

# *Central Elementary School*



## Parent/Student Handbook 2023-2024

Dear Central Elementary Families:

It is exhilarating to welcome you to Central Elementary School! We are honored to have you and your child as a part of our school community. At Central Elementary School, you will find a highly talented group of caring and dedicated employees who set high expectations for themselves and our students. Their commitment to our students is evident in the hard work that has been done over the summer as we continue our professional growth and improvement while also preparing to meet the needs of every one of our students.

As a staff, we are committed to our district's Mission, Vision, and Values, as we use them to drive all that we do to educate our students. We are ready to live up to our mission statement, which is to "Educate, Inspire, Empower - Every Student, Every Day." The Central Elementary School staff is eager to partner with you and your child in providing a meaningful learning experience. We know that this partnership is essential to delivering the genuinely world-class experience that each child deserves. As a parent, we encourage you to become involved through volunteering, working with your student at home, maintaining regular communication with your student's teachers, and having daily conversations about school with your student.

This parent handbook contains many of the expectations and procedures that we will follow this school year. They result from a concerted effort on the part of the staff and the administration and will be an aid in helping you become an integral part of the elementary school. We suggest that you keep a copy of the handbook for reference purposes should a question arise. In addition, newsletters and various memos should help keep you informed. Please feel free to contact me with any questions.

Central Elementary is a wonderful place for students to learn and grow. We have a terrific community of parents and businesses that provide support for all of our activities. As principal, I am looking forward to meeting our students and helping provide them with what they need to reach their fullest potential.

This is going to be a great year!

*Ron Erpenbach*

Mr. Ron Erpenbach  
Principal  
Central Elementary School  
(952)467-7301  
rerepenbach@isd108.org

## CENTRAL SCHOOLS MISSION, VISION AND VALUES STATEMENTS:

### **“Ready, Set Thrive!”**

#### **Mission Statement:**

Educate, Inspire, Empower - Every Student, Every Day

#### **Vision:**

Ensuring the next generation will identify ways to positively impact our communities.

#### **Value Definitions:**

**Community-** Collaborating together to share our success and accomplish our goals.

**Kindness-** Genuine effort to show compassion for others and realize the value and potential of all

**Integrity-** Promoting the highest standards of ethical behavior, fairness and honesty with ourselves and others.

**Innovation-** discovering creative opportunities and solutions for purposeful improvement.

**Relationships-** Creating positive connections that last a lifetime.

## PHILOSOPHY AND GOALS OF CENTRAL ELEMENTARY SCHOOL:

To expand the School District's Mission Statement, the Central teaching staff is committed to providing students with a quality education. In this effort, all teachers agree:

- a. Effort and attention will be given to the basic skills.
- b. Educational programs and classroom instructional activities need to be tailored individually to fit the needs of the student.
- c. The goals of self-concept development and a feeling of self-worth are of utmost importance.
- d. Learning should be an enjoyable experience, and school should be a satisfying experience for the learner.

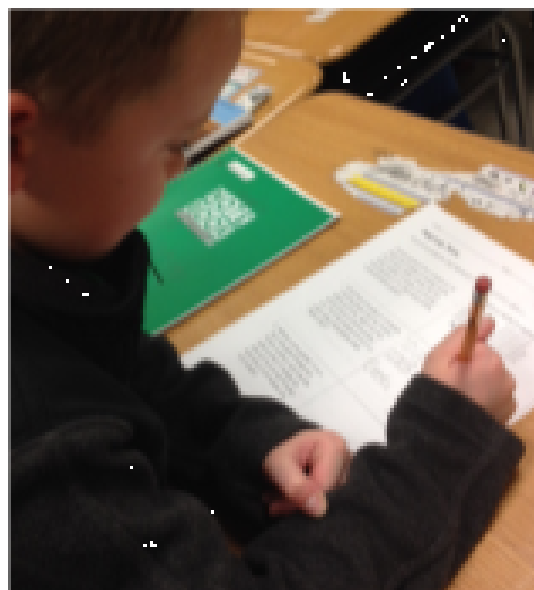
Quality education can be achieved by realizing that individual students learn differently and teachers teach to those different learning styles. Therefore, the staff has set goals to assist each child in developing their maximum intellectual, physical, social, and emotional potential.

- |                                   |                               |
|-----------------------------------|-------------------------------|
| - thinking/problem-solving skills | - social skills               |
| - communication skills            | - computational skills        |
| - physical skills                 | - organizational/study skills |

- emotional well-being
- understanding and appreciation of the fine arts

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## **2023-2024 School Year Central Elementary Staff** **Phone Numbers/ E-mail Addresses**

All extensions begin with (952) 467- ####. Teachers will not be available to answer their phones during the school day but will respond to messages promptly.

### Office

Ron Erpenbach 7301 [rerpenbach@isd108.org](mailto:rerpenbach@isd108.org)

New Hire 7306 [kperlich@isd108.org](mailto:kperlich@isd108.org)

### School Nurse

Chelsea Paggen 7110 [cpagen@isd108.org](mailto:cpagen@isd108.org)

Lorri Gales 7306 [lgales@isd108.org](mailto:lgales@isd108.org)

### Special Education

Becca Braun 7359 [bbraun@isd108.org](mailto:bbraun@isd108.org)

Heather Foust 7360 [hfoust@isd108.org](mailto:hfoust@isd108.org)

Julie Gesinger 7316 [jgesinger@isd108.org](mailto:jgesinger@isd108.org)

Kelly Sawyer 7364 [ksawyer@isd108.org](mailto:ksawyer@isd108.org)

Allison Cruse 7364 [acruse@isd108.org](mailto:acruse@isd108.org)

Lindsay Hanish 7316 [lhansih@isd108.org](mailto:lhansih@isd108.org)

### ECSE

Tracy Werner 7332 [twerner@isd108.org](mailto:twerner@isd108.org)

Lisa Stiele 7332 [lstiele@isd108.org](mailto:lstiele@isd108.org)

Allison Cruze 7364 [acruse@isd108.org](mailto:acruse@isd108.org)

### Counselor

Philip Touseley 7111 [ptousley@isd108.org](mailto:ptousley@isd108.org)

### Title I

Monica Shanahan 7309 [mshanahan@isd108.org](mailto:mshanahan@isd108.org)

Kathy Dvorak 7299 [kdvorak@isd108.org](mailto:kdvorak@isd108.org)

### Literacy Coach/Reading

Andrea Kolstad 7310 [akolstad@isd108.org](mailto:akolstad@isd108.org)

### Media Center

Kelly Street 7323 [kstreet@isd108.org](mailto:kstreet@isd108.org)

### Music

Laura Forst 7308 [lforst@isd108.org](mailto:lforst@isd108.org)

### Physical Education

Gary Kosek 7326 [gkosek@isd108.org](mailto:gkosek@isd108.org)

### Band

Adam Halpaus 7143 [ahalpaus@isd108.org](mailto:ahalpaus@isd108.org)

### Kindergarten

Ann Hendel 7315 [ahendel@isd108.org](mailto:ahendel@isd108.org)

Lisa Heckert 7312 [lheckert@isd108.org](mailto:lheckert@isd108.org)

Devon Ruberg 7313 [druberg@isd108.org](mailto:druberg@isd108.org)

### Grade 1

Rebecca Hoffman 7334 [rhoffman@isd108.org](mailto:rhoffman@isd108.org)

Sarah Thomason 7335 [sthomason@isd108.org](mailto:sthomason@isd108.org)

Angie Honkomp 7357 [ahonkomp@isd108.org](mailto:ahonkomp@isd108.org)

### Grade 2

Tara Schoeder 7336 [tschoeder@isd108.org](mailto:tschoeder@isd108.org)

Rachel Jensen 7338 [rjensen@isd108.org](mailto:rjensen@isd108.org)

Tina Ackermann 7337 [tackermann@isd108.org](mailto:tackermann@isd108.org)

### Grade 3

Alissa Friend 7339 [afriend@isd108.org](mailto:afriend@isd108.org)

New Hire 7340 [tackerman@isd108.org](mailto:tackerman@isd108.org)

Abbey Schwob 7338 [aschwob@isd108.org](mailto:aschwob@isd108.org)

### Grade 4

Kyle Evenski 7342 [kevenski@isd108.org](mailto:kevenski@isd108.org)

Grace Kosek 7343 [gkosek@isd108.org](mailto:gkosek@isd108.org)

Jacob Schrupp 7344 [jschrupp@isd108.org](mailto:jschrupp@isd108.org)

### Grade 5

Tony Kley 7346 [tkley@isd108.org](mailto:tkley@isd108.org)

Gretchen Reineke 7345 [gretchenreineke@isd108.org](mailto:gretchenreineke@isd108.org)

David Rauch 7347 [drauch@isd108.org](mailto:drauch@isd108.org)

### Community Ed

Kids Co 7390

Custodians 7173

Kitchen 7348

7349

### Psychologist

Leah Hjelseth 7174 [lhjrlseth@isd108.org](mailto:lhjrlseth@isd108.org)

## **Other Important Contact Information**

The following telephone numbers may be helpful to you if you need to reach someone at the elementary school, middle school, high school, district office, or Community Education.

**Central Public Schools Website: <http://isd108.org>**

Elementary School Office:	952-467-7300
-Principal (Ron Erpenbach):	952-467-7301
-Fax:	952-467-7303
-Absence Line:	952-467-7304
-School Nurse:	952-467-7110
Taher Food Service:	952-467-7147
Transportation:	952-467-7009
Pre-School Screening:	952-467-7390
District Office:	952-467-7000
High School Office:	952-467-7100
Middle School Office:	952-467-7200
Community Education:	952-467-7390
Information Technology Coordinator (Steve Anderson):	952-467-7132 <a href="mailto:sanderson@ISD108.org">sanderson@ISD108.org</a>

## **2023-2024 Central Elementary Tentative School Calendar**

Please use the following tentative schedule to help you plan for family vacations, shopping trips, dental/doctor appointments, or other obligations that may prevent your child from attending school.

Aug. 28-31	Teacher Workshop Days
Aug.30 and 31	Transition Day K-5 by appointment
Sept. 4	Labor Day
<b>Sept. 5</b>	<b>No school PreK-5</b>
Sept. 6	First day of school PreK-5
Oct. 12 and 16	K-5 conferences
Oct. 19 and 20	No school fall recess
Nov. 3	End of the first quarter. Early release
Nov. 6	No school staff development
Nov. 22-24	Thanksgiving break
Dec 22	End of second quarter
Dec. 23-Jan. 1	Winter break
Jan. 2	School resumes
Jan.19	End of second quarter. Early release
Jan 22	No school staff development
Feb. 1 and 5	K-5 conferences
Feb. 8	Kindergarten registration
Feb. 19	No school
Mar. 11-15	Spring break
Mar. 28	End of the third quarter. Early release
Mar. 29	No School
Apr. 1	No school staff development
May 24	Last day of school ½ day, students released after lunch
May 24	Graduation

## **EDUCATIONAL PROGRAMS**

Students who attend Central Elementary School work hard and consistently achieve above the state average. Because we view our students as individuals, various instructional methods are offered, and we strive to find the best strategies for each child. Reading/Language Arts, Math, and Science are emphasized, and our curriculum's core is rooted in developing a solid foundation.

**Reading/Language Arts:** Expectations for literacy instruction are defined by the Central Elementary School Literacy Guidelines and utilize a balanced literacy approach focusing on the five literacy pillars. These pillars include phonemic awareness, phonics, fluency, vocabulary, and comprehension. All students will have access daily to grade-level instruction through the core curriculum. Students will also be provided small group or individualized instruction regularly. Additionally, students will receive robust modeling of fluent reading while being encouraged to develop a lifelong love for reading. Grades K-5 use the Amplify CKLA, which was purchased in 2023. This curriculum focuses on the science of reading.

**Mathematics Program:** Central Elementary students are provided a strong foundation in the standards set by the National Council for the Teachers of Mathematics and the State of Minnesota. All teachers in grades K-5 use Houghton-Mifflin Expressions, which was adopted in June 2016. Students are active participants in their learning and growth through a combination of direct instruction and discovery. Teaching encompasses the exploration of

mathematics and knowledge to discover new and creative ways to approach problems. Real-life problem-solving and group work are emphasized while students learn how to express their mathematical thinking verbally.

**Science**: emphasizes knowledge and the process of science through a hands-on approach. Scientific attitudes and thinking processes are learned through classroom, field, and lab experiences using various materials to carry out the planned scope and sequence. All students in grades K-5 use the 2020 edition of Foss Next Generation curriculum materials.

**Health**: instruction uses primary health goals, which include several objective areas. The student goals include developing the ability to make decisions, cope, communicate, solve problems, plan, evaluate, and act to have optimum health. In addition, the program's goals include consumer, dental, mental, and environmental health, health services, fitness, wellness, and nutrition. Also included are safety and first aid, disease prevention, growth and development, and substance use and abuse.

**Social Studies**: focuses on American history and includes studying the geography, culture, and peoples of the United States and the world. Global and current events emphasis is also recognized. Grades K-5 use the Harcourt Social Studies Curriculum

**STEAM**: Central's STEAM Lab is a JOY-filled place where students cultivate 21st-century skills using exploration, which leads to lasting community impact. Students visit the STEAM lab regularly to receive hands-on instruction to further their understanding of core concepts. Students can learn coding, robotics, engineering design, digital citizenship, and other important 21st-century skills.

**Physical Education**: is taught by a specialist to students in grades K-5. Physical activities occur in units of games and cooperative significant group movement. The emphasis in physical education is on lifelong physical fitness and developing skills toward that goal. Students are required to wear athletic shoes to physical education classes for the safety and health of the student and the protection of the floor.

**Elementary Music**: is taught by a specialist to students in grades K-5. The students address the national standards in music. Some of these experiences will include singing alone and with others, playing classroom instruments, studying masterworks, and playing folk song games. All students in grades K-5 will perform in one program per school year. Some grade levels will perform together. Kindergarten and first grade will perform individually. Second grade is paired with third grade, and fourth grade is paired with fifth grade. (Refer to the school calendar for this year's performance schedule.)

**Art**: instruction is taught through activities incorporated into another curriculum and in special art studies. Our art curriculum was developed to provide students with an organized, well-balanced introduction to the world of art. In the same lesson, students learn specific art terms, concepts, and skills by combining art appreciation and production. For example, a new art element or principle is often introduced by teaching students to recognize and describe it in the environment and carefully select famous works of art that are clear examples of that concept or skill. Students are then asked to apply their new knowledge to a related art project. These assignments also allow ample room for exploration, creativity, and self-expression. Through this program, students learn how to create art and look at, understand, and appreciate art in the world around them.

**Overdue/Lost Books**: Students with an overdue book(s) of 60 days or more will no longer be allowed to check out additional library books. The overdue book must be returned, replaced, or paid for if they wish to resume-library privileges. If a student has not returned or paid for a book by the end of the year, s/he will not be allowed to check out books the following school year.



**Title I:** Students who are not making the expected progress at their grade level may be offered help by (Federally funded) certified teaching staff. This program serves students needing additional reading comprehension support in grades K-5.

**Special Education:** Services are offered to all students who are determined, through testing, to be physically, emotionally, or academically impaired. Students receive help from specially certified teachers in direct service (individually or in small groups) or supplemental services. Parent decisions are an integral component of the services and programs offered.

**Early Childhood Special Education:** Children from birth through 5 years of age are identified through screening as needing early intervention. Once identified, licensed special education and speech teachers serve students through a preschool program.

**Community Education:** offers classes in languages, hobbies, crafts, and varied skills. These classes are offered after school, evenings, and throughout the summer. Please read the available Community Ed. for current offerings.

- **Connections:** an after-school program from 3:00 – 4:15 p.m. / 2 days a week that offers extra help to students in grades K-5 / October through April. Students also have an opportunity to receive assistance in developing their math fact skills with a math program scheduled before school (7:30 a.m.) each day / from October through May.
  - **Kid's Company** offers pre and after-school child care for children in grades K-5.
  - **Kurious Kids Preschool:** an early childhood program designed to promote a child's physical, social, emotional, and cognitive growth. This program fosters curiosity, self-esteem, cooperation, creativity, learning, and fun.
- \* **Contact Community Education for more information about any of these programs.**

**Student Support Services:** Central Elementary has a licensed School Nurse, a School Counselor, and a School Psychologist. This is important for our students' health, education, and special needs. In addition, they can serve as a resource to staff, students, and families in these areas and the areas of abuse, dependency, family life education, testing, truancy/absences, ill health, and injuries.

To assist all of our students in reaching their full potential and maintaining their learning opportunities, we offer a full complement of supplemental and direct service programs to students with various physical, social, emotional, and intellectual needs.

## **STUDENT ASSESSMENT AND PROGRESS REPORTING**

**Reporting/Testing:** Students in grades 3, 4, and 5 will take the M.N. Comprehensives Tests in April. In addition, students in grades 1-5 will take the Fast Assessment quarterly. The testing results will provide a general assessment of individual student achievement. Data will also report comparisons with state and national averages and indicate the amount of growth our students make. This will help identify successes and needs in curricular areas. In addition, parents may request to look at any material in their child/ren's cumulative record folder. Test results by grade level may also be shared publicly. In addition, student progress is shared with parents at a parent-teacher conference in October and February (see calendar page).

**Conferences:** Grades K-5 will have parent-teacher conferences in the fall on October 12 and 16 from 3:30-8:00 p.m. Conferences will be held again on February 1 and 5 from 3:30 – 8:00 p.m. Parents or

guardians will visit their child/ren's teacher(s) for a conference at a scheduled time. This will allow the parents and teachers to monitor students' learning and share information. Teachers may call parents/guardians for other conferences, and parents may also request a meeting at any time to discuss their child's progress in school.

**Student Record Information:** The school district recognizes its responsibility concerning the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Student records contain the following information:

- Student's name
- Address
- Telephone number
- Date of birth
- Attendance

Identifying information on a student's religion, race, color, or nationality is omitted.

- The above information shall be public information the school district may disclose from a student's education records.
- Should the parent or the student desire, any or all of the listed information will not be disclosed without the parent's prior written consent except to school officials as provided under federal law.
- To make any or all of the directory information listed above "private" (i.e., subject to consent before disclosure), the parent must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice.

This written request must include the following information:

1. Name of Student
2. Home Address
3. Parent legal relationship to student (if applicable)
4. Specific directory information should not be made public without the parent's prior written consent.

## **SCHOOL PROCEDURES**

**Pledge of Allegiance:** Elementary students are taught the "Pledge of Allegiance" and flag courtesy. Students begin each day reciting the pledge of allegiance. Anyone who does not wish to participate in reciting the pledge of allegiance for personal reasons may elect not to do so; however, students must respect another person's right to make that choice.

M.N. Statute 121A.11

**School Athletic Events:** Elementary students may purchase a student activity pass for \$40. This pass is suitable for all school sporting events for the 2022-2023 school year - excluding tournament events. Students will be charged the regular admission fee (\$4.00) if they do not have a pass. Students are expected to display appropriate behavior at all school events.

**Classroom Placement:** Professional staff members are responsible for forming appropriate instructional groups that reflect students' needs. We aim to create balanced groups to enable every child to achieve the school's educational goals. Parents/guardians may provide information to assist the school in this process. Examples include

- Learning styles (such as interests at home, preference for specific kinds of activities, and interactions with other children, etc.).
- Type of learning environment that is most helpful (less structured, more structured, etc.).
- Unique personality traits of the child (compassionate, talkative, quiet, etc.).
- Specific needs (hearing, vision, speech, etc.)
- Any other relevant information.
- Specific names of staff should not be listed.

The school will attempt to honor this request in the best interest of your child and within the educational program philosophy of the district. The school cannot, however, guarantee the honoring of specific parent/guardian requests.

Input forms are available to all parents/guardians during the spring of the year to allow a scheduling process to make out class lists. Parents/guardians having specific questions should contact the building principal.

**School Closing:** The school will be in session except as indicated on the calendar. When school is to be closed early or canceled because of an emergency or the weather, the official announcement will be made over radio station 830 AM – W.C.C.O. as well as through local television stations. The district office will also send a courtesy call to all contacts provided. Would you please make arrangements for your child(ren) in advance? This way, your child will know where to go if school should be dismissed due to an emergency or severe weather.

**Use of the Telephone:** Students must get the teacher's permission to use the school phone. **Approval** will be granted only in cases of emergencies. Phone use will not be permitted for such things as arranging to go home with a friend after school. We would appreciate it if parents would ensure their child/ren has homework, band instruments, lunch money, etc., and know where to go after school before leaving home in the morning.

**Cell Phones:** Cell phones are **not** allowed during the day. If a student brings a cell phone to school, it is NOT to be used during the school day hours (8:00 – 3:00 p.m.) The phone will be kept in the child's school bag and turned off.

**Friends:** No school-age friends can visit more than one school day yearly. Prior approval from the principal is required. Visitations during the first or last two weeks of school are discouraged.

**Pets:** We know pets are essential to our families, and students are excited to share them with their classmates and teachers. Because of allergies and student fears, we do not allow them to visit our classrooms. We do, however, encourage students to share pictures and stories.

**Student's Personal Property at School:** Students are discouraged from bringing valuable or excessive personal property from home. This includes electronic games, toys, cell phones, etc. These items may be disruptive both on the bus and in the building. There is no provision to ensure their safety.

The school district's policy is that students shall be responsible for their personal property. Therefore, neither the school district nor its employees shall be liable for ensuring a student's property security.

- Central Elementary students cannot *buy, sell, or trade* items on the school bus or property.

**Classroom Movies:** (Movies, as used in this policy, shall mean full-length commercial movies or made-for-T.V. movies but shall not include educational films whose function is to inform.)

Teachers utilize movies in their classrooms to support and supplement their instruction. To ensure that these movies are not offensive, they are evaluated based on their ratings, age appropriateness, and recommendation. Therefore, no "R" or "PG-13" films will be shown.

- A parent or student may request that the student be excused from viewing any movie. However, the student's grade will not be affected in any way, and the teacher shall ensure that the student will not be embarrassed or discriminated against because they choose not to view a film.

**Care of Textbooks/Materials:** Materials, such as books and equipment, are the property of the School District. Students use these books on a loan basis. They are responsible for the care and use of the materials. Textbooks and library books will be examined at the end of the school year for damage in the following areas:

- writing in books
- damaged binding
- torn pages
- water damage
- missing pages
- etc.

Upon identification of damage, the student will be responsible for its correction. If the damage to the book cannot be corrected, the student will be required to make restitution. Fines will be based on the following schedule.

Books with two or more missing pages, mutilated or lost.

- **1st year of use:** 100% of the cost
- **2nd year of use:** 75% of the cost
- **3rd year of use:** 50% of the cost
- **4th year +:** 50% of the cost (if the book is still used in the classroom or library)

**Classroom Treats:** On occasion, students bring treats to their classrooms. Due to health concerns and policies, the District asks that only commercially prepared and packaged food be brought to school (no homemade goodies!). In addition, treats containing peanut oil, peanut butter, or nuts are not advised due to students' allergies. This will ensure safe and healthy snacks. Thank you for your cooperation.

**Snack Lists:** Students may eat healthy snacks brought from home with milk breaks. Healthy snacks are fruits, vegetables, crackers, cheese, etc. Items with high sugar or salt content should be discouraged. These guidelines are part of the school health curriculum to familiarize students with healthy snacks vs. junk foods. The cooperation of each family and classroom is appreciated.

Acceptable snack examples:

Popcorn

Cheese and Crackers

Banana or Date Bread

Sandwich	Unsweetened Cereal	Fruit
Vegetables	Cheese Sticks	Juice (Pure Fruit Juice – Not 10%)
Beef Jerky	Crackers	Graham Crackers
Cold Meats	Muffins	Pretzels
Raisins		

Unacceptable snack examples:

Cookies/Pudding	Cake	Potato Chips
Cheese Balls	Rice Krispie Bars	Marshmallows
Twinkies or any kind of Snack Cake	Kool-Aid or Pop	Peanuts (Due to allergies)

**Appropriate Dress:** We ask that students dress appropriately - considering the weather and school program. Rain or snow gear (boots/caps/mittens) should be worn to maintain good health when the weather is inclement. In addition, shirts and caps with inappropriate language are not permitted in school or at school events. Finally, students are not allowed to wear hats inside the building. They should be removed when the student enters the building.

Students play outside before school from 7:45-8:00 a.m. and at noontime. Supervision is provided. When the weather is inclement, students stay inside the building. Inclement weather is rain, snow, temperature, or wind chill below zero. Would you please try to have your child dressed according to weather conditions?

Primary teachers require the marking of a child's boots. This saves time and confusion since many students wear the same type and color. Some students also have trouble recognizing lost items. To encourage wise decision-making in chemical use by students, it is inappropriate to wear clothing promoting alcohol, tobacco, or other chemicals. Students wearing such clothing will be asked to change or sent home.

**Noon Recess:** will be held outdoors unless the weather is inclement. When it is raining, or the temperature is too cold, noon recess will be conducted in the atrium. If a child is recuperating from an illness and a parent/guardian wishes to have them stay inside, please indicate this by sending a doctor's note with your child. All children will play outdoors ***unless they bring a doctor's note***. Be sure your child/ren is appropriately dressed in cold weather (boots, mittens, scarves, caps, warm jackets, etc.).

**Background Checks:** According to Minnesota Statute, Central Schools administer a background check for all new employees. In addition, all volunteer coaches and advisors are subject to a background check.

## **PARENTAL INVOLVEMENT**

### **Parent-Teacher Association (P.T.A.):**

**Mission:** The Central Elementary School Parent-Teacher Association is committed to engaging and connecting students, families, staff, and the community to work together to enhance and enrich student educational experiences.

The P.T.A. consists of any interested parents/guardians from families whose children attend Central Schools.

The P.T.A. meeting schedule is available on the Central Elementary School calendar located on the website.

**Central Elementary Volunteers:** Volunteers play a crucial role at Central Elementary. They assist classroom teachers and specialists in many areas. If you have some extra time and would like to share it with our school, please contact the elementary office (952/467-7300).

**School Visitors (Parents, Volunteers, & Friends):** Parents are encouraged to actively participate in their child's education and visit the school frequently. However, all people entering our building must report to the elementary office to sign in and pick up a visitor's badge before entering any classroom. After your visit, please sign out in the office. If a student leaves school before the end of the day, an adult must sign the student out. Staff members will ask anyone not wearing a Visitor's badge to report to the office. Everyone is to enter the building at the main front entrance. All other doors are locked. We hope that any inconvenience this may cause will be offset by knowing that your child's safety is our primary concern.

**NOTE:** *Only parents/guardians will be allowed to visit a child or pick a child up from school unless the parent/guardian has given specific permission.*

## **BUS RULES AND PROCEDURES**

The District provides transportation for all students in Central Elementary. Bus stops are published in the Norwood Times before the start of the school year. Any student who wishes to get off at a stop other than their regular bus stop must have **written** permission. If your child is bringing friends home on the bus (3 or more), prior approval must be obtained from the bus driver. If you have any questions about busing, please call Luke Wolter at 467-7009 between 8:00-11:00 a.m. Students receive instruction in Bus Safety in the fall of the year.

**NOTE:** If your child does not ride a bus to school, they **SHOULD NOT ARRIVE BEFORE 7:45 A.M.** *School supervision does not begin until 7:45 A.M.* Please ensure your child arrives promptly. **The school day will start at 8:00 A.M. and end at 8:06.**

### **Expectations of students riding the bus:**

**Bus Rules** are as follows:

1. The driver is in full charge of the bus and pupils.
2. No inappropriate language will be allowed on the bus at anytime.
3. Students are to remain seated while the bus is in motion.
4. All objects are to remain on the bus at all times.
5. Students may not leave the bus except at their assigned bus stop or school without prior approval and the bus driver's knowledge.

6. Prior approval should be obtained from the bus driver if your child brings friends home on the bus (more than 3).

Students in all grades of the Central Public Schools are expected to obey and follow the rules listed above.

**Violations of these rules** typically will be dealt with using the following guideline (administrator discretion will be used):

**1st Offense:** The first note is only a **WARNING** that the bus violation has occurred. This note must be signed and returned to the bus driver for the student to ride the bus the following morning.

**2nd Offense:** The second note will bring **DISCIPLINARY ACTION** resulting in the suspension of bus riding privileges. Parents must contact the Transportation Director (467-7009) to see if a solution to the problem can be reached. If no contact is made, the student cannot ride the bus.

**3rd Offense:** The third note will result in **SUSPENSION** from riding the bus. The parents or guardian must meet with the Transportation Director if the student is to be allowed to ride the bus after the suspension period. Then, only if proper corrective measures have been worked out will the student be allowed to ride the bus again.

**4th Offense:** The fourth note will suspend riding privileges for the remainder of the semester.

## **HEALTH SERVICES**

The goal of the Health Services Program is to promote a high level of wellness in school-age children in the areas of physical and social-emotional health. Formal screening programs identify specific problems in vision, hearing, and scoliosis. As these and other health problems are detected, a referral for medical care is made. The Health Services Program's philosophy strongly emphasizes health education and preventive health care. Health services staff the elementary, middle, and high school with a full-time licensed school nurse.

**Health Records:** Students must have an individual health record in the Nurse's Office. It contains a cumulative health history, screening results, and immunization history. Parents are expected to keep Health Services informed of current or chronic medical problems (that could affect the student's comfort and ability to learn) and medications, even if not administered at school. A complete physical exam is recommended but not required before school entrance.

**Early Childhood Screening:** All kindergarten and first-grade children must have a Health and Developmental Screening. If your child has not been screened, contact the Elementary Office. **Screening must be completed before your child will be allowed to attend classes. There are no exemptions.**

**Immunizations:** Minnesota state law requires parents of all students to present proof that all immunizations are up-to-date at the time of school entrance. Students not meeting the minimum requirements may be excluded from school. However, students can be exempt based on conscientious objection, with a parent's signature and a licensed notary's signature on the conscientious objection form.

Immunizations should be updated BEFORE school entrance by your family physician or through Carver County Public Health Services (442-4493).

**General Health:** To do good work in school, a child requires regular rest and sleep. The amount of sleep needed for a student to be alert and learn would discourage late-night television or late, away-from-home activities. Students may be excused to keep a dental or doctor appointment during the school day, if necessary, but it is better to schedule visits during vacation, workshop days, etc.

**Emergency Care:** Emergency care is provided to students who experience illness or injury at school.

**Emergency Forms:** At the beginning of each school year, parents must complete the Student Emergency Form, which provides **up-to-date emergency phone numbers** and medical information. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. Parents are also asked to complete a Health History form. This provides additional health information necessary for making judgments in emergencies.

**Injury:** In the case of an injury or medical emergency, the school will attempt to notify the parents first when possible. In a medical emergency, the local emergency system will be used. The student will be transported to Waconia Ridgeview Hospital or the nearest emergency facility via ambulance at the parent's expense. Student Emergency Forms will be sent to the emergency facility with the student when the parent cannot meet or accompany the student.

**Illness:** In the case of illness, the school will contact the parent at home or work. The parent will be expected to pick up the child or make arrangements for someone else to do so promptly. If the school cannot contact the parent, the person identified as a contact on the student's Emergency Form will be contacted. Parents should ensure that the emergency contact has agreed to assume this responsibility, is available, and has transportation. The parents of each student must establish a workable emergency plan. If the family physician, parent/guardian, or emergency contacts cannot be reached in an emergency, "911" will be called, or the student will be transported to the nearest hospital.

**Exclusions for Illness:** Children will be excluded from school when they demonstrate any of the following symptoms:

- oral temperature over 100 F
- undiagnosed rash
- vomiting
- breathing difficulties
- diarrhea
- pink eye with fever

**Re-admittance to School:** Health Services should be notified of any communicable diseases and treatment to assure control in other students. Readmission to school for the following communicable diseases shall be:

- Chickenpox - all lesions are dry and crusted (5-7 days)
- Impetigo - at least 24 hours after the start of medication and sores are drying or improving
  - If there is no improvement in 48 hours, the child should be reassessed by a physician.
- Hepatitis - physician statement required for re-admittance.
- Strep Throat – until 12 hours after antibiotic treatment begins and the child is without fever
- Ringworm of scalp and skin - following treatment with fungicide.



- Hand, Foot, and Mouth Disease- until the fever is gone and the child is well enough to participate in routine activities

**Excusing Students from Physical Education:** All students must take physical education through the 10th grade. Following an injury or illness, physician's orders are needed for any student to be excused from physical education classes for more than one day.

**Medications:** In accordance with the Minnesota Department of Health's recommendations, the school WILL NOT provide any medications (including aspirin). Prescription medications will be administered under these circumstances:

1. A signature accompanies medication from a parent/guardian authorizing school personnel to comply with the physician's order. (Physician's written order preferred) A current written physician's order must be received for all controlled medications, i.e., A.D.D. or A.D.H.D. Written notification must include:
  - Student's name
  - dosage and route of administration
  - name of medication
  - the termination date for administration
  - time of administration
  - reason medication is needed
  - possible side effects
2. Medication should only be brought to school in a container labeled by the pharmacy. The pharmacy should divide medication for home and school into two bottles with proper labels to avoid transporting medication daily. The label should include the following information:
  - name of physician
  - name of medication
  - child's name
  - directions for use
  - name/telephone number of pharmacy
  - date of issue or renewal
3. Parents are encouraged to bring medication (especially controlled substances such as A.D.D.) to the school nurse's office or the principal's office for their child's and other students' health and safety. However, if parents cannot bring the medication to school, they should contact the school nurse to set up an alternative plan.
4. Non-prescription medications (Tylenol, cough syrup, antihistamines, etc.) must be sent in the original container. Non-prescription medications will be given for a maximum of 5 days with parental permission. After that time, orders from a physician will be required. For example, aspirin will not be given without a doctor's order. A Medication Authorization Form must be completed and signed, or medication WILL NOT be given in school. It should be accompanied by specific instructions from the parent regarding when the medication will be delivered.
5. Elementary students will not be allowed to self-administer medications. (Inhalers are exempt.) Medications must be administered by adult school personnel while the student is at school. Parents should inform the child's teacher when a child is on medication to send the child to the Health Office at the proper time. The

school nurse or designated person(s) will initial a chart indicating the medication was administered. The date and time will also be noted.

**Health Screening Programs:** Hearing and vision screening is performed on students in kindergarten, second and fourth grades according to the recommendations of the Minnesota Department of Health. When suspected health problems are detected, a referral for a medical evaluation is made. Parents should contact the School Nurse at 467-7110 if financial assistance with medical care is needed.

**Health Education and Consultation:** Health Services personnel will attempt to make every Health Service activity an educational experience for the child, parents, and teacher. Because of our commitment to preventive health care, we work closely with the classroom teacher to provide health education. In addition, we are aware of community resources in healthcare and human services and work cooperatively with them. Please call us if you have questions or concerns about your child.

**Instances When We Contact Parents/Guardians:**

- Temperature on or greater than 100 degrees
- Vomiting
- Severe persistent coughing
- Upset stomach with flushed cheeks, headache, without fever
- Diarrhea
- Severe sore throat (potential strep) with fever
- Open wounds
- Pink eye with drainage or severe irritation to student
- Head lice
- Recurring headache
- Possible medication reaction
- Rash with persistent itching
- Known allergies and reactions to "triggers"
- Bee sting allergies
- Asthma attacks
- Diabetic reactions
- Seizures
- Rest, return to class; returns to health services, still not healthy; or after two visits to health services in one day
- Other situations per health services staff discretion

**Instances When We Do NOT Notify Parents/Guardians:**

- Minor playground injuries - scratches, scrapes, and monkey bar blisters
- Small slivers
- Band-aid application or changes
- Temperatures under 100 degrees without other symptoms
- Minor aches (stomach, throat), pains, and rashes which are not recurring
- Insect and bee stings without known allergies (receive first aid and observation for 20 min.)
- Change of clothing due to toileting accident, unless health assistant notices a pattern and questions infection

Please remember to update emergency numbers for Health Services.

## **FOOD SERVICE**

**Breakfast:** Central Elementary will be offering breakfast at school this year. Breakfast will be served:

7:20 – 7:40 a.m. for children attending Kids Company

7:40 – 8:00 a.m. for all other students

The cost of breakfast will be \$1.45 for students on regular lunch. Breakfast will be *free* for students who are generally on Free and/or Reduced Lunches and students enrolled in kindergarten.

### **Lunch Program:**

Taher Inc provides lunch and breakfast to our students in the Central Public Schools. They aim to provide a healthy, tasty, reasonably priced breakfast and lunch option.

Lunch account balances are kept for each family, and students are given a unique student number to deduct the appropriate amount from their family account. Computer software monitors account balances, and balance amounts can be checked through the Parent Portal. Students can add to their account balances by bringing money to the kitchen between 8:00-8:30 a.m. This money is credited to their lunch account within the next business day. Checks should be made payable to ***CENTRAL PUBLIC SCHOOLS***. Prices for school lunch are as follows:

Regular lunch: \$2.75

Milk/Juice: \$0.75

If you feel your child would qualify for free or reduced lunch, you must fill out the appropriate form (which can be found in the District Newsletter, sent out to all District residents at the end of August). Forms can also be obtained in the District Office. The completed form is to be returned to the Superintendent's Office. Students must pay for their lunch until the Superintendent's Office notifies the elementary office that they have qualified for free or reduced lunches.

It would help if you planned to send money with your child on the first day of school to be deposited in their account. We recommend you send at least ten days' worth of lunch money (\$23.00) and/or milk money (\$4.50) and then habitually add it to the account consistently. We ask that money be placed in a sealed envelope with the student's name and grade printed on the front.

When a student's account falls below \$10.00, an e-mail and text will be sent.

### **Lunch Schedule:**

- Grade K: 11:00 a.m.
- Grade 1: 11:30 a.m.
- Grade 2: 11:20 a.m.
- Grade 3: 12:00 p.m.

- Grade 4: 12:10 p.m.
- Grade 5: 12:20 p.m.

**Milk/Juice:** Milk or juice can be purchased for milk break at \$40 a semester. (Kindergarten students can receive free milk for their break. If they prefer to have juice, they will have to pay the semester rate.) If your child has milk or juice for the break, the money must be paid annually or at the beginning of each semester. Students on free or reduced lunches must pay for milk or juice if they wish to have it for a break or with their bag lunch.

**Snack:** Snacks can be purchased at \$25 a semester for a snack break or brought from home. If your child has a school snack, the money must be paid annually or at the beginning of each semester. Students on free or reduced lunches must pay for snacks if they wish to have them for the break.

If you have questions regarding your child's lunch account, please contact Taher, Inc. at 467-7349.

## **STUDENT DISCIPLINE**

### **Roles and Responsibilities Related to Student Behavior and Discipline**

**Students:** Students are responsible for how their rights are exercised and for not violating the rights of others and must accept the consequences of any actions they take that are outside the boundaries of their rights or that violate the rights of others.

**Parents and Guardians:** Parents and Guardians are legally responsible for their children's behavior as determined by the law and community practice. They are expected to promote their child's self-discipline and educational progress and discourage their children from disrupting the school's educational program.

Parents and guardians are responsible for ensuring that their children attend school regularly and supporting district and school policies, regulations, and rules. In addition, parents and guardians are expected to notify the school through a telephone call or written note whenever their children will be absent because of illness, a medical appointment, or other excused absences.

Since cooperation between parents and guardians and school staff is essential in helping students work to the best of their ability and have a good school experience, parents and guardians are responsible for helping maintain communication with the school by participating in school-community activities such as orientation events and parent-teacher conferences and to bring questions and matters of concern to the attention of the teacher, principal or appropriate staff member.

**Board of Education:** The Board of Education sets policies for the District. It manages and controls the school district acting through the superintendent. The School Board holds school employees responsible for supervising student behavior and student safety while the students are legally under school supervision. It has the authority to expel and exclude students from school. The Board of Education is an avenue of appeal for parents and students who have appealed their concerns through the appropriate channels.

**Superintendent:** The superintendent establishes necessary regulations, rules, and procedures to efficiently implement Board of Education policies relating to standards of student behavior, is responsible to the Board for discipline in the schools, gives support to principals and staff, as needed; keeps the Board informed about serious behavior problems in the school and assistance which has been given principals in correcting such issues and recommends student expulsion and exclusion to the Board of Education. The superintendent is also an avenue of appeal for parents and students who have appealed their concerns through the appropriate channels.

**Principals:** Principals are responsible to the superintendent for effectively implementing administrative regulations, rules, and procedures on student behavior in support of board policy, and for the total operation of the school, within the framework of rules and procedures established by the superintendent.

Principals are responsible for providing the best possible education by creating and maintaining an atmosphere conducive to learning, respecting all students, parents, and staff, and effectively communicating with staff, parents, students, and the community.

Principals have the responsibility and authority to formulate, establish, and implement fair and objective rules and regulations that govern students' conduct for the school, consistent with state statutes, board of education policies, and administrative management. The principal will discuss rules and rights with the instructional staff before the beginning of each new school year and with new instructional staff when they are hired.

Principals have the authority to suspend students, consistent with the Pupil Fair Dismissal Act guidelines, for failure to comply with district and school policies, regulations, and rules. In addition, principals may recommend excluding or expelling a student to the superintendent.

**Teachers:** Teachers are responsible to the principal for effectively implementing administrative regulations, rules, and procedures on student behavior in support of board policy, for knowing school and district regulations, rules, and procedures on student behavior, and for making sure that all students are informed of the standards of conduct required by the teacher, the school and the district. Teachers are responsible for providing the best possible education by creating and maintaining an atmosphere conducive to learning, respecting all students, parents, and staff as individuals, and effectively communicating with staff, parents, students, and the community.

Teachers have the authority to use such reasonable measures as are necessary to maintain student control in school buildings, on school grounds. At school events, including removal of a student for up to three class periods, consultation with the principal, denying a student certain classroom privileges, assigning a student extra classroom obligations, giving a student particular tasks related to the misbehavior, and requesting a parent conference.

Teachers are responsible for recording and reporting severe behavior problems to a school administrator and referring a student to a school administrator if the teacher's efforts to resolve the behavior problem are unsuccessful.

**Other School District Personnel:** All school district personnel shall contribute to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or another agent of a school district in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

## **REMOVAL OF A STUDENT FROM CLASS**

Teachers are responsible for modifying disruptive student behavior by conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail or the teacher determines it is otherwise inappropriate, based on the student's conduct, the teacher shall have the authority to remove the student from the classroom according to the procedures established by this discipline policy. "Removal from Class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class for a period of time not to exceed five (5) days, according to this discipline policy.

### **Grounds for removal from class shall include any of the following:**

1. Willful conduct that disrupts the rights of others to an education, including behavior that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including school district employees, the student, or the school's property.
3. Willful violation of school rules, regulations, policies, or procedures.
4. Other conduct, which is at the teacher's or administration's discretion, requires removing the student from class.

### **Procedures for Removal of a Student from a Class:**

1. A teacher may remove a student for one class period. The teacher should inform the office that the student has been removed and expect the student's arrival.
2. Removal of a student for an extended period of time will require principal/designee approval.
3. Documentation providing reasons for removal will be given to the principal by the removing teacher. Parent notification will be done by the teacher removing the student or by the office.

### **Responsibility for and Custody of a Student Removed from class:**

1. Any student removed from class must report to the office immediately.
2. Students sent to the office may do so unattended *if there are no safety concerns*. However, if safety is an issue, teachers must contact the office, and the principal or designee will come to the room to escort the student to the office.
3. The student will complete assigned work While in the office for removal from class. Teachers will have work available for the student during this time.
4. While the student is removed from class, the principal/designee will be in charge of the student.

**Procedure for Student to Return to Class:**

If the student has been removed for 1 or 2 days, the student, teacher, and principal will meet to discuss a readmission plan. If the student has been removed for 3-5 days, the student, parent, teacher, and principal must meet to discuss a readmission plan.

**Procedures for Notification:**

1. At the beginning of each school year, all students receive the Parent/Student Handbook, which explains the rules of conduct and associated procedures. In addition, during the year, disciplinary notices, phone calls, and letters will be used to contact parents about violations.
2. Any violation that results in a student being removed from class will result in the parent being notified by the teacher and principal/designee.

**Disabled Students – Special Provisions**

Any consideration as to whether there is a need to review procedures for assessment, current I.E.P.'s, or appropriate referral of a student in need of special education services will be done by the school's Student Assistance Team (S.A.T.). Any parent or staff member may make referrals to the S.A.T. for child study to determine appropriate services.

**Procedures for Detecting and Addressing Chemical Abuse Problems of Students while on School**

**Premises:**

1. The school's Student Assistance Team will serve as the chemical abuse pre-assessment team according to Minn. Stat.121A.26.
2. The District's Safe and Drug-Free School/Violence Advisory Committee will serve as the district's school and community advisory team.
3. Reporting of chemical abuse issues will be reported to the principal and/or the Student Assessment Team (S.A.T.).

**DISCIPLINE PLAN**

**Statement of Purpose:** Every child has a right to a climate conducive to learning. The school's discipline plan is intended to be fair and equitable for all children. The plan will be viewed as a tool that seeks to maximize student growth and nurture each student's healthy self-respect. All of us - parents, students, and school staff - must share the responsibility of working toward this belief.

**Student Expectations:**

Listed below are the five main student expectations. The specific behavior related to each expectation will be discussed with students periodically by the school's staff.

- 1) Positive words and actions
- 2) Responsibility for self
- 3) Integrity and honor
- 4) Display self-control
- 5) Excellence in everything

**Principal Involvement:** The principal shall be involved with a student's positive or negative behavior upon conferring with the classroom teacher.

**Playground Rules:**

- 1) No Fighting, pushing, throwing to the ground, kicking, hitting, etc.
- 2) No inappropriate language, name-calling, swearing, etc.
- 3) Use all playground equipment safely.
- 4) All students must stay within the playground boundaries.
- 5) Students are not permitted to use hard balls. (baseballs, etc.)
- 6) No tackling - only two-hand touch football.
- 7) No Snowballs.

All students are to treat each other and the playground supervisors with respect.

Students are not allowed to bring: roller blades, skates, skateboards, sleds (in winter), toy guns of any kind, etc. Students may bring from home: jump ropes, tennis balls, rubber balls, etc. They are responsible for their personal property.

**Distribution of Policy:** The school district will notify students and parents of the existence and contents of this policy in such a manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

**Overview:** The consequences for misbehavior described on the following pages are designed to be fair, firm, and consistent for all students. They apply to students in any school or other district building, district property, district vehicles, and school or district events. (District vehicles are defined as school buses and vans owned or leased by the school district, and cars and other vehicles owned by district staff and authorized by the district for transporting students.)

**Student Behavior Expectations:** Please read and discuss this information with your child. A Positive Behavior Intervention and Support Plan was developed per District Policy 108: Student Discipline. The purpose of this plan is to ensure that students are aware of and comply with the school district's expectations for student conduct. At Central Elementary School, we have high expectations for our community and call it "Raider Pride." We need a positive, safe, and orderly school for learning to thrive. School is a social setting in which students learn individual and group responsibilities. Students learn to make decisions about their behaviors. Clear expectations help students know appropriate behaviors for school and other public places. This includes halls, bathrooms, playground, cafeteria, and bus. Proper behavior is expected everywhere on school property as well as on the bus.

**Example Behaviors and Consequences:**

**Major Offenses:**

**Examples:**

- Fighting



- Stealing
- Hitting, spitting, kicking, biting
- Possessing offensive, dangerous or inappropriate items
- Refusing to comply with directions given by an adult
- Continued repetition of minor infractions

**Potential Consequences**

- Removal from setting
- The student will talk with the principal or counselor
- A parent will be contacted via phone call and behavior slip
- One or more quiet lunch period(s), in-school suspension, or out of school suspension, depending on the severity
- Restitution

**Minor Offenses:**

**Examples:**

- Pushing/running
- Disrespectful language/swearing
- Disruption in class or other areas
- Throwing items
- Inappropriate bathroom/sink use

**Potential Consequences**

- Dealt with individually
- One quiet lunch period if warranted
- Parents contacted by phone or behavior slip
- Expectations of school behavior are clearly explained to the student
- Restitution

**Quiet Lunch:** Quiet lunch is a time for students to reflect on their behavior and plan for positive behaviors in the future. Quiet lunches are in the stop-and-think room. They may or may not be working with an adult during this time.

**Stop and Think:** The stop and think room is a quiet, private place where an individual student can spend quiet time away from other students. The room is located in the main office next to the principal's office.

**Raider Pride P.B.I.S. Rubric**

	<b>P</b> Positive words and actions	<b>R</b> Responsibility for self	<b>I</b> Integrity and honor	<b>D</b> Display self-control	<b>E</b> Excellence in Everything
<b>Bathroom</b>	Respect others' privacy	Wash hands after using the bathroom Level 2 Voice	Be a positive role model Report any problems	Feet on floor Hands to self Two pumps-two pushes	Be a positive role model
<b>Hallway</b>	Thumbs-up	Walk Level 1 voices Walk on right	Pick up any trash	Friendly wave Keep hands at the side	Be a positive role model
<b>Cafeteria</b>	Say please & thank you Sit on pockets	Put tray away Clean up mess Wash before and after	Report big spills	Hands and feet to self Level 3 voices Stand calmly in line	Be a positive role model
<b>Playground</b>	Line-up when told Respectful language share	Return equipment Bring in belongings	Include others Report bullying and accidents	Use problem-solving skills Peaceful contact	Be a positive role model
<b>Assembly</b>	Sit central style Polite clapping	Listen to speakers Hands and feet to self	Audience etiquette	Eyes on speaker Level 1 voices	Be a positive role model
<b>Media Center</b>	Respect property	Return books on time Return materials to correct location	Wait turn Report damaged materials	Level 2 voices Use time wisely Hands and feet to self	Be a positive role model
<b>Dismissal</b>	Go straight to bus Walk Stay on sidewalk Use crosswalk	Be Safe Have all belongings Note from home indicating a change	Help others	Hands and feet to self Level 2 voices	Be a positive role model
<b>Lockers or Desk</b>	Shut quietly Keep clean	Be prepared Neatness/organized	Respect property and privacy	Keep hands and feet to self	Be a positive role model
<b>Computer Lab</b>	Follow acceptable usage procedures	Follow directions Return materials	Respect property and privacy Report problems	Hands and feet to self Level 1-2 voices	Be a positive role model
<b>Bus</b>	Respectful language Sit on pockets	Follow directions Be at the stop on time Watch for your stop	Respect property and privacy	Keep hands to self Keep feet in front of you Level 3 voices	Be a positive role model

## Behavior Management Tools

<b>Raider PRIDE Fix-it Ticket</b>	
Student Name _____	Date _____
<b><u>This behavior happened in:</u></b>	
Classroom _____	Specials _____
Bathroom _____	Hallway _____
Lunchroom _____	Recess _____
Computer Lab _____	Bus _____

Central Elementary School has two types of Behavior Management tools in use. They are as follows:

**Fix-It Ticket:** All staff members may use this slip to help alleviate what constitutes "minor" behavior problems. Staff will give 1 – 2 verbal warnings about appropriate behavior choices. A "Fix It Ticket" will be issued after the warnings. The homeroom teacher and parents will document Fix-It Ticket offenses will be notified after the third offense.

**Office Referrals:** After the 3<sup>rd</sup> Fix-It Ticket in a month or if more serious behavior occurs, it will result in an office referral. A student may be sent to the office for hitting, kicking, pushing/shoving, stealing, swearing, or any other behavior deemed inappropriate or dangerous to themselves or others.

The following process will take place if this happens;

- 1) An office referral slip will be generated by the appropriate staff.
- 2) The student is called to the office to discuss the behavior with the administrator.
- 3) One or more of the following steps are then taken:
  - The administrator calls the parent and explains the behavior.
  - The student calls the parent and explains the behavior.
  - A parent conference is required

**Suspension/Expulsion:** A student may be suspended or expelled depending upon the severity of the situation, on the following grounds:

- 1) Willful violation of any reasonable school regulation
- 2) Willful conduct which disrupts the rights of others
- 3) Willful conduct which endangers the student or others or property

**The school supports the terms of The Pupil Fair Dismissal Act of 1974.**

**Severe Clause:** More severe Behaviors (i.e., when the student's behavior endangers themselves or others, or chronic repeat offenders) may require further action. The actions we have in place are the following:

- In-School Suspension.
- After School Detention (parent or guardian will be responsible for picking the student up after detention).
- Out of School Suspension (followed by a Re-entry Meeting).

## **District Policies and Guidelines**

\*A complete District Policy Manual can be found in the District Office or the Central Elementary Principal's Office.

### **Bullying/Cyberbullying**

For purposes of this policy, the definitions included in this section are derived from Minnesota State Statute. For a complete copy of this policy, contact the district office.

"Bullying" means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and:

1. there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, 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.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic devices, that causes a substantial disruption to the educational environment at Central Public Schools.

## **ATTENDANCE REGULATIONS / POLICY**

**Enrollment:** Under the existing school policy, a child must be five years of age before September 1st of the current school year to be enrolled in Kindergarten. A child must be six years of age before September 1st of the current school year to register in first grade.

**Withdrawals:** If you are moving out of the District, the school should be notified at least a week in advance to prepare the proper transfer of records and the child's supplies collected before the transfer. Parents are requested to sign a "Release of Records" form to transfer the records to the correct school.

**Attendance:** The Board of Education, administration, and faculty believe that all students should benefit from the educational opportunities, programs, and activities available at school. Minnesota state law and the Department of Education require daily attendance. The student's obligation for regular and continuous attendance is the joint responsibility of the parent, the student, and the school. If attendance is irregular, the student loses the benefits of constant instruction, allowing for steady and meaningful growth.

***All students at Central Elementary School will be expected to be diligent and punctual in their attendance. All students will be held accountable for missed days of school. Students in our elementary school will be considered absent for a half-day if they arrive after 9:00 a.m. or leave before 2:00 p.m. Classes for grades K-5 will start at 8:05 a.m. and end at 2:45 p.m.***

If your child is picked up during the day, it is the person's responsibility to pick up the child to sign them out in the office. Likewise, when a student returns to school or arrives late, they sign in at the office and give the classroom teacher their tardy slip when returning to class. The policy provided herein shall apply to individual class attendance.

**Absence Reporting Procedure:** When an absence is necessary, the parent/guardian should notify the school by 8:30 a.m. stating the reason for the student's absence. Our Attendance Line (467-7304) is available 24 hours a day for your convenience. Contact the office if there are extenuating circumstances. Parents will be

required to write an excuse when a student returns to school or send a doctor's note if the student has been absent for more than three days due to an illness. A reason for absence must be given to determine if the absence is excused.

**Make-up Work:** If your child is absent for a day, make-up work will be taken care of upon return to school. If the absence is for a more extended period, we suggest that a parent calls for the make-up work before or after school. Two days will be allowed for the completion of make-up work unless the classroom teacher provides an extension.

### **General Statement of Policy:**

#### **Responsibilities:**

1. **Student's Responsibility**  
It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and be aware of and follow the correct procedures when absent from a given class or study hall. Finally, it is the student's responsibility to request any missing work.
2. **Parent or Guardian's Responsibility**  
It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
3. **Teacher's Responsibility**  
The teacher's responsibility is to take daily attendance and maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and apply them uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, the teacher's responsibility is to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
4. **Administrator's Responsibility**
  - a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance, apply these procedures uniformly to all students, maintain accurate records on student attendance, and prepare a list of the previous day's absences stating the status of each. Finally, the administrator's responsibility is to inform the student's parent or guardian of the student's attendance and work cooperatively with them and the student to solve attendance problems.
  - b. In accordance with the regulations of the Minnesota Compulsory Instruction 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 school board has excused the student from attendance because the student has already completed the state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

#### **Attendance Procedures**

1. Regular attendance is the responsibility that parents share, with students, and the school.

2. The School Board considers the following as "excused" absences:

- A. Illness
  - B. Serious illness in the student's immediate family
  - C. A death in the student's immediate family or of a close friend or relative
  - D. Medical or dental treatment
  - E. Court appearances occasioned by family or personal action
  - F. Religious instruction not to exceed three hours in any week
  - G. Physical emergency conditions such as fire, flood, storm, etc.
  - H. Official school field trips or other school-sponsored outings
  - I. 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.
4. Unexcused absences may have parental approval but are not designated as legal absences in the above section. This would include "sleeping in," skipping school, shopping, or babysitting a younger sibling.
5. Truant absence is any absence of part or all of one or more days from school during which the school secretary, principal, or teacher has not been notified of the reason for the student's absence by a parent or guardian.

**Tardy Procedure:** Students are expected to be in their classroom at the beginning of the day. Failure to do so constitutes tardiness. Families will receive a letter from the school reminding them of the importance of being at school on time if/when tardiness becomes a pattern.

**Communications & Enforcement:** The principal will review student attendance records monthly or at the teacher's request.

1. Upon a student's absence of 3 consecutive days, the school nurse will contact the parent/guardian to review with the parent the reason for such absence.
2. When a student's unexcused absenteeism reaches three days, a letter will be sent to the family.
3. When the student's unexcused absenteeism reaches seven days, the student and family will be referred to the Carver County Social Services for truancy referral.

**Section 7. Pupil Fair Dismissal Act:** All school personnel will abide by the "Pupil Fair Dismissal Act" of 1974, M.S. 127.26-127.39, which is in keeping with the due process for students.

## **MINNESOTA STATUTES REGARDING TRUANCY**

### **Continuing Truant (M.N. Stat. 260A.02)**

"Continuing Truant" means a child who ...is absent from instruction in a school without a 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 or high school.

### **Notice to Parent or Guardian When A Child is a Continuing Truant (M.N. Stat. 260A.03)**

Upon a child's initial classification as a continuing truant, the school attendance officer or other designated school official shall notify the child'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 Section 120A.22, and parents or guardians who fail to meet this obligation may be subject to prosecution under Section 120A.34;
4. that this notification serves as the notification required by Section 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 Chapter 260C
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restrictions, or delay of the child's driving privilege pursuant to 260C.201; and
9. It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

**Habitual Truant/Child in Need of Protection or Services (CHIPS) M.N. Stat. 260C.007** Child who is in need of protection or services" means a child who is in need of protection or services because the child...(14) is a habitual truant.

Subd. 10 Habitual Truant . . . " Habitual Truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for *seven* school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school . . . or high school, or a child who is 17 years of age who is absent from attendance without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

**Truancy in Regards to Open Enrolled Students:** The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat 124D.03) or Enrollment in Nonresident District (Minn. Stat.124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes Chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

## **WELLNESS POLICY**

## **I. PURPOSE**

The purpose of this policy is to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

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

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education, and that healthful eating and physical activity can have a positive impact on student behavior.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active regularly.
- F. The qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide a clean, safe, and pleasant setting and adequate time for students to eat.

## **III. GUIDELINES**

### **A. Foods and Beverages**

- 1. All foods and beverages available on campus during the school day (including concessions and a la carte cafeteria items) will be consistent with the current U.S.D.A. Dietary Guidelines for Americans.
- 2. The food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all federal, state, and local laws and guidelines.
- 3. Foodservice personnel shall adhere to all federal, state, and local food safety and security guidelines.
- 4. The school district will make every effort to eliminate any social stigma attached to and prevent the overt identification of students eligible for free and reduced-price school meals.
- 5. The school district will allow students access to handwashing or hand sanitizing before eating meals or snacks, and students should be encouraged to use such facilities.
- 6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and make every effort to schedule meal periods during the school day.
- 7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students eat during such activities.



**B. School Food Service Program/Personnel**

1. The school district will provide healthy and safe school meal programs that strictly comply with federal, state, and local statutes and regulations.
2. The school district shall designate the Food Service Director to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current U.S.D.A. Dietary Guidelines for Americans. The school board will appoint a School District Nutrition Advisory Committee to advise the Food Service Director with these responsibilities.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

**C. Nutrition Education and Promotion**

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health.
  - b. role of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
  - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age-appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, and concession stands during the school day.
3. Schools will not use food or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individualized education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

**D. Physical Activity**

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**E. Communications with Parents**

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being
2. The school district will support parent's efforts to provide a healthy diet and daily activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities. In addition, it will support parents' efforts to provide their children with opportunities to be physically active outside of school.

**IV. IMPLEMENTATION AND MONITORING**

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the foodservice program administrator, the building principal, or the superintendent's designee, as appropriate.
- C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selecting all foods made available on campus.
- D. The superintendent or designee will ensure compliance with the Wellness Policy.

**Legal References:** 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)  
P.L. 108-265 (2004) § 204 (Local Wellness Policy)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)

**FOOD AND BEVERAGE GUIDELINES**

1. Foods and beverages offered over the course of a school week should be nutrient-dense, including whole-grain products and fiber-rich fruits and vegetables to provide students with various choices to maintain a balanced diet.
2. Foods and beverages available during the school day should include various healthy choices that are of excellent quality, appealing to students, and served at the proper temperature.

3. Foods and beverages available during the school day should minimize trans and saturated fats, sodium, and sugar as defined by the Dietary Guidelines for Americans.
4. Food and beverage providers should offer modest portion sizes age-appropriate for elementary, middle, and high school students, respectively.
5. If a la carte foods are available, they should include various nutritious foods, such as fruits, vegetables, whole grains, and low-fat or nonfat dairy foods.
6. Nutrition information for products offered in snack bars, activity concessions stands, a la carte, vending, and school stores should be available when possible. In addition, healthy food and beverage choices should be available at these locations.
7. Carbonated beverages should not be available to elementary, middle school, and high school students during the school day.
8. Beverage vending machines will be available to students as permitted by applicable state and federal laws regarding hours of operation. However, no carbonated beverages, regular or diet, will be sold out of any district vending machine. Teachers' lounges may be exempt from this requirement.
9. School sites will encourage healthy choices for snacks in the classroom, on field trips, and at school picnics and outings.
10. Classroom celebrations should encourage healthy choices and portion control.
11. Schools should encourage fundraisers that promote positive, healthy habits, such as the sale of non-food and nutritious food items and fundraising to support physical activity events.
12. Schools will discourage the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
13. Food brought into schools to be served to students must be commercially prepared food items during the school day.
14. No carbonated beverages will be allowed in classrooms during the regular school day.

## **NUTRITION EDUCATION GUIDELINES**

1. School programs should ensure that students in pre-kindergarten through grade 12 receive nutrition education that provides the knowledge they need to adopt healthy lifestyles. Nutrition education should be well-integrated within a comprehensive school health education program and should include instruction that helps students learn more about the importance of various food groups; caloric, sugar, and fat intake; healthy cooking methods; the role of diet in preventing health problems; the recognition of the role media play in marketing and advertising foods and beverages; and the relationship of a balanced diet and regular exercise to a healthy lifestyle.

2. Nutrition concepts should ensure he is reinforced by all school personnel.
3. Nutrition education should include reinforcing the importance of physical activity and the health risks associated with a sedentary lifestyle.
4. Staff primarily responsible for nutrition education should be adequately trained and regularly participate in professional development activities to deliver quality nutrition education effectively.
5. School districts should provide educational information and encourage healthy eating and physical activity for families, both within and outside the home. In addition, family members should be a critical part of the team responsible for teaching children about health and nutrition.

## **PHYSICAL ACTIVITY AND EDUCATION GUIDELINES**

1. Students from kindergarten through grade 10 will receive regular, age-appropriate physical education. In addition, students in grades 11- 12 will have elective physical education opportunities.
2. Physical education should be designed to build interest and proficiency skills, knowledge, and attitudes essential to a lifelong physically active lifestyle. It should include providing information, fostering a positive atmosphere, encouraging self-discipline, developing motor skills, and promoting activities that can be carried out throughout students' lives.
3. The physical education curriculum should be coordinated with the time health education curriculum.
4. Physical education should provide safe and satisfying physical activity for all students, including those with special needs.
5. Whenever possible, elementary schools should provide daily recess that encourages physical activity.
6. Schools should provide information to parents to help them promote and incorporate physical activity and healthy eating into their children's lives.

## **HAZING POLICY**

### **I. PURPOSE**

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

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

- A.** No student, teacher, administrator, volunteer, contractor, or another district employee shall plan, direct, encourage aid, or engage in hazing.
- B.** No teacher, administrator, volunteer, contractor, or another district employee shall permit, condone, or tolerate hazing.

- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for the action.
- F. The school district will investigate all complaints of hazing. It will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or another employee of the school district who is found to have violated this policy.

### **III. DEFINITION**

- A. "Hazing" means doing something or making another student do something that creates a risk or harm to a student in order for the student to be initiated into or affiliated with a student organization. Hazing is a violation of school policy regardless of the time or place it occurs.
  - 1. Any physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or adversely affects the student's mental or physical health or safety.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health or safety.
  - 4. Any activity that intimidates or threatens the student with ostracism, which subjects the student to extreme mental stress, embarrassment, shame, or humiliation, adversely affects the student's mental health or dignity, or discourages the student from remaining in school.
  - 5. Any activity that caused or required the student to perform a task involving a violation of state or federal law or school district policies or regulations.

## **HARASSMENT AND VIOLENCE POLICY**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

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

- A. It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence based on race, color, creed, religion, national origin, sex, age, marital status, family status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil; parent, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel through conduct or communication based on race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regards to public assistance, sexual orientation, or disability as defined by this policy.

- C. A violation of this policy occurs when any pupil, parent, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.