

Dear Families,

Welcome to Shirley Hills Primary School! I am excited to start my 11th year with the Shirley Hills staff as principal. Please know that we are dedicated to providing your child and family a world class educational experience. Best wishes for a wonderful school year!

Sincerely,

Scott Eidsness
Principal



The Westonka Edge. *Small School Advantages. Big School Opportunities. Real-Life Success Stories.™*

*Westonka schools are just the right size. **Small school advantages** mean we know every child by name and we make it our goal to help every child to succeed. **Big school opportunities** mean our award-winning arts, academics and athletics programs are right up there with the big guys. **Real-life success stories** mean our students leave prepared for college and for success in the 21st Century.*

****NOTE:** Any covid related procedures/rules are based on current information and are subject to change during the school year.

ARRIVAL/DEPARTURE TIMES & PROCESS

School begins at 9:00am. If your child does not ride the bus, please time his/her arrival for after 8:50 am; doors will NOT open for our drop off area until this time. Students must go directly to their classrooms upon entering the building. Students wanting breakfast can enter the building and go directly to the cafeteria for breakfast. Breakfast students need to leave the cafeteria by 9:05 and be back to their classrooms by the time announcements are done (usually around 9:10).

For the safety of our students, we ask that parents refrain from using the front (West) parking lot when buses are or will be loading/unloading; that is, 8:30-9:00 am and 3:30-4:00 pm.

Parent Drop Off & Pick Up:

For morning drop off, please follow the single file drop-off arrows painted in the north parking lot. Staff will be at the north door no earlier than 8:50 am to greet children and escort them safely into the building. To keep the line flowing smoothly, please **do not get out of your vehicle** to assist your child. Children need to exit the vehicle from the door that enters directly to the sidewalk and NOT the door that opens to the parking lot. This is for safety reasons. Cars, wait in line and do not pass others in line to exit early - this is a safety issue.

Students are to be in their classrooms at 9:00 am, unless they are at breakfast. If your child arrives late to school, you must come into the office to sign your child in and receive a late pass before you send him/her off to class. An adult must accompany the tardy student to the office and sign him/her in or the tardy will be "unexcused." Your child must also have an acceptable reason for the late arrival to be excused. "Missed the bus", "overslept", and "late" are not excused reasons for tardiness. All tardies, whether 1 minute or 30 minutes, excused or unexcused, are recorded and become part of your child's permanent attendance record.

When you wish to have your child dismissed early, please try to notify the school office (952-491-8409) at least 2 hours prior to the pickup time. This allows office staff and teachers time to prepare for their early release. You must come to the office to check your child out. Your child will not be called down until you arrive in the office; please schedule adequate time. **No child will be released without checking out in the office.**

Dismissal begins at 3:30 pm. A staff member will get "walkers" safely across the streets. Adventure Club students walk to the cafeteria, and a Kids Core staff comes to pick up students attending their programs. If your child will be picked up on a regular basis, you can request a Student Pick Up card. You will need to show this card to school staff

on any days you pick up your child from school in the Parent Pick Up Line. Pickup procedures are shown on the pickup card. PLEASE DO NOT BLOCK DRIVEWAYS when you are waiting on the street to enter our pick up line.

****If anyone other than a parent is picking up your child, you must call the school office (not the classroom teacher) before 2:45 pm. Pickup staff will not allow your child to leave with anyone other than their parents until they have confirmed with the office that it is alright to do so. Buses are not cleared to leave until the Pick Up Line is empty.**

The south lot is only used for Adventure Club pickup/drop off before and after school hours. This lot is NOT for student drop off or pickup. Please avoid parking in designated bus slots.

ATTENDANCE/ABSENCES

All children between 6 and 18 years of age must attend school in Minnesota unless they have a legal excuse. The principal shall determine daily whether students absences are excused or unexcused. Each student will be allowed five (5) excused Family Choice days (non-ill, non-medical). Please make every effort to arrange family trips and medical appointments outside of school time.

You must call the school office Attendance Line (952-491-8490) before 8:45 am if your student will be absent for the day or arriving late. If a phone call has not been received, you will receive a phone call to check on the safety of your child. The school must receive a message from the parent for the absence to be excused. The school will inform parents in writing when we have recorded three unexcused absences. When a child has more than eight unexcused absences, this may be considered educational neglect, and the school is required by Hennepin County to report these absences to county officials. According to school policy, 5 unexcused tardies equal one unexcused absence. If your child arrives after 9:30 am, this will be considered a ½ day absence.

After a student is absent three or more days from illness and is able to do school work, the parent may request assignments and materials from the teacher. Students will be expected to make up the work missed within a reasonable period of time as determined by the teacher and parent.

After your child has accumulated 5 Family Choice absences, a “Petition to Excuse an Extended Family Vacation” form must be completed between the parent and teacher for any additional days missed. Advanced assignments, if any, will be provided on this form. It is the student's responsibility to complete the advanced assignments within a reasonable period of time as determined by the teacher and parent.

District policy, [5113 Student Attendance](#), can be viewed in full on the district website.

BEFORE & AFTER SCHOOL CHILDCARE

Westonka offers quality school-age childcare through the Westonka Adventure Club program that meets right here at Shirley Hills. Children in PreK through grade 4 are served before school, after school, and on school release and summer vacation days. The program is open from 6:30 am - 6:00 pm, Monday through Friday and during the summer. For information on this program, contact the Community Education and Services office at 952-491-8046.

BEHAVIOR EXPECTATIONS & MANAGEMENT

Shirley Hills Primary School uses both Positive Behavior Intervention Systems and the Responsive Classroom approach to behavior expectations. [PBIS](#) is a nationwide system of establishing expected behavior and known interventions for students needing support to change behavior. PBIS also establishes a system of rewarding students for displaying expected behavior to reinforce desired behavior. At Shirley Hills we use SOAR as our PBIS acronym to teach expected behavior. We teach that S = Safety, O = Own It, A = Achieve, R = Respect. We spend several days and lessons incorporating the words of SOAR so that students are clear on their expectations for behavior.

Also, Responsive Classroom is a widely used, research-backed approach to elementary education that increases academic achievement, decreases problem behaviors, improves social skills, and leads to more high-quality instruction. Every child has the right to a climate conducive to learning. This approach is to be used as a tool to help all students reach their potential academically and socially. Please visit the Responsive Classroom website at <http://www.responsiveclassroom.org/> to learn more about this approach.

District policy, [5150 Student Discipline](#), can be viewed in full on the district website.

BICYCLES

Students who choose to ride bicycles to school must walk their bikes across the street and walk them while on school property. Bike racks are located near the main entrance of the building and at the north doors. Bicycles must be locked to the bike rack; the school is not responsible for lost or stolen bicycles.

BREAKFAST

Westonka offers breakfast for all students for free. Upon entering the building, students will go directly to the cafeteria. Students will be advised when it is time for them to leave for their classroom. It is the student's responsibility to get to class on time. Students arriving to the classroom after 9:10 because of breakfast will be considered tardy.

BULLYING

A safe and civil environment is necessary for students to learn and promote healthy human relationships. Bullying or any other violent or disruptive behavior will not be tolerated. For this reason, the Westonka School District has adopted an extensive Bullying Prohibition Policy, following, that defines acts of bullying and outlines a reporting procedure. During character education classes and assemblies we teach students our anti-bullying policy and expectations.

BULLYING (District Policy #5140)

Shirley Hills Primary is committed to providing all students and staff with a safe and civil school environment in which all members of the school are treated with dignity and respect. To that end, Shirley Hills has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Shirley Hills prohibits harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, including gender identity or expression, physical appearance, and/or personality characteristics. This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Bullying as set forth above is defined as "The repeated use of physical, emotional, or social power to hurt someone." Bullying may include, but is not limited to: Verbal (teasing, name calling, gossiping, rumor starting, rumor spreading, verbal cruelty, threats, intimidation, humiliating, embarrassing, racial/ethnic slurs, cyber-bullying; Physical (humiliating, embarrassing, pushing, shoving, pinching, kicking, tripping, fighting, destruction of property, extortion, obscene gestures); or Social (purposeful exclusion, laughing at a student who is being bullied, rumor spreading)

District policy, [5140 Bullying Prohibition](#), can be viewed in full on the district website.

BUS RIDERSHIP

Bus ridership is a privilege and can be revoked at any time by school administration. You will see below our behavior expectations and consequences. Please remind your child(ren) that behavior expectations on the bus are the exact same as in the classroom.

Behavior Expectations:

1. The Westonka District will not tolerate disruption, abusive language, aggressive or dangerous behavior, vandalism, or chemical usage, including smoking, on school buses.
2. Behavior and safety of children to, from, and at all bus stops away from the school are the responsibility of parents.
3. Behavior and safety of children boarding or disembarking buses at the school is the responsibility of the principal and staff.
4. When the student boards the bus, the driver is responsible for student behavior and safety. When the student arrives at the school, the principal and staff assume responsibility. When the student arrives at the bus stop, the parents assume responsibility.
5. School employees and other citizens are encouraged to report intolerable bus rider behavior to the bus driver, who is obliged to report misbehaving students in writing to the transportation coordinator within 24 hours.

6. After re-stating the bus rules carefully to students who have difficulties with proper riding procedures, the bus driver will attempt to correct the situation with the following measures:
 - 1st Offense – Principal confers with the student and will notify the parent by mail with a copy of these regulations.
 - 2nd Offense – Principal confers with the student and contacts the parent by telephone.
 - 3rd Offense – Student loses bus riding privileges for one week; parents are notified.
 - 4th Offense – Student loses bus riding privileges for two weeks; parents are notified.
 - 5th Offense – Student loses bus riding privileges for a period of no longer than the remainder of the school year; parents are notified.

CLASSROOM PLACEMENT

In the month of March we share our Parent Input form which we use to help build class lists for the following school year. This form is your chance to share with the Principal the learning environment you feel best suits your child. Additionally, we like to know about relationships with other students that cause your child frustration, anxiousness, or reduce attention to learning. We do not take requests for teachers and will toss out any input form that does so!

COMMUNICATION

A weekly *Friday News* will be sent to the email address(es) you have provided via your Family Access account. This newsletter will include important information, dates, and reminders from the principal.

Shirley Hills uses a broadcast messaging system to inform parents by telephone of important events or information they need to know. Be sure you have an accurate “primary phone number” in your Family Access account. It is important on potential weather-related school closing days that you listen in full to the message that is sent before calling the office. Please do not call the school office inquiring about a call you missed, but rather opt to “listen to the message now” when your phone rings or wait for the message to be completed and then listen to the voicemail message.

CONFERENCES

Parent-teacher-student conferences are scheduled twice a year, usually in November and February. These are important opportunities to discuss student goals and progress with an individual learning plan. Students are expected to attend these conferences with their parents. Classroom teachers will notify you when the Conference Scheduling opens up. You will then be able to sign up for a conference time through your Family Access account.

CONTACT INFORMATION

Make sure you have your most current phone numbers and email addresses listed in your Family Access account. This information is used for attendance calls and in the event we need to inform you of weather-related school closings. The Skylert messaging system that we use is set up to make calls to a primary phone number for food service and attendance announcements; a primary and secondary number for general and non-school hours emergency announcements; and three phone numbers for a school hours emergency message during the school day.

For most families, it will be most beneficial to have home and/or cell phones set as the primary and secondary numbers, and a work phone set as the third number to be used during the school day. To make sure you are receiving these calls to the numbers you want, go to your Family Access account and select “Skylert” from the left menu. You will see a page already populated with your family information. Make any necessary changes and select “Save”. You only need to do this once, even if you have more than one child in the district.

DIRECTORY INFORMATION (District Policy # 5125)

The school district may disclose directory information of a student and information regarding parents without prior written consent of the parent or the student. If a parent or student does not want this information released, he/she must notify the school district by the end of the first week of school each year by completing the Annual Opt-Out Options form included in the back-to-school mailer. For information, contact Carol Shukle, 952-491-8007.

The following information is considered directory information:

Student’s: name, address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in activities, height & weight (athletic teams), honors & awards.

Parent's: name, address

Directory information does not include: religion, race, color, social position, nationality, and Social Security number.

District policy, [5125 Protection and Privacy of Pupil Records](#), can be viewed in full on the district website.

On occasion, parents are looking for contact information for other parents to set up playdates, send birthday invitations, etc. Parent contact information can be retrieved through your Family Access account by clicking on School Directory on the home page menu. This is another opt-out program. When a student is enrolled, parent contact information automatically populates in the School Directory. If you do not want your contact information visible to other parents, you must make this update through Family Access by clicking on "My Account" at the top of the home page and scrolling down to "School Directory" information.

DRESS CODE

Clean and safe dress creates an environment that is best suited for academic growth, social interaction, and the safety of students and staff. We ask parents to check their student's clothing, particularly to accommodate weather conditions. In the layering seasons, please be sure all layers are appropriate. All students, even in warm weather, must be appropriately covered. Remember that labeling clothing helps us to return items that are lost.

- Hats or hoods may not be worn in the building - unless on a designated hat day.
- Shorts and skirts must be long enough that when the student's hands are at their side, the hem of skirts/shorts must be below the fingertips. Shorts under skirts are appropriate for the playground and when sitting on the floor.
- Stomachs must be covered, and shirt straps should be wide enough to stay in place on the shoulders (no spaghetti straps)
- Messages on clothing must be positive, age-appropriate, cannot endorse products that are illegal for this age student, and not offensive to others.
- Shoes must be worn at all times. Appropriate shoes must be worn for safety during Phy Ed, recess, and a variety of classroom activities. Much to the Principal's dismay, wheelies are not permitted.

DRUG ABUSE PREVENTION

Westonka promotes prevention as stressed in the health curriculum. In addition, the Orono Police Department provides a DARE officer to work with 1st and 3rd grade students at Shirley Hills.

ELECTRONICS (PERSONAL)

We advise against students bringing cell phones and/or personal devices (smart watches) to school for security reasons, but students are allowed to have them. All students are issued a school owned iPad and should use this device for all school/class work needed during school. These devices have been set up to provide as safe an experience as we can provide with filters and blocks in place. We cannot guarantee that personal devices will have these same levels of support to ensure a positive learning experience. All personal devices need to be stored in lockers during the school day. To use a personal device during school hours, students must first confer with their teacher. The school is not responsible for any lost or stolen cell phones or other devices.

EMAIL

All teachers and staff may be contacted via district email addresses. Addresses include the last name and first letter of first name with @westonka.k12.mn.us. For example, eidsnesss@westonka.k12.mn.us.

EMERGENCY CLOSING

Emergency school closings due to severe weather or for any other reason will be announced over WCCO-AM radio and all 4 local television stations (look for *Westonka*, not Shirley Hills Primary). Please note that times shown on stations for early release reflect high school and middle school dismissal times. Shirley Hills students will be dismissed approximately one hour later.

In the event of an early closing, parents will receive an email and a phone call from the district office and an email from the Shirley Hills office using the Skylert system. ***Please wait for the message to finish and listen to it instead of calling the school right away.* The Shirley Hills email will ask you to *email your child's teacher directly*

to advise what your child should do, i.e., ride the bus, go to Adventure Club, wait to be picked up. Please also instruct your children as to what their plan is if sent home early from school.

EMERGENCY DRILLS

Drills for fire, severe weather, evacuation, and lockdowns are conducted on a regular basis during the school year. Teachers have an emergency manual in their classroom, and necessary emergency information is also available to substitute teachers when they are here.

EMERGENCY INFORMATION

Each student is required to have accurate emergency information in Skyward/Family Access to be used in case of an emergency with the child or with the school. At least two ***non-parent*** emergency contacts must be entered. Emergency information sheets will be printed for our Health Specialist based on what is in your Family Access account. It is your responsibility to make changes to Family Access as information changes.

EQUAL OPPORTUNITY - TITLE IX

It is the policy of the Westonka District not to discriminate on the basis of sex, race, color, creed, age, public assistance, marital status, religion, disability or national origin in its educational programs, activities, or employment policies. Violations should be reported to Director of Special Services, Title IX and Equal Opportunity Advisor, Westonka District, 5901 Sunnyfield Road East, Minnetrista, MN 55364, phone 952-491-8031.

FEES

Student fees are required at every grade level. This year each total includes a technology fee (\$15.00), an art fee (\$5.00), and the cost for planned student field trips. The 3rd grade fee also includes \$3.00 for the cost of a recorder for music classes. If your 4th grader was not here as a 3rd grader last year, you will be asked to pay the \$3.00 when the recorders are being handed out. Fees for the 2023-24 school year will be sent in a separate email:

We encourage you to pay your fees online through your Family Access account; fees will be posted in mid August. You may also pay by check or cash (please have the exact amount due) in the school office. If you would like to arrange a payment plan, please call the school office, 952-491-8405. Thanks to the generosity of our PTA, scholarship dollars are available to help cover some of these fees. Please contact our school social worker, Ms. Osland at 952-491-8458 or oslandb@westonka.k12.mn.us to request more information.

FIELD TRIPS

Field trips are an important source of learning for students. All classes participate in regular field trips for academic and cultural reasons. A signed blanket permission must be on file in the school office giving permission for your child to participate in all field trips throughout the year. This permission will be part of an online Acknowledgment form all families must complete every year through their Family Access account.

- **Volunteer Supervisors** are often needed to accompany our classes on field trips. Please communicate with your child's classroom teacher your availability and desire to join as a supervisor. Please know that there is often a fee for parents to participate in some of the field trips. Your child's classroom teacher will let you know for each trip if a fee is involved.
- Volunteer supervisors must have a current background check form on file to be able to attend field trips. A new form needs to be completed each year.
- Supervisors are expected to actively supervise students and keep them safe along with monitoring and encouraging appropriate behavior. PLEASE note that bringing additional siblings along on field trips reduces your ability to supervise the students in the class, and we encourage you to find alternative care for siblings. Parents who can be fully present in their supervision role will be given preference over those needing to include younger children.

GIFTED & TALENTED SERVICES

Westonka offers gifted and talented services for 3rd and 4th grade students in the subject areas of Language Arts and Mathematics.

GYM SHOES

Students are required to wear gym shoes for physical education classes in the gym. Please include a pair of gym shoes for your child on days they go to PE class. We do have extra shoes that children can wear if they forget or don't have gym shoes of their own. These shoes may not fit exactly right and are a convenience and not to be counted on by families on a regular basis. Students without gym shoes whom we cannot provide a temporary set of shoes will have to sit out from participating in most activities in the gymnasium. It is a good idea to provide a pair of gym shoes to keep at school in your child's locker, especially if they prefer to wear alternative shoes throughout the remainder of the school day.

HARASSMENT AND VIOLENCE (District Policy #4110)

Shirley Hills Primary is committed to providing all students and staff with a safe and civil school environment in which all members of the school are treated with dignity and respect. To that end, we have in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Shirley Hills Primary prohibits harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, including gender identity or expression, physical appearance, and/or personality characteristics. This policy is in effect while students or staff are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

For the full District Policy, 4110 Harassment and Violence, please see the appendix at the back of the handbook.

HAZING (Policy #5109)

Definition: "Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Example: Includes, but not limited to, beating, confinement, forcing of consumption of alcoholic beverages, and intimidation.

This policy applies to behavior that occurs on or off school property and during and after school hours.

For the full District Policy, 5109 Hazing, please see the appendix at the back of the handbook.

HEALTH SERVICES

Shirley Hills has a Health Specialist on duty every school day. Basic first aid supplies are available in the health office and in each classroom. Hearing screening is conducted upon request. Vision screening is conducted for 1st and 3rd grade students, annually; other students may be screened by request of a teacher. Health records are maintained at school.

It is your responsibility to advise the Health Specialist of any special health needs your child has, i.e., asthma, allergies, seizures, and provide any necessary action plans to have on file in the health office.

When an emergency or significant illness occurs at school, our procedure is to contact a parent or guardian at home or work. If a parent or guardian is unreachable, the people listed in Family Access as emergency contacts will be called. However, in instances where immediate medical attention is needed, the school will call 911 for emergency personnel and ambulance service. The parents or guardian will be called immediately after the emergency personnel have been contacted. If necessary or requested, the family physician will be consulted.

COVID-19 POLICY

Everyone is responsible for conducting a **COVID-19 daily self screening** before leaving your home and sending your student to school. Make sure you have assessed these questions;

*Do you have a **new onset of cough or shortness of breath** by themselves **or at least 2 of the following**:

* **Fever**(100.4 degrees F or higher)without having taken any fever reducing medications

- * **Loss of smell or taste**
- * **Muscle aches**
- * **Sore throat**
- * **Chills**
- * **Nausea/vomiting, diarrhea, loss of appetite**
- * **Fatigue**
- * **Congestion**

- * Do you have a **new onset of any listed above** with no other diagnosis to explain it?
- * Have you, or anyone you have been in **close contact** with, been diagnosed with COVID-19?
- * Have you been asked to **self-isolate or quarantine** by a medical professional or a local public health official?

If the answer is yes to any of the questions listed, please do not send your child to school!

- * Contact your healthcare provider to determine if further action should be taken.
- * Call the school's Health Specialist to let them know about the symptoms. She will contact you with additional information regarding your child's return to school.

LOCKERS

All students are assigned a locker in the hallway outside of their classroom to hold coats, boots, book bags, etc. Lockers belong to the school but are loaned to students for use during the school day. Valuables should not be stored in lockers. The school is not responsible for lost or stolen items. School staff have the right to look in lockers at any time. Locks are not used on these lockers.

LOCKER SEARCH (District Policy #5156)

Lockers: Lockers are school property. They are loaned to the students for storing books, backpacks, other educational materials and clothing necessary for our climate. School officials may open and inspect lockers for any reason. Searches of lockers can **be conducted at any time without the presence of the student.**

PLEASE NOTE: Lockers are not absolutely safe. As a result, the following guidelines are in place:

1. Do not place any item in your locker that disables the locking mechanism. Doing so can result in damage to the locker and easy access to your locker. You are responsible for any damage to your locker. Also, detention will be assigned.
2. Do not leave valuables in your locker. The school is not responsible for lost/stolen property. There is a locked, secured room available for the storage of your athletic bags during the school day.
3. Do not share your locker with another student. You are responsible for what is in your locker including writing and stickers, etc.

Personal Possessions: To ensure all students' safety, personal possessions can be searched with reasonable cause at any time. This includes backpacks, purses, clothing, vehicles, cell phones, MP3 players, and other possessions.

Lockers belong to the school but are loaned to students for keeping backpacks, coats and other school materials. Please do not leave anything valuable in your locker. The school is not responsible for lost or stolen items. School staff has the right to look in lockers at any time.

For the full Policy 5156 Search of Student Lockers, please see the appendix at the back of the handbook.

LOST & FOUND

Lost clothing is located in our Lost and Found area in the lunchroom. Small items are kept in the office (jewelry, keys, etc.). Unclaimed clothing items will be donated to charity at the end of each semester. All other small items not claimed are returned at the end of the school year to the student who turned them in.

Please remember to:

- * Clearly label your student's coats, caps, boots, clothing, water bottles, and lunch bags.
- * Try to locate the item immediately upon discovering it is lost. Don't wait too long.
- * Use caution in allowing articles of sentimental or monetary value to be brought to school. The school is not responsible for lost or damaged personal items.

LUNCHROOM/PLAYGROUND EXPECTATIONS

All students will follow the school-wide behavior expectations on the playground and in the cafeteria. These behaviors will be taught and expected.

Students will SOAR - We expect and teach students to be Safe, Own their behavior and actions, Achieve at their best when interacting with others and Respect staff, students and school property throughout their time at recess and lunch.

- Keep hands, feet and objects to yourself
- Use equipment properly
- Use acceptable language
- Stay in assigned area
- Show respect to others
- Play safely; tackling games are not allowed.

Lunchroom and Recess Expectations:

- Classes will sit in the same area and tables
- Students will wash/sanitize hands prior to entering the lunchroom
- Students will sit down at their table first and wait to be dismissed to get their food from the serving line.
- Students need to remain seated throughout the entire lunch period
- When finished students need to wait to be dismissed; when dismissed throw trash away, sanitize hands and go outside for recess

Recess:

- Students are expected to follow all SOARing guidelines while at recess
- Teachers will go out to the playground to get their class and return to the building

MEAL PROGRAM (BREAKFAST & LUNCH)

Our school offers healthy meals each day. Starting in the school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school.

§ **Students will still use a PIN and go through a cashier line.**

§ ***A la Carte items are offered for sale at each school. Customers must have money in their account to cover the full cost of each item in order to purchase.***

§ Breakfast ***must*** include a fruit or juice or entree alone will cost \$2.00.

§ Lunch ***must*** include a fruit or vegetable or entree alone will cost \$4.00.

§ Kids that bring a bagged lunch from home or students wishing to purchase a 2nd milk will be charged \$0.60. **Milk is not free without the selection of a meal.**

§ Students in PK – 1st grade are not sold a la carte items with the exception of a milk with a bag lunch.

§ Adult lunch price will be \$4.95 or as established by the federal government in July 2023.

§ Meal account checks should be payable to: ISD #277.

Westonka Foodies has transitioned to [LINQCONNECT.COM](https://linqconnect.com) for online payments, tracking student purchases, setting limits, etc. We encourage each household to register on LINQ Connect.

School menus are posted online at www.westonkafoodies.com along with nutrition information.

<u>Grade</u>	<u>Lunch Period</u>	<u>Recess Period</u>
Grade 1	10:40 - 11:00	11:00 - 11:30
Kindergarten	11:10 - 11:30	11:30 - 12:00
Grade 2	11:40 - 12:00	12:00 - 12:30
Grade 3	12:20 - 12:40	12:40 - 1:10

Grade 4

12:50 - 1:10

1:10 - 1:40

If you have any questions about the school meals program, please contact Westonka Foodies:

Laura Metzger, Director of Food & Nutrition

(952) 292-0775

metzgerl@westonka.k12.mn.us

Deb Bailey, Administrative Assistant

(952) 491-8088

baileyd@westonka.k12.mn.us

MEDICATIONS

If it is necessary for your student to take medication at school, please contact the health office to obtain a form that gives the Health Specialist authorization to administer medication. For prescribed medicines, your physician must sign the form. Medication will not be administered without this authorization. The form must also be completed for non-prescription drugs like aspirin or Tylenol, but signed only by the parent. Any medications must be in its original prescription container, not in an envelope, plastic bag, etc. Medications must be turned into the health office; students may not carry medicine with them. Please call the Westonka District Nurse (952-491-8104) or our Health Specialist (952-491-8404) with questions regarding medications.

MESSAGES TO CLASSROOM TEACHERS / END OF DAY CHANGES

One of our most important jobs is to make sure each child gets where they need to go at the end of the day. We need to be efficient in the way we receive and deliver messages regarding end-of-the-day changes to classroom teachers. When you need to make changes to your child's end-of-the-day schedule (an early pick up time or a different destination), you must notify the school office by phone call or note. Many times, the notes you send to the classroom teacher never leave the child's backpack. Also, if you email or leave a voicemail for the classroom teacher and there is a substitute teacher, those messages may not be retrieved.

If you need to make changes after the school day has started, call the office (952-491-8409) before 2:45 pm. Between 2:45 pm and 3:15 pm, office staff will call into the classrooms and deliver those messages. Do not call the classroom or email the teacher; there is no guarantee that those messages will be retrieved before the end of the day. While we will try, we cannot promise that messages received after 3:30 will get to the teachers.

NEW STUDENTS

Starting school each fall can be challenging enough, but it can be really tough on children who change schools. Our school Social Worker, Ms. Osland, offers your child the opportunity to get together with other new students in his/her grade level in our Welcome Group. Students will meet to talk about the excitement and challenges of coming to a new school. Fun activities will help familiarize students with our school and each other. All new students in 1st through 4th grade are included in this Welcome Group. If you do not want your child to participate in this activity, please contact Brita Osland at 952-491-8458 or oslandb@westonka.k12.mn.us. We hope that you find Shirley Hills to be a friendly and supportive place for you and your child.

NON-DISCRIMINATION NOTICE (EOE)/CIVIL RIGHTS INFORMATION

The District does not discriminate in any manner on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability in the full utilization of or benefit from the educational institution or the services rendered thereby to any person in violation of Minnesota Statutes Section 363A.13. The District will ensure physical and program access for disabled persons in accordance with Minnesota Statutes Section 363A.13.

The District does not, on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, including gender identity or expression, or age, (1) refuse to hire or to maintain a system of employment which unreasonably excludes a person seeking employment, (2) discharge an employee, or (3) discriminate against a person with respect to hiring, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment, in violation of Minnesota Statutes Section 363A.08.

The District does not discriminate on the basis of sex in the educational program or activity which it operates, in admission to such programs, or in employment. The District is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner.

The District does not discriminate on the basis of disability in violation of Section 504 and 34 C.F.R. Part 104. The District does not discriminate in admission to or access to, or treatment or employment in, its program or activity on the basis of disability.

The following persons have been designated to coordinate and handle inquiries regarding the District's nondiscrimination policies including Title IX, Section 504/ADAAA and human rights.

Dr. Emily Rustman
5901 Sunnyfield Rd. E. Minnetrista, MN 55364
952-491-8031

Westonka Policies specifically pertaining to Civil Rights include 4220 Employee Sex Nondiscrimination; 4108 Employee Disability Nondiscrimination; 5220 Student Sex Nondiscrimination; and 5108 Student Disability Nondiscrimination. Copies of these policies are available at the school office or on the district website, westonka.k12.mn.us>About Us>School Board>Policy Manual.

Further information on this discrimination statement can be obtained from the Office of Civil Rights or the Minnesota Department of Human Rights.

OUTSIDE DOORS

All outside doors of the building are locked during the school day, except for the main entrance (9W) on Wilshire Boulevard. All people entering the building must use the main secured entrance, be buzzed into the office, sign in, and receive a visitor badge before going any further into the building.

PESTICIDE APPLICATION NOTICE

Several health and safety-related notices are available on the district website www.westonka.k12.mn.us under Contact Us/Forms. Topics include asbestos management, indoor air quality and the use of pesticides. Hard copies of these notices are also available in all Westonka school buildings. Parents will be notified prior to pesticide applications and an estimated schedule of pesticide applications, if planned, will be available for review at the school's main office. Parents may specifically request individual prior notice of pesticide applications by contacting the district office at 952-491-8007.

PETS

For health and safety reasons, no animals or birds of any kind are allowed in the school building or on school property at any time.

PICTURES

Each year our school contracts to have pictures taken of each student for their student file. One session is during our Open House before school starts, the other during the school day in October. Purchase of these pictures is optional for parents. Information on purchasing these pictures is shared with families via email in August.

PLEDGE OF ALLEGIANCE (District Policy #5310)

The Westonka Board of Education has mandated that each school recite the pledge of allegiance regularly in each classroom. We do this through our morning announcements. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

PTA

Cooperation between home and school is the key to our students' success. The Parent Teacher Association (PTA) plays a vital part in involving parents in school through a variety of activities and regularly scheduled meetings serving the needs of students, teachers, and parents. Our PTA sponsors numerous programs and activities throughout the school year that enhance our students' school experience, including Adventures in Art and I Love to

Read activities. They also plan and carry out fun family events, Back to School Picnic, Culvers Nights, Pastries for Parents, Imagination Fair, and our Spring Carnival. We invite you to become a member of this very important part of our school. PTA membership forms will be on your child's desk at Open House.

REASONABLE FORCE (USE OF)

A school employee, school bus driver, or other agent of a district, in exercising the person's 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. See Minn. Statute 121A.582.

RECESS

Students go outside for recess every day unless the air temperature or wind chill is -10 degrees or colder. On days when the temperature is extremely cold or when it is raining, students remain inside. Staff monitors are outside with the students at all times. It is extremely important that the students are dressed for the weather. We recommend hats, gloves, snow pants, and boots for winter. Students without boots will go outside but remain on the blacktop during snowy weather.

REPORT CARDS

At the end of each semester, parents of students in Kindergarten through 4th grade can view their child's report card by logging into their Family Access account. A paper report card will be sent home with students on the last day of school.

SCHOOL HOURS

The student school day is 9:00 am to 3:40 pm.

Teachers' contracted hours are 8:00 am to 4:00 pm.

The school office hours are 8:00 am to 4:30 pm.

SEXUAL OFFENDER NOTIFICATION

Minnesota state law requires police departments to notify local residents when a convicted adult sexual offender moves into their jurisdiction. In the event that a school building receives such notification, this information will be relayed to current building users and kept on file in the school office. For further information contact the local police department.

SPECIAL EDUCATION

Westonka's philosophy is to provide an appropriate educational program for all students, based on their individual needs. Shirley Hills offers a complete range of services for students with identified special needs. Our special education program is designed to be an integrated part of the entire school. Parents and staff work together in determining which students require special education services. Parents and staff create an IEP, Individualized Educational Plan, for each of these students. The State of Minnesota criteria in the various disabilities areas are used in the identification process. Students with learning disabilities, emotional/social difficulties, speech and language concerns, sensory impairments, physical handicaps or who are mentally handicapped receive services at Shirley Hills in the classroom and the special education Learning Center.

Parents who would like to have their child evaluated to determine if they qualify for special education services may do this by making a request in writing and sending it to the principal. This request will then be shared with the Student Concerns Committee in the building. This committee consists of regular and special education team members and meets regularly for the purpose of recommending educational interventions (including special education child studies) to meet individual needs of students. Parents may meet with the building team to explain their concerns if they wish or a staff person may present their concerns. The building team must respond in a timely fashion to any such request for service consideration.

Shirley Hills also has a full-time Social Worker who provides individual counseling as well as group counseling for Family Change, Grief & Loss, and Friendship.

SPIRIT WEAR FRIDAYS

Every Friday is Spirit Wear Day. We encourage students to wear Shirley Hills or White Hawks spirit wear, or school colors (red and/or black) on those days.

STANDARDIZED TESTING

Standardized tests are administered to students throughout the year. Results are shared with parents and used to evaluate curriculum and program outcomes. The Minnesota Comprehensive Assessments (MCAs), based on state learning areas, are given to 3rd and 4th graders every spring.

STATE TESTING INFORMATION FROM MDE - RIGHTS OF REFUSAL

Every spring, Minnesota public school students are required to complete state assessments in reading, math and science between grades 3-8, 10 and 11. The specific grade level determines which subject tests are taken. The tests are valuable to schools to help track student academic performance and provide community accountability for student learning. Parents/guardians have the right to refuse to have their child participate in the state-required standardized assessments. If that is the case, a letter can be completed and turned into the building principal.

[Statewide Assessments: 2022-23 Parent/Guardian Participation Guide and Refusal Information](#)

STUDENT RECORDS / DATA PRIVACY

Access to student's records is limited to parents, legal guardians, and professional staff. A parent/guardian who wishes to examine a student's record shall contact the principal to set up an appointment to review the records. Release of student records to an outside source is strictly controlled by district policy. Limited personal information about students may be released or made public without the consent of parent/guardian if it is designated as student directory information. Parents/guardians may request directory information not be published by updating their Family Access account.

STUDENT SURVEYS (Policy #5200)

Westonka Schools will periodically survey students for their opinions related to a variety of subjects, including, but not limited to, teacher performance, school climate, curriculum needs and student behavior. Student input is an important piece in improving student services. If you would prefer that your child NOT participate in these surveys, or if you'd like to preview the survey, please contact the principal.

TECHNOLOGY

All classrooms are equipped with large TV's and AppleTV, some will still have SMARTboards for interactive teaching of students. Computer labs are equipped with Macintosh computers using integrated software to provide individualized instruction and other software the teacher may choose for the class. Specialized software is also used in music, art, GATES classes, and for individual and small group work with multimedia and internet projects. All students will have an iPad for use during the school day. Before students use any web-based educational tools, school staff will discuss with students the appropriate use of technology based on District Policy [#5160 Internet Acceptable Use and Safety](#).

TEXTBOOKS & SCHOOL PROPERTY

Each student assumes responsibility for the care and proper use of books and other material and equipment used at school. It is the student's responsibility to repair or replace any damaged or lost items.

TITLE I

Title I is a federally funded program that provides an additional teacher to help students in the areas of math and reading. Students are determined eligible by tests and teacher recommendations and enter the program only with signed parent permission. Help is mainly provided outside of the student's classroom.

TOBACCO-FREE SCHOOL (District Policy #1511)

Tobacco possession and use of tobacco by students, staff, visitors, and tenants is strictly prohibited in school buildings and vehicles, on school property, and at school or district-sponsored events or activities which are under district jurisdiction. For the purposes of this policy, tobacco included all forms of tobacco, included but not limited to chewing tobacco, cigarettes, cigars, any product containing nicotine or used for the purpose of smoking, "water vapor cigarettes", electronic cigarettes and look-alike products.

VALUABLES

We discourage students from bringing valuable electronic devices (i.e., cell phones) or other valuable items to school. We cannot ensure their safety and they can be a distraction to learning. Lockers cannot be secured, and Shirley Hills is not responsible for items if they are lost or stolen.

VISITORS

Visitors are always welcome at Shirley Hills. Please know, it is a courtesy to make arrangements with a teacher before visiting a classroom. All visitors must check in at the office before going to specific rooms in the building. Visitors and volunteers must wear identification name tags from the office. School board policy requires that all staff also wear an identification badge.

VOLUNTEERS

There are many school-wide opportunities for classroom volunteers, field trip supervisors, and event helpers. Many of these opportunities will be advertised in the Friday News and event volunteers are typically recruited through Sign Up Genius.

All volunteers must complete a background check in order to volunteer in the building or on field trips. A new online background check form is available through your child's Family Access account. If you prefer a paper copy, please request that from the school office. A new form must be submitted for each new school year. Many of the great things that happen at Shirley Hills can't happen without your help! Thank you!

WEAPONS (District Policy #1512)

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

"Weapons" are identified in three categories:

1. Any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. Any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. Articles designed for other purposes (i.e., lasers, or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Exceptions

The exception listed below is stated for the purposes of protecting those that fall into the specific exception listed. As with any exception, the administration reserves the right to carry out disciplinary action if other facts and/or evidence is revealed in the investigative process.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

Minimum corrective action shall include initial suspension for five days, confiscation of weapon, notification of police, parent notification, and may include referral to the core discipline committee for possible further consequences.

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

WEBSITE

The Westonka School District has an extensive website with information about each school and other district programs. You can find it at www.westonka.k12.mn.us. Check the Shirley Hills website and calendar on a regular basis for highlights and information, as well.

WOLF RIDGE

Each May, students in Grade 4, along with a group of staff and parent supervisors, spend an exciting week at the Wolf Ridge Environmental Learning Center in Finland, Minnesota. They spend the week learning about our environment and have an opportunity to participate in a variety of activities including canoeing, ropes course, tree study, animal tracking, wall climbing, etc.

This trip is paid for entirely through student fundraising. Students start raising funds in kindergarten and their funds stay in a dedicated account just for them. The fundraiser kickoff is the first Friday of school. At that time, each student will receive a fundraising packet. In lieu of fundraising, you also have the option of making a direct payment each year toward your child's trip. An information letter, including your child's current fund balance, will be attached to the fundraising packet that is sent home with students the first week of school. Fundraising is optional; many parents prefer to make a direct payment to their child's account annually or in a lump sum the year their child goes to Wolf Ridge.

YEARBOOK

Each year the PTA sponsors an annual pictorial account of the year with pictures of all the students and many of the activities from the year. Ordering information will be shared with parents in the fall.

APPENDIX

HARASSMENT AND VIOLENCE POLICY 4110

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions

2. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 3. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 4. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 5. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse of a sexual nature;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, touching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or

- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- G. Sexual Violence; Definition
 - 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
 - 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- H. Violence; Definition
Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. **REPORTING PROCEDURES**

- A. Any person who believes she or he has been the target or victim of any harassment or violence prohibited by this policy by a student, teacher, administrator, or other School District personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate School District official designated by this policy.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In each school building: The school principal or designee is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult School District personnel who receives a report of harassment or violence prohibited by this policy shall inform the school principal or designee immediately. The school principal or designee shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

- F. Upon receipt of a report that alleges a violation of this policy as described in paragraph III. B above, the school principal or designee must notify the School District Human Rights Officer immediately. The principal or designee may ask the complainant clarifying questions to determine whether the complaint alleges a violation of this policy. The school principal or designee may request, but may not insist upon, a written complaint. If the complaint alleges a violation of this policy, a written statement of the facts alleged will be forwarded as soon as practicable by the school principal or designee to the Human Rights Officer. If the report was given verbally, the school principal or designee shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward a complaint that alleges a violation of this policy may result in disciplinary action against the school principal or designee.
- G. In the District: The School District designates the Director of Special Services as the School District Human Rights Officer with responsibility to oversee administration of these procedures and to monitor compliance and to receive reports or complaints of harassment or violence prohibited by this policy. If a complaint involves the Director of Special Services, the complaint shall be made or filed directly with the superintendent.
- H. The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant's or reporter's grades, activities, future employment, or work assignments or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational data and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The School District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.
Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the School District, the Human Rights Officer, within three (3) school days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by School District Officials or by a third party designated by the School District.
- B. The investigation may consist of personal interviews with the complainant(s), the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past continuing patterns of behavior, the relationships between the parties involved and the context in

which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the School District may take immediate steps, at its discretion, to protect the target or victim, the complainant(s), students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The School District Human Rights Officer or his/her designee shall make a written report to the superintendent upon completion of the investigation. If a complaint involves the superintendent, the report will be given to the School Board. The report will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines that a violation of this policy has occurred, the School District will take appropriate action. Such action may include, but is not limited to, an apology, warning, counseling or training, a change in the behavior intervention plan, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state and federal law and applicable School District policies.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits and act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of an alleged violation of this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to an alleged violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Section 626.556 may be applicable.
- B. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

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

- B. This policy shall be given to each School District employee and independent contractor who regularly interacts with students at the time of initial employment with the school district
- C. This policy shall appear in the student handbook.
- D. The School District will develop a method of discussing this policy with students and employees.
- E. The School District may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

HAZING POLICY 5109

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, coach, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, coach, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at a school functions or activities, or on school transportation..
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
 - C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
 - D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
 - E. "Student" means a student enrolled in a public school or a charter school.
 - F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
The building principal the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes or receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to

take appropriate action, and to comply with any discovery or disclosure obligations. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

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

V. SCHOOL DISTRICT ACTION

- A. Within three (3) school days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

BULLYING PROHIBITION POLICY 5140

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the

rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, or an individual adult or group of adults, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to individuals who, by their indirect behavior, condone or support another's act of bullying. This policy also applies to any individual student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, contractor, or other employee of the school district who is found to have violated this policy.
 - 1. The school district may exclude or add certain individuals as being subject to this policy, based on the amount of their student contact.
 - 2. The school district may remove certain contractors/volunteers from this policy if these individuals have little or no contact with students to avoid unnecessary application of the policy.

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school

benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than *two full school days*.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the Student Discipline Policy 5150, school district policies; and applicable regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parents(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- E. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

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

publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.
 The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.
 The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:
 - 1. Engage all students in creating a safe and supportive school environment;
 - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 - 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 - 5. Teach students to advocate for themselves and others;
 - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

SEARCH OF STUDENT LOCKERS POLICY 5156

I. PURPOSE

The purpose of this policy is to provide for a safe and healthy educational environment by enforcing the school district's policies against contraband specifically with regard to lockers.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker.

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The search of personal possessions will be reasonable in its scope and intrusiveness. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

- B. A violation of this policy occurs when students use lockers for unauthorized purposes or to store contraband. A violation of this policy occurs when students carry contraband in their personal possessions within a locker.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and look-alikes, alcoholic beverages, controlled substances and look-alikes, overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, clothing, and electronic devices, but are not limited to cell phones, computers, external storage devices and other mobile devices.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

- E. “Weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

IV. PROCEDURES

Portions of this policy may be printed in the student handbook and shall be disseminated to parents and students in the way other policies of general application to students are disseminated. The school district shall provide a copy of this policy to a student the first time the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pictures and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district’s Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.