

SCHOOL DAY

8:10-8:20 a.m.....	Elementary students arrive at school
8:20 a.m.....	Elementary classes begin
11:30-12:30 p.m.....	Fifth Grade recess/hot lunch
11:30-12:32 p.m.....	Sixth Grade recess/hot lunch
11:30-12:34 p.m.....	Fourth Grade recess/hot lunch
11:35-12:36 p.m.....	Third Grade recess/hot lunch
11:35-12:38 p.m.....	Second Grade recess/hot lunch
11:35-12:40 p.m.....	First Grade recess/hot lunch
11:35-12:42 p.m.....	Kindergarten recess/hot lunch
3:10 p.m.....	Elementary classes dismiss

ABSENCE/EXCUSES

Upon returning to school after an absence or tardiness, students are required to bring a written note signed by the parent or guardian giving the reason for the absence or tardiness. If a child is absent because of a contagious disease, a note from the doctor is required before the child may return to school. Please notify the school if there is a contagious disease in the family. Also the school must be notified concerning accidents that happen at home. Excused absences shall be those caused by illness, injury, or emergency, or granted in advance by the administration for reasons of family or individual needs. All other absences shall be considered unexcused absences. Parents are urged to plan their vacations so as to not conflict with school attendance. However, should this not be possible, the administration and teachers should be informed in order that student arrangements can be made. Students who are absent from any part of the school day are not allowed to attend or participate in any school functions (examples: Music programs, Track Day, Elementary Basketball games and practice, end of the year activities, or afternoon field trips) during the same evening, unless the absence is considered “excused,” and proper notification has been given to the office, prior to, or upon arrival of the student at the event. Music programs are considered to be part of the academic program. Therefore, attendance is required. If a student misses a music performance due to anything other than illness or a family emergency, the student will lose points or the grade that is associated with that performance, subsequently affecting their final grade. Please contact your child’s teacher or the school office at 843-3682 ext. 272, if your child is ill or cannot be in school for any reason for the day, or part of the day. The office will contact you if your child is absent and you have not notified the school by 9:30 a.m. See “Homework” section regarding missed assignments during vacations.

ACCIDENTS

In the event a child is involved in an accident at school, first aid may be administered by the school nurse, elementary principal or secretary. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parents, the emergency number you have left in the office will be called. The Kittson Central School District does not carry accident insurance on children in school.

APPOINTMENTS-MEDICAL/DENTAL

Parents are urged to make their medical and dental appointments so as to avoid conflicts with the school day. If appointments occur during the class time, parents should notify

the teacher in advance. If you come to school to pick up your child for an appointment, etc. please sign your child out in the sign out book located at the elementary office first. **Upon returning, the parent/student should sign in at the elementary office before going to the classroom.** Please use door #10 and buzz the main office and they will let you in. The only door open during school hours is the main office entrance doors.

BAND/VOCAL MUSIC

Band instruction in the form of a weekly lesson as well as large group band is available to pupils in grades 5 & 6. In the spring of the year, grade 4 will begin their band lessons. We have an excellent vocal music program for all elementary students. Students in grades K-6 attend music class for 25 minutes each school day. Musical concerts are performed during the Christmas season, at spring time, and during the year at various functions. Concerts are intended to teach students about performing in public, and show parents what has been taught throughout the year. Parents are strongly encouraged to attend all concert opportunities. Students not able to attend a concert must have a written excuse from their parents.

Concert Courtesy

1. Students are expected to maintain a high standard of courtesy.
 2. There should be no talking or horseplay during the program.
 3. Appreciation for performers should be shown in a proper manner.
- No whistling, booing or shouting.

BICYCLES, ROLLER BLADES AND SKATEBOARDS

Facilities for parking bicycles are provided on the west side of the elementary school grounds and all bikes should be placed in these racks appropriately. Children are not permitted to leave bicycles on the walks or lawns and they should not be ridden on the school grounds, as serious accidents may result. Since the school cannot assume responsibility for the loss of bicycles, all bicycles should be locked. We also ask that students not ride their bicycles in the bus areas while the buses are loading or unloading. Skateboards, roller blades, and hee-ies should not be brought to school. They are not allowed on school grounds during school hours or in the buildings at any time.

BROKEN OR DAMAGED EQUIPMENT

Any child, who breaks, loses or damages any school property will be expected to pay for the broken, damaged or lost items. We would sincerely appreciate your cooperation in keeping our school clean and free from vandalism by helping us teach your children to respect the school building and its property, and by reporting promptly any information you may acquire concerning damage to the building. We are all proud of our school and the cost of vandalism is a needless expense to the parents.

CAFETERIA

The school cafeteria is a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is essential. The lunchroom supervisors and your fellow classmates will appreciate your cooperation in:

1. Eating your food in the cafeteria-no food may be taken from the cafeteria.
2. Depositing all lunch litter in waste containers.

3. Returning all trays to the dish washing area.
4. Avoiding loud noises and any form of inappropriate behavior.
5. You are not to leave your table until your whole class is dismissed.
6. Breakfast tardiness is to be kept to a minimum. Breakfast starts at 8:00 a.m. and they are to be done eating and on their way to the classrooms by 8:20 a.m.

CARE OF BOOKS

Students attending Kittson Central Elementary School are furnished with all necessary textbooks and workbooks. In the event that books are lost, or damaged to the extent they cannot be reused, parents will be charged according to the original price at the time they have been used.

CELL PHONES

Personal electronic devices including cell phones, hand-held video games, MP3 players, ipods, electronic tablets and electronic readers may not be used during school hours unless permitted by the classroom teacher.

1. Cell phones and other electronic devices must not cause a classroom disruption.
2. Cell phones are to be left in students backpack in their lockers during school hours.
3. No cell phones, recording, and/or video devices are allowed in the locker rooms or bathrooms at any time.

CHANGE OF ADDRESS/INFORMATION

It is important that our records are up-to-date and accurate. Please notify the school promptly of any change of address, phone number, or any other information. Every parent is asked to list the phone number of a relative, friend or neighbor who may be contacted when the parent cannot be reached in case of an emergency. Storm homes must be available for all students who live outside of Hallock city limits.

CONDUCT AT INDOOR SPORTING EVENTS

(Basketball, Volleyball & Hockey)

Students are encouraged to attend all home games. Because of the large number of people in a small area, we will expect our students to follow the rules listed:

1. Trips to the concession booth & bathrooms should only occur at halftime and between games. Students should not leave if the game is in progress.
2. No sitting on the floor.
3. No walking or running on the playing area of the floor.
4. Students will not be in the area where the band plays.

Conduct at Indoor Sporting Events (Basketball, Volleyball & Hockey)

5. During the National Anthem, students will take off their caps, place their right hand over their heart, face the flag and sing. If students wish not to sing, they should remain silent.

CONDUCT AT OUTDOOR SPORTING EVENTS

(Football & Baseball)

Students are encouraged to attend all home games and support our teams.

1. Keep off all practice equipment: tires, bars, etc.
2. No wrestling, tag, or playing football.
3. Students will remain behind the fence that surrounds the field.
4. Students will not be in the area where the band plays.
5. During the National Anthem, students will take off their caps, place their right hand over their heart, face the flag and sing. If students wish not to sing, they should remain silent.

CONTACTING STUDENT DURING SCHOOL HOURS

At times it is necessary for a child to be contacted during school hours. This should be done through your teacher's extension in the classroom. If no one answers, please leave a message on their voice mail. Since this is an interruption for the other children as well as your child, please use this privilege sparingly.

DISCIPLINE

Before effective learning can take place, reasonable order of discipline must be present. Many years of experience indicate that a positive approach to discipline has proved best. Good discipline maintains good working conditions, making it possible for children to learn. It is important that teachers devote the majority of their time to teaching, not reprimanding. Children need and want discipline. Schools have a responsibility to parents and pupils which goes beyond the educational program; they must provide pupils with a suitable environment.

Discipline Guidelines

I. It is the position of Kittson Central Elementary School #2171 that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and these guidelines.

II. Rule of Conduct:

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district.

- A. Truancy & Unauthorized Absences.

Discipline Guidelines

1. As required by current statutes, regulations of the MN Dept. of Children, and Kittson Central Public Schools, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building administrator. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

2. Truancy is the absenting of one's self from school or class without the approval of the school.

3. If a student develops a pattern of tardiness to school or class, parents will be notified and disciplinary action may be taken.

- B. Damage to School or Personal Property

1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.

2. Theft: Theft is the act of intentionally depriving the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault

Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another.

D. Verbal Assault

Verbal Assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats & Disruptions

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to, the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.

2. School Disruptions: Any student who disrupts or interrupts the peace or good order of the school or school sponsored activities will be subject to disciplinary action.

F. Sexual Harassment & Sexual Violence Policy: The enforcement of this policy will follow the guidelines of the Kittson Central Public School policy. The school policy is outlined in Section 703 of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and the Minnesota Statutes Sections 363.01.14, the Minnesota Human Rights Act. This policy is also outlined in Minnesota Statute dealing with sexual abuse and violence.

G. Dangerous, Harmful & Nuisance Substances & Articles:

1. Alcohol: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities.

2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotic at school, school sponsored activities, or on school grounds.

3. Tobacco: Tobacco use by students is prohibited at school, at school sponsored activities, and on school grounds.

Discipline Guidelines

4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and at school sponsored activities.

H. Weapons

1. A "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; air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, caps, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, laser pointers, and objects that have been modified to serve as a weapon.

2. No student shall possess, use or distribute any object, device, or instrument having the appearance of a weapon or 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. No student shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, such use will be treated as the possession and use of a

weapon. It will be the policy of the Kittson Central Elementary School to refer to the local law enforcement agency, any person who brings a weapon to school in violation of the “Gun-Free Schools Act of 1994.” Minnesota’s Statutes 127.282 mandates that a school board must expel for one year a pupil who is determined to have brought a firearm or weapon to school. The expulsion may, however, be modified on a case basis, on the recommendation of the school administration. The complete policy is available in the superintendent’s office.

The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the superintendent of dismissal for not to exceed one year.

I. Unacceptable Behavior generally as defined as...

1. *Willful conduct which substantially disrupts the right of others to an education.*
2. *Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.*
3. *Willful violation of any rule of conduct specified in this handbook.*

Adopted: July 28, 2014 *Kittson Central Policy 514*

Revised: _____ *Rev. 2014*

Orig. 2003

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

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

to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

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D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in

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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 24 hours.

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

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops,

school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does

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

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

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

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

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or

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belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct

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shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school

district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a

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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.

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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 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.

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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.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § 124D.10 (Charter School)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Bullying

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

Bullying

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

DRESS CODE

We want students to wear clothes that will protect them from the various activities that occur during the school day. This includes appropriate foot wear, such as tennis shoes and not flip flops during any physical activities. When the students are on the playground no flip flops will be allowed. No bare feet will be allowed in the gym or outside. Flip flops and sandals are okay only in the classrooms during September & May. Secondly, we want our students to wear clothing that will not be distracting to other students.

Thirdly, we feel strongly that students often act and feel the way they dress. Neat, clean clothes often make a child feel better and act more appropriately. All students are required to wear clean clothing. During the fall & spring students are allowed to wear shorts on extremely hot days in September & May. Many of the students who come to school are not adequately dressed during the winter months and are not prepared for the

severe weather which they may encounter, either coming to school or going home from school. We advise parents to pay very close attention to what their children are wearing and to see that they are provided with gloves, scarves, hats, boots, & snow pants. It is our practice to have all students go outside during the noon hour daily. All students should have a pair of outdoor boots during the winter & spring season. **Be sure to put your child's name on all clothing items.**

With these factors in mind, we will use the following guidelines;

1. Caps **will not** be worn in the school.
2. Clothing with alcoholic or inappropriate slogans will not be allowed.

3. Skirts & shorts are fine, but the length should be appropriate to the activities in a school setting. When you are standing up-your shorts/skirts should be at least to the tip of your longest fingertip; with hands held to your side.

4. No tank tops unless worn with another sleeved shirt. Shirts should be full length as not to expose the midriff area.

Willful dress which disrupts the right of others to an education, or dress which endangers the student or other students, or school property will not be allowed. Students who

Dress Code

engage in this type of dress will be required to remove these items of clothing. Parents will be notified if a dress code violation is present upon arrival of the student in school.

The student will call home to make arrangements to change clothing. If parents cannot be reached, an alternate clothing option, provided by the school, will be offered to the student. If the student declines the option they will remain in the office until the clothing violation has been rectified. In this event, all procedures regarding temporary suspension will be governed by the MN Fair Pupils Dismissal Act.

EARLY DISMISSAL/DELAYED STARTS

During the school year, school will be dismissed early or have a delayed start in order for the teachers to attend inservice meetings. Please refer to your calendars for these dates.

FIELD TRIPS

Most classes will be involved in field trips during the year. The school views these trips as a valuable educational experience. In the event that the parents do not want his/her child to go on a trip, the child must be in attendance at school on that day.

FIRE DRILLS/SEVERE WEATHER DRILLS/LOCK DOWN DRILLS

State law requires that all schools have a plan for building evacuation in case of fire. The law suggests that five drills be conducted during each school year. Practice for these drills is usually carried out more frequently during the early weeks of school. The school district will also be conducting five lock down drills. These drills are to ensure our students know what to do in case we would ever have an intruder in our school. In

addition to the fire & lock down drills, we also have a plan for severe weather.....hail, high winds or tornado. The school will be conducting one Tornado drill. This plan is the same one that would be used in case of a civil defense alert. Occasional practices are held during the spring and fall.

HEALTH PROGRAM

Vision and hearing screening is done periodically for all grade levels. Scoliosis will also be done by MN Department of Health Guidelines.

Head lice are a common occurrence among school age children. It is not a condition that warrants hysteria, embarrassment or blame placing. Lice infestations do not occur due to poor hygiene. They are easily transmitted by close contact or exchange of personal items such as combs, brushes, towels, clothing, caps and sharing a bed. Please be continually aware of the possibility of lice. Check frequently. Tell your children to inform you of itching or rashes. Any other potentially communicable diseases should be reported to the school nurse.

HOMEWORK

All students will/may receive homework from time to time. The assignments may be brief and will involve materials related to the school curriculum with little parent assistance. Student homework will be based on learning materials and resources readily available to all students. Samples of homework are weekly spelling lists, review tests, work on special projects, and make-up work due to school absences. If students will be

HOMEWORK

taken out of school for extended vacations, the teacher is NOT required to prepare missed assignments in advance. The student will be required to make up the missed assignments upon their return to school. All make up work must be completed within a reasonable amount of time upon the students return.

Students who have incomplete work or are failing will be asked to stay after school to get caught up or to receive help. Parents will be notified by the teacher with a phone call if their child needs to stay after school.

.**Note: Parents are responsible for picking their child up if they have been required to stay after. The faculty and administration believe each student must take responsibility to ensure that he/she is up to date in all classes and achieving satisfactory progress. Students identified as incomplete or failing are deemed ineligible to participate in all extracurricular activities, until all work is caught up, or satisfactory progress is achieved.

HOT LUNCH

All lunch money should be brought directly to the office. We would like all students to pay for their breakfast/noon lunches IN ADVANCE. Each student will be given a receipt, if requested, which they should bring home. A credit will be given for the amount paid. We ask that you send the payments in check form as this can be refunded if lost between home and school. One check can also be written for several members of the same family, who are in the same building. Please put on the check or attach a note as to how you would like the check split up. The cost is \$2.75 per meal. Breakfast is \$1.45 per meal. If you qualify for Free or Reduced Meals breakfast is then free to those students. Students who qualify for reduced-price school meals will receive free lunches and breakfasts. All Kindergarten students qualify for free breakfasts. We urge all parents to send at least a week's lunch money with their children, if at all possible one month in advance. Please make all checks payable to the Kittson Central Public School. Reimbursements will be given if you graduate and have no younger siblings attending school. Credit otherwise is rolled over for the next year. Applications for free or reduced meals will be on the district web site. If you are unable to print the application, let the office know and they will print it for you. Mealtime should be a comfortable and enjoyable part of the school day. Students are expected to have courtesy and respect in the lunchroom so that all persons may enjoy their meal. A list of Cafeteria Rules is included in this handbook.

BIRTHDAY PARTIES & INVITATIONS

The school requests that any invitations for birthday parties, sleepovers, or any other activity that does not include the entire class, please be sent through the mail & NOT handed out in school. The reason for the policy is basically two-fold:

1. Not all the invitations that are handed out in school make it home, resulting in parents not always sure of dates, times, etc.

2. When only certain students are invited, it does cause some hurt feelings with the rest of the girls and/or boys in the class.

Birthday treats may be brought to school, if they are commercially produced, and the classroom teacher will decide when it is best to eat. No food should be brought to school that would affect the hot lunch program. Treats should be eaten in the classroom and not on the bus.

ILLNESS

If an illness of some sort makes it necessary for a student to leave after school has begun, the student must sign out and have permission from the school office before leaving the school grounds. If your child becomes ill at school, or for some reason needs medical attention, the school will make every effort to contact the home, or if necessary, the parent's place of employment. Parents will always be contacted by the school before a child is sent home.

KINDERGARTEN ADMISSION

Children in Kittson Central Elementary School shall be at least five years of age prior to September 1 of the school year in which they are admitted in Kindergarten and six years of age prior to September 1 of the school year in which they are admitted to first grade.

LIBRARY

The elementary library is open daily. Each class is scheduled one day a week but individuals or small groups may use the library anytime. Students may exchange books & magazines as often as they wish providing they are checked out of the library. We would like to solicit your cooperation in seeing that library books are returned. **Lost books must be paid for at the end of the school year & before report cards are issued.** A "replacement fee" is issued for books lost or not returned at the end of the year. If the book is found later the fine will be reimbursed. We are confident that with your cooperation we will be able to operate the library without having to use fines to enforce returning books.

LOCKERS

Lockers will be loaned to students in grades K-6 on the first day of enrollment. Students should always keep their lockers neat & clean. You are responsible for the contents of your locker. Lockers do not have locks, so do not store valuables in them. 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 authorities for reasons whereby determination has been made for reasonable cause to search the locker.

LOST AND FOUND

Space is provided in the elementary office for all articles lost or found in the bus or in the school. A simple way to retrieve lost articles would be to see that items are marked with the child's name. **Names** should be on all jackets, hats, mittens, boots, book bags, etc. and materials of younger children. Please mark all boots with a marking pencil or tape. You may stop in anytime and look through our lost & found items.

MEDICATIONS

Under no circumstances may school personnel provide medication to students without the parent's written permission. Parents who request to have medication given in the school should notify the school and bring the medication in a properly labeled bottle. Prescription drugs must be in the prescription bottle. Medication will be kept in a locked area in the office. Designated staff has been trained to give medication to students. The following are principles for administering medications in school:

1. The administration of medication to pupils shall be done only in situations where the scheduled time for administration must be done during school.
2. Students bringing medications to school shall be identified early by parents to teacher, the teacher shall inform the school nurse who will inform the necessary staff.
3. **Written statements shall be required of the parents**, who shall request & authorize the designated school personnel to give the said medication in the dosage so prescribed by the physician & thereby releasing school personnel from liability should reactions result from the medication.
4. Medication questions or concerns will be addressed by the school nurse.

MILK PROGRAM

Students in grade K may participate in the special milk program. Milk for kindergarten snack is free of charge.

NONDISCRIMINATION

Statement of Nondiscrimination

Kittson Central School does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator:

Name: Bob Jaszczak
Office Address: 444 Ash Ave. N, Hallock, MN 56728
Office Phone Number: 218-843-3682
Email Address: bjaszczak@kittson.k12.mn.us

Alternate Section 504 Coordinator:

Name: Stacie Johnson
Office Address: 444 Ash Ave. N, Hallock, MN 56728
Office Phone Number: 218-843-3682
Email Address: sjohnson@kittson.k12.mn.us

Title IX Coordinator:

Name: Bob Jaszczak
Office Address: 444 Ash Ave. N, Hallock, MN 56728
Office Phone Number: 218-843-3682
Email Address: bjaszczak@kittson.k12.mn.us

Alternate Title IX Coordinator:

Name: Jami Carr
Office Address: 444 Ash Ave. N, Hallock, MN 56728
Office Phone Number: 218-843-3682
Email Address: jcarr@kittson.k12.mn.us

NOTICES SENT HOME

During the course of the school year it is necessary for the school to communicate many times with parents. The most effective way to do this is through notices & on the district web site. Many times however, students neglect to bring these items home and their parents are uninformed. Parents are urged

to discuss this with their children & impress upon them the importance of bringing these notices home promptly. Also check the district and teachers web sites.

PARENT COMMUNICATION

The school will be making a concentrated effort to maintain good communication with parents. For this reason you will receive periodic phone calls/emails during the year from your children's teachers. Please accept these calls/emails as the honest effort they are to keep you abreast of your child's development. School announcements are available daily on the Kittson Central web page. The school packet and calendar are also available on the school web page.

PARENT/TEACHER CONFERENCES

Most conferences will be scheduled after the school hours or early evening hours. Appointments for the parents will be sent home before each conference. A 15 minute time slot is made for each student. Please try to keep your time as it is very difficult to reschedule conferences. These conferences will provide information for the parents on the student's overall performance during the school year.

PEST CONTROL

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS:

PARENTS RIGHT TO KNOW ACT: (M.S. 123B.575, Subdivisions 1-14)

Our district utilizes a licensed, professional pest control service firm for the prevention & control of rodents, insects, & other pests in & around the district's buildings.

Their program consists of:

1. Inspection & monitoring to determine whether pests are present, & whether treatment is needed;
2. Recommendations for maintenance & sanitation to help eliminate pests without the need for pest control materials;
3. Utilization on non-chemical measures such as traps, caulking & screening; &
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, & spread disease; therefore, we must prevent & control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen & applied according to label directions per Federal law. An estimated schedule of interior pest control inspections & possible treatments is available for review or copying at each school office.

A similar estimated schedule is available for application of herbicides & other materials to school grounds. Parents of students may request to receive, at their expense, prior to notification of any application of pest control materials, should such an application be deemed necessary on a day different from the days specified in the schedule.

PETS

The Kittson Central School District has adopted a policy concerning pets at school. The district has decided on a **NO PET** policy for all school buildings in the district. This means no pets can be brought to school at any time for any reason.

PHYSICAL EDUCATION

The physical education program has an important place in our school curriculum. Everyone must participate in physical education unless excused by a medical doctor. A **note from a parent or guardian** must be presented to the teacher and P.E. instructor, if you cannot participate in physical education classes for one or two days.

A physician's excuse will be necessary if a student is to be excused for three or more days. Upon returning from an extended absence, please have your physician again give written permission to return to regular physical education. Students will wear appropriate clothing & athletic gear for physical education classes, (I.e. tennis shoes, clothing that allows for movement). **An inside separate clean pair of shoes is needed for use on the gym floor.** These shoes should be kept in the student's locker when not in use. Activities include low & high organized games, calisthenics, rhythms & tumbling. Many of these activities take place outdoors in the spring & fall, weather permitting. During the winter months, the gym is in constant use.

PLAYGROUND RULES

Students are expected to conduct themselves in a manner that does not hinder their safety & the safety of others. Fairness, honesty, courtesy & cooperation are all essential ingredients while on the playground.

STUDENTS ARE TO REFRAIN FROM THE FOLLOWING:

1. Leaving the school playground without the consent of the supervisor.
2. Fighting (hitting, tripping, pushing, arguing etc.)
3. Eating or drinking
4. Kicking playground balls toward the school
5. No Cell Phones allowed on the playground
6. Using hard balls of any kind
7. Playing games that require tackling, tripping, or pushing of others
8. Playing or tampering with any bikes that are on school property.
9. Swearing, spitting, name calling, obscene gestures
10. Throwing snowballs or ice
11. Bullying of any kind (Refer to Kittson Central Policy #514-Bullying Prohibition Policy)

PROMOTION

The basis for promotion at Kittson Central Elementary School shall be:

1. Scholastic achievement with special emphasis placed upon reading
2. Mental ability (intellectual maturity)
3. Social & emotional maturity
4. Tests & teacher evaluations are to be used as a guide in determining promotions & retentions.

Parents are to be informed of intended retentions, and such intentions will be conveyed to the parents early in the Spring. Such decisions will be made following a conference of the teacher, Dean of Students, and/or Superintendent.

REPORTING PUPIL PROGRESS

Pupil progress is reported in the form of a report card every grading period. Report cards are handed out or mailed following the close of the period. Online access is available at the following address: <http://rt1.region1.k12.mn.us/rt2171>.

ROOM PARTIES

Room parties may be held during the school year. Classroom teachers are in charge of activities & details of these parties. Due to state regulations, students are not allowed to bring homemade food with the intent to share with the rest of the class. All food brought to the school to be shared with a group of students must be prepared at a commercial food

processor such as a store, bakery, etc. This does not apply to food to be consumed by an individual student brought from home.

SAFETY

Please help your children realize the potential dangers of crossing the streets & using the crosswalks provided for them when they are going to & from school. When dropping off children in the morning, parents are encouraged to let them **out in front of the South** entrance in order to avoid bus traffic. The cooperation of parents is essential, in continuously reminding children of the importance of observing safety rules & respecting the rights of others while going to & from school.

SCHOOL BUS

A safe bus is a bus which has a rider disciplinary policy. A short but concise rider policy is to be presented to each driver & rider of school buses. This policy will state what unacceptable behavior is & what the consequences will be for violators. *It is the school bus driver's responsibility to report unacceptable behavior to the building administrator.*

Briefly stated, unacceptable behavior is:

A. Use of alcohol, drugs, tobacco, weapons or dangerous objects on the bus, or to bring these items on the bus.

b. General disruptiveness such as fighting, throwing things, unauthorized opening or closing of windows or doors.

c. Refusal by passenger to sit down & stay seated at all times while the bus is in motion.

d. The transportation of unauthorized passengers. All regular passengers are on a bus list.

e. No loud, obscene, or abusive language of any kind.

f. No drinking anything on the bus without driver approval.

g. Vandalism or failure to obey the driver

h. Refusing to sit in assigned seat.

i. Repeatedly late to board the bus.

j. Fire of any kind.

Rules at the Bus Stop

1. Get to your bus stop at your scheduled pick up time.

2. Respect the property of others while waiting at your bus stop.

3. Keep your arms, legs & belongings to yourself.

4. Use appropriate language, in a normal tone of voice.

5. Stay away from the street, road, or highway when waiting for the bus.

6. After school, wait on the sidewalk until driver motions you to enter the bus.

7. After getting off the bus, move away quickly.

8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation, or horseplay.
10. Bullying of any kind (Refer to Kittson Central #514-Bullying Prohibition Policy)

NOTE: Attention of students & parents is directed to state school law that states in part: “A student may be excluded from bus transportation for disciplinary reasons by the administration. Parents shall provide for transportation to & from school during the period for such expulsion.” Your cooperation & support in assuring safe & enjoyable transportation for all students of Kittson Central Elementary is most welcome. Consequences for school bus/bus stop misconduct will apply to all bus routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular & extra-curricular events (IE: field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges. Elementary (K-6) The following suspensions are to be used as a guideline & may be modified at the discretion of the superintendent.

1st offense—warning

2nd offense---3 school day suspension from riding the bus.

3rd offense---5 school day suspension from riding the bus.

4th offense---10 school day suspension from riding the bus & a meeting with parents

Further offense---Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Note: When a student goes 60 calendar days without a report, the student’s consequences may start over at the first offense.

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

The administration will support the drivers when:

1. All students are treated equally.
2. All of the above rules are enforced at all times.
3. No favors are given to any of the bus patrons.
4. All violations are reported immediately to the administration.

Students are not allowed to ride any other bus than the one to which they are assigned. This will insure everyone that the parents know where their child is after school. At times special arrangements need to be made but must be approved by the office by means of a written note from home. The office must know how a student is leaving school each day. This also increases our security for your child. Note, due to limited seating on the busses at the end of the school day, alternative arrangements will need to be made if you are planning on having a large number of students come to your home with your son or daughter (i.e. birthday parties, sleepovers).

SCHOOL POLICIES

There are several policies that Kittson Central Public School has adopted & are carried out by the staff. Due to the length of the policies, they will not be reprinted in this handbook but are on file in the office. These policies include: Multi-culture/Gender Fair, Pupil Fair Dismissal Act, Title I, Section 504 of the

Rehabilitation Act, Weapons Policy & Privacy of Student Records policies. A complete copy of each policy is available in the superintendent's office.

SCHOOL RECORDS

The school has a file with your child's grades, attendance, & standardized test scores that have resulted from his/her work since he/she began school. If the student has attended several different schools, these records have all followed to the school & are on file here. Students & parents or guardians may see the contents of these records by making an appointment to do so with the administration. Students & parents or guardians may place any statements or items in your records that you wish to, if it pertains to your student's school work. Student files will be mailed to a new school district. Files will not be given to parents when moving to a new school district.

STORM HOMES

All students who ride the buses **must have a storm home listed**. These should be listed with name, address & phone number. Prior arrangements must be made by the parent or guardian. If these arrangements cannot be made, please contact the office & the necessary arrangements will be made for you. You will be informed as to the storm home & it will be up to the parent or guardian to help the student become acquainted with the storm home persons.

SOCIAL SECURITY NUMBER

Students should have a social security number for student records. Please make every attempt to supply us with this number when your child enters school.

SPECIAL SERVICES

The following special services are available to Kittson Central Elementary Students:

Diagnostic Evaluation at the request of parent or teacher (followed by a parent/teacher staffing).

Students with learning difficulties receive the services of a specialist. This remediation follows parental approval, diagnostic testing & parent-teacher staffing.

Title I-The services of Title teacher & classroom aides are available to students with moderate learning difficulties in reading & math.

Early Childhood Family Education-The ECFE program is offered through the Kittson Central School District. This program's focus is promoting parents & children learning together. An ECFE newsletter is mailed to all preschool families in the district.

ECFE parent/child events are held regularly at the ECFE room in Hallock. Parents & children are encouraged to check out toys & parenting books & videos from the ECFE lending library.

The ECFE Coordinator is Dana Lofstrom.

Kittson County Interagency-works together with other county agencies & school districts to provide & coordinate services to families with special needs children through age six. Interagency also offers an "Infant Follow-Along" tracking program which supplies developmental information & guidelines for families of infants & toddler's. If you have any questions or concerns about a child's development call 843-3662.

Early Childhood Special Education (ECSE) for children birth-6 is a service provided by the local school district through the NWRIC Cooperation. Preschool screening, developmental assessments & ongoing services for children with special developmental needs are provided by NWRIC staff, ECSE teachers, speech clinicians, occupational & physical therapists,

psychologists & behavior management specialists. The ECSE preschool is housed in the new preschool room in Hallock. For more information contact Kyle Erickson 874-8770 (NWRIC)

STORMY WEATHER/SNOW DAYS

If in your opinion, the weather or road conditions are so severe as to cause a hazard to your child, exercise the same judgment that you would use in deciding whether or not your child would attend school if the child was ill.

A new calling system has been implemented at Kittson Central. The system is called School Messenger and will call all the students home phones, parent's cell phones and work phones, and email addresses. Parents will be notified almost immediately after the decision to delay, cancel, or close school early is made. The school is requesting phone numbers and email addresses to enter into the system before the winter season.

The School will also continue notifying radio and television stations. They include: KNOX radio in Grand Forks, KROX radio in Crookston, WDAZ-TV Ch. 8 in Grand Forks, KTRF radio in Thief River Falls, KYCK radio in Grand Forks, KXPO radio in Grafton, KQHT-MAGIC 96 FM & KFGO radio in Fargo. They will also broadcast any late starts & early dismissals. If it seems necessary to close school early & send students home, parents are urged to watch for their children. Should weather become so severe that the buses cannot run, children will be taken to their storm homes.

SUSPENSION & EXPULSION

Occasionally it becomes necessary to suspend or expel students from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as The Minnesota Fair Pupil Dismissal Act. Under provisions of this law, students may be suspended from school for any of the following:

1. Willful violation of any reasonable school board regulation.
2. Willful conduct which substantially disrupts the right of others to an education.
3. Willful conduct which endangers the student or other students, or school property.

Suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 10 school days. If a suspension is longer than 5 days, the suspending administrator must provide the superintendent with a reason for the longer suspension. Expulsion may be for the remainder of the school year or less, & may occur after the school board has held a hearing in accordance with the law. Expulsions may be imposed by the School

Board upon recommendation of the administration. Students should refer to the Discipline Guidelines within this handbook.

TARDINESS

A student needs to be in school & on time to get the full benefit of his/her educational program. Tardiness is disruptive to class activities & repeated tardiness may establish undesirable attitudes. Let the office know if for some reason your child will be late. Do not keep your child out of school for the day to avoid tardiness. If a child is consistently tardy, the teacher or administration will contact the parent to determine the reason.

TELEPHONE

We will not permit a child to use the telephone unless we feel it is absolutely necessary. Permission to go to a friend's home after school, arranging for a ride home, etc. is considered **unnecessary calls** & are discouraged because of the heavy demand on the phone. When your child leaves home in the morning please make sure they have everything they will need for the day...homework, daily planners, book bag, band instruments, gym shoes, etc. It is important that the student assume the responsibility of bringing the things they need each day.

VALUABLES & MONEY

Normally, students have no reason to carry large amounts of money, in their billfolds or purses. Usually, school projects are paid for by the school. However, students sometimes bring a few dollars at the request of the teacher to pay for items which will go home. Your cooperation given to this matter will help eliminate the problem of lost or stolen money. Please do not allow students to bring valuables to school as we are not responsible for lost or stolen articles.

VISITORS

Children are asked not to bring friends from other schools, younger brothers & sisters, or other guests to school. The presence of these guests often interferes with the regular program. However, any students previously enrolled in our school may visit providing arrangements are made in advance with the administration. Parents are welcome to observe classrooms at any time. Please call the office or your child's teacher & let us know when you would like to make such a visit, & we will do everything possible to accommodate you.

CIVIL RIGHTS STATEMENTS

"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint, write USDA, Directory, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 or (800) 795-3272 (voice) or (202) 720-6383 (TTY). USDA is an equal opportunity provider and employer"