



2016-2017 Family Handbook

Mr. Laney, Superintendent
Ms. Page, Principal

**3600 Highcrest Road NE
St. Anthony, MN 55418
www.stanthony.k12.mn.us**

School Hours:

- Kdgn-Grade 5: 9:05-3:35 p.m. (Arrive 8:55 a.m.)

Office: 612-706-1200

Attendance Line: 612-706-1204

Transportation Director: 612-706-1117

Bus Company:

**Metropolitan Transportation Network:
763-571-1541**

Important Phone Numbers

Attendance Line.....612-706-1204
(Leave a message on the Attendance Line)

School Office612-706-1200

To Pay for Meals (credit card)/
Or Check Lunch Account Balance 1-888-994-5100
Or online at www.paypams.com
(\$1.95 service fee per child to pay by credit card)

Wilshire Park Kitchen612-706-1207

District Transportation Director, Todd Niklaus:
tniklaus@stanthony.k12.mn.us or 612-706-1117

Metropolitan Transportation:763-571-1541

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ISD 282 Vision Statement

We are committed to the success
of all learners.

We will engage, inspire, challenge,
and support each learner
through innovation and collaboration.

(Adopted June, 2014)

ISD 282 Mission Statement

The mission of the
St. Anthony-New Brighton
School District is to
Educate, Prepare and Inspire a
Community of lifelong learners
in our small, caring environment.

(Adopted June, 2014)

Wilshire Park Mission Statement

Wilshire Park students will be **valued** and provided an **individualized** educational experience. We will form strong **partnerships** with students, parents and families.

(Adopted Fall, 2014)



Non-Discrimination Statement

It is the St. Anthony-New Brighton School District's policy to provide equal education opportunity to for all students and to provide equal employment opportunity for all employees. The district does not discriminate in admission, treatment, employment or access to its programs or activities. In addition, the School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

Wilshire Park Elementary School

Principal: Mrs. Kari Page

Office: (612) 706-1200

Attendance Line: (612) 706-1204

www.stanthony.k12.mn.us

School Hours for 2016-17

Grades K-5: 9:05-3:35 p.m.

(Arrival at school: 8:55 a.m.)

Back To School Information

You will receive Back-to-School information through email and US Mail in mid-August. Information will include information from your child's teacher, verification of your contact and emergency information, transportation schedules and school breakfast/lunch menus.

Meet and Greet will be held on Tuesday, September 6th.

Families are invited to come to school with their child at one of the Family Visit times listed below. Feel free to come at any of the three times that work best for your family. You do not need to make a reservation or stay for the entire time. This is an opportunity for you and your child to meet your child's teacher and to drop off school supplies.

- Student photos are taken during Meet and Greet in the gym. Photo ordering information is included in your August email. Order envelopes will be available in the school gym. Please come prepared with payment if you are ordering photos.
- Headphones, school folders, planners and calculators as requested by your child's teacher will be available for purchase in the hallway near your child's classroom.
- Please stop by the cafeteria to set up and make payments to

your child's lunch account.

- The Wilshire Park Parents Association will have a table in the cafeteria so please stop by and ask how you can be involved.

Meet and Greet Schedule & School Photos

Tuesday, September 6th:

- 10:00-11:00 a.m. Staff Planning Time
- **11:00-12:45 p.m. Families visit**
- 12:45-1:15 p.m. Staff Lunch Time
- 1:15-2:15 p.m. Team Planning and Curriculum Meetings
- **2:15-3:45 p.m. Families visit**
- 3:45-4:00 p.m. Break
- **4:00-5:45 p.m. Families visit**
- 5:45-6:00 p.m. End of Day Check-in for Staff

ARRIVAL AND DISMISSAL INFORMATION

Arriving at School

The first regular day of school is Wednesday, September 7, 2016. School buses will be available to transport students to and from school.

Students should arrive at school between 8:55 and 9:00 a.m. each day and may go directly to their classrooms. The school does not provide supervision of students before 8:55 a.m. Students must be in their classroom when the bell rings at 9:05 a.m.

Late arrivals should check in at the office. School dismisses at 3:35 p.m.



Drop off and Pick up Information

To drop off or pick up your children before or after school, please use the parking lot entrance on the north side of the building. The parking lot is a **ONE-WAY area. Please do not drop students off or pick them up in the middle of the parking lot. Pull your car up next to the parked cars by the middle door on the north side of the school building or to the curb by the walkway that goes to the northeast door.**

- Plan the time you pick up your child so that you arrive between 3:30 and 3:35 p.m. This helps avoid congestion in the parking lot.
- Students must leave the building after school unless enrolled in an after-school activity. Please call the school office if you are running late to pick up your child; he or she will be waiting for you in the school office.
- If you plan to leave your car, pull into a parking space.
- Some cars may need to leave before the bell rings. Please do not block them in.
- Please keep our parking lot and bus circle safe: Drive slowly and refrain from using your cell phone.
- Parents who wish to avoid congestion in the school parking lot may drop off and pick up their children outside of the fifth grade wing on 36th Avenue, or in the Elmwood Church parking lot at 3615 Chelmsford Road NE. The custodial staff will clear a path through the snow.
- Please do not park your car in the horseshoe in front of the school. It creates a safety hazard for children and buses.
- Do not park or stop in the “No Parking” area on Highcrest near the crosswalk. It creates a safety hazard for walkers and the school patrol.
- Please do not drop off or pick up your children at our loading dock doors. There are no railings on the stairs and the area presents a hazard for children.
- Crossing guards will assist children crossing the exit from the parking lot, at the crosswalk on Highcrest Road and at the stoplight on 37th Ave. NE. Vehicles must stop when crossing guards have their flags down. Violations will be reported to the St. Anthony Police Department.

Busing Procedures

We encourage children who will be riding the bus to use bus transportation starting on the first day of school. This helps children and bus drivers become familiar with bus routes and bus

stops. Please be patient the first week of school as everybody learns what to do; routes will take longer the first few days of school. The second week of school becomes much smoother.

After School

Please help us ensure that your child returns safely home from school the first few days as they learn new routines. Children are excited and may become confused. To lessen the confusion, send or attach a note with your child's name, where she or he is to go at the end of the school day and how he or she will get there (which bus number, walking, car, etc.). If your child's schedule is different on specific days of the week, please make a note of it. Please communicate with the teacher any changes to your regular schedule in advance.

After School Plans

Whenever possible, send an email or note with your child about any changes in how your child will go home from school. Emergency messages or changes in plans about how your child will be going home from school should be directed to the office. The office is quite busy at the end of the school day, so please notify us of any changes as early in the day as possible so there is time to get the information to your child. Voice mail and email messages to your child's classroom teacher may not always get through in time.

Arranging play dates is not an emergency and must be arranged ahead of time. Please send a note or an email to your child's teacher with any change in transportation plans. If communicating the info by email, please notify the office as well, in case the teacher is gone that day. If your child is riding a different bus home or getting off at a different stop, a parent permission note must be sent or brought to the office. Your child will receive a "Bus Change" notice to hand to the bus driver.

After School Child Care

Please remember to notify your child care provider if your child is ill or your plans change. We occasionally receive calls from St.

Anthony Community Center, Nativity Child and Family Center, etc. after school looking for children. Save all of us some anxious moments! We want to know that our children are safe.

Abandoned Student

Parents are responsible to either arrange for their child to ride the bus or for the child to be picked up when the school day is over at 3:35 p.m. Any child remaining at school after 3:35 p.m. is termed a late pick up. Wilshire Park does not provide after school child care. Remaining at school after all other students have left for the day is distressing for a child. Young children should not go home to an empty house and the bus driver may bring a child in need of supervision because of age or special needs back to school if no one is home to let the child into the house.

If you know you will be late to pick up your child, please call a friend, if possible, to make arrangements for them to pick up your child at the 3:35 p.m. dismissal time. This person should be prepared to show picture identification to school staff. Please inform the school who will be picking up your child. In the case of car malfunction, traffic jam, snow storm, minor traffic accident or other unavoidable detention, it is expected that the parent will call the school by 3:55 p.m. In the meantime, the school staff will make repeated efforts to reach the parent(s) and other contacts listed on the health/emergency information form and establish a pickup time, when possible.

If the school does not hear from you by 4:10 p.m. at the latest, an emergency situation will be assumed. In the event of sudden illness, serious accident, hospitalization, etc., and no communication or pickup time has been established between the parents or emergency contacts by 4:10 p.m., an emergency plan will be implemented. The St. Anthony Police Department will be called to transport the child to a shelter.

ABSENCE AND TARDY INFORMATION

Attendance Line—612-706-1240

OR email hsiggelkow@stanthony.k12.mn.us

Attendance



Regular school attendance benefits your child both academically and socially. It is certainly understood that health problems will prevent school attendance on some days. However, parents are responsible for making sure that their children attend school all day every day when their child is healthy. We encourage you to schedule family vacations to coincide with school holidays and to make medical or dental appointments outside of school hours whenever possible. The only lawful excuses for a child to miss school are illness, family emergency, funeral or religious holiday. A student with numerous absences because of illness may be required to submit a doctor's excuse for being absent. The school is obligated to report excessive unexcused absences to the county attorney.

Absences

Please inform us by 8:45 a.m. if your child is going to be absent or late for school. You are encouraged to call the Attendance Line during the night or early morning hours at 612-706-1204 and leave a message each day of your child's absence. You may also send an e-mail to: hsiggelkow@stanthony.k12.mn.us Let us know the reason for your child's absence. If we do not hear from you, we will contact you to be sure of your child's safety.

Regular Attendance at School

Although we value your child's regular attendance at school, we recognize the importance of keeping your child home when he or she is ill. Your child will recover more quickly with rest and the risk of spreading illness will be contained.

Our emphasis is on reducing tardiness. Please ensure that your child is here on time in the morning, arriving between 8:55 and 9:05 a.m. Students who arrive to the classroom late or leave early

create a distraction to their classmates.

Children who are gone for part of the school day or who leave school early will be marked tardy or absent for a portion of the school day.

Tardy

A student is considered tardy when he or she arrives after the final 9:05 a.m. bell in the morning. Teachers submit their attendance online at 9:05 a.m. If your child arrives after the 9:05 a.m. bell rings, please come with your child to the office to sign in and order your child's lunch.

Leaving During the School Day

We strongly encourage you to make appointments for your child on non-school days or outside of school hours. Students who leave early create a distraction in the learning environment. If you are picking up your child during the school day, please come to the office, sign out your child and one of the office personnel will call the classroom and ask your child to meet you in the office. It is best when you can e-mail or send a note with your child informing the teacher and the office of the upcoming appointment. The time your child is gone will be reported as a partial-day absence.

Please be Present During Testing

If you are the parent of a 3rd, 4th or 5th grader, please make every effort to have your child in school the days that the Minnesota Comprehensive Assessments (MCA's) are given in the spring. Testing dates will be announced at the beginning of the school year.

Family Trips and Vacations

Because the interaction that takes place in the classroom can never be duplicated through make-up work, we strongly encourage students to take vacations during days when school is not in session. However, if you plan to take your child out of school for more than three days, the guidelines are below:

1. Notify your child's teacher at least one week in advance.
Teachers are not required to provide lessons and homework in advance for your child to bring with them.
2. Request and complete a "Request for Special Absence" form and send it to the school office.
3. Work with your child to complete any missed assignments in a timely manner when you return from the trip.
4. If you have received a letter of concern from the principal regarding attendance, these dates will be an unexcused absence.

THE SCHOOL DAY

Classroom Assignments

Classroom Assignments are made with careful consideration of children's learning styles, recommendations of previous teachers and input from parents during the previous school year. Unless there is an extreme need or emergency situation, we will not transfer students from one class to another.

Curriculum

All students learn the basic subjects of math, language arts, science and social studies, plus instruction in music, physical education, media, basic skills, STEM (Science, Technology, Engineering and Math), art, guidance, health/prevention and safety. Curriculum is enriched through field trips, artists-in-residence, community resources, volunteers and special school programs. We have specialists in many areas to enhance our curriculum. An overview of what children will be learning at each grade level is available on the school district website:

www.stanthony.k12.mn.us and by clicking on "Wilshire Park"

Special education services are available to any student who qualifies for this type of service. Instructional Assistants also provide individual and small group support to students.

Professional Qualifications of Teachers: Parent Right to Know

Upon request by a parent/guardian, the school district will provide information regarding the professional qualifications of your

child's classroom teacher(s), including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification and degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Report Cards

Report cards are sent home four times each school year for grades 2-5. First graders receive report cards after 2nd, 3rd and 4th quarters. Kindergarten students receive report cards twice each year after 1st semester and the end of the school year. Specialist grades (physical education, music, art, band, and media, etc.) are included on the child's report card. Report cards align with the Minnesota State Standards. The codes on the report card reflect what is expected of students at the end of each marking period.

Field Trips

The purpose of field trips is to provide learning experiences for students in a non-school setting. Field trips are tied directly to the Minnesota State Standards. All field trips are pre-approved by the school principal. Of primary concern is the safety and well being of students when away from the school building.

Wilshire Park Elementary School has policies and procedures governing the number of adults asked to serve as chaperones on field trips. These guidelines will be flexible and will depend on the specific field trip, the ages of the children and the number of people who can be accommodated on the bus and at the field trip site.



Other factors may include the cost of the activity and the fee charged per participant. Field trip fees include the cost of the activity, the cost of the bus and sometimes miscellaneous other charges. Every attempt is made to balance the cost of field trips with field trip fees collected.

Individual classroom teachers will determine how many parents will be asked to chaperone a specific field trip. For safety reasons, more adults may be needed to supervise certain field trips, particularly those involving younger children. But when traveling to a relatively safe environment with older children, fewer adults may be needed. If more people apply to chaperone than are needed, names will be drawn.

Field trips are an opportunity for students to be with classmates and teachers as part of a learning experience. School field trips are not meant to be, or take the place of, family activities. Children need opportunities for independence from parents. (Part of the fun is relating the experience to parents and family). All field trip chaperones must fill out the “Wilshire Park Volunteer Program Application and Registration” form each school year prior to accompanying any field trip. Please note that a guide as to what particular questions are to be answered is located on the back side of the registration form.

When volunteering to serve as chaperones on field trips, parents agree to abide by the teacher’s guidelines. These guidelines will be explained to chaperones and students the day of the field trip. Siblings are not allowed on field trips. Questions about specific

field trips should be directed to the teacher in charge.

We thank you for your interest in and your commitment to providing the best possible environment for students when participating in these valuable field trips.

Bag lunches are available for field trips which extend over lunch time. Teachers will send a “Bag Lunch Order Form” home with field trip information. Bag lunches must be ordered at least one week before the field trip and are deducted from the lunch account. Children may bring their own bag lunch from home.

COMMUNICATIONS

Newsletter & Parent Email Communication



Our school newsletter, *Words From Wilshire*, is published once each month and is sent via e-mail to all families. Other school announcements are sent by email as needed. Please make sure your email address is listed correctly in Infinite Campus or notify the office for assistance. Families who do not have e-mail access may notify the

school office to request a paper copy to be sent home. The deadline for articles to be printed in *Words From Wilshire* is noon on Tuesday the week of publication. Contact Cindy Ridge in the Wilshire Park office at 612-706-1200 or e-mail articles to:

cridge@stanthony.k12.mn.us

Parent-Teacher Conferences

Parent-teacher conferences will be scheduled with all families in October. During these conferences, parents and teachers discuss the child’s school progress and goals. Parent-teacher conference times are in 15 minute increments between 3:45-7:45 p.m. on the following dates: Tuesday, October 11, Thursday, October 13, and Tuesday, October 18. You will be notified when online access to conference sign-up is available. The computer lab will be open for parents during Meet and Greet if you wish to schedule your conference with staff assistance.

Due to the limited number of timeslots, teachers offer one 15

minute conference time per student. If your child has parents from two households, please schedule one conference time for both parents to attend. If an exception needs to be made, please contact your child's teacher.

If you have more than one child, please do not schedule your children's conferences "back-to-back"; you will need time to walk to the next classroom.

Optional Parent-Teacher Conferences will be held on Thursday, March 30th from 3:45-7:45 p.m. Optional conferences are scheduled at the request of the teacher.

Please watch for more information in the *Words From Wilshire* newsletter.

Emergency Weather Information and Notifications



Our district has implemented the Blackboard Connect Notification Service which allows us to send you telephone, text and/or e-mail messages providing important information about school related events or emergencies. Blackboard Connect will be used to notify families about school delays or cancellations due to inclement weather

and school-related events or emergencies. It is important that you keep your contact information updated in your Infinite Campus parent portal to receive these notifications.

The St. Anthony-New Brighton School District monitors weather and road conditions using a variety of sources and, ultimately, makes a decision to hold or cancel school based on student safety. The decision to hold or cancel school may differ from neighboring districts because the National Weather Service and other sources provide information regarding localized weather and road conditions. Parents and guardians are encouraged to use their judgment to determine what conditions are safe for their child.

School cancellations are typically determined by 6:00 a.m. and announced through our parent notification system, website, Wilshire Park main phone line as the outgoing message, and local

media outlets—WCCO Channel 4, KMSP Channel 9, and KARE Channel 11.

Evacuation/Reunification Plan

In the event of an incident that requires students and staff to evacuate the building, Wilshire Park has established a Relocation/ Reunification Area that is safe and secure for parents and/or guardians to pick up their child(ren).

For reunification, these steps will be followed:

- Parents will be notified via “BlackBoard Connect”, our emergency notification system.
- Only parents, guardians or emergency contacts will be allowed to pick up students from the Evacuation Center (The evacuation location will be announced through the emergency notification system).
- Parents, guardians, emergency contacts will report to the Evacuation Center. Signs will be posted and staff available to direct people to the Reunification Area.
- Upon filling out a Student/Parent Reunification form and showing picture ID, a runner (staff member) will retrieve your child and escort him or her to the Reunification Area.
- Parents, guardians, or emergency contacts will be asked to sign a form indicating he or she picked up the child. The time and destination will be recorded.

Flyer Distribution

Non-school related flyers are not sent home with students but instead will be made available to parents in the school office. Parents may also call the school office to request that a flyer be sent home. A list of currently available flyers will be listed in the Words From Wilshire newsletter.

Other Communication

It is important to a child’s success in school that he or she sees their parents or guardians and their teachers working together for their benefit. We encourage parents and guardians to email or

call whenever they have something to communicate to their child's teacher. Staff members and their contact information are listed on the school website.

PARENT INVOLVEMENT

Wilshire Park Parents Association

The Wilshire Park Parents Association (WPPA) is very supportive of educational programs for children and teachers. You are welcome to attend monthly meetings. Further information may be found in *Words From Wilshire*, our twice-monthly newsletter, or "friend" WPPA on Facebook.



Volunteer Program

Volunteers are very important to the staff and students of the Wilshire Park community. It is your decision as to how you wish to participate. Our Volunteer Program is a great success due to our volunteer coordinator, great parents and community support. If you can serve again this year or join us for the first time, your assistance is needed and appreciated. Childcare is often available one morning each week allowing parents with younger children an opportunity to volunteer. Grandparents and community members are also welcome to volunteer.

If you can't volunteer during the school day, let us know if you can volunteer on evenings or weekends. Contact Jolene Hodson, our volunteer coordinator, jhodson@stanthony.k12.mn.us or at 612-706-1267.

A "Volunteer Application/Registration Form" is available on the school website along with the "Back to School" information. You may also request one from the school office or volunteer office. Volunteers are registered through our volunteer coordinator and wear specific badges which earmark them as Wilshire Park Volunteers. Volunteers must check in at the Wilshire Park main office.

Other Ways to Become Involved

Art Adventures, Yearbook, the Wilshire Park Parents Association (WPPA), and other groups welcome your participation. Watch for opportunities in the *Words From Wilshire* newsletter.

SCHOOL BREAKFAST & LUNCH PROGRAM

The St. Anthony-New Brighton School District contracts with Roseville Area Schools to provide management, training and support for the school food service program. For information on your child's lunch account balance, please call Lisa Amundsen, Nutrition Manager, at Wilshire Park at 612-706-1207.



Breakfast at School

Wilshire Park has a Breakfast “Grab and Go” program. There are students who arrive at school without having had breakfast at home for various reasons. Students who wish to participate will go directly to the cafeteria as they arrive at school to pick up a “Grab and Go” bag which they will take to their classroom. Breakfast is free for ALL kindergarten students and students in grades 1-5 who are on either the Free OR Reduced lunch program. Students in grades 1-5 who do not participate in the Free/Reduced lunch program will have \$2.00 deducted from their lunch accounts if they take a school breakfast. Breakfast will include milk, fruit and a whole grain option. Please talk with your child, especially if your child's lunch account will have \$2.00 deducted, so that your child knows whether or not you wish them to take a “Grab and Go” bag. You may also send a nutritious snack to be eaten when your child arrives at school as an alternative to purchasing a breakfast. The breakfast menu will be printed on the reverse side of the monthly lunch menu and will also be available on the school website.

Lunch at School

Each day Wilshire Park students can choose from two featured entrée selections or salad bar or peanut butter and jelly sandwich, nutritionally balanced by USDA guidelines.

The menu is sent home monthly and may also be accessed on the school district website: www.stanthony.k12.mn.us.

- Lunch prices for the 2016-17 school year are \$2.65 for students including milk. Adult lunch prices are \$3.80. Milk is 55¢ when purchased separately. (Prices remain the same as 2015-16 school year).
- To set up a lunch account, please send a check to school for any amount (example: \$26.50 would pay for two weeks of lunch for one child). **Please make checks payable to “Independent School District #282” or “Wilshire Park”.**
- Please clearly mark your envelope with your child’s name and "Lunch Account."
- Please write your child’s first and last name and PIN number on the memo line of your check to ensure that funds are properly deposited.
- Initial payments on your account can be made in the cafeteria at **Meet and Greet**, or to save waiting in line, you can stop by the Wilshire Park office or mail your payment any time before school starts or use the Paypams system.
- When your child’s account begins to indicate a low balance, the cashier will send a notice home with your child.
- If the family account is not brought current or payment arrangements have not been made, the family account will be closed and the family will be asked to send a bag lunch from home.
- Students may bring a lunch from home at any time. Milk is available for 55¢ and is deducted from your family lunch account.
- Bag lunches are available for field trips when the student will be gone during lunch time. Teachers will send a “Bag Lunch

Order Form” home with field trip information. Bag lunches must be ordered at least one week before the field trip and are deducted from the lunch account.

- If your child has a milk allergy, please bring a doctor’s note to the school office. Lactose-free milk will be substituted for milk at lunch time only.
- You may call the Wilshire Park kitchen at 612-706-1207 if you have questions regarding school lunches or would like to check your lunch account balance.

Free or Reduced Cost Meals

If you feel your family may qualify for free or reduced school lunch based on family income, please contact the school office and an application form will be sent to you. Application forms are also available on the school website under “Student Nutrition”. You may also apply for Free or Reduced Lunch for a foster child. All information will remain confidential.

We encourage you to apply if you think your family may be eligible for free or reduced school lunch. It may help the school qualify for special grants, state or federal funding.

Milk/Snack Break

All students will have a milk break scheduled during the school day. Kindergarten students receive free milk. The cost of milk during milk break for students in grades 1-5 will be deducted from their lunch account if they choose to take milk. Children may also bring a juice box or other nutritious beverage if they do not purchase milk. The cost of milk for milk break does not qualify through the Free or Reduced School Lunch program.

PayPAMS (Parent Account Management System) is an online account management system that you may use to access your child’s lunch account information. You may:

- **Pay for meals on-line or by phone (There is a \$1.95 service fee to use the pay by credit card on-line per child entered on the PayPams website. There is no fee to view purchases and balance).**

~ Log onto www.paypams.com

~ or call: 1-888-994-5100 and follow the directions.

- **Monitor what your student purchases each day.**
- **View the nutritional analysis of the daily menu.**
- ◇ Your student may also deposit money into his/her account by dropping off a check (made out to Wilshire Park) or cash in a well-marked envelope to your child's teacher by 9:05 a.m. Please clearly mark your envelope with your child's first and last name and "Lunch Account." Write your child's first and last name on the memo line of your check to ensure that funds are properly deposited.

Any comments or questions relating to the food service program may be directed to Lisa Amundsen, Wilshire Park Nutrition Manager at 612.706.1207.

Cafeteria Behavior

Lunchroom supervisors are on duty to encourage children to eat their lunch in a timely manner and to promote positive social interaction among students. A student's lunch period is 25 minutes long. Classes come to the lunchroom at two-minute intervals to avoid long lunch lines. Children sit at tables with others from their classroom. During this time it is expected that children will:

- Talk quietly with others at their table.
- Eat only the food on their own plate or in their own lunchbox.
- Raise their hand to get the supervisor's attention if they need something.
- Use appropriate mealtime behavior.

Bringing Food From Home

Parents and guardians are encouraged to send nutritious meals and snacks to school with their child. Please, no soda pop.

Classroom Treats

Non-food treats (pencils, stickers, book or game for the classroom) are strongly encouraged but we understand that is not always possible. When sending classroom treats, healthy snacks are

preferred. As much as we all like homemade goodies, only treats which are purchased are allowed by the Minnesota Department of Health. If treats are brought in, they should be individual size (cupcakes, not cake, etc.) or wrapped and not need refrigeration or utensils.

Playground/Recess Information

Playground supervisors are on duty during lunch recess to monitor student behavior. Every attempt is made to assure safe play time for the students. Rules have been established to help maintain a safer environment:

- Students are to be respectful of one another: putdowns, pushing, tackling, teasing, pulling, or fighting will not be tolerated.
- Students are to include anyone who wishes to play. Exclusion is hurtful. If students bring their own balls from home, please share with those interested in playing.
- Any balls which go into the street are to be retrieved by an adult.
- Students are expected to respond when their class whistle is blown.
- The hill on the west side of the playground is off limits.
- Stay away from the street.
- Wood chips under the playground equipment are to remain on the ground.
- Play on playground equipment safely. No tree climbing; no climbing or jumping from tall equipment.
- Students are to slide DOWN the slides only. There are ladders to get up to the landings.
- Bats and hard baseballs can be dangerous and are not allowed on the playground. We encourage students who wish to play catch to bring tennis balls and gloves.
- Leave the following items at home: roller blades, skateboards, scooters, electronic toys, makeup, etc.
- Snow should remain on the ground; there is no ice or snowball throwing.
- Don't leave playground without supervisor's permission.

Indoor Recess

Most days children will play outside during lunch recess. Students should dress properly for the day's weather. In cold weather, gloves, boots, hats, and snowpants are essential. If the weather conditions are questionable we will check with the local weather station at about 11:00 a.m. In general, if it is raining, or the temperature is more than ten degrees below zero, we stay inside. However, if the sun is warm with no wind, we may go outside. When the windchill is more than ten degrees below zero, recess is usually indoors.

Whether or not to have indoor recess is also dependent on the age of the students. If possible, fourth and fifth graders will go outside at lunch recess during inclement weather because this is their only opportunity to be outdoors.

Doctor's Note Required to Stay in From Recess

Children are expected to participate in regular school activities including physical education and recess. If your child has an injury or a temporary health concern, a note from your child's doctor is required for your child to stay in from recess.

BEHAVIOR EXPECTATIONS

Wilshire Park Students have Panda Pride!



Students are expected to know and follow these three expectations:

be RESPECTFUL,
be RESPONSIBLE, and be READY!

A safe, orderly, positive environment is important at Wilshire Park. Each teacher establishes classroom rules,

procedures, and incentives/reinforcements related to behavior. Building-wide rules follow Panda Pride expectations and include:

- Responsible behavior for learning
- Show self-control and respect for others by not hurting them on the inside or outside.

- Show respect for property by caring for things belonging to you and to others.
- Follow directions from all school staff.
- Walk quietly in halls; wait quietly in bus lines.
- Hats or hoods are not to be worn in school. Hats are allowed on the end-of-quarter days or spirit days as announced by the school.

Consequences for violations of building and classroom rules will be as logical and natural as possible. Our objective is to teach appropriate behavior and to recognize accomplishments to enhance self-esteem. Parents are involved in our discipline procedures so they are well informed about their child. The Wilshire Park Behavior Plan is sent home early in the school year for parents to read and review with their child.

Student Dress and Appearance

It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes:

- Clothing appropriate to the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e. physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Flip-flops are a safety concern and are not appropriate for physical education classes or on the playground.
- Hats and hoods are not allowed in the building except with the approval of the building principal (i.e. student undergoing chemotherapy; medical situations). Hoodies are to be worn with the hood down while indoors.

- See Policy Number 504 for other examples of inappropriate clothing.

Cell Phones and Electronic Devices: Responsible Use

Cellular phones and other personal electronic devices shall remain silent and be kept out of sight during instructional time.

Students shall not use any electronic device that in any way disrupts or detracts from the educational environment. Accessing inappropriate material, on a school bus, or at a school activity shall result in disciplinary action. Parents are encouraged to monitor and/or restrict cellular internet access for students.

Wilshire Park Elementary Discipline Plan:

Philosophy: All Wilshire Park Elementary students are expected to conduct themselves in a respectful manner towards themselves, others, and objects. Students who do not follow respectful panda pride expectations may need to receive consequences and interventions. Students who are referred to the office will be required to complete a processing form. Some possible consequences for negative behavior may include:

- Written notification to parent/guardian using Behavior Report Form;
- Phone conference with parent/guardian;
- Loss of privileges;
- Goal conference with parent/guardian;
- Behavior plan;
- In-School Suspension;
- Out of School Suspension;
- Other consequences as assigned by administration.

In cases of severe misconduct, district disciplinary guidelines will be followed. Please review the “Overview of Student Rights and Responsibilities” document. This information may be found on each of the school websites at www.stanthony.k12.mn.us or may be requested from the school office. Related School Board policies are available upon request from the school offices and from the School Board link on the St. Anthony-New Brighton School District home page.

Student Discipline Policy
School District Policy 506 (Adopted 1987)
Revised January 6, 2015)

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the

school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her

lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force 506-3 when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others; 506-4
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips;

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 premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco paraphernalia or e-cigarettes;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Possession of an ignition device, including a butane or disposable lighter or matches, inside an educational building is prohibited. If an ignition device is to be used in a manner authorized by the school, it will be provided by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of

school district rules, 506-8 regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan; 506-9
- R. Saturday school;

- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy;
- or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guard-

ian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class. 506-10

Wilshire Park Elementary

C. Procedures for Removal of a Student From a Class.

1. Teacher will notify office staff of removal and begin an Infinite Campus behavior referral.
2. Office staff will escort, as necessary, student to office.
3. Office staff will complete Office Referral Form and document incident in Infinite Campus.

D. Responsibility for and Custody of a Student Removed From Class.

1. Student will go to the office when removed.
2. Teacher, support staff, or office staff will escort student to office as needed.
3. Teacher will communicate with office staff the need for an escort if necessary.
4. Student will confer with office staff. Plan for student tasks and/or work completion will be devised.
5. Office staff will assume responsibility for student once removed from class.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. Office staff will communicate with teacher to arrange criteria for reentry to class.
2. Office staff will clearly communicate readmission plan to student and ensure an understanding of expectations upon the return to class.
3. Office staff will facilitate the return of student to class.

F. Procedures for Notification.

1. Parents will be notified of conduct violations and resulting disciplinary action via e-mail, phone call, and/or the Office Referral Form. 506-11
2. Student will conference with office staff to review readmission

plan. Parent/guardians may be invited to a readmission conference, depending on length and severity of removal (as in the case of suspension).

G. Disabled Students; Special Provisions.

1. Special education staff, teacher, and/or case manager will be consulted to establish appropriate tasks/assignments to be completed by student during removal.
2. IEP may be reviewed to ensure appropriate supportive measures and conditions are in place for student.
3. Special education staff and/or case manager will consult with office staff regarding plan for readmission and necessary follow up instruction will be determined.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Student will be referred to administration (Principal, School Counselor, Dean, and/or School Psychologist) for interview.
2. Administration will contact parent(s)/guardian(s) in cases of chemical abuse and/or possession of related items.
3. Administration will contact appropriate agencies as necessary.
4. Student will be subject to disciplinary action (as outlined in Student and Family Handbook) if behavior violates code of conduct and/or disrupts the learning environment.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

1. Teachers follow Responsive Classroom model, bringing together social and academic learning, applying appropriately related consequences when behavior or conduct violates rules and/or expectations.
2. Teachers refer to the four tiers outlined in PBIS (Positive Behavioral Interventions and Supports) guidelines to determine level of behavior:
Level 1: Incidental Violations—Verbal warning, teacher documentation
Level 2: Minor Violations—Conference with teacher, yellow behavior slip sent home, teacher documentation 506-12

Level 3: Major Violations—Student referred to office, Office Referral form sent home, documentation in Infinite Campus

Level 4: Illegal Violations—Student referred to office, Office Referral form sent home, documentation in Infinite Campus, appropriate outside agencies consulted by administration.

3. Appropriate staff and/or agencies intervene. Conference held with student and parent (as necessary), behavior is documented, and related logical consequence applied.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.

1. Teacher, Special Education Staff, Office Staff, School Counselor, or Administration contact parent(s)/guardian(s) to provide notification of behavior/conduct violations and discuss plans for improvement.

2. A meeting may be called involving school staff and parent(s)/guardian(s) to further address problems and identify possible intervention strategies for school and home.

3. In some cases, a FBA (Functional Behavior Assessment) meeting may be deemed necessary. Special education staff will arrange for this meeting as needed.

4. Plan for continued communication between school and home will be discussed.

K. Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

1. Teacher contacts administration for an appointment to meet with the Level 3 RtI Team.

2. Teacher completes paperwork to provide Level 3 RtI Team members with student background, analysis of concern(s), and explanation of implemented interventions and results.

3. Level 3 RtI Team meets with teacher to discuss and address problem(s). Team devises plan for teacher-directed intervention, establishes any necessary supports, and sets follow-up meeting in which results of intervention will be reviewed.

4. Follow-up meeting will determine next course of action should

behavioral problems still exist. This could include new intervention strategies, additional direct instruction, parent action (consult with and/or assessment conducted by outside agencies) and/or referral to special education. 506-13

[St. Anthony Middle School & St. Anthony High School Info is posted with the complete policy on the School District Website]

IX. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than

five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting. 506-21

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days. 506-22

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole

expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and

recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision. 506-24

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled

from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. 506-25

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the

student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office. 506-26

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced.

Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

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

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)

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

Minn. Stat. § 121A.26 (School Preassessment Teams)

Minn. Stat. § 121A.27 (School and Community Advisory Team)

Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)

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

Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)

Minn. Stat. § 121A.582 (Reasonable Force)

Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)

Minn. Stat. § 123A.05 (Area Learning Center Organization)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.08 (Enrollment in Nonresident District)

Minn. Stat. Ch. 125A (Students With Disabilities)

Minn. Stat. Ch. 260A (Truancy)

Minn. Stat. Ch. 260C (Juvenile Court Act)

20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (*Rehabilitation Act of 1973, § 504*)

34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: *MSBA/MASA Model Policy 413 (Harassment and Violence)*

MSBA/MASA Model Policy 501 (School Weapons)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 503 (Student Attendance)

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

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 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Bullying Prohibition Policy
School District Policy 514 (Adopted 2003;
Revised August 6, 2014)

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 all 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 policy and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The development and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The

school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

III. DEFINITIONS

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

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

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

B. “Cyber bullying” means bullying using technology or other electronic communication including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The

term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

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

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events,

and all school-related functions, school sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or 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 from 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 building report taker) is the person responsible for receiving reports of bullying or other prohib-

ited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

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

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, 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 and other applicable school district policies; and applicable regulations.

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

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

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently

severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

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

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

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

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

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

dents 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 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, 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 in the student handbook.

VIII. NOTICE

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

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

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

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student dis-

cipline policy distributed to parents at the beginning of each school year.

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

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

IX. POLICY REVIEW

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

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)
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)
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)

Harassment and Violence

School District Policy 413 (Revised 2015)

(Harassment and Violence Report Form begins on page 98)

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, 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, 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, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the school district harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school 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, or disability, as defined by this policy. (For purposes of this

policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school 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 personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school 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, 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
1. "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.
 2. "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.
 3. "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.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. “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.
7. “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. “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.

F. 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 obtaining 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;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school 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 gender.

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, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim 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, or disability by a student, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. 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.
- 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.
- 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 superinten-

dent or the school district human rights officer by the reporting party or complainant.

- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) 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 building report taker immediately. 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.
- 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, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist

upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The school board hereby designates **Wendy Webster (office is located at 3301 Silver Lake Road NE in St. Anthony, MN and phone is 612-706-1170)** as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), 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 or reporter's future employment, grades, 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 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 comply

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 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 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, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a vio-

lation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and 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 shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of the investigation that determines a violation of this policy 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 requirements of applicable collective bar-

gaining agreements, Minnesota and federal law, and school district policies and regulations.

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 of the 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 or not to engage in acts of harassment or violence.

VII. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges or makes a good faith report of alleged harassment or violence prohibited by this policy, or 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 such harassment or violence. 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 Minn. Stat. § 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 pupils and staff members.

B. This policy shall be given to each school district employee, volunteer and independent contractor who regularly interacts with students at the time of initial involvement or 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, and resourcefulness.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:

Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Puller v. Indep. Sch. Dist. No. 701, 528 N.W.2d 273 (Minn. Ct. App. 1998)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
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 528 (Student Parental, Family, and Marital Status Nondiscrimination)

School Weapons Policy

Independent School District 282, St. Anthony, Minnesota prohibits all persons from possessing any weapon while in school, on school grounds, at school events or activities, upon entering or departing from school grounds or school-sponsored events or activities and on school buses or any other school vehicle.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

General Statement of Policy



Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages

with people around the world. The

school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Internet Acceptable Use and Safety Agreement

Students, parent/guardian and supervising teacher will be asked to sign an internet use agreement at the beginning of each school year for their student(s). The agreement will be sent home with each student after the first week of school and is to be returned with student and parent/guardian signature.

- Students will be taught acceptable use of the school district computer system and the Internet and agree to abide by school district policies relating to safety and acceptable use. If a student commits any violation, access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
- Parent/guardian should read the school district policy relating to safety and acceptable use of the school district computer system and the Internet which is designed for educational purposes. The school district has taken precautions to eliminate controversial material, however, it is impossible for the school district to restrict access to all controversial materials. Parent/guardian accepts full responsibility for supervision if and when the child's use is not in a school setting. The entire policy is on the district website: http://isd282.org/district/district_policies.html (District Policy #524 -Rev. April 3, 2012)6

SOCIAL MEDIA

As social media becomes integrated into our lives, there are more opportunities to communicate with families through school district and classroom websites, the school district calendar and district, school and classroom publications, Facebook and Twitter. Occasionally posting photos of students engaged in learning is a way of communicating the variety of experiences and activities in our learning community. Students will not be identified by name without parent/guardian permission. If you do not wish your child's photo to be used in this way, please request a Social Media Opt-Out Form from the school office.

HEALTH INFORMATION

Health Office



The school nurse is available each day to respond to student needs, talk with parents, conduct health (vision, hearing) screening, meet with staff, visit classrooms, and address individual medical concerns. Medications sent to school must be sent in the prescription container or original container for non-prescription drugs and taken directly to the nurse's office. Students may not carry medication with them in the building.

An "Authorization for Administration of Medication at School" form must be filled out annually and signed by a physician or licensed prescriber as well as the parent or guardian for all medications, prescription and non-prescription. A physician's signature is required before the school nurse may administer Tylenol or any other over-the-counter medication. This policy was updated to meet the recommendations of the Minnesota Guidelines for Medication Administration. The authorization form is available from the Nurse's Office or online on the "Health Services" section of the Wilshire Park website.

All medications sent to school must be in an appropriately labeled

pharmacy container or the originally purchased and labeled container.

Please remember to contact the school office if you change your address, home or work phone numbers or any emergency contact numbers. Please review your child's Health and Emergency Information form. A copy will be sent home in the August mailing. List cell phone, emergency contact numbers, etc. on your child's emergency information. It is critical that we are able to reach someone in case of emergency.

Keeping Children Home Because of Illness

To protect other students and staff all parents should keep their child(ren) home from school or child care when the child has any of the following conditions:

- Fever - greater than 100°F within the past 24 hours (before fever reducing medications are given) or the child is not feeling well or is unable to participate in normal daily activities.
- Diarrhea within the past 24 hours.
- Vomiting within the past 24 hours.
- Rash with fever or behavior change that is undiagnosed.
- Untreated head lice.
- Eye drainage.
- Unusual color of skin, eyes, stool or urine.

Please report all suspected or diagnosed illnesses to the school.

Common Childhood Illnesses

Chickenpox

- Symptoms: Fever and skin rash that begins on the chest, back, underarms, neck and face. The rash starts out as red bumps, which turn into small blisters within several hours, and then scab over after a few days.
- Exclusion: Until day 6 after the rash began or sooner if all the blisters have dried into scabs.

Conjunctivitis

- Symptoms: Pink or red eyeball, with or without pain or redness of the eyelids, may have clear, watery eye discharge or

- white or yellow eye discharge (pus).
- Exclusion: Bacterial conjunctivitis with pus: exclude until child has been examined by his/her health care provider and until 24 hours after antibiotic treatment begins. Other conjunctivitis without pus: no exclusion necessary.

Head Lice

- Symptoms: Itching of the head or neck. Look for: 1) crawling lice in the hair, usually few in number; 2) eggs (nits) glued to the hair, often found behind the ears and at the back of the neck; and 3) scratch marks on the head or back of the neck at the hairline.
- Exclusion: The student will not be sent home as long as treatment is completed by the next school day.

Strep Throat

- Symptoms: Sudden onset of fever, sore throat, and swollen glands. Nausea and vomiting may occur with severe cases. A rash may occur with a strep throat. This is called scarlet fever. The rash is a very fine, raised rash that may feel like sandpaper. The rash most often appears on the neck, chest, in the folds of the armpit, elbow, groin, and in the inner thigh. Later on, there may be peeling of the skin of the fingertips and toes.
- Exclusion: Until 24 hours after antibiotic treatment begins and the child is without fever for 24 hours.

Fifth Disease (Human Parvovirus B19)

Fifth Disease is a mild, common rash that occurs most often in children. The characteristic rash causes an intense redness of the cheeks (“slapped cheek”) and sometimes a lacy red rash on the trunk and limbs. Occasionally the rash may itch. The child is usually not very ill and the rash resolves in 7-10 days. However, if the person is exposed to sunlight or heat, the rash may come back. Once a person recovers from a parvovirus infection, they develop lasting immunity and are protected against future infection. An adult who has not previously been infected with parvovirus B19 can be infected and have no symptoms or can become

ill with a rash and joint pain and/or joint swelling. The joint symptoms usually go away in a week or two, but may last several months. The disease is spread by coughs or sneezes with contaminated droplets traveling into the air and another person inhales them or touches them.

Students are most contagious before the onset of the rash and are unlikely to be contagious after the rash has occurred. Therefore, students do not need to be excluded from school. The incubation period is thought to be 4-14 days.

Pregnant women (or women trying to become pregnant) and parents of children who have an impaired immune system, sickle cell anemia, or other blood disorders should consult their health care providers about the risks of this exposure.

What Can be Done to Keep Children Healthy?

- Handwashing is the single most important technique for preventing the spread of disease.
- Cover nose and mouth with a tissue when sneezing or coughing or cough/sneeze into elbow or sleeve.
- Proper disposal of tissues.
- Age appropriate immunizations.
- Take prescribed antibiotic for the full course of therapy.
- Teach children not to share items such as combs, brushes, hats to prevent spread of head lice.
- Notify the school nurse if your child(ren) has a communicable condition such as strep throat, chickenpox, lice, impetigo, ringworm, etc.

Student Insurance

St. Anthony-New Brighton schools work hard to provide a safe environment for students. The district's Health and Safety Committee reviews concerns and suggests safe practices for schools to follow. However, despite best efforts, accidents do happen occasionally. Even normal childhood activities such as playing on the playground carry a potential for injury.

The district does not provide insurance coverage for accidents that may occur during the regular school day. Parents should

consider this when planning their family insurance program.

Smoke Free Environment

All schools in the St. Anthony-New Brighton School District are smoke-free. This also includes school grounds - Wilshire Park outdoor facilities (parking lot, playground, soccer and softball fields) and high school outdoor facilities (track, football fields, baseball diamonds, tennis courts, etc.).

HEALTH AND SAFETY

2016-17 School Year Notification

Asbestos Notification

St. Anthony-New Brighton ISD #282 is continuing its efforts to monitor asbestos in district buildings and respond in a cautious and proactive manner. The district will continue with the on-going Operations and Maintenance (O&M) program including the semi-annual periodic surveillance of all asbestos-containing materials to ensure that the material remains in good condition and appropriate actions are taken if the material is disturbed.

The district's on-going efforts related to the management and control of asbestos-containing materials is geared toward providing a safe and healthy environment for students, employees and occupants.

The asbestos management plans and updated materials are available for review at the individual school buildings and also at the District Office. Questions about the management plan should be directed to Troy Urdahl, the designated asbestos program manager, at 612.706.1105 or turdahl@stanthony.k12.mn.us.

Pesticide Use Notification

State law requires schools to inform parents and guardians if they apply certain pesticides on school property. The law requires schools that apply pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

The law also requires families be told that the long-term health effects on children from application of pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the school's estimated schedule, please contact Troy Urdahl at 612.706.1105 or turdahl@stanthony.k12.mn.us.

Indoor Air Quality

As an additional requirement by the Department of Education, the St. Anthony-New Brighton School District has developed and implemented an Indoor Air Quality Management Plan that addresses indoor air quality issues throughout the District. Walk-throughs and inspections of the buildings are performed annually to detect current problems and prevent future problems from occurring. Information is also available from the Minnesota Department of Health at <http://www.dehs.umn.edu/iaq/school/>. If you have any questions or concerns regarding indoor air quality, please contact the District Office at 612-706-1000 for the name of the IAQ contact person.

ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS SCHOOL BUS INFORMATION

INFORMATION FOR 2016-17:

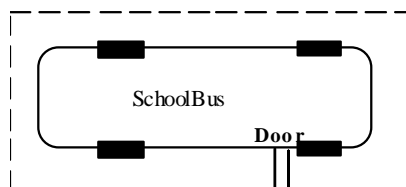


The St. Anthony-New Brighton School District is contracts with **Metropolitan Transportation Network**. Route information will be included in the information to families when it becomes available in mid-August. **If you have questions, please contact our district Transportation Director, Todd Niklaus at 612.706.1117 or tniklaus@stanthony.k12.mn.us .**

The phone number for our bus company, Metropolitan Transportation Network is 763-571-1541. (Please put the phone number of the bus company in your contacts).

School Bus Information

- Riding the bus is a privilege, not a right.
- Students should be at the bus stop no more than 10 minutes before the bus arrives.
- At the bus stop students should stand quietly.
- When getting on and off the bus students should move away from danger zones. The danger zones around the bus are outlined.
- Students should enter the bus one at a time and sit in their seat.
- Students should obey the bus driver.
- The school bus driver must give his/her attention to driving safely.
- Students should stay quietly seated on the bus with their hands to themselves.
- Students should never put any part of their body out of the bus.
- Food and snacks are not to be eaten on the bus.
- Keep the aisle clear of legs, backpacks, etc.
- Students must stay in their seats until the bus stops.



School Bus Safety Training

Students in kindergarten through grade six will receive school bus safety training by the end of the third week of school. Students in grades seven through ten, who have not previously had training, will receive training or bus safety instructional materials by the end of the sixth week of school. Additionally, students in grades nine and ten will receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus. All students must demonstrate competency in seven basic areas of bus safety. Students in grades kindergarten through three

must show competency by the end of the third week of school, and students in grades four through ten, the end of the sixth week of school.

Parents should also be familiar with school district rules and policies regarding transportation, and should help to make certain their children understand them. Parents are encouraged to monitor bus stops and to communicate any safety concerns to school administrators.

Riding the school bus is a privilege!

Transportation safety guidelines are established to help insure the safest ride possible for your student on the school bus. Riding the school bus is a privilege. Each student extended this privilege has the right to a safe, non-coercive environment on the school bus while riding to and from school. Each student has the responsibility to follow the direction of the driver and established safety guidelines. Failure to do so adversely affects the safety of all other passengers and will result in action being taken. This action may include but is not limited to assigned seats, suspension of riding privileges ranging anywhere from one day to the remainder of the school year.

The school bus driver has sole responsibility for the safety of his or her passengers and the condition of his or her vehicle. As a result, St. Anthony-New Brighton Public Schools and its transportation contractor give the driver the authority and responsibility to enforce the safety guidelines as established. Each driver is required to maintain a Commercial Driver's License and receives training in driving skills, student management, and emergency procedures.

Following are the safety guidelines and consequences established by St. Anthony-New Brighton Schools. Questions can be directed to a building principal.

School District 282 Bus Safety Guidelines

At the bus stop:

- Be at the bus stop five minutes before your scheduled

pick-up time. The school bus driver cannot wait for late students.

- Respect the property of others while waiting at your stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway while waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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 you before crossing the street.
- Fighting, harassment, intimidation, or horseplay is not allowed at bus stops.
- The use of alcohol, tobacco, or drugs is not allowed at a bus stop.

On the bus:

- Immediately follow the direction of the driver.
- Sit in your own seat, facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body in the bus.
- Keep your arms, legs, and belongings to yourself.
- Fighting, harassment, intimidation, or horseplay will not be tolerated.
- Do not throw any object.
- Eating, drinking, or use of tobacco or drugs will not be tolerated.
- Do not bring any weapons, cigarette lighters, or other dangerous objects on the bus.
- Do not damage the bus.

Consequences:

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, 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 and are totally responsible for providing transportation to and from school during periods of suspension.

Wilshire Park Students (K-5)*

- First offense - bus report or behavior report.
- Second offense - parent notified.
- Third offense – 1 to 5 school-day suspension from riding the bus
- Fourth offense – goal conference with parent, student, and principal and/or administrative representative
- Further offenses – individually considered, students may be suspended for longer periods of time, including the remainder of the school year

*If the incident is severe, the consequences will be automatically moved to a higher level.

When any student goes sixty (60) transportation 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 also may result from school bus/bus stop misconduct.
- The following are examples of serious behaviors, which may result in an automatic suspension of riding privileges for the full school year.
- Use of tobacco, alcohol, illegal drugs, fighting, hitting, biting, or spitting.
- Threat, harm or harassment of any person(s) on the school bus.
- Possession or use of any dangerous objectives (knives, guns, lighters, etc.)
- Vandalism to the bus.
- Defying the bus driver.
- Unauthorized exit from any emergency exit.

- Throwing articles in and out of the school bus.
- No part of a student may be outside the window of the bus.

Please refer to “Student Transportation Safety Policy,” Code 501.4 for complete information.

ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS STUDENT TRANSPORTATION PRACTICES

St. Anthony - New Brighton School District 282 is committed to providing safe and efficient school bus transportation for its students. The State of Minnesota currently requires that only those students living more than two miles from school be transported to and from school. However, the District generally provides transportation to resident students regardless of distance as a result of hazardous street crossings.

- Bus transportation is not provided after AM kindergarten; parent is responsible for providing mid-day transportation.
- Students who attend a school other than the district school through open enrollment are not eligible for this transportation.

The following information explains the services provided and how the District complies with laws and rules that pertain to school bus transportation.

1. Goal

The District’s goal is to provide safe, reliable, efficient, and cost-effective transportation to the students that reside within the boundaries of the school district.

2. General Information

Bus Stops:

It is the intent of the District to implement corner and intersection bus stops, whenever possible, for all students. The designated area that students wait for the bus must be within a bus length to the corner (approximately 40 feet). The bus driver will designate this area to the students after the first day. This may change during the year. Stopping at corners or intersections is safer due to the expectations of traffic. When a bus stops mid-block it can

confuse motorists. Motorists anticipate the bus will stop or yield at corners and intersections. It also provides the driver or substitute driver a landmark (intersection) to identify prior to making the stop so the eight-lamp system can be properly activated to warn the public. This also allows the driver to scan the area for students when approaching the intersection.

Fee for Bus Transportation

Transportation will be provided at no charge for bus stops within the district boundaries, although students must be registered to ride the bus.

There will be a transportation fee of \$140 per student for families who use bus stops outside of the St. Anthony-New Brighton School District boundaries. (No fee will be charged for families who qualify for free or reduced lunch). You will be invoiced by the school district if a transportation fee applies to your family. **If you have questions about busing, please contact our district transportation director, Todd Niklaus at tniklaus@stanthony.k12.mn.us or 712.706.1117.**

Bus Stop Change Requests:

Please read through the following information **prior** to making a route change request. If you would like to request an exception to the transportation criteria and established bus routes, please complete a bus stop change request form located in your child's school office. For your convenience you may leave the form with a staff member in the school office, mail the request to Independent School District 282, Transportation Department, 3303 33rd Avenue NE, St. Anthony, MN 55418, or send in the request electronically. After each request is reviewed, someone from the Transportation Department will notify you of the decision. It may take from five (5) to seven (7) business days to process your request and contact you.

School bus drivers do not have the authority to change bus routes or student stops.

Bus Stop Criteria:

Corner/intersection stops will be used to the extent possible due to safety and located within one (1) to three (3) blocks of a student's home, except for kindergartner students.

- Buses serving students with disabilities may stop while using their 4-way hazard lights only at house stops where it takes an extended period of time to load and unload. At these stops the bus will pull over to the curb at the driveway and the student will not be allowed to cross the roadway. Buses will not go into the student's driveway, unless prior approval has been given. The bus horn will not be used to announce arrival.
- Buses will not generally travel down cul-de-sacs unless the vehicle is picking up handicapped children. Backing a school bus is a dangerous maneuver. A full-sized bus needs 115 feet to safely turn and most cul-de-sacs are only 90 feet wide.
- Bus stops should be located within clear visibility for 300 feet in both directions. Stops in a residential area where the speed limit is less than 35 mph or less may not be located within 100 feet of each other.
- Stops in or out of residential areas where the speed limit is 35 mph or greater may not be located within 300 feet of each other.
- School buses may load and unload in right-turn lanes if pre-approval has been given. Eight-way lights or 4-way hazard lights will not be used and students must not cross the road.
- There is not a fixed number of students that warrant adding or moving a stop.
- Visibility from the home to the bus stop is **not** part of the criteria for establishing bus stops.
- Stranger-Danger criteria are used only under **documented**, persisting, or current cases that public safety can verify.
- A bus driving past a student's home does not warrant adding or changing a stop. More frequent stops can cause motorists to become impatient and drive around the bus. This creates a greater safety concern than the distance a student has to walk to the bus stop. Additional stops also increase the time chil-

dren ride the bus and cost additional dollars that could be used in the classroom rather than on transportation.

Bus Routes:

Bus routes are arranged according to geographic area and stops are assigned from 1 to 3 blocks of a student's home whenever possible. State guidelines recommend that no student ride the bus more than one (1) hour each way, every day. The bus routes and/or stops may change from year to year based on student population.

Bus Ridership:

Students will be sent bus stop information before the start of school each year. Students must ride the bus that they are assigned and ride the same bus to and from school unless parents have notified the school of childcare arrangements. Bus route numbers will be placed in the side window of the bus. At the discretion of the bus driver, students may be assigned seats at any time. It is a privilege to ride the bus. Therefore, students will be expected to abide by all of the school bus safety rules. Students in grades K-10 must also participate in school bus safety training within the first six (6) weeks of school every year. The results of this training must be reported to the State of Minnesota.

3. Nonpublic Students

Minnesota Statute 123.79 requires the school district to provide equal services to nonpublic students living within St. Anthony-New Brighton School District boundaries.

4. Out of District Attendance

School District 282 resident students who are attending out of district schools outside of the District 282 boundaries will be provided transportation services to the boundary of St. Anthony - New Brighton School District.

5. Childcare Service

The following childcare information will apply.

- To receive transportation to/from a childcare program, that program must be within the St. Anthony-New Brighton School District geographic boundaries.

- The pickup and drop-off bus stops must be the same location. Only the following will be considered:
 - pickup at home, drop off at home,
 - pickup at home, drop off at daycare,
 - pickup at daycare, drop off at daycare,
 - pickup at daycare, drop off at home
- It is imperative that the parent/guardian provide the school office with the childcare information by July each year for the upcoming school year. This allows the department to coordinate routes as accurately as possible.

GENERAL INFORMATION

Homework Expectation Statement

The staff at Wilshire Park believes that homework is an important part of a student's educational development. Teachers use their best professional judgment when assigning homework and consider the following:

- Relevance to state standards and district grade-level curriculum.
- Consistency with the guideline of 10 minutes per grade level. An example of this would be: Grade 1 averaging 10 minutes per evening, grade 2 averaging 20 minutes per evening, grade 3 averaging 30 minutes per evening, grade 4 averaging 40 minutes per evening and grade 5 averaging 50 minutes per evening.
- Larger projects are periodically assigned based on standards and unit of study.

If you have questions about homework, we welcome you to communicate with your child's teacher.

Lost and Found

The Lost and Found is located near the parking lot doors in the third/fourth grade hallway. Smaller items such as jewelry, watches, etc. will be held in the office. Three times a year - December, April and June - unclaimed items will be donated to charity. Please mark your child's belongings to ensure speedy recovery.

ery if lost. We discourage children from bringing valuable or sentimental items to school for show and tell or play.

Missing or Runaway Student

During school hours after student has been listed as “present” and is now missing, the teacher will notify the office. The principal or designee will have several staff immediately search the building and grounds, including an “all call” on the public address system. The office will obtain the student’s schedule, family data and a picture of the child. If the student is not found, the school will call 911 while also calling parents. The school will provide all pertinent information to the police.

If a child is missing between home and school, the first step will be to ask the teacher about the student’s whereabouts. The next step will be to do an “all call” on the public address system. The school will ask parents for student’s route and means of transportation to and from the school. Parents will be advised to call police if the student is not located within a reasonable period of time.

Parent Questions/Concerns

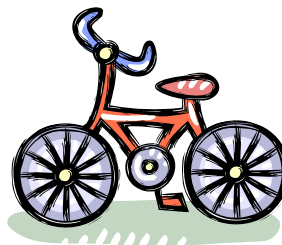
Please call with questions any time. If a discussion with the principal is desired, please try to make an appointment to assure a proper time frame. If parents have a concern about an individual teacher’s procedures, please express the concerns initially with the teacher. Contacting the principal is appropriate if satisfactory resolution is not obtained through discussion with the teacher. We want and need to hear your suggestions and input.

Participation

Students and staff are not to discourage the participation of students in school sponsored activities.

Bicycle, Scooter, Skateboard, In-line Skate Guidelines

Students may ride their bicycles, scooters, skateboards or in-line skates to school although we expect that they will follow safety precautions. A student in kindergarten, grade one and two will be allowed to ride his/her bicycle, scooter, skateboard or in-line skates to and from school if one of the student's parents (or responsible adult)



accompanies the student both ways. Children are encouraged to wear the appropriate safety protection: helmet, shin pads, elbow pads, wrist pads, etc. Students must walk their bicycles, scooters and skateboards once they are on school property and lock them in the bike rack. Students are not to ride scooters, skateboards or in-line skates in the hallways. The school will not be liable in regard to safety issues and for stolen or damaged bicycles or other equipment while at school.

Visitors

We welcome visitors to Wilshire Park. As a security precaution, all doors to the school are locked during the school day. Teachers and students have been instructed not to open doors for others during the school day. All visitors must enter through Door #1 nearest the school office. Press the buzzer and the office staff will admit you to the building. **All visitors, including volunteers, must sign in and out on the visitor's log in the school office and must wear a visitor or volunteer badge while they are in the building.**

Volunteers are registered through our volunteer coordinator and wear specific badges which identify them as Wilshire Park Volunteers. Volunteers also check in at the Wilshire Park Office and must wear their volunteer badge while in the building.

Classroom Visits

As much as we would like to accommodate your schedule, we ask that you please pre-arrange classroom visits with your child's

teacher. If a visit has not been pre-arranged, office staff will call the teacher when you arrive to find out if it is a convenient time for you to visit. Brief visits are usually best.

Pet Guidelines

In striving to achieve and keep quality indoor air conditions, household pets should not be present in the school buildings unless it serves a curriculum purpose. Many staff, students and community members suffer from allergies and we need to keep our environment as safe as possible for these individuals. Permission is required from the principal prior to any visit by pets. Dogs must be on a leash; all other animals must be in a carrier. Pet owner must directly supervise the pet at all times.

DATA PRIVACY

The St. Anthony/New Brighton School District Policy on student information kept by the schools and community services complies with federal and state laws guaranteeing the right to examine and challenge the contents of students' records.

Those having access to the student records include school staff with a legitimate educational interest in the child, another school district, colleges or educational institutions in which the students may enroll, and the courts when the record is requested by a judicial subpoena.

Before records other than directory information are sent to any person, agency or institution, written consent is required from the parent/guardian.

Directory Information

Information defined by law as directory information includes the student's name, place of birth, and dates of attendance. St. Anthony Middle and High Schools may release other information including: major field of study, participation in officially recognized activities and sports, weights, and heights of athletic team members, degrees and awards received, and the most recent educational institution attended by the student.

Any parent or guardian wishing to withhold information from distribution (including photos) must make a written request to the Wilshire Park office each year by October 1.

Your Right to Review Your Child's Records

Parents have the right to access, inspect, review and have a copy of their child's educational records, except records that are expressly designated as "confidential" under state or federal law. The school district may charge a reasonable fee for copies of educational records. You may, in writing, challenge what may be inaccurate or misleading information, or information in your child's record that may be in violation of the student's privacy rights.

Copies of the school board policy on protection and privacy of students' records are on file in each school, St. Anthony Community Services, and the St. Anthony/New Brighton District Office. Copies may be obtained from the building principal, director of community services, or the superintendent.

Child Custody Agreements

In order to ensure compliance with court orders on who can visit your child while at Wilshire Park Elementary School and who your child can be released to, we need to have a copy of your legal papers on file in the office. Please be assured, we will not release your child to anyone not listed on your child's Health and Emergency Information form without your consent.

Withdrawal From Wilshire Park

Wilshire Park will automatically release educational records upon your child's transfer or enrollment to a new school when we receive the request for records from your child's new school.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
800-657-3704
651-296-5663
TDD: 651-296-1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suite 430
Minneapolis, MN 55401
800-669-4000
612-335-4040
TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References:

34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

Resources:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/publications.html>



School District Policy
INDEPENDENT SCHOOL DISTRICT NO. 282
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 282 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. 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, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \
creed \ religion \ national origin \ sex \ age \ marital status \ familial status \
status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another
person or group. _____

If the alleged harassment or violence was toward another person or group,
identify that person or group. _____

(Continued on next page)

