior high credits in core subjects (Reading, Math, Social Studies and Science) in order to enroll into high school (9-12) classes. If students don't meet the 12 required core classes an agreed upon plan may be acceptable between parents, student, school counselor and school administration. Seniors must have accumulated 22 academic credits from grades 9-12 and must complete all testing, curriculum and state requirements in order to receive a diploma. A comprehensive explanation of these requirements and components can be found at the back of this handbook.

### **AGE OF MAJORITY**

Any student under 21 years of age must follow the rules and regulations of the school.

### **ALTERNATIVE EDUCATION**

Any student grades 6-12 who has failed core curricular courses that are required for graduation must make arrangements to recover those courses before they shall be eligible for graduation. Alternatives for credit recovery may include attendance at an area ALC, on-line courses taken in school and in addition to regular education courses or re-taking courses on site at Edgerton Public School. All students grades 9-12 must have accumulated 22 credits toward graduation and have met all of the assessment requirements set forth by Edgerton Public School and the State of Minnesota, Department of Education.

## **ANNOUNCEMENTS**

Announcements of interest to students will be read during first period every morning. Students who wish to place announcements in the morning bulletin may do so by submitting them in writing to the office staff the afternoon preceding the day it is to be read. Staff members who wish to have announcements read in the morning must submit them to the school secretary by 8:00 a.m. of that morning.

## **BACKGROUND CHECK NOTICE**

All new persons, prior to being employed by the Edgerton Public Schools, must pass a criminal background check. Volunteers who coach and those who travel as chaperones on overnight field trips will be subject to a background check. Other occasional volunteers may be subject to background checks at the discretion of the District. The school's contracted bus service is required to do background checks on employees prior to providing services for our District. The District may require background checks on other occasional independent contractors as it deems necessary. In addition, all new teachers will be subject to a license check on the Board of Teaching Disciplinary Inquiry System.

## **DISTRICT 581 POLICIES AND PROCEDURES**

### **Communication Chain of Command**

Following the Chain of Command is absolutely essential in any organization. The following is the protocol to be used by all parties to resolve issues and to ensure the concerns are resolved at the appropriate level. If resolution of the issues is not achieved at the first level of communications, the next person in the communication protocol can be contacted and so on.

All members of this communication chain are obligated to follow the policy and determine the line (s) of communication have been followed. No level is to be skipped. If a level has been skipped it is the responsibility of that said member of the communication chain to redirect concerns to its appropriate level immediately without discussion.

Level 1 - Player/Student to Coach/Teacher

Level 2 - Parent with Player/Student to Coach or Teacher

Level 3 - All members of Level 2 to the AD

Level 4 - All members of Level 3 to the Principal

Level 5 - All members of Level 4 to the Superintendent

Level 6 - All members of Level 5 to the appropriate School Board Committee

- Level 3 does NOT pertain to non-athletic concerns. Hence non-athletic concerns would move from Level 1-2-4-5-6 if necessary.

### **Equal Opportunity Statement**

It is the policy of Edgerton School District 581 to provide equal educational opportunities to all persons regardless of race, color, creed, religion, national origin, sex, age, marital status, and status with regard to public assistance or disability. All students, regardless of sex, may enroll in any course – provided they meet the prerequisite requirements for such course.

### **BULLYING PROHIBITION POLICY**

#### **I. PURPOSE**

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

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyber bullying as defined in this policy.

B. "Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability,

or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyber bullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

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

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

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that

may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

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

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504



plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### **VI. RETALIATION OR REPRISAL**

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

#### **VII. TRAINING AND EDUCATION**

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyber bullying; and
5. Internet safety and cyber bullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help

students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records in the student handbook.

#### **VIII. NOTICE**

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. §

121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### **Sexual, Religious and Racial Harassment/Discrimination**

The Edgerton School District's policy is to maintain a work and education environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and this school will not tolerate acts of violence and/or inappropriate remarks about or conduct related to a student's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity. If you believe you are subject to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building administrator verbally or in writing. If you prefer, you may report directly to the human rights officer, Mr. Graff. Students always have the option of reporting to any responsible adult in the school.

School officials will investigate all reports of offensive behavior promptly, fairly and completely. The school will handle each report discretely and respond to the report based upon its facts. The school may resolve the report by requiring the offender to apologize, transfer, seek counseling or training, be suspended, be dismissed, Loss of MSHSL eligibility or face other appropriate discipline including expulsion and law enforcement referral. ***A complete copy of this policy may be obtained from the district office that fully outlines students' rights and grievance procedures.***

### **Title IX and Equal Education Opportunity**

It is the policy of Edgerton School District 581 to ensure that an equal educational opportunity is provided for all students of the school district in accordance with Title IX regulations. It is the school districts policy to provide equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status or status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

The school district prohibits the harassment of any individual for any of the categories listed above. Any student, parent or guardian having any questions or complaints regarding alleged Title IX violations should contact Brian Gilbertson, the Title IX Officer for the district at (507) 442-7881 or at PO Box 28, Edgerton, Minnesota 56128. ***A complete copy of this policy may be obtained from the district office that fully outlines students' rights and grievance procedures.***

### **Section 504 Student Disability Nondiscrimination**

It is the policy of Edgerton School District 581 to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. has a record of such impairment; or
3. is regarded as having such impairment.

Such learners are eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Any individual with knowledge or belief of conduct that may constitute discrimination toward a disabled student should report the alleged acts or file a grievance immediately with an appropriate school district official or Brian Gilbertson, the Section 504 Coordinator of the Edgerton School District at 507-442-7881 or at PO Box 28, Edgerton, Minnesota 56128. ***A complete copy of this policy may be obtained from the district office that fully outlines students' rights and grievance procedures.***

#### **McKinney-Vento Homeless Assistance Act**

It is the policy of Edgerton School District 581 to ensure that the educational needs of homeless children are met through a coordinated effort between, federal state and local agencies as a part of No Child Left Behind Act of 2001. The local liaison official to assist in this endeavor for the school district is Brian Gilbertson. He may be reached by phone at 507-442-7881 or at PO Box 28, Edgerton, Minnesota 56128. ***A complete copy of this legislation may be obtained from the district office.***

#### **Mandated Reporting Statement**

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

#### **Notice Concerning Use of Pest Control Materials**

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

#### **Distribution of Non-School Sponsored Materials on School Premises**

It is the policy of Edgerton School District 581 to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district. Material that is obscene, vulgar, promotes violence, promotes illegal activities, promotes harassment and/or discrimination, is libelous, slanderous, or determined to be inappropriate by school officials, will always be prohibited from distribution at school. Inappropriate distribution of such materials as described above will be prevented and disciplinary action will be taken. (See section on student discipline). ***A complete copy of this policy may be obtained from the district office.***

**PPRA Notice**

The Protection of Pupil Rights Amendment (PPRA) allow you to opt your child out of participating in certain school activities such as student surveys that may ask one or more of the following types of questions:

1. Questions regarding political affiliation or beliefs of the student or student's parents.
2. Questions regarding mental or physical health.
3. Questions regarding sexual attitudes or behavior.
4. Questions regarding illegal or anti-social behavior.
5. Questions regarding critical appraisals of family relationships.
6. Questions regarding privileged, legal relationships with doctors, lawyers or clergy.
7. Questions regarding religious affiliations or beliefs of the student or student's parents.
8. Questions regarding income, other than required by law to determine program eligibility, ie. Free & Reduced Lunch.

The District will provide parents with notice of such surveys so that you may review the survey ahead of time or choose to opt-out.

**FERPA Notice**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his

or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll.

### **Directory Information Notice**

FERPA defines “**directory information**” as information contained in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

1. Name, address, phone listings, electronic mail address, date and place of birth, dates of attendance and grade level.
2. Participation in officially recognized school activities.
3. Weight and height of members of athletic teams.
4. Degrees, honors and awards received.
5. The most recent school attended.

The school may disclose “directory information” to anyone without parental consent. **By law, directory information for students in grades 11 and 12 must be released to military recruiting officer post-secondary institutions.** Parents have the right to opt out of these disclosures by completing a consent/opt out form provided by the District.

### **Required Reporting of Student Names**

The State of Minnesota requires that school districts report students by their full legal names. That is the policy of the Edgerton Public School.

## **WEATHER RELATED ANNOUNCEMENTS & SCHOOL CLOSINGS**

If it becomes necessary to close school or dismiss early due to inclement weather conditions, KISD 98.7 FM in Pipestone will carry the announcement. In addition, KELO television, located in Sioux Falls, will run the closing or late start on their station. Automated messages may be sent out using the JMC student program to all primary contacts listed for each student via voicemail, text or phone calls.

It is our goal, except in extremely unusual situations, to have weather related announcements on the air by 6:30 a.m. On a day that there is an announced late start, we

encourage you to continue to listen in case we decide to close school for the day. Every effort will be made to have this decision on the air no later than 8:45 a.m.

When weather conditions result in school closings or early dismissals no practices will be held and facilities will be closed for Open Gyms. Events scheduled on those days when school is closed or dismissed early will be cancelled or rescheduled to another date. In some instances, an event may be held if later in the day it is determined that conditions improved enough to permit the event to proceed as scheduled. The radio stations listed above will carry the announcements when scheduled events are postponed.

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

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

### **DRIVING IN SCHOOL ZONES**

In order to ensure the safety of students, the streets around our schools must be maintained as a safe driving zone before, during or after school and at any time students are present for extracurricular activities. Please recognize this and drive with extreme caution around our school grounds. Crossing guards will be used before and after school on Elizabeth St. and Main St. to help ensure student safety. Please do not pick up students in the bus drive. Unsafe driving in school zones will be reported to law enforcement. School consequences will be enforced if a student drives in an unsafe manner on the streets adjacent to the school building.

### **SAFETY DRILLS**

In accordance with state law, each school will conduct the following safety drills throughout the school year. Five (5) fire drills, five (5) lockdown drills and one (1) severe weather drill.

### **SAFETY EQUIPMENT**

There are two AED's located in our building, heat sensors, manual-pull fire alarms, automatic sprinkler system, and extinguishers of different types. They have been installed to protect lives and property. It is a violation of state law, the State Fire Marshall's regulations, school policy, and common sense to tamper with, or to activate, any of these protective devices - except in time of emergency. School consequences will be enforced if a student tampers with this equipment. (See section on student discipline)

## **PARENTS and VISITORS**

In an effort to ensure student safety, all parents and visitors need to check in at the office upon arrival. Should it become necessary for an individual to accompany a student to school, a parent or guardian must contact the building administrator **prior** to the visitation for approval. Failure to do so will result in the visitor being asked to leave the building. The school reserves the right to determine if the presence of a visitor may be inappropriate for the school setting or a potential disruption. In such cases, the visitor will not be allowed to visit.

## **VIDEO SURVIELLANCE**

The District reserves the right to use video recording as a means to help ensure a safe school. When applicable, video evidence will be used in determining consequences for student misconduct. Video evidence may also be turned over to law enforcement if school officials determine that it will aid in solving a crime. **Parents do not have the right to view video recordings that are used as evidence when investigating student misconduct. The District is obligated to protect the identity (data privacy) of other students that may be present in the video recording of the incident being investigated.**

## **LAW ENFORCEMENT AND STUDENTS**

There are times when law enforcement will ask to interview students at school for purposes of investigating school and non-school related incidents. Unless the District believes such interviews to unreasonably disrupt the student's educational program, such interviews will be allowed. The District will make a reasonable effort to contact the parent to apprise them of the request and the date and time of the interview.

The School District has no legal obligation to provide parents the notice described above. The School District is prohibited from notifying parent(s) of police interviews conducted in response to a maltreatment of minor complaint.

## **STUDENT HEALTH**

### **School Nurse**

The school nurse visits the school 15-20 hours/week. The nurse provides periodic screening for vision and hearing. Parents may request a vision or hearing test by contacting the school nurse. You may also contact the school nurse about other health concerns at 442-7881.

### **Illness**

The nurse's office is located within the elementary and high school offices. All injuries incurred while in school should be reported to the office. Students in grades K-5 that are ill may be dismissed to a parent/designee by the classroom teacher. A student in grades 6-12 who is ill and needs to go home **must** report to the office before leaving school. Parents will be contacted in the event of an injury or illness.

### **Medication Policy**

The administration of medications to pupils in our school is carried out in accordance to policies of the MN Department of Health and the State Department of Education. The school nurse, along



with other designated school personnel, will administer all medications. Any student requiring medication during school will abide by the following:

1. Parents and their prescribing doctor are required to sign a written permission form for the school to administer both over the counter and prescribed medication.
2. **All medications must be sent in the original container with full instructions.** This includes cough syrup, Tylenol, or any over the counter or prescribed medication. Parents will be contacted if there are any questions about the medication.

### **Health Records**

Up to date health records are kept in the student health center for every student in school. Parents should contact the school nurse if their child has any special medical problem. This information will be recorded on the health record and any necessary instructions followed.

### **Immunizations**

All students in grades K-12 need to have their immunizations up to date. Immunization protection is required by Minnesota State law before school entrance. At school entrance, a student needs to have 5 Diphtheria, Tetanus, and Pertussis (DPT), 4 Polio, 1 Measles, Mumps, and Rubella (MMR), 3 Hepatitis B and 1 Varicella (Chicken Pox) shot. At the 7<sup>th</sup> grade level, students must have a total of 2 Measles, Mumps, and Rubella (MMR) and an updated tetanus shot. An incoming 7<sup>th</sup> grader must also have the Varicella (Chicken Pox) shot or have on record when the student was infected with Chicken Pox. Immunization information will be sent home for any changes in the immunization law. Information concerning school health entrance recommendations is available at the Kindergarten Round-Up or through the school health office.

### **Communicable Disease Control and Prevention**

Conditions such as tonsillitis, conjunctivitis, impetigo, skin rashes, ringworm, colds and flu may be contagious to other students. In many instances, these conditions need professional care. Any student who comes to school having a communicable condition will be sent home until the condition clears or a physician's permission is given to attend school. Along with the above, vomiting, diarrhea and a fever are also reasons to keep your child at home. Parents will be contacted whenever necessary.

### **Pandemic Flu**

If health agencies confirm a case(s) of serious illness related to a pandemic flu at school, then communication efforts will be initiated to inform parents and the community. In the absence of a state or federal agency's issuing a school closure order, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. If an extended school closure is ordered, the school district may make at home learning options available to the extent feasible. Any closed school buildings should be disinfected according to guidance from health officials before reopening.

Preventive measures such as flu immunizations and healthy habits (hand washing, covering your mouth and nose when you sneeze or cough) will be encouraged to prevent the spread of a pandemic flu or a highly contagious serious illness. Students and staff alike will be reminded of the importance of taking preventive measures. If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not

possible, the person will be isolated, as much as possible, until he or she can arrange to leave the school.

### **Accidents**

All accidents incurred by children during that portion of the day when they are under the supervision of the school should be reported immediately to the classroom teacher/adult on duty. Parents will be notified by telephone of any considered **serious** injury to their child. The school district does not carry insurance to cover accidents to children that occur in the course of the school day. Special accident insurance policies are available for purchase.

### **Hospitalizations**

Parents should contact the teacher/office to report pending medical absences due to severe illness or surgical procedures.

## **BUS TRANSPORTATION POLICY**

### **Bus Conduct**

Bus transportation is provided for students who live more than 1 mile from school. Bus transportation is a privilege, not a right. The bus ride is an extension of the school day and students who ride the bus must follow basic rules and conduct themselves in a responsible manner to help make their bus ride safe for everyone.

Any student who engages in bus misconduct, as defined in this policy, will be subject to disciplinary measures. A bus driver has the right to assign a student to a seat in order to help maintain order and safety on the bus. Other than assigned seating by the driver, decisions regarding student discipline and consequences will be at the discretion of the administration.

**Consequences for misconduct on the bus include, but are not limited to, any or a combination of the following, based upon the severity of the conduct and the student's overall discipline history:**

1. Verbal warnings
2. Parent conferences
3. Restitution for vandalism
4. In-school detention
5. Loss of privileges
6. Loss of MSHSL eligibility
7. Suspension from the bus or school
8. Law enforcement notification
9. Expulsion from school

**Repeated acts of misconduct may result in more severe consequences.**

The principal will notify parents or guardians of any suspension of bus privileges. Questions about bus suspensions or other consequences should be directed to the principal.

It is the responsibility of the bus company to provide a written report of bus misconduct to the building principal within a day of the infraction. The principal will use the report as the basis to

investigate the misconduct and assign consequences as needed. In addition, the school will retain the reports of student misconduct in the same manner as other student discipline records.

### **School Vehicle (Bus and Van/Car) Misconduct Defined:**

**The following behaviors have been deemed inappropriate conduct for the bus/school vehicle. They include, but are not limited to:**

- Spitting on the floor of the vehicle.
- Littering in the vehicle.
- No sunflower seeds will be allowed in school vehicles.
- Excessive noise that may distract the driver.
- Horseplay, pushing and shoving in the bus while it is moving or stationary.
- Leaving seat/standing or moving around on the bus while bus is traveling.
- The use of profanity, verbal abuse, obscene gestures or verbal harassment or threats directed toward a student or driver.
- Using flash cameras or other such items that cause a distraction to the driver.
- Possession of inappropriate or sexually obscene material.
- Hanging out the windows while it is moving or stationary.
- Throwing of any object in the bus while it is moving or stationary.
- Bullying of another student.
- Physical aggression, harassment or assault against another student.
- Fighting on the bus.
- Possession and/or use of a weapon on the bus.
- Possession, use or distribution of tobacco or any controlled or illegal substance.
- Lighting of matches, fireworks or possession of any flammable substances.
- Unauthorized entrance or leaving the bus through the emergency door.
- Tampering with any of the emergency equipment on the bus.
- Holding onto or attempting to hang onto the outside of the bus while it is moving.
- Vandalism to the bus (Restitution will be required)
- Violation of any other student conduct rule.
- Any conduct that endangers the student or any other person.
- Other offenses not listed here as reported to a school official.

**Consequences for misconduct were explained in the first section of this policy.**

### **DESIGNATED BUS STOPS**

Students will be picked up and dropped off at designated stops. In order to keep the bus on schedule, students should be waiting at their stop. Drivers are not required to wait for a student who is late. Parents/Guardians may request a change in stop for their student provided that the stop is on the existing route and the student is a daily rider on that bus, i.e.: a daily rider who wishes to get off at a friend's house, who rides the same bus, must have parental permission in the form of a note or a phone call to the office before the driver will drop the child off at another location.

Occasionally, students who live in town or are not regularly assigned to a bus may be invited to a friend who lives on a bus route. In order to help identify guest riders the following procedures must be observed:

- Guest riders must have a bus pass from the school office. The office must have a phone call or a written note from the parents with emergency contact information as well as the destination of the guest rider.
- The Principal's office must approve all notes before a student is allowed to ride a bus they are not assigned to.
- The Principal's office will keep the original note and issue a bus pass to the student to present to the driver.
- Guest riders will be limited to a reasonable number (3-4) and approved only if space allows.
- A driver who receives a note that is unsigned or unapproved should contact the office for permission to transport.
- Students without a signed/approved note will not be allowed to ride.
- The "bus" is not a taxi service and will not deliver students to after school lessons, doctor appointments or other locations that are not normally a student stop on the route. Unscheduled stops are a safety and liability issue that need to be avoided.

If a parent/guardian has a question regarding transportation services, they should contact Mel Hendriks Bus Company at 507-442-6671. If a parent/guardian has a question regarding this transportation policy or misconduct on the bus, please notify the principal at 507-442-7881.

## **STUDENT ATTENDANCE**

### **Compulsory Attendance Law**

In accordance with the Minnesota Compulsory Attendance Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate high school, has withdrawn, or has a valid excuse for absence.

### **Make-up Work**

Each student is responsible for all make-up work generated by an absence from class. The student should make arrangements to obtain the make-up work prior to an anticipated absence. Students will have two days to make up work for each day of excused absence (example: for 3 days of an excused absence the student would need to return all work on the 6th day). However, the building administrator or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. If a student knows in advance that they will be absent, all work will be due upon return.

### **Parent Procedures for Reporting an Absence**

The parent or guardian must notify the school in the event of a student absence. A telephone message to the school is preferred. The school office is open between 7:30 AM – 3:30 PM, Monday

through Friday to call in an absence. If however, the parent or guardian is unable to call during those hours, voice mail is available. You may leave a message at any time. If a call is not made, a note must be sent with the student when the student returns to school. Phone calls will be made to a parent whose student has not been excused and is not in school. Calls may also be made to verify an excused absence for the day. **If the school is unable to reach a parent and the parent/guardian fails to notify the school within 24 hours of the absence, the absence will be recorded as unexcused.**

### **Excused Absences and Tardies**

The following reasons shall constitute an excused absence or tardy:

1. Illness (The school will require a note from a health care provider in a case of excessive absences for illness.)
2. Serious illness in the student's immediate family.
3. A death in the student's immediate family or of a close friend or relative.
4. Medical, dental or vision treatment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Family related travel, or work, which is reported in advance to the school.

### **Excessive Excused Absences**

When a student has accumulated eight (8) excused absences in a semester for illness, the school will require the student to bring in a signed note from a medical provider, on medical stationery indicating the reason for illness for each day or illness beyond eight (8). Failure to do so will result in those days being classified as an unexcused absence.

All other parent-excused absences beyond eight (8) in a semester will be considered on a case-by-case basis to allow for extenuating circumstance. However, the District reserves the right to classify any parent-excused absence beyond eight (8) as an unexcused or truant if Administration has reason to believe that excessive such absences are leading to the failure of the student. Students with seven (7) or more unexcused absences will be referred to County Truancy Court as Habitually Truant. (See Section on Truancy, Truancy Reporting & Habitual Truancy)

### **Unexcused Absences and Tardies**

The following are examples of absences or tardiness that will not be excused:

1. An absence by a student that was not approved by the parent and/or the school.
2. Any absence in which the parent failed to comply with any reporting requirements of the school district's attendance procedures.
3. Absences resulting from unexcused morning tardies and/or tardies that are the result of an intentional act to skip class.
4. Any other absence not included under the attendance procedures set out in this policy.

### **Consequences for Unexcused Absences and Tardies**

Consequences of tardiness may include loss of credit, loss of participation in extra-curricular activities, detention and/or in-school suspension.

1. Students will be required to make-up missed work and will not be given credit.
2. Students will face possible detention or in-school suspension to make-up time.
3. A student may not participate in any extra-curricular activities, practice, games or programs if he or she has intentionally skipped a class, study hall or homeroom during the day.
4. In cases of recurring unexcused absences, the administration may request the county attorney to file a petition with the juvenile truancy court, pursuant to Minnesota statutes.
5. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56. Days during which a student is suspended from school shall not be counted as an unexcused absence.

### **Tardiness**

Students are expected to be in their assigned class at designated times. Failure to do so constitutes tardiness. Students tardy at the start of school must report to the school office for an admission slip. Valid excuses for tardiness are the same as those recognized for an Excused Absences. If a student is tardy to school due to an excused absence, he or she will still be allowed to participate in any extra-curricular activity or program without penalty. **See Elementary and Middle/High School Sections of the Handbook for specific details regarding tardiness in each building.**

### **Truancy**

Our truancy policy is based on Minn. Stats. Ch.260A. According to the statute, a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

### **Truancy Reporting**

When a student is initially classified as a continuing truant, Minn. Stat. 260A.03 provides that a designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. 120A.34;
4. That this notification serves as the notification required by Minn. Stat. 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. 260C.201.

**Pipestone County Truancy Intervention Levels**

**Level I**

School/Parent Intervention Levels  
1-2 Unexcused Absences

- Letter to the parent (s) with the “School Attendance and the Law” pamphlet
- Detention/in school attendance. (focus hour or ISS)
- School meeting with students and parent/guardian
- Peer counseling

**Level II**

**(Chronic Truant)**

School/Parent/Community/Social Services Intervention  
3-6 Unexcused Absences

- Monitor Attendance
- Meet with parent (s)/student/school/Social Services
- Assess student’s special needs
- Individual and/or family counseling referrals
- Parent(s) attend school with student
- Medical Excuse if applicable

**Level III**

**Habitual Truant**

School/Parent/Community/Social Services Intervention  
7 or more absences

- Referral for the County Attorney for Court Involvement which may include
  1. Community work service or Sentence to serve crew
  2. Psychological and/or chemical dependency evaluation and counseling
  3. House Arrest
  4. Out-of-Home placement
  5. Revocation of driver’s license

**STUDENT CONDUCT AND DISCIPLINE**

### **EXPECTED STUDENT CONDUCT**

The development of respectful, reasonable and responsible behavior is considered a part of the learning process. While at school, students will be expected to:

1. Refer to teachers by last names such as Mr. Smith, Miss Jones, etc.
2. Be responsible for bringing all necessary materials to class.
3. Be on time for class and in your seats when the period starts.
4. Be respectful and courteous to your peers and all school personnel.
5. Be responsible for the care of materials assigned by the school.
6. Be dressed appropriately.
7. Follow directives given by school personnel.
8. Adhere to school policies and procedure at school and at all extra-curricular activities.
9. Adhere to moral standards of honesty and integrity.

The school is obligated to take corrective measures any time a student's behavior disrupts the routine of the school, interrupts the classroom activities, is inconsiderate of the rights and privileges of others, or endangers the safety of others. Consequences listed under **Inappropriate & Unacceptable Behaviors** will be applied as corrective discipline measures to help reinforce proper student conduct and ensure a safe school.

### **EXPECTED CARE OF SCHOOL PROPERTY AND MATERIALS**

All who use the school buildings and equipment will be expected to do so in a considerate manner. Students will be required to pay for materials and books that are lost or damaged. Normal wear is expected - abusive damage is not. Other consequences listed under **Inappropriate & Unacceptable Behaviors** may apply.

### **EXPECTATIONS REGARDING SCHOOL LOCKERS**

Lockers will be assigned the opening day of school or at the school orientation. You will be responsible for the locker assigned to you. Do not change lockers without permission from the office. Student lockers for the middle/high school are to be secured at all times with combination padlocks. This policy includes assigned gym lockers. Elementary lockers are not to be locked. Lockers are the property of the school. They may be opened for inspection at any time by the school administrator when school officials have a reasonable basis to do so. Examples of this would include:

1. The belief that an emergency exists which involves the safety of the students.
2. That a student is concealing stolen goods or has materials, which are prohibited by federal, state, or local law.
3. For other reasonable circumstances not specified herein.

School Consequences listed under **Inappropriate & Unacceptable Behaviors** will be enforced in the event a locker search produces evidence a violation of school policy or some other law has occurred.

### **EXPECTED PERSONAL ATTIRE**

Clothing or other personal attire that suggests, implies or conveys profane or obscene messages related to sex, race or religion or promotes, alcohol, drugs, secret societies, gangs, weapons or violence is strictly prohibited. In addition, clothing that reveals bare backs, bare shoulders, bare midriffs, (i.e. low cut or side cut tops, short shorts, short skirts/dresses, loose fitting pants, low cut



pants, etc.) or any garment that reveals undergarments/underwear is not appropriate or acceptable. The Board of Administration has determined that an appropriate length for shorts/skirts is at or near fingertip length.

Any student whose attire violates this policy will be given an opportunity to change at school into acceptable apparel. If the school has a clean t-shirt available, the student will be asked to wear it so that they can return to class without a delay. Parents will be notified in such cases that a student needs to be sent home from school for a change of clothes. All class work missed during their absence will be recorded as unexcused and time will be made up.

Coats, jackets, hats, caps, scarves, bandanas etc., are not to be worn or taken into classes during the school day. Students will be allowed to enter the building in the morning wearing hats and coats. However, they must go immediately to their locker to remove and store the articles for the remainder of the school day. In the event a student is cold, a teacher has the discretion to allow a coat to be worn in class. Shoes or sandals are required of all students.

The personal attire policy will be in effect during the school day and at school sponsored activities, field trips, games, dances or other events that school is involved in outside of the regular school day. Students in violation of this policy at school events outside the regular school day may be asked to change or leave the event. A student who refuses to comply with such requests will face additional consequences for insubordination listed under **Inappropriate & Unacceptable Behaviors**.

#### **EXPECTED BEHAVIOR AT EXTRA CURRICULAR EVENTS**

Students are encouraged to take part in all of the activities that are offered for their enjoyment and the enrichment of their educational experience. Activities sponsored by the District are considered an extension of the school day. Therefore, all school policies apply to students who wish to attend or participate in extra-curricular activities sponsored by the District. All who participate must meet the "Eligibility Guidelines" listed in the middle/high school section of the handbook.

Attendance at extra-curricular activities is a privilege. Misbehavior in school or at school activities may cost a participant the right of participation, and the spectator the right to attend future activities. Participation in any school-sponsored activity is also governed by the MSHSL rules pertaining to the use of alcohol, tobacco, or any controlled substance.

It is requested that everyone stand and honor the American flag during the playing of the National Anthem. Students should remain seated during the game, and are not allowed on the playing court/field at half time unless they are participating in an activity. Students who misbehave or display poor sportsmanship may be asked to leave the activity and face other school consequences listed under **Inappropriate & Unacceptable Behaviors**.

#### **DISCIPLINARY OPTIONS DEFINED**

The following discipline options will be considered when student misconduct has taken place.

1. Student/Parent Conference: A teacher or administrator may try to resolve the issue by calling or meeting with the student and their parents/guardians. In most disciplinary cases

referred to the principal's office, a parent/guardian contact will be made along with additional consequences the principal deems necessary to enforce school policy and correct inappropriate and unacceptable behavior. (See section on **Inappropriate & Unacceptable Behavior**).

2. Detention: A student may be detained during recess, lunch, before or after school hours as a disciplinary action. If the student is transported, the school will give one day's notice so that the student can make arrangements for his own transportation. In the event of a lunchtime detention, students will be served lunch in the office or some other area designated by the administrator. Failure to show-up for a scheduled detention will result in additional detention time or ISS or OSS.

3. Removal From a Class: The teacher may remove a student from class that disrupts the learning environment of the classroom. The student is to be sent to the office. Removal from class may be extended by administration based on the severity of the behavior. The administration may determine that detention, ISS or OSS is warranted in such cases where disruptive behavior has resulted in other violations.

Parents will be notified when students are removed from the classroom. Students will have the opportunity to maintain their classroom assignments while they are removed from the class. Students who are removed from the classroom for disciplinary reasons will automatically lose the privilege to participate in extra-curricular activities on the day that they are initially removed from class. The loss of participation includes practice, games and/or public performances.

If a HS student is removed from class three times during the course of a semester, may face one or more of the following consequences, which may include:

- A. Permanent removal from the classroom
- B. Loss of credit for that course

4. Suspension (ISS –In School Suspension OSS – Out of School Suspension)

Beyond detention, or removal from a class, suspension is the most severe administrative punishment for improper behavior. In-school suspension (ISS) may be used in place of out-of-school suspension (OSS). Procedures to implement out-of-school suspensions are outlined in the "Minnesota Pupil Fair Dismissal Act of 1974".

The length of the suspension will **be at the discretion of the building administrator**. As part of the suspension process, students will meet with the administrator in charge. Reasons for the suspension will be explained to the student at that time. Parents will be notified in writing as to the reason for the suspension and its length. Readmission to school will involve a conference between the administrator/designee, the student and the parent/guardian. Notwithstanding the provision of Section 5, Subdivisions 1 and 2, the pupil may be suspended pending the school board's decision in an exclusion or expulsion hearing: provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

In or Out-of-School Suspensions will result in the loss of participation or attendance at all school functions and activities until such time the suspension has been served. Activities and functions include practices, games, dances, contests, graduation, etc. Suspended students who show up at school functions or activities will be considered trespassing on school grounds and will be removed by law enforcement.

#### **Rules for In School Suspension**

- a. Students will check in with the front office staff when reporting for ISS.
  - b. Efforts will be made to gather homework. Students have the right to turn in homework the next day to receive credit.
  - c. ISS will be an excused absence from class
  - d. If school is canceled on a scheduled ISS day, the student will serve the ISS on the next school day.
  - e. Students must turn in all personal electronic devices to the office.
  - f. Sleeping during ISS is not permitted.
  - g. Students will check out and back in with office staff if it is necessary to leave the ISS room for any reason. Students are allowed to use the restroom.
  - h. Students will eat lunch at their normal time in the ISS room.
  - i. No other students are permitted in the ISS room unless approved by office staff.
- Failure to follow the guidelines listed above may result in additional punishment.
2. **Expulsion:** The act of expulsion by the school board is the most severe disciplinary act allowed. The implementation of this act removes the student from school for the balance of the school year. Procedures to implement the act of exclusion or expulsion are outlined in the "Minnesota Pupil Fair Dismissal Act of 1974." Copies of this act are available in the school office.
  3. **Law Enforcement Referral:** Law enforcement officials will be contacted in the event that a student violates civil law or district policies that require police intervention.

#### **INAPPROPRIATE & UNACCEPTABLE BEHAVIORS DEFINED**

The following list of inappropriate and unacceptable behaviors is provided to help define and classify expectations and possible consequences. Expectations on this list are not all-inclusive in terms of what the school may consider as inappropriate and unacceptable behaviors and are not necessarily limited to items listed. It is up to the principal to investigate reported incidents of inappropriate and unacceptable behavior. Students that lie to administration or attempt to impede an investigation in any manner will be subject to greater disciplinary consequences.

1. **Hazing/Bullying/Harassment:** Hazing/Bullying/Harassment are inconsistent with the educational goals of a safe and orderly school and are strictly prohibited at all times.

"Hazing," means committing an act against a student, or coercing a student in 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, and or for any other purpose. The term hazing includes, but is not limited to activity that subjects the student to an unreasonable risk of harm that may adversely affect the mental or physical health and safety of that student or others.

"Bullying" means committing an act against a student which may adversely affect the mental or physical health and safety of that student. The term bullying includes, but is not limited to words or actions that intimidate, threaten, ostracize, embarrass or humiliate. This definition also includes any form of cyber bullying/harassment during the school day, (including school sponsored activities) that uses cell phones, computers or other electronic devices. See Section 514 of the MN School Board Policy Manual adopted December 20, 2004.

“Harassment” is deemed to be any word or action that negatively identifies, targets or discriminates against a person based solely on identifiable characteristics such as gender, religion, ethnic background, race, age or sexual orientation. Harassment includes, but is not limited to name calling, slurs, threats or actions that cause physical, social or emotional harm.

Any person may report “bullying, harassment or hazing” directly to school personnel or to the principal. The principal is the person responsible for investigating reports of this nature. Upon completion of the investigation, administration will take appropriate action. Such action may include, but is not limited to:

1. Student/Parent/Guardian Conference
  2. Detention
  3. Removal From Class
  4. In-School and/or Out-Of-School Suspension
  5. Loss of MSHSL eligibility
  6. Alternative Placement
  7. Law Enforcement Referral
  8. Recommendation for Expulsion
- 2 Insubordinate Behavior: Insubordination includes words or actions that demonstrate a lack of respect toward school personnel and policies. Such acts may include; the use of profanity, refusal to respond appropriately to reasonable directions given by school personnel, an argumentative or belligerent attitude and/or any willful act to violate school policies. Students who are insubordinate will face one or more of the following consequences:
1. Student/Parent/Guardian Conference
  2. Detention
  3. Removal from Class
  4. In-School and/or Out-Of-School Suspension
  5. Loss of extra-curricular and/or MSHSL privileges
  6. Alternative Placement
  7. Recommendation of Expulsion
- 3 Threats: A threat is generally characterized as when an intimidating statement or action implies that person(s) or property will be harmed. A threat may take the form of a verbal comment, a menacing gesture, a written statement. The use of cell phones, computers or other electronic devices that use cyber space to make a threat is strictly prohibited. Students who make threats will face one or more of the following consequences depending on the nature and severity of the threat:
1. Student/Parent/Guardian Conference
  2. Detention
  3. Removal from Class
  4. In-School and/or Out-Of-School Suspension
  5. Loss of extra-curricular and/or MSHSL privileges
  6. Alternative Placement

7. Law Enforcement Referral
  8. Recommendation of Expulsion
4. Disorderly Conduct: Disorderly conduct shall be characterized as behavior that is deemed inappropriate for maintaining a safe and orderly school setting. Such behavior could include running, pushing, shoving, loud noise, horseplay or other types of obnoxious disruptive behavior. Such behavior will result in one or more of the following consequences:
1. Student/Parent/Guardian Conference
  2. Detention
  3. Removal from Class
  4. In-School and/or Out-Of-School Suspension
  5. Loss of extra-curricular and/or MSHSL privileges
5. Fighting: Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another as differentiated from disorderly conduct. Students who engage in fighting will face one or more of the following consequences:
1. Student/Parent/Guardian Conference
  2. In-School and/or Out-Of-School Suspension
  3. Loss of extra-curricular and/or MSHSL privileges
  4. Alternative Placement
  5. Law Enforcement Referral
  6. Recommendation of Expulsion
6. Assault: Direct assault either with or without a weapon, is characterized as a willful attack by a student against another person with the intent to cause bodily harm. Consequences will result in one or more of the following options.
1. Student/Parent/Guardian Conference
  2. Out-Of-School Suspension
  3. Loss of extra-curricular and/or MSHSL privileges
  4. Law Enforcement Referral
  5. Possible Alternative Placement
  6. Possible Expulsion

Recommendation of Expulsion shall be dealt with under the section of this policy dealing with weapons.

7. Weapons Use and/or Possession: Weapons use and/or possession includes having a weapon on one's person or in an area subject to one's control on school property or at a school activity, regardless of its location. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, throwing stars, explosives, stun guns, ammunition, mace, etc.
- Use or possession of a weapon will result in one or more consequences:
1. Student/Parent/Guardian Conference

2. Out-Of-School Suspension up to ten days.
  3. Loss of extra-curricular and/or MSHSL privileges
  4. Law Enforcement Referral
  5. Possible Expulsion
8. Substance Abuse: No one is permitted to possess or use the following substances on school property; tobacco products, alcohol, illegal drugs, inhaled substances, and any look-a-like or counterfeit substances passed off as a drug, i.e. fake marijuana. Unauthorized use or distribution of prescription drugs is also strictly prohibited. Possession or use of drug paraphernalia is not permitted on school property at any time. Possession or use of any of the items described in this section will result in one or more consequences:
1. Student/Parent/Guardian Conference
  2. Out-of-school suspension of 3 or more days
  3. Loss of extra-curricular and/or MSHSL privileges
  4. Law enforcement referral
  5. Possible expulsion
  6. A referral to the School's Chemical Abuse Team will be made.

Under current law, substance abuse violations that occur outside the school are to be reported to his/her school district by the law enforcement agency involved. All student violations are referred to the school Chemical Abuse Pre-Assessment Team headed by the school social worker. Students will also face school and MSHSL consequences for all such reports made to the school. Furthermore, any student who violates this policy and causes a disturbance at school activity, may be excluded from attendance at any school sponsored activities for up to one calendar year from the time of occurrence. Helping agencies for chemical problems:

District 581 HS Social Worker-Sarah Landin	507-442-7881
Southwest Mental Health Center Pipestone	507-825-5888
Southwest Mental Health Center Luverne	507-283-9511
Southwest Mental Health Center Worthington	507-376-4141
Alcoholics Anonymous/Alateen & Pre-Teen	507-372-7671

9. Vandalism: Vandalism is any willful defacing or destruction of property. Disciplinary measures will include one or more of the following consequences:
1. Student/Parent/Guardian Conference
  2. Restitution for damages
  3. Detention
  4. Removal from Class
  5. In-School or Out-Of-School Suspension
  6. Loss of extra-curricular and/or MSHSL privileges
  7. Law Enforcement Referral
  8. Possible Expulsion
10. Moral Misconduct: Moral Misconduct is any willful act by a student to lie, cheat, steal or act in a lewd or sexual manner that is deemed inappropriate. Disciplinary measures will include one or more of the following consequences:
1. Student/Parent/Guardian Conference

2. Detention
3. Removal from Class
4. In-School or Out-Of-School Suspension
5. Loss of extra-curricular and/or MSHSL privileges
6. Law Enforcement Referral
7. Possible Expulsion

Theft needs to be reported to the District Office immediately. A form will be filled out and a report will be made with local law enforcement.

## **STUDENT USE OF PERSONAL COMMUNICATION DEVICES**

### **TELEPHONE**

There is a phone located in the office for local calls. Students will not be called to the office to accept a call except in an emergency. Messages will be taken and delivered to the students at the earliest possible time. It is not necessary to make phone calls during the class period. The school will call home in case of a student's illness.

### **EDGERTON PUBLIC SCHOOL STUDENT ELECTRONIC DEVICE POLICY**

- Use of social media during school hours in an inappropriate or demeaning manner or during instruction time is prohibited.
- Electronic devices are to be kept in a student's assigned locker and placed in the silent or non-vibrating mode. Electronic devices are only to be used during the instructional hours of the school day at teacher's discretion or between classes. If students choose to bring their electronic device to class, it should be put on silent and placed in the cell phone holding area of the classroom. If a student's electronic device (cell phone, iPod, mp3, etc.) should make disruptive sounds while inside the student's locker, it will be considered a violation and shall be treated as if the student was in possession of the offending device.
- Electronic devices may not be used in any manner that will cause disruption to the educational environment.
- If an emergency arises during the school day, the student may come to the office and ask permission to use his/her phone in the office area only. Students must give a reason to the office personnel why they need to use their cell phones. Students may use their phones during lunch period and before and after school in the hallways, entryways, courtyard, parking lot and in the office area. Students may not use cell phones under any circumstances in the bathrooms or locker rooms and may be subject to more severe consequences.
- The school district will not be held responsible for loss, theft, or damage of any electronic device brought to school.
- Use of electronic devices for field trips and/or extracurricular activities during school hours will be at the discretion of the advisor/coach.
- School Administrators may ask for a student phone to check phone records. If a student does not cooperate with administration during an investigation, it will be considered insubordination. (legality)
- It is a violation of school policy to use electronic devices to harass or bully a student.

- It is a violation of school policy to possess or distribute pornographic, obscene or sexually explicit material electronically.
- **It is at staff discretion to assign a collection area for electronic devices.**

## **CONSEQUENCES**

### **1<sup>st</sup> Offense**

- The student's electronic device will be confiscated by the student's teacher or other district personnel and taken to the Principal. The student will be eligible to retrieve the electronic device at the end of the day. Attempts to refuse to hand over the device will be considered insubordination and subject to further disciplinary action.

### **2<sup>nd</sup> Offense**

- The student's electronic device will be confiscated by the student's teacher or other district personnel and taken to the Principal. Parents will be notified and a disciplinary referral for a focus hour will be given. The student will be eligible to retrieve the electronic device at the end of the day. Attempts to refuse to hand over the device will be considered insubordination and subject to further disciplinary action.

### **3<sup>rd</sup> Offense and subsequent offenses:**

- The student's electronic device will be confiscated by the student's teacher or other district personnel and taken to the Principal. The Principal, student, and parent will have a disciplinary conference. The student will receive ISS and other consequences deemed appropriate during the conference.
- Additional offenses will be considered insubordination and grounds for suspension.
- Once consequences have been met students may need to turn over cell phones at the start of each day and may pick them up at the end of the day in order to return to school.

It is at the teacher's discretion whether or not to allow personal music devices. Anyone with a "D" or "F" is prohibited to have a personal music device during study hall.

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

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

## **INTERNET & COMPUTER USE POLICY**

### Acceptable Use

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



## Unacceptable Use

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

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute any:
  - A. pornographic, obscene or sexually explicit material
  - B. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language
  - C. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process that could cause damage or danger of disruption to the educational process
  - D. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination
  - E. internet games, music, chat rooms or other uses of the computer that is disruptive to the educational process and/or inappropriate for the education setting.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to bully or harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any gambling, solicitation or other illegal act that violate any local, state or federal law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school districts security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable. This applies to all social networks including but not limited to "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior

approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the school district administration.

#### Consequences for Unacceptable Use of Internet and Computers

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

1. Parent/Guardian Conference
2. Suspension or cancellation of computer use or access privileges for one to ten days or longer
3. Loss of class credit
4. Payments for damages and repairs to hardware or software
5. Discipline under other appropriate school district policies, including suspension, expulsion or exclusion
6. Loss of extra-curricular or MSHSL privileges
7. Law enforcement referral for activity that is criminal in nature

#### Inadvertent Access of Unacceptable Materials

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

#### Parental Notification & Alternative Activities

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

## **GENERAL INFORMATION, GUIDELINES & POLICIES**

### **Activity Tickets**

Activity tickets may be purchased for all athletic events. The cost is free for students in grades K-12. Adult activity tickets are \$80.00 for a season ticket. Family Passes for all home athletic contests are \$120.00. An adult 10-event pass for \$50.00 is also available.

### **Lost and Found**

Lost and found departments are located in the elementary and in the high school office. Please deliver found items to the office, and check with office staff if an item has been lost.

### **Contacting Your Child During the School Day**

The school telephone is available for use by pupils for emergency calls. We encourage all students and their families to plan ahead, and arrange for pick-ups before they come to school each day. It is also encouraged to have a backup plan in the event of an early dismissal. Pupils may obtain permission from their classroom teacher to use the phone. The building secretaries will take telephone messages for teachers and students. Telephone messages for staff members will be routed to individual voice mailboxes. (See Personal Electronic Devices & Communication Devices Policy)

### **Church Night**

Wednesday night will be reserved as church night. No school activities will be scheduled after 6:15 PM on Wednesday's. School facilities will not be made available on Wednesday nights after 6:15 PM for youth activities run by non-school/non-church organizations or individuals. (An exception to this rule is made to accommodate MSHSL scheduled events that may fall on a Wednesday night. Such events are beyond local control and supersede this policy) The limitations on Wednesday night will be in effect from the start of first day of school in the fall to the end of the last day of school in the spring. There will be no prohibition on Wednesday night facility use when school is not in session during summer vacation.

### **Curriculum Statement**

The District has designed the curriculum to meet educational outcomes and state mandates. A variety of teaching approaches and tests are used to deliver the curriculum and measure progress.

### **Physical Education**

Physical education is required for all students K-10<sup>th</sup> grade by the State Department of Education. Therefore, students will not be excused from taking part in Physical Education classes except in the following cases:

- One or two days with written excuse by parent, nurse, or physician, stating injury or illness.
- If more than two days, the reason must be specifically stated by a physician.

### **Supplemental Services**

The District provides additional support for students in a variety of areas such as: Title 1 for Reading/Language Arts and Math, Special Education Services, including: Specific Learning Disabilities, EBD, DCD, Speech Services, Deaf & Hard of Hearing, Adaptive Phy. Ed., Early Childhood Special Education, Birth through Three Special Needs Program, Psychologist, Audiologist, Occupational Therapy, School Nursing Services, and School Counselor Services.

### **Fees for Student Projects**

Some classes offered in the Edgerton Public School system require additional fees for consumable goods that are in the form of take home projects that becomes the property of the student. Such classes include: Industrial Technology, Art, Industrial Arts, etc. Your student will be notified if there is a cost for class supplies. Half of the cost of the project must be paid prior to beginning the project and must be paid in full before the student will be allowed to take the project home.

## **FOOD SERVICE INFORMATION**

### **Cafeteria**

The cafeteria is open to all students and we would like to encourage all students to eat at school. Lunch prices are \$2.10 for students in grades K-5 and \$2.35 for students in grades 6-12. Families that qualify for reduced lunches will receive free meals this year. The cost for breakfast is \$1.40 but will be served free to families on the free or reduced meal plan and all kindergarten students. The staff and administration reserve the right to designate areas where students may eat sack lunches and may require students to eat in the lunchroom if they are creating a disturbance or mess. Students will be eating on a rotating schedule. Since the period is short, students are encouraged to eat at school. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students are to WALK, not run, to the cafeteria and enter the serving line at the serving counter. Cafeteria lines will move with order and efficiency if you are patient and polite in waiting your turn. In consideration of others, you will leave your table perfectly clean. You are to observe orderly manners in the lunch line. Students are expected to be courteous to fellow students.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.
4. Students may eat only at cafeteria tables.
5. Students are not to share lunches with other students.
6. Students must purchase lunches by the month to receive them at the student cost.

The Edgerton District will use the offer vs. serve method meaning a student must select 3 of the 5 food components offered.

### **Food Service Policy**

The following is the Food Service Policy as stated in Section 730 of the Minnesota School Board Policy Manual adopted July 19, 2005, revised January 22, 2008.

#### **I PURPOSE**

The purpose of this policy is to establish consistent meal account procedures throughout the buildings in the provision of meals to students.

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

Edgerton Public School District #581 recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.

It is the policy of Edgerton Public School to offer breakfast and provide lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner. Students may purchase meals when funds have been deposited into their family accounts or by cash payment.

Families may apply for free or reduced meals anytime during the school year. Applications are mailed to all families in the school district prior to the school year and are also available at the school office.

### III PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

The parent/guardian will be notified when the family account is at \$5.00 or less.

The method for notifying the parent/guardian of all students in grades K-12 will be to send home a written statement with one of the children in the family or by email if an email address has been provided.

Students will be notified in line each day that their account is less than \$5.00. Modification of the dollar amount may be made for students receiving reduced meals. This will be determined by the Food Service staff and will be based on the number of children in the family receiving reduced meals.

If the family account is less than adequate to pay for breakfast and/or lunch, a student in the family will be allowed to charge one meal. When the account is negative, another written statement will be sent home with the student, an email will be sent, or the family will be called.

When the balance is negative by \$20.00 (twenty dollars) or more, a milk and grain component will be offered at breakfast and a sandwich and milk will be offered at lunch.

After the second day in succession of offering the substitute meals, someone from the school will contact the family and review with them their responsibility to provide meals for their student.

Assistance from county Social Services may be requested by the school for possible neglect when above procedures are unsuccessful.

## STUDENT RULES

### **Closed Campus**

There will be a closed campus in place for all traditional students in grades 7-12. Traditional students in these grades will not be allowed to leave school grounds during school hours or over lunch break. If it becomes necessary for a student to leave, the administration must receive a phone call (not a note) from a parent before the student will be allowed to leave. Seniors that are in good academic, social standings, enrolled in 6 classes and have a first hr study hall will be excused from 1st hr study hall. Student that report to second hr class as their first class of the day may not come and loiter in hallways or the office. Administrative discretion may apply in certain circumstances.

PSEO students are not classified as traditional students.

### **Outstanding Fridays**

Students in grades 9-12 that are in good academic and social standing may qualify for an open lunch campus on Fridays. To qualify, a student must not have any unexcused tardies/absences during the previous week of school. Students with discipline referrals may be subject to a loss of Outstanding Friday privileges.

### **Cheating**

A student who is caught cheating directly may be given a "0" for the work and may be subject to disciplinary action.

## **Classroom Conduct**

Students are expected to follow general rules of conduct in order to maintain a safe and orderly educational environment. All students have the right to learn and all teachers have the right to teach.

The following rules of general conduct are to be obeyed:

1. Students are expected to show courtesy and respect to other students and the teacher.
2. Students are expected to be attentive, follow directions and follow the classroom rules of the teacher in charge.
3. All teachers are to be addressed as Miss, Ms., Mrs., or Mr. and in no case by their first or last name only.
4. Students are expected to be on time and prepared with books and materials they need.
5. Student are not allowed to leave a classroom without teacher permission.
6. Students are expected to be careful with school property.

Students who fail to meet classroom expectation or disrupt a class will be disciplined according to rules outlined under **Removal From a Class** on Pg 29 of the handbook and according to consequences outlined under the **Inappropriate and Unacceptable Behaviors** section of the handbook found on Pg 30.

## **MIDDLE / HIGH SCHOOL POLICIES AND PROCEDURES**

### **Visitors**

All visitors must register at the middle/high school office upon entering the building. The District office is located near the far southwest doors on the west side of the building. All other entrances are locked during the school day. Please make prior arrangements with the teacher and the Principal if you wish visit a classroom. Upon arrival, check into the office.

### **After-School Program**

Students in grades K-5 may be assigned to the after-school program if zeroes or incompletes are listed in the grade book. The after-school program will typically run until 5:00 pm Monday – Thursday except for holidays, snow days or other early dismissals. Students must be picked up no later than 5:00 pm. Parents will be notified at least 24 hours in advance if students are assigned to the after-school program.

### **Vehicles**

When any student drives a vehicle to school, it must be parked diagonally in an orderly manner in the parking lots - not in the driveways. No student is allowed to drive or ride in, or on, vehicles over the noon break or any time during the school day. This includes, but is not limited to, class projects that involve community canvassing, recycling efforts, etc. If student vehicle use is absolutely required, either the classroom teacher involved or the principal must receive verbal permission in advance from the parents. Students who drive in a reckless manner and put others at risk will be reported to local law enforcement authorities.

### **School Dances**

There will be two school sponsored dances a year. Students in grades 9-12 may attend the Homecoming Dance and the Jr.–Sr. Prom is for Juniors, Seniors and invited guests 9<sup>th</sup> grade and

above. Dances will be chaperoned by school staff. A police officer may be present at all dances. Students may be subject to a breath test if school officials suspect the use of alcohol. The District reserves the right to refuse outside guests who are not students at EHS from attending the dance. Guests 21 years of age or older will not be allowed to attend high school dances. Middle School students will not be allowed to attend prom. Students are encouraged to attend the After Prom Party sponsored by parents of the juniors and seniors.

### **Passes**

Students may request a pass to go to another supervised area such as another classroom, shop, Art., etc. Teachers may issue passes to students when they need to see them for make-up work or some other purpose. The student must secure these passes in advance from the teacher who is requesting to see them.

Students must return to classes and study halls before the end of the period to be checked in. The pass that requested their release must be returned to the study hall supervisor or classroom teacher. It must bear the initials of the teacher who requested to see the student, and the time the student was sent back to the study hall or classroom.

A study hall supervisor or classroom teacher may issue a pass to a student to go to the office. It is the responsibility of personnel in these offices to sign the pass of the returning student, or notify the issuing teacher that the student will not be returning.

### **Post-Secondary Recruitment**

During the year post-secondary schools and the various military services send recruiting representatives into our school. Students wishing to take advantage of this privilege must get a pass from the office giving them permission to miss class. Students will be released from class to meet with the admissions counselors and recruiters provided they make-up the work that is missed.

### **Post-Secondary Visits**

School policy allows students to use 1 day during their junior year and 2 days during their senior year to visit post-secondary institutions. To be excused, these absences must be: verified prior to the date of visitation, and students must make arrangements for makeup work prior to the absence. Failure to meet these two requirements will result in the absence being listed as unexcused. If more visits are required they must be pre-approved by Mr. Gilbertson or Mrs. Landin. Post-secondary visits do not affect extra-curricular eligibility.

### **Unexcused Tardiness**

Unexcused Tardiness is defined as showing up past the second bell to an assigned area without valid excuse. Tardy students must obtain a pass from the principal's office before being admitted to class. The principal's office will determine if the tardy is excused or unexcused. Unexcused tardiness is not the same as an intentional act to skip class. Skipping class carries additional penalties beyond the penalties for having an unexcused tardy. (See "Unexcused Absences").

### **Penalties for Unexcused Tardiness to Class/Study Hall**

Students with unexcused tardies will face the following penalties. After a fourth unexcused tardy in a quarter the student will serve forty-five (45) minutes of morning or after school detention. Each unexcused tardy after four (4) will result in additional forty-five (45) minutes of detention. In addition, a student in grade 6-12 will be considered truant if they have unexcused tardies for part of three (3) or more class periods on three (3) days. A student with twenty-one (21) unexcused tardies in seven (7) days is considered "Habitually Truant" and will be referred to the County Truancy Court of the student's residence. (See section on Habitual Truancy).

### Grading System

In grade 9, the school begins to compute a cumulative Grade Point Average (GPA) for each student. This average allows a comparison of student performance, and provides the student with a means of comparing his achievements with those of current and future classmates, including those in post-secondary schools. Only those courses offering A through F grades are included in computation of the grade point average. The grade point average is determined by assigning a number of points to each letter grade, and dividing the total by the number of classes attempted.

<u>Letter Grade</u>	<u>Letter of Achievement</u>	<u>Grade Point Average</u>
A	Superior Performance	4.0
A-		3.66
B+		3.33
B	Above Average Performance	3.0
B-		2.66
C+		2.33
C	Average Performance	2.0
C-		1.66
D+		1.33
D	Below Average Performance	1.0
D-		0.66
F	Failed to Meet Minimum Requirements	0.0
I	Incomplete	-----

\* If students are enrolled in two or more pass/fail classes they would be ineligible for that semester's honor roll. Student can appeal to Mr. Gilbertson, and Mrs. Landin on a case by case basis prior to the start of the semester.

The State Department of Public Instruction authorizes high schools to grant credits and grades for each semester's work in a class. Thus, grades are given based on the average earned by the student for the entire semester's work. We emphasize that the nine-week period grade merely indicates the student's average at that time. The grading system to be used will be the following except in classes where college credit will be obtained. The instructor in college in the school will have their grading scale listed in the class syllabus.

A	94 to 100%	B-	80 to 82%	D+	67 to 69%
A-	90 to 93%	C+	77 to 79%	D	63 to 66%
B+	87 to 89%	C	73 to 76%	D-	60 to 62%
B	83 to 86%	C-	70 to 72%	F	59% and below



The record book should contain enough marks so that the student can be given a clear picture of his/her average.

### **Final Exams**

Final exam dates for each semester will be set by the office and accounts for 20% of the student's semester grade in grades 9-12. Students in grades 7 and 8 will take a final exam but will count for 10% of the student's semester grade. Students in grades 6 do not have end of semester tests.

### **Incomplete Grades**

A student has two weeks following the end of a grading period in which to complete work in a course for which an "Incomplete" grade was given. Failure to complete the work results in a "0" for all outstanding work. These failing grades are then averaged with the other grades for the grading period and a semester mark determined.

### **Earning Credits**

To receive 1 credit in a full-year course, students in grades 9-12 must successfully complete both semesters. The semester(s) that was/were failed must be repeated at a passing level in order to earn 1 full credit. Semester credit will be weighed as follows for grades 9-12: 40 % per quarter, 20% for final exam. For middle school students in grades 7-8 successful completion of a semester will be 45% of each quarter and 10% of the final exam. If the final mark of a course is a failing one, middle school students may be required to make another effort to master the coursework. Middle school students who fail three units of study for the year may be required to repeat the grade.

### **College Within the School**

This program will allow EHS students to earn both high school and college credits from Southwest Minnesota State University (SMSU) or Minnesota West without giving up their high school experience. To be eligible to take College Within the School, students must meet the following basic program requirement. Students must be in the upper third of the class as juniors and upper half of class as seniors. The District does not recommend students to enroll in these classes if they have a GPA lower than 3.0. Some courses require additional high school course work before students can register. Edgerton will be offering the following **College Within the School** courses the upcoming school year: College Algebra, College Trigonometry and Special Functions, Computer Science 105, Western Civilization I and II, College Art Appreciation, College Psychology, Intro to EDU, College Composition and College Speech. Upon completion of College within the School courses students will receive a multiplying factor of 1.1 towards their GPA when classes are taken for high school credit. Instructors in these courses may have a different grading scale.

### **Post-Secondary Education Option (PSEO)**

To be eligible for Post-Secondary Education Options students must meet the following basic program requirement. Students must be in the upper third of the class as juniors and upper half of class as seniors. The District does not recommend students to enroll in PSEO classes if they have a GPA lower than 3.0. Some colleges require the PLAN Test, ACCUPLACER or ACT before you can register for certain classes. It is the student's responsibility to register for classes, get materials, and meet mandated requirements set forth by the college or university. It is also the student's responsibility to arrange an alternate location to complete these courses.

Students may elect to have PSEO courses count as both college credit and high school credit. Grades earned in PSEO courses that count for both college and high school credit will apply to the student's college and high school GPA. Students will be expected to complete the course to earn high school credit. Students in these classes will not receive a multiplying factor of 1.1 towards their GPA. Furthermore, students that withdraw from a PSEO class after EHS's two-week drop period will have a "W" on their college transcript and will have an "F" recorded on their high school transcript which will, in effect, lower the student's high school GPA. PSEO grades are not weighted on the high school transcript. Please note, in some cases, withdrawing from or failing a post-secondary class may affect the student's ability to complete the necessary credits for high school graduation.

Student may also elect to take a PSEO course for college credit only. Withdrawing from a PSEO, elected for college credit only, will result in a "W" on the student's college transcript. In addition, a "W" will be placed on the student's high school transcript with a notation from the District that a "W" is viewed the same as an "F" or a failure to complete the course. PSEO classes taken for college credit only, will not be figured into the student's high school GPA. The colleges that offer PSEO do not keep EHS informed about student progress or send out midterm progress reports to the school or parents. The student becomes responsible for keeping track of their progress and parents will need to communicate with their child to monitor their progress.

### **Course Registration/Add/Drop**

Students will need to register for six credits per semester unless they have administrative approval. Students will have the first 3 student days of each semester to make any class schedule changes. No student is authorized to change their schedule without the approval of the Teacher(s) involved and either Mrs. Landin or Mr. Gilbertson.

### **Grade Level Classification**

High school students in grades 9-12 will be classified by credits according to the following grade-level parameters:

Freshman	0.0-5.5 credits
Sophomore	5.6-11.0 credits
Junior	11.1 – 16.5 credits
Senior	At least 16.5 credits

### **Academic Honors**

To be eligible for the "A" or "B" honor roll, students must have the minimum GPA as listed below with at least 5 subjects carrying letter grades (A through F), and no incompletes or failures. All subjects in which letter grades (A through F) are given are included in the determination of honor roll eligibility.

For "A" Honor Roll, a GPA of at least 3.66

For "B" Honor Roll, a GPA from 3.00-3.65

### **Graduation Requirements**

The Edgerton School District requires all students (not including foreign exchange students) who walk through graduation exercises to have:

1. Met the testing and attendance requirements of the State of Minnesota and District 581;
2. Earned a minimum of twenty-two credits toward graduation;
3. Passed all district required courses 9<sup>th</sup>-12<sup>th</sup> grade;
4. Accumulated twelve junior high credits including all required core junior high courses;
5. Made up time from outstanding focus hour responsibilities.

**Each Student Must Have:**

**Language Arts:**

- 4 credits

**Math:**

- 3 credits
- Algebra, Geometry, Stats/Probability (Covered in Algebra II and Geometry)
- Students must complete Algebra I or its equivalent by the **end of their 8<sup>th</sup> grade year.**

**Arts:**

- 1 credit
- Any of the following: Band, Choir, Visual Arts

**Science:**

- 3 credits
- Biology - 1 credit
- Chemistry or Physics – 1 credit
- Science Elective – 1 credit

**Social Studies:**

- 4 credits
- US History, World History/Geography, Government,

**Economics**

- 1/2 credit

**Local Required Courses**

- Computer Science – ½ credit
- Physical education - 1 credit

**Elective Courses**

- 5 credits required to meet state standards

**Administration reserves the right to place a student in an alternative class to meet student academic needs. Students still need to meet local and state requirements.**

**Valedictorian/Salutatorian Selection**

The Valedictorian and Salutatorian shall be selected from the students who have the highest grade point averages and have met state and local graduation requirements. The valedictorians and salutatorians will be selected and notified at the end of the third quarter of their senior year.