

ACGC Elementary School

The **mission** of ACGC Elementary is to provide a positive, safe learning environment that promotes high levels of student achievement through standard based curriculum and data analysis by challenging students to their fullest potential with hands on learning and positive collaboration while inspiring lifelong learning.



2016-2017 Parent and Student Handbook

Website: acgcfalcons.org
302 S. 2nd Street
Atwater, MN 56209
Phone: 320-244-4740

ACGC ELEMENTARY SCHOOL

Parent and Student Handbook

2016-17

Dear Parents:

This Parent and Student Handbook has been developed to help answer questions you may have regarding procedures at ACGC Elementary School. Please take some time to read it carefully and refer to it as a reference.

Children need attention and guidance from adults to ensure full growth and development. For this reason, it is essential that ACGC parents and educators establish a positive rapport and open communication. Our staff wants to work as a team with you to meet the academic, social, and emotional needs of your child. Please contact us as questions or concerns arise. You are welcome at all times to visit the school or classroom to become familiar with your child's learning environment.

We are looking forward to a productive year filled with rewarding experiences with you and your child.

Sincerely,

Kodi Goracke
K-4 Elementary Principal
320-244-4740
gorackek@acgcfalcons.org

ACGC ELEMENTARY

302 South 2nd Street ~ Atwater, MN 56209

Phone: 320-244-4740 Fax: 320-974-8410

Daycare: 320-974-8174

School Starts at 8:00 am ~ School Ends at 3:50 pm

Breakfast is available for all students from 7:30-8:00 am

Website: acgcfalcons.org

Principal: Kodi Goracke

OTHER IMPORTANT CONTACTS

DISTRICT OFFICE and JSHS

27250 MN State Highway 4 ~ Grove City, MN 56243

District Office: Phone: 320-857-2271 Fax: 320-857-2989

Jr/Sr High School: Phone: 320-857-2276 Fax: 320-857-2937

Community Ed. Office: 320-857-2651

Dayton's Bus Garage: 320-857-2220

Policy Statement on Compliance with State and Federal Law

Prohibiting Discrimination

It is the policy of the board of Education of District #2396 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulation issues thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or in employment, or recruitment, consideration, or selection, thereof, whether full-time or part-time under any education program, or activity operated by the district for which it received federal financial assistance.

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#402-Disability Nondiscrimination, #521-Student Disability Nondiscrimination & Grievance Form)

ACGC ELEMENTARY STAFF

2016-17

Superintendent / 9-12 Principal

Pre-K – 4th Grade Principal

5th – 8th Grade Principal

Kindergarten

First Grade

Second Grade

Third Grade

Fourth Grade

Art

Music / Brain Gym Math

Cook

Cook Assistant

Cook/Kitchen Helper

Custodians

Custodian/Maintenance Supervisor

EARLY CHILDHOOD FAMILY EDUCATION:

ECFE Parent Educator

ECFE Childhood Coordinator

ECFE/School Readiness Teachers

School Readiness Assistants

ECSE Teacher

Elementary Secretary

Food Service Clerk

Lunchroom Supervisor

Media Specialist

Media Clerk

Occupational Therapist

DHH – Deaf & Hard of Hearing

Paraprofessionals

Physical Education

DAPE – Developmental Adaptive PE

Psychologist

SACC – School Aged Child Care

School Nurse

Social Worker

Speech Clinician

Special Education

Technology Assistant

Physical Therapist

Title I

Reading Corps

Sherri Broderius

Kodi Goracke

Robin Wall

Jackie Zender, Michele White, Tricia Lagergren

Jessica Wanner, Nicole Ammerman Tori Amsden

Laura Hendricks, Jody Carlson, Jeremy Boeyink

Katelyn Ruter, Ashley Boeyink, Luke Amsden

Heather Bednarek, Taryn Woods, Amy Ripperger

Gerry Kulzer

Heidi Thoma

Bonnie Konietzko

Janice Nichols, Melissa Whitcomb

Sally Jaster

Gregg Kragenbring, Sandy Williams, Tom Huisman

Tom Fordyce

Amanda Fusari

Peggy Starz

Michelle Behm, Lissa Borchert

Pam Narragon, Angela Smith

Mary Fredrickson, Marie VanDerBeek

Julie Fischer

Nancy Thorp

Robin Kragenbring

Kathy Chancellor

Tami Tagtow

Penny Hinthier, Kristi Lilleberg

Jill Rohman

Rolayne Beerman, Paulette Lee, Tina Werner,

Barb Raiber, Mary Schmidt, Tracey Schroeder,

Robin Kragenbring, Chris Remmel, Missy Drange,

Taren Stegeman, Samantha Cunningham,

Denise Schroeder, Katie Evenson

Robin Tanner

Danielle Rahn

Anya Shuda

Patti Kaiser, Colleen Aasen, Chelsey Erpenbach

Val Carlson

Lynn Peterson

Heather Sage

Devi Bergh, Kelli Petersen, Leah Norris

Jessica Halvorson

Linda Hamm

Doree Leither, Liz Wheeler, Paula Dunn

Deb Minnick, Cheyenne Schmitz

ABSENCES / TARDINESS / TRUANCY

Please contact the school on the day your child is absent. When a child returns to school after an absence, he/she should bring a written excuse giving the date of absence, reason, and parent's signature. When an absence is anticipated, please tell us in advance so the teacher may help the student plan for his/her absence. Notify the elementary office if your child contracts a communicable disease (e.g., pink eye or chicken pox) so that other parents might be informed.

If a child comes to school after 9:00 a.m. or leaves before 2:00 p.m., the child will be considered absent for 1/2 day. It is recommended that students should not miss more than four (4) excused days per quarter. More absences than four absences could result in a contact from administration and/or a truancy referral to the county.

If a student is absent from school because of illness, he/she should not attend school activities in the evening.

A valid excused absence from school can be for:

- a) religious observance
- b) illnesses (Any more than 3 per quarter will require a note from a physician at the discretion of the building administrator.)
- c) an appointment with a physician or other specialist
- d) a family trip (Please contact school in advance!)

An absence will be unexcused if a child was absent from school because he/she was:

- a) babysitting
- b) shopping
- c) receiving a haircut
- d) oversleeping
- e) unable to receive transportation to school due to missing the bus
- f) on a family trip without prior administrative approval
- g) car problems
- h) family problems not involving the child

TARDINESS

Punctuality is an important lesson for a student to learn. All children are expected to be on time and parents are asked to cooperate fully in this matter. Tardiness is defined as failure to be in an assigned room at 8:00 a.m. at the ACGC Elementary School. Furthermore, every three unexcused tardies will equal one unexcused absence for a child. Upon receipt of three unexcused absences, the student is subject to the same consequences as stated in the Truancy Policy. **DO NOT ALLOW YOUR CHILD TO REMAIN OUT OF SCHOOL A HALF DAY RATHER THAN BE TARDY!** Please check your child in at the office where they will receive an office pass to get into class. And decisions on excused or unexcused absences will be made at the discretion of the District.

TRUANCY

According to Article 3, Chapter 226, enacted in the 1995 Legislative Session, an elementary student who is considered "truant" is defined as someone absent without a valid excuse within a single year for three days. Continual truant is a student who is absent 3 or more full days with unexcused absences. Habitual truant is a student who is absent 7 full days with unexcused absences and at which time a notice will be sent to the county of residence.

NOTE: The building administrator will have the final determination whether an absence is excused or unexcused. We are concerned when students are absent from school for six (6) or more days per quarter.

The parent will be informed by mail when a child is initially classified as "truant".

ACTIVITIES/SCHOOL CALENDAR

The internet address for the ACGC website is acgc.k12.mn.us. Most school activities are posted on the website.

BACKGROUND CHECKS

Parental involvement is extremely important in school. Parent volunteers are welcomed in the classrooms. If interested, please see form for parent participation. Please note that background checks are required.

ACGC PARENT PARTICIPATION CHECKLIST

ACGC is very thankful for parents who participate in our school day. We value the time you give our students and staff and want to maximize the impact you have.

In order to maintain a healthy learning environment and limit the potential for educational distractions we ask that you fill out the checklist on this page.

If you have any questions about volunteering please contact me at any time.

Kodi Goracke
Elementary Principal
320-974-8841

- ACGC has a current background check on file
 - If not, please go our website to apply for a background check.
 - www.acgc.k12.mn.us and click on background check located on our homepage
 - Please note you will be required to pay by credit card online
 - If you have a current (less than 1 year old) background please contact Betsy Ammermann at 320-244-4638
 - Once your background check is completed it is good for 1 year
 - Please notify Betsy Ammerman when your background check is completed
 - Contact the teacher 48 hours in advance to schedule
 - Teacher Name: _____
 - Date of Correspondence: _____
 - Date and Time Volunteering: _____
 - Task/Assignment: _____
 - I understand that by signing below I will:
 - Maintain data privacy and confidentiality of all students
 - Support all students in the classroom, abstain from educational disruptions
 - Follow the directive of the teacher
 - In case of an emergency, follow the directives of ACGC staff members
- Signature: _____ Date: _____

BICYCLES

If parents approve, students may ride their bikes to school and place them on the provided rack. Because it is not possible to provide supervision of the grounds at all times, the school cannot assume responsibility for the bicycles. Children are not permitted to ride their bicycles on the sidewalk and can only ride them before or after school. It is advisable not to have kindergarten, first, or second grade students ride bikes to school from a safety standpoint.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books, library materials and equipment that he/she receives from school. A genuine respect should be demonstrated for all of these above-mentioned items. If books are destroyed or lost by a child, the child/parents will be expected to compensate for the loss. This includes library books as well as classroom textbooks.

BRINGING MONEY TO SCHOOL

Whenever the students need to bring money to school, (e.g. lunch tickets, milk break), please have the child bring it in an envelope marked with their name, grade, and parent's name. If the envelope is accidentally dropped or misplaced, there may be a better chance of recovering or finding it.

Lunch Account: Try to turn in money as soon as possible to the food service clerk. Please make sure your lunch account has sufficient funds. Notices will be sent when funds are low. Milk for milk break costs extra, with the exception of kindergarten. All families are encouraged to complete an application for Free/Reduced Lunch. Parents are encouraged to use our online payment system on the ACGC website.

BULLYING

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. No school district can monitor the activities of students at all times and completely stop bullying between students, especially when they are not under the direct supervision of school personnel. But, when conduct affects the educational environment of the school and the rights and welfare of the students, it is within the control of the school to prevent bullying and to take action to investigate, respond and discipline acts of bullying which have not been prevented.

Bullying means any written or verbal expression, physical act or gesture by a student that is intended to cause or is PERCEIVED as causing discomfort to one or more students and interferes with another student or students' education. Bullying includes, but is not limited to, conduct by a student against another student that might cause harm, damage a student's property, give them reason to fear they might be harmed or create a hostile environment.

Bullying will be penalized by a warning, detention, suspension, expulsion and include parent notification as well as possible notification to law enforcement. Frequently the bully will try to justify their actions by saying what they did was "just a joke" or that they were "just kidding". These types of excuses do not justify bullying and will not be grounds for not being disciplined for the bullying behavior.

BULLYING

At ACGC we believe:

1. We do not bully others.
2. We help students who are bullied.
3. We include students who are left out.
4. We tell an adult at school and at home when somebody is being bullied.

"Cyber bullying" is an act of bullying that happens online through emails, social networking and other forms of technology. Just like bullying in person, cyber bullying happens over time, gets worse over time and has an imbalance of power from the bully to the victim, only this happens through technology. When cyber bullying happens off school grounds, but finds its way to school, then the school will act as though it originally occurred at school. Warning, detention, suspension and expulsion are possible disciplinary options depending on the severity of the bullying. Parents will become involved because frequently the technology used to send the bullying message is owned by the parents and or kept in the home. It is also possible that law enforcement will be involved, depending on the nature and severity of the bullying.

The misuse of technology including but not limited to teasing, intimidating, defaming, threatening or terrorizing by sending or posting email messages, instant messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

BULLYING PROHIBITION POLICY

I. Purpose:

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

II. General Statement of Policy

- a. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- b. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- c. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- 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 bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - i. The developmental ages and maturity levels of the parties involved;
 - ii. The levels of harm, surrounding circumstances, and nature of the behavior;
 - iii. Past incidences or past or continuing patterns of behavior;
 - iv. The relationship between the parties involved; and
 - v. 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 done on purpose.
 - i. 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
 - ii. Significantly interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- b. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that significantly 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:
 - i. 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;
 - ii. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or intentionally causes emotional distress against a student; or
 - iii. 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 or retaliation 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 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 be bullying shall report the alleged acts immediately to the dean of students or the building principal. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline.
- b. The school district encourages the reporting party or complainant to use the report form available in the district office, but oral reports shall be considered complaints as well.
- c. The dean of students and the building principal are responsible for receiving reports of bullying or other prohibited conduct. Any person may report bullying or other prohibited conduct directly to a school district employee. If the complaint involves the dean of students or the building principal, the complaint shall be made or filed directly with the Superintendent.

The dean of students or building principal 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 dean of students or the principal shall be responsible for the investigation. Information about community resources will be provided as appropriate.

V. Retaliation

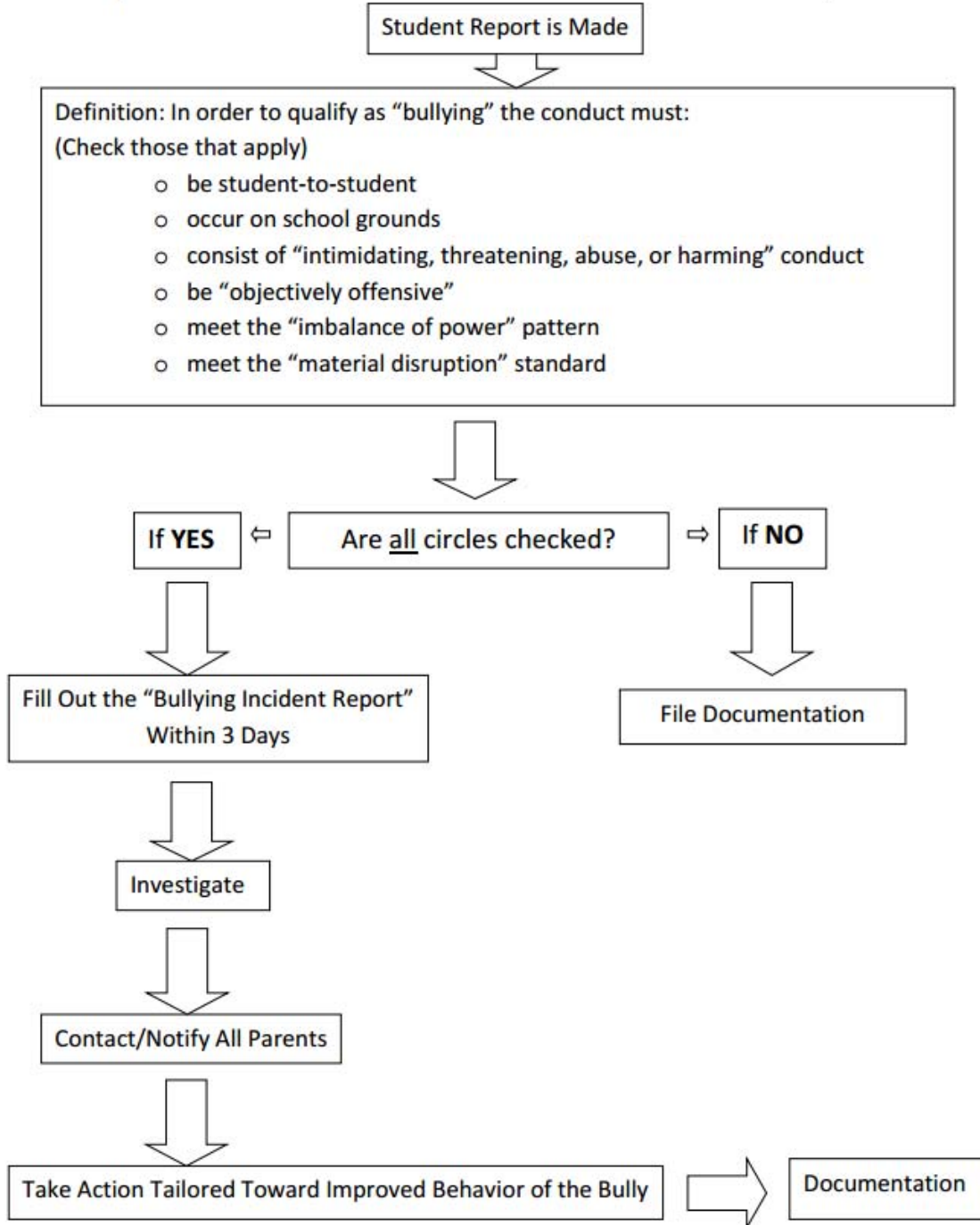
The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of retaliation against any person involved in reporting bullying or prohibited conduct, who provides information 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, payback, harassment, or intentional unrelated 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.

At ACGC we accomplish the following:

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

Bully Procedures:

2014/2015



BUS CONDUCT

If students do not obey the bus rules, the following steps will be taken to deal with the situation. At each step, parents will receive written notice of the behavior and the consequences, which follow. If the student's behavior is such that it endangers others, removal from the bus may be immediate and for longer durations than noted in the following information.

1. The first step is a warning letter. If there are additional bus conduct reports, one of the actions below will be taken:
 - a) Your child will not be permitted to ride the school bus for three school days.
 - b) Your child will not be permitted to ride the school bus for three weeks.
 - c) Your child's bus riding privileges will be removed for the remainder of the school year.

BUS RIDING WITH OTHERS

If a student is going to ride on a bus to another student's home, a note to this effect must be given to the office. The note is then signed by office staff and given to the bus driver who is involved.

A group of children going to another's home (e.g. birthday party) must make arrangements with the bus driver two days prior to the event. If more than three children are involved, they must be picked up at school and transported by a parent.

BUS RULES

All children riding the ACGC buses will be responsible to know and follow the bus rules.

1. The driver is in charge of the pupils and the bus. Students must obey the driver.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Pupils must never stand in the roadway or driveway where the bus turns in. All pupils must wait for the bus off of the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student, especially when loading in front of the school for games or after school.
4. Pupils must not talk loudly or distract the driver's attention. Students should remember that their safety is in the driver's hands.
5. Outside of ordinary conversation, classroom conduct is to be observed.
6. Pupils must not throw waste paper on the floor of the bus. Pupils should not eat or drink on the bus. Students should help keep the bus clean and sanitary at all times.
7. All instruments, books, etc., are to be kept with each pupil in the seat.
8. Pupils must not, at any time, extend arms or head out of the bus windows.
9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, pupils must observe directions of the driver. When crossing the road, students should do so in front of the bus after making sure the highway is clear and the driver has signaled the student to cross.
11. Any damage to the bus is to be reported at once to the driver.

CELL PHONES/ELECTRONIC DEVICES

Do you like to bring expensive things to school, like cell phones, iPods, PSPs, personal iPads and other technology devices? Do you like things to get stolen? No? Then stop bringing them to school! We do not have the resources to investigate personal theft.

***NO SIGHT-NO SOUND POLICY!** We do not see or hear cell phones or portable devices during class hours. The use of cell phones, portable music devices, or other electronic devices are not permitted during class time. They may not be used in classrooms or outside the classroom during the class period as they cause a disruption to the learning process and may also be used to cheat. If you have a cell phone in the classroom, it must be turned off and it must be out of sight. If the phone sounds during class it will be taken from you and turned into the office. Continued cell/electronic device issues could result in having the parent/guardian come to school to retrieve the item.

CONFERENCES

Conferences will be scheduled so that parents and teachers may meet during the school year. You can find the scheduled dates on the ACGC school calendar.

Please take advantage of the conference times when scheduled. This is the best means of having the teacher and the parent work together for the benefit of the child. Parents are welcome to contact teachers any time throughout the year to schedule other conferences.

DISCIPLINE

Purpose:

The purposes of the ACGC Elementary Schools' discipline policy are (1) to ensure that students are aware of and comply with the school district expectations for students' conduct, and (2) to direct the district's educational program to help pupils develop the values and abilities necessary for civil conduct. Achievement of these purposes will enhance the school district's ability to maintain discipline, ensure the personal safety and educational continuity required for academic learning, and prepare children for life as contributing members in our democratic society.

Expectations for behavior are based upon promoting and developing trustworthiness, respect, responsibility, fairness, caring, and citizenship in children. Pupil cooperation is expected, valued, and essential for individual growth and an excellent learning climate at school.

STUDENT RIGHTS

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

ACGC PBIS Expectations				
(Positive Behavior Interventions and Support)				
	S	O	A	R
	Self-Control controlling your impulses, controlling your own behavior	Ownership pride over your body, words and materials	Attitude positive words, open outlook	Respect treating yourself, others and property in a positive manner
Restroom Voice: 1	Use, Wash, Leave	Keep it clean	Be Trustworthy, Be Timely	Allow privacy
Hallway Voice: 1	Hands and feet to self and off walls	Keep halls clean	Greet with a smile	Walk quietly in your space
Recess Voice: 4	Stop, Walk, Talk	Own your actions and your words	Be kind and be active	Make good choices
Cafeteria Voice: 2	Hands and feet to self	Keep your area clean	Say "Yes, please" and "No, thank you"	Remember someone prepared this food and space for you
Classroom Voice: 0-4	Enter quietly and have body and voice control	Be prepared to learn	Do your best	Keep it positive
Assembly Voice: 0	Hands and feet are still	Active listener and participant	Be grateful	Respect the speaker and others around you

ACGC PBIS Behavior Matrix

Level of Behavior:	Examples:	Next Steps:
1	<ul style="list-style-type: none"> -Breaking posted expectations in bathroom, hallway, cafeteria, classroom, program or other -Uncooperative, disrespectful -Disruption -Loud/Yelling -Name calling -Misuse of property -Inappropriate language or hand gestures -Lying -Cheating 	<p><u>Supervisor handles immediately</u></p> <ul style="list-style-type: none"> -Speak calmly -Teachable moment- For example: stop them in hall, review hallway expectations, encourage better choices -Model your expectations -Redirect with positive praise -Encourage student(s)
2	<ul style="list-style-type: none"> -3rd (continuous) level one violation in a day -Physical aggression -Harassment/Exhibiting all 6 indicators of Bullying (see bully flowchart on back) 	<p><u>Supervisor handles immediately</u></p> <ul style="list-style-type: none"> -Restate Previous Discussion, calmly: -Teachable moment- For example: stop them in hall, review hallway expectations, encourage better choices -Model your expectations -Redirect with positive praise -Encourage student(s) <p><u>Speak to the child 1:1 to find root cause</u></p> <p><u>Student clips down, change in color</u></p> <p><u>Involve parents</u></p> <p><u>Create a plan</u></p> <ul style="list-style-type: none"> -Does our school social worker, Lynn Peterson, need to be involved? Does Woodland Centers, onsite counseling, need to be involved? Do we need behavior interventions? <p><u>Start documentation</u></p> <p><u>Connect back to student</u> about parent involvement, next steps, plan and other key details</p>
3	<ul style="list-style-type: none"> -3rd (continuous) level two violation in a week: -Threats (verbal or non-verbal) to self, others, school -Threats (verbal or non-verbal) of weapons 	<p>Supervisor reminds student of contact with parent and plan</p> <p>Student clips down, change in color</p> <p>Principal is called/notified</p> <p>Parent(s) are called</p> <p>Documentation is reviewed</p> <p>Plan with team is put into place</p>

This is to be used as a guide in creating safe schools through positive discipline, please note every child and situation is different

DISCIPLINARY ACTION

Removal from Class

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. The reason for removal is generally for unacceptable behavior as defined by the rules of conduct in the school discipline policy. Students removed from class shall not exceed five class periods. Students shall be removed from class only upon agreement of the teacher and administration after an informal administrative conference with the pupil. The decision as to remove a student shall be made by the administration. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including, but not limited to, the completion of any make-up work.

Suspension from School

Suspension is the short-term exclusion of the student from school. Suspension, exclusion, and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 2005 as amended.

The school administration may summarily suspend students from school for one to ten days. Whether the suspension is in detention or out-of-school shall be at the discretion of the administration.

Students assigned to detention will remain in a supervised study room for the duration of the assigned time. Students will be required to complete all assigned course work presented to them and honor the rules of the detention room. Students assigned to detention will be ineligible to participate in extra-curricular activities on the day their detention is served.

The administration may impose or recommend longer suspension, expulsions, or any other discipline as appropriate on a case-by-case basis.

Suspension – Expulsion

In the event it becomes necessary to suspend, exclude or expel a student, the procedures will be governed by MSA 127.26-127.40 (Minnesota Pupil Fair dismissal Act). Under the provisions of the law, students may be suspended or expelled from school for any of the following:

- *Willful violation of any reasonable school board regulations.
- *Willful conduct which materially and substantially disrupts the rights of others to an education.
- *Willful conduct which endangers the student, other students, or school property.

Students may be summarily suspended from school for one day by the Principal or Dean of Students. Students may be suspended for two to five days by the Principal or Dean of Students. The Principal or Dean of Students may suspend students for 10 days when warranted. Whether suspension shall be served in school or out of school shall be at the discretion of the administration.

The school board upon recommendation by the Principal may impose expulsions. Expulsions may be for the remainder of the school year or less, and may occur after the School board has held a hearing in accordance with the law. In all cases involving suspension for more than one day, parents or guardians will be notified in accordance with the Minnesota Fair Pupil dismissal Act of 1974.

If suspension occurs during the last few days of school, it shall carry into the next school year for sophomores and juniors. For seniors, the duration of the suspension shall be completed before a diploma is issued. If there are any school activities during the suspension period, including commencement, the students will not be permitted to participate.

The Principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis.

EMERGENCY OR CONTACT FORMS

Please make sure that your family's emergency or contact information form is completed for school. This information expresses your wishes in the event that an emergency occurs involving your children. This should be completed by the first week of school and updated as necessary.

FIELD TRIPS

Field trips are an important part of our educational program. Through these excursions, students see what they are learning in the classroom applied in real life. It's a time to develop skills in courtesy, safety, and good citizenship, and stimulates interest and pride in the community. Field Trips are funded by ACGC Public Schools. Please sign the Field Trip Permission Slip Form, which is found in the back of this handbook.

FIRE DRILLS

In case of fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. There will be an evacuation plan posted in each classroom. Each teacher will instruct children regarding specific procedures. Any tampering with a fire alarm or use of smoke bombs will result in:

1. The student being charged by the police.
2. The Fire Department becoming involved, and depending on costs, bills sent to the district for fire calls (\$150.00 - \$250.00) will be imposed.
3. The student being suspended from school for a period not to exceed ten days.

FOOD / PEANUT SAFE

If a child wishes to bring a treat to share with the class, please let the teacher know. The State Department of Health requires that all food items must be **commercially prepared**. If your child is bringing a drink for snack or lunch, pop is not allowed. Also, fruit juice and Gatorade type products are discouraged because of their high sugar content.

When eating lunch with your child, we encourage you to eat our school lunch or bring food that follows recommended MyPlate guidelines. No outside food can be shared with students other than your own.



Tips for Peanut Safe Environment

**Be Aware* – read labels, look for “may contain nuts” or “produced on shared equipment with nuts”

**Be safe* – after exposure to peanuts wash hands and table/desk tops with soap and water (bar, liquid, or commercial soap) (not dish soap or alcohol based hand sanitizers – these will not remove the peanut protein)

**Be trained* – know the signs of anaphylactic reaction and how to use an Epi pen

**Alternate rewards to food* – pencils, stickers, extra minutes at recess, listening to music while doing class work

ACGC Wellness

Nutrition - We are a part of many of the Minnesota Department of Education Programs that help guide our students to have health choices. Some of these include: ***Fresh Fruit and Vegetable Snack Program for Elementary, Farm to School and After School Care Program***. We have updated our Wellness Policy to meet the requirements of the state.

Adopted: 1-23-12 MSBA/MASA Model Policy 533

Orig. 2005 Revised: Rev. 2010 533 WELLNESS

Wellness Team:

Kristin Straumann Parent

Sharon DeMorett Teacher

Sherri Broderius Administrator

Bonnie Konietzko Food Service Director

Lori Martin School Board Member

Val Carlson School Nurse

Allisa Nelson Student

Public Website

Bonnie Konietzko Operational Responsibility

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.

B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

A. Foods and Beverages

1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans. A la Carte targets to lower sodium and fat and add whole grains, fiber rich food, fresh vegetables, fresh salads, and milk choices 1%, skim, and chocolate skim.

2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines. Pop has been removed from the vending machines.

3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines. As such ACGC is a part of the Minnesota School Food Buying Group (MSFBG) which writes specifications based on consensus of member needs including cost, nutrition and student acceptability, storage and preparation.

4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks. School Nurse provides training on hand washing to primary elementary students. Hand sanitizer units are available at the front of the lunch line.

6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day. Faculty monitor meal times to ensure sufficient time to eat daily.

7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.

2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and

c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.

3. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

4. Farm to school and the School wide Health Improvement initiative of an ACGC garden allow ACGC to offer more fresh fruits and vegetables and nutrition information to students.

5. ACGC offers curricula within the school day that encourages production of produce.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
4. Physical Education classes are required Kindergarten – 9th grade.
5. Lifetime Sports at the secondary level and Test Preparation movement are two new goals.
6. Recess is offered to grades K-4 without being used as a disciplinary action by its removal.

E. Communications with Parents

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

IV. IMPLEMENTATION AND MONITORING

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

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)

42 U.S.C. § 1751 et seq. (National School Lunch Act)

42 U.S.C. § 1758b (Local School Wellness Policy)

42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us

Minnesota Department of Health, www.health.state.mn.us

County Health Departments

Action for Healthy Kids Minnesota, www.actionforhealthykids.org

GAMES AND TOYS

It is highly recommended to keep games, toys, and other personal belongings at home. The District will be not responsible for lost, broken, or stolen items brought to school. These items are not to be used during the school day since they interfere with the education of our students. (This includes laser pointers, cell phones, Gameboys, etc.) The building administrator will decide if an item is school appropriate.

GRADING

ACGC ELEMENTARY GRADING SCALE

Kindergarten	1 st Grade 2 nd Grade 3 rd Grade	4 th Grade
-Checklists, observations and rubrics for understanding are completed daily, weekly, monthly and/or quarterly -Weekly and quarterly assessments	94-100 O 88-93 S+ 78-87 S 70-76 S- 69 and below N O= Outstanding S= Satisfactory N= Needs Improvement	99-93 A 92-90 A- 89-87 B+ 86-83 B 82-80 B- 79-77 C+ 76-73 C 72-70 C- 69-67 D+ 66-63 D 62-60 D- 59 and below is an F

GUM

This is a sticky subject. Please help keep our school neat and ready for learning. Chewing gum is not allowed at school, on the playground or on the bus.

HARASSMENT AND VIOLENCE

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

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. "age" means the person is over the age of 25 years.

2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a) Has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b) Has a record of such an impairment; or
- c) Is regarded as having such an impairment.

3. "Familial status" means any condition of one or more minors being domiciled with:

- a) Their parent or parents or the minor's legal guardian; or
- b) The designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of 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 pupil(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.

F. 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.

G. 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 pupil, 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. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school

district office, but oral reports shall be considered complaints as well. 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.

- B. 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. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. 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.
- D. In the District. The school board hereby designates the Superintendent as the school district human rights officer 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.
- E. The school district shall conspicuously post the name of the human rights officer, including mailing addresses and telephone numbers.
- F. 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.
- G. Use of formal reporting forms is not mandatory.
- H. 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. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. **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 violation 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 complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. 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, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. Reprisal

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, 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.

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 and independent contractor at the time of entering into the person's employment contract.
- 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, Racial Harassment & 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)

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)

HAT/CAP POLICY

Students are not allowed to wear hats, caps, bandanas, or other head cover in the building during the school day, which is defined as the time when classes begin until the time when they are dismissed.

HOMEWORK

Belief Statement: At ACGC we believe that student achievement occurs when teachers staff and families work together to support meaningful preparation practice so that students have every opportunity to be their best.

HOMELESS

The McKinney-Vento Homeless Assistance Act (as reauthorized by Title X, Part C of the No Child Left Behind Act) defines homeless as follows:

The term “homeless children and youths”

- a. Means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes—
 - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a) (2) (C));
 - iii. Children and youth who are living in cars, parks and public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - iv. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)

You may meet confidentially with our liaison, Misty Langseth.

INJURED OR ILL CHILD

If a child should become injured or ill, the classroom teacher will bring him/her to the office where a decision will be made as to what will be done. No child will be sent home without prior office approval. Accurate records will be kept of all accidents or illnesses. Emergency or contact sheets must be filled out each school year with current medical information and current Parent/Guardian phone numbers. It is also important to have listed other designated people who can make decisions and pick up your child if ill or injured, & we are unable to contact you.

INTERNET USE

Students may use the internet for educational purposes in school. Use of the internet is a privilege, not a right. Unacceptable uses of the school district’s system may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments or damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion.

Unacceptable uses of the school district system and Internet resources are: knowingly downloading, viewing or printing of pornographic, obscene or sexually explicit material; obscene, abusive or profane language; and other materials or language that is inappropriate in the education setting or disruptive to the educational processes.

KINDERGARTEN ENTRANCE REQUIREMENTS

1. The child must be 5 years of age on or before September 1, unless parent fills out Early Entrance Request form by April 1 and child meets all early entrance requirements.
2. A birth certificate, social security number, hospital certificate or baptismal certificate must be shown at the time of kindergarten registration in order to verify the child's birth date.
3. A physical examination is highly recommended before entering kindergarten.
4. Immunizations must be completed and up to date before entering kindergarten. Evidence of a plan to complete immunizations will be necessary before entrance if they are not completed by September 1.

LICE – CDC Recommendation: <http://www.cdc.gov/parasites/lice/head/school.html>

Students diagnosed with live head lice do not need to be sent home early from school. They can go home at the end of the day, be treated and return to class after appropriate treatment begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that “no-nit” policies should be discontinued. “No-nit” policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch for the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or many in fact be empty shells, also known as “casings”.
- Nits are cemented to the hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit check conducted by nonmedical personnel.

LOCKER POLICY

Personal lockers are provided for student convenience and are not intended to be used for safekeeping of valuables. The school accepts no responsibility for articles lost or stolen from lockers. For this reason, we recommend that valuables be left at home. No switching of lockers is allowed without permission from the teacher. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.

School authorities for any reasons may conduct inspection of the interior of lockers at any time, without notice, without students' consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. The locker policy will be disseminated to parents and students in the same manner as other school policies of general application to students are disseminated.

LOST AND FOUND

Bet we know where the missing gym shoe, mitten or hat is! Each year, many items find their way to our Lost and Found. You can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps & boots with their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

Please contact the office regarding the Lost and Found Location. Unclaimed items are donated mid year and end of each school year.

MEAL CHARGING

537 MEAL CHARGE POLICY

I. PURPOSE - The purpose of this policy is to establish consistent meal account procedures for ACGC Independent School District #2396.

II. GENERAL STATEMENT OF POLICY

A. ACGC Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning.

B. It is the policy of ACGC Schools to offer breakfast and lunch. The Food Service Department strives to produce quality meals at a reasonable cost.

C. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year via the Fall Information Highway and are included in enrollment packets. In addition, applications are available online or at each building office.

III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

A. Parents will be notified when accounts are low.

B. Account status is available with Parent Access through the District's website, www.acgc.k12.mn.us.

C. When the account is negative, the food service clerks will call or email the family to set up a plan for payment. If the household cannot be reached, a letter will be sent home.

D. Pay Schools is available for online payments. You can conveniently access this through the ACGC School District Website, www.acgc.k12.mn.us.

MEAL PREPARATION

All meals are prepared by properly licensed staff to meet state requirements. Students needing an alternative meal need a doctor's note with a medical need in order to receive and alternate meal.

ACGC SCHOOL DISTRICT #2396

Guidelines for ADMINISTERING MEDICATIONS TO STUDENTS

The school district acknowledges that, to manage a health condition, some students may require medication during the school day to function as near to their potential as possible. ***Every attempt should be made to give medication at home when possible.*** The school district's licensed school nurse, or designated trained staff, will administer prescribed medications in accordance with MN Statutes and School Board Policy. Students on a self-management of medication program must register as such with the licensed school nurse including a physician's order and parent's permission signed form. This is for the safety of your child.

1. Prescription medication requires the school's **completed, signed authorization from the student's parent or guardian and the physician** including: name of medication, dosage, time of day to be given, purpose of medication and possible side effects. This form is on the next page.
2. Prescription medication must come to school in the original prescription container appropriately labeled for the student by the pharmacy or physician.
3. Once in school, the medication needs to be stored in the designated locked area, and each dosage recorded on a signed medication flow sheet by the licensed school nurse or designated staff. This completed sheet will be kept in the student's health folder.
4. Prescription asthma or reactive airway disease medication used in inhalers may be self-administered by a student if the school receives a written authorization from the pupil's parent; a physician's written order for the medication and the inhaler is properly labeled for the student by the pharmacy.
5. The attached "**Authorization for Medication Administration**" form must be completed for each new school year and/or when a change in the medication occurs. The school must be notified immediately of any change in the medication or if no longer required. For medication dosage changes, the school also needs a written notification from the physician.
6. Non-prescription medication (over-the-counter) also requires the school's completed, signed authorization from the student's parents or guardian and/or physician. The school DOES NOT provide any medication for students such as acetaminophen (Tylenol) or ibuprofen (Advil). **Medications must come from home in the original container, NO baggies or envelopes, and must be kept locked in the school health service area. Medication cannot be kept in student lockers or bags.**
7. IV and IM drugs, or medications requiring pulse or blood pressure monitoring before being given to the student, must be given by an RN only.

Please refer any questions or concerns to the school nurse by contacting the school office.

MEDIA RELEASE

School activities or student accomplishments are sometimes shared or published. If you do not want your child's name/photo to appear in the media (TV, newspaper, video or ACGC website), please sign the Media Release form and return to the Elementary Office.

MUSIC

Each grade level will have at least one concert during the year. All students will be expected to participate in music concerts throughout the year.

NOTES TO SCHOOL PERSONNEL

In order to assure that noon hour and after school activities are carried out as parents wish, parents should send a note with their child concerning the following:

1. If your child has been ill, you may request that he/she stay inside for noon and/or afternoon recess. However, after the fifth day, a note from a physician may be required at the discretion of the administrator.
2. If your child is going home with someone else after school, please indicate whom your child will be with and how he/she will get to his/her destination.
3. If you are hosting a party for your child at home, please inform the school of the date and time of the party, if the children will be going to your home directly after school, or who will be attending.
4. If your child is involved in scouts, choir, etc., which meets after school, please send a note indicating which day and time the group meets and the meeting place.
5. If your child is going home with a student who rides a bus, please read the section Bus Riding With Others.

ONLINE PAYMENTS

Online payment processing system can be accessed through the ACGC web site. Parents/guardians may pay for school related fees and products online, either by e-check or MasterCard, Visa or Discover cards. The following items may be paid for online at this time: Lunch accounts, sports/activity fees, class dues, class fees, milk break, driver's education, school age child care, school readiness/preschool tuition. For more information, contact the district office at 320-857-2271.

PARENTAL INVOLVEMENT

Parental involvement is extremely important in school. Parent volunteers are welcomed in the classrooms. If interested, please see form for parent participation located at the end of the handbook. Please note that background checks are required as stated in the background section of the handbook.

PETS

Service animals only are allowed into ACGC Elementary.

PICKING STUDENTS UP AFTER SCHOOL

1. During School Hours (8:00 am -3:50 pm): Report to the Office, sign your student out.
2. End of Day (3:50 pm): Wait outside or in front entry of school until students are dismissed.

PLEDGE OF ALLEGIANCE POLICY

Per Minnesota law, students in District 2396 shall recite the Pledge of Allegiance to the flag of the United States of American one or more times each week. The recitation can take place either in individual classrooms or as an entire building over the intercom system. Any student or staff member may decline to participate and that decision will be respected.

RECESS POLICY

Students are expected to participate in recess each day. The following guidelines are used during cold weather (wind chill temperatures):

- 10 or below the students stay inside
- 9 and above the students go outside for full recess

Students should dress appropriately for the weather, during the winter months. Students need to wear hats, mittens, boots, and snow pants.

RELEASE OF STUDENTS

Before a student can be dismissed from school, the parent, guardian, or person designated by the parent must report to the Office and sign the child out on the Sign Out Form; listing the date, time and reason the child is checking out of school early. Office personnel will contact the teacher and the student will come to the Office. The student will then be released to the parent or guardian.

If court document prohibit a parent or guardian or person designated by the parent to have contact with a particular child, it is the responsibility of the parent to give official court papers to the school. Only official court documents will be honored.

REPORT CARDS

Report cards and Special Ed progress reports will be sent home after each quarter. Copies of reports may be mailed directly from school to a parent not living with their children. Please notify the elementary office in writing with the name and address of the person where the copies are to be mailed.

REPORTING MALTREATMENT OF MINORS

School district personnel who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker are required by state law to report it to the local child protection agency or law enforcement agency. Mandatory reporting procedures must be followed for suspected abuse or neglect that has occurred within the last three years.

SCHOOL CLOSING

Our school website will have the most accurate and up-to-date information! In addition, information regarding the closing of school for the entire day, late start, or early dismissal will be carried on radio stations WCCO (830 AM), KWLM (1340 AM), KDJS (1590 AM), KLFD (1410 AM), Q102 (102.5 FM), and KDUZ (1260 AM), and television stations WCCO (Channel 4), KSTP (Channel 5) and KARE (Channel 11).

We also are able to send text and email automated messages regarding school closings. Please provide the school with your correct mobile phone number and email to take advantage of this technology.

Should a condition arise causing early dismissal, buses will leave soon enough to enable them to make the route. However, if this is impossible, children will be housed where parents have indicated on the snow emergency form. Because our District is so large geographically, please feel free to pick your student up from school if you feel the weather in your particular area warrants it.

SCHOOL DAY

Children can begin arriving at ACGC Elementary School at 7:30 am with classroom instruction beginning at 8:00 am. Teachers are available and may be contacted between 7:30-8:00 am. Parents transporting their children should drop off between 7:30-8:00 am. ACGC Elementary drop off area is the east side of the building. Students should not get out of cars unless the car is parked in a designated parking area. DO NOT allow children to get out in the street! Students MUST enter through the main door ONLY!

→ Please do not drop students off at the north side door. That is a bus only drop off zone.

SCHOOL DRESS

Students must wear clothing that is proper for the inside of a public building, not offensive to other students or adults, and not distracting or disruptive to the educational process. The following guidelines apply for all students in the elementary school building:

1. Clothing must not be hazardous to health or safety.
2. Appearance must not be disruptive to normal operations of the classroom.
3. Clothing or shoes must not be such as to cause damage to school property or cause extra building maintenance.
4. Hats, caps, and bandanas or other headwear may not be worn during the school day. Furthermore, all shirts worn need to cover the front and back of children. No belly buttons are allowed to be visible. Spaghetti strap shirts are not to be worn.
5. Shoes are to be worn at all times in the building. No open toed shoes!
6. Clothing cannot violate state health regulations, laws, or school harassment policy.
7. Clothing cannot advertise or encourage the use of alcohol, tobacco, or other mood-altering chemicals.
8. No article of clothing can have profane language written on it or exhibit sexual connotations that are objectionable to members of the school community.
9. Clothing or accessories that interfere, distract, or disrupt classroom operations will not be allowed.
10. The classroom instructors will determine individual classroom clothing rules.
11. No clothing is allowed that prevents the students from doing their best work. The principal may grant exceptions to #4 and #5 under special circumstances.

When a student wears improper clothing, school staff will ask him to do one or more of the following: change to other clothing, put shoes on, take off the inappropriate piece of clothing, or turn a shirt inside out. Students are expected to follow those directions. If they do not, or if the same problem occurs again at another time on the same or a different day, parents will be notified, and the students will be sent home. Students sent home because of improper clothing will receive an unexcused absence for the time they miss.

STATEMENT OF NONDISCRIMINATION

The ACGC School does not discriminate in hiring or student attendance on the basis of gender, race, age, religious affiliation or handicapping/disabling condition.

The ACGC School has in place a referral, evaluation, and placement process to provide an appropriate education for students who would be considered handicapped according to Section 504 of the Rehabilitation Act of 1973 and those who would be considered disabled according to the Individuals with Disabilities Act (IDEA).

Due process rights of handicapped and disabled students and their parents will be enforced. If you have concerns, please contact the principal in the building in which your student attends school.

STUDENT DIRECTORY INFORMATION

Family Education Rights and Privacy Act 20 UCS 1232g5 (FERPA) provides that education records of personally identifiable information from education records may be disclosed to third parties with written consent of parents, guardians or the student.

This act permits schools to release "directory information" on a student without parent's prior consent.

ACGC Schools will use the following as directory information unless we have in writing that parent refuses the release of the following categories of information.

*Student name, address, and date of birth

*Parent names

*Participation in recognized activities, sports, weight and height of athletic teams

*Dates of attendance

*Most recent educational institution the child has attended

FERPA does not require the release of directory information via cyberspace. ACGC Schools will not release directory information via the World Wide Web.

If you do not want directory information about your child released, please sign the Directory Information Non-Release Form and return it to the Elementary Office.

STUDENT REFERRAL PROCESS

ACGC #2396 provides special services to all students who meet criteria through a referral process. Please follow the steps below if you have concerns about a student.

1. Contact your child's teacher who will assist in making a referral to our SAT (student assistant team).
2. The building SAT reviews each referral.
3. Prior to SPED referral, interventions need to be in place and documented.
4. If it is determined an evaluation is needed, parents are contacted and an evaluation-planning meeting takes place.
5. An evaluation is completed within 30 school days and a meeting is held to review results.
6. If student meets criteria for services, an Individual Education Plan (IEP) is created by the team, parent consent given and services can begin.
7. If the student does not meet criteria for services, the team brainstorms accommodations for the student success; other referrals may be made.
8. Student progress on IEP's are reviewed every quarter; IEP's are reviewed and updated every year; reevaluations are conducted every 3 years or as needed.

Any questions regarding the special education process can be directed to the building administrator or child study coordinator.

STUDENT SOLICITATION POLICY

In order to protect students and staff from being overwhelmed by requests to buy merchandise or support charitable causes, student solicitation of other students and/or faculty will not occur during school hours or on the school bus. Students may approach faculty members before or after school to address Scouting, Bike-A-Thon, 4-H, Read-A-Thon and other fund raising issues so that the requests don't interfere with the teaching day. Students may not solicit other students to pledge money for fundraisers without parental approval. Student sales of merchandise to other students (examples: Girl Scout Cookie Drive, Boy Scout Popcorn Sales, etc.) should take place before or after school hours so it does not interfere with student learning.

TELEPHONE CALLS/MESSAGES

If you need to call a teacher, please contact them between 7:30-8:00 a.m. or 3:45-4:00 p.m. In addition, another way to contact classroom instructors during the day to discuss pertinent school-related information is through the use of e-mail. Please find the e-mail addresses of your child's/children's teacher on the ACGC Website and utilize them when necessary.

Parents are asked to impress upon their children the necessity for the restricted use of the school telephone. Teachers and students will not be called from class to answer the telephone except in cases of emergency. The office telephone should not be used by elementary students for unnecessary messages. The use of the telephone to make arrangements for an after school activity is not considered a valid reason. The number of students in the buildings makes this rule imperative.

USE OF BUILDING AFTER SCHOOL

Students may use the playground area after school. However, they should not enter the building after school hours unless involved in an after school activity or for a prearranged reason. Getting a drink or using the bathroom are **NOT** reasons to be in the building after school hours. When using the school playground area and/or school grounds outside of school hours all school and district rules still apply.

VISITORS AT SCHOOL

We invite parents to visit the school, but ask that you report to the elementary office before going on to the classroom. In order to protect our students from potential risk of unauthorized persons in the building, you will be asked to buzz into our building and identify yourself and possibly show ID and or Driver's License. Upon being issued a visitor's pass, you should display it so people meeting you in the hall will know you have stopped in the office. If there is something you wish to discuss with the teacher, please make arrangements to meet during his/her free time or period.

Any students from other schools, or relatives, are not allowed to come to school to visit with one of our students. This tends to disrupt the regular classroom, and we want to avoid that situation.

WEAPONS

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property.

Possession of a weapon will result in:

1. an initial out-of-school suspension of five (5) days
2. confiscation of the weapon
3. contact with the police department
4. recommendation to the Superintendent that the student be expelled.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), upchucks, throwing stars, explosives, stun guns, and ammunition. For purposes of the Gun Free Schools Policy, the term "weapon" has a meaning as defined in 18 U.S. SS 921 and includes "(A) any weapon (including a starting pistol) which will or is designed to or may readily be converted to expel a projectile by the action of any

explosive; (B) the frame or receives of any such weapon; (c) any firearm muffler or firearm silencer; or (D) any destructive device as defined in 18 U.S.C. SS 3351”.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon. There are some exceptions. Firearms being transported in accordance with Minnesota law are excepted. If you have any questions about an exception, however, you must talk to the principal. A principal can authorize an exception in writing.

You should also know that possession on school property includes on a school bus, or on any property leased by a school, whether the school is public or private.

Any student who is determined to have brought a weapon to school or onto any school district grounds will be expelled for a period of not less than one year. The superintendent on a case-by-case basis may modify this policy. Furthermore, these are guidelines and variations of discipline actions are up to the discretion of the building administration.

All discipline is ultimately up to the discretion of the building principal or designee.

MEDIA RELEASE FORM

I do not want my child/children’s photo/name to appear in the Media.

Student Name _____

Date _____

Parent/Guardian Signature _____

DIRECTORY INFORMATION NON-RELEASE FORM

I do not want my child/children’s directory information released to any person/organization except those mandated by law or statute.

Student Name _____

Date _____

Parent/Guardian Signature _____

INDEPENDENT SCHOOL DISTRICT NO. 2396
RELIGIOUS, RACIAL, DISABILITY, OR SEXUAL HARASSMENT AND VIOLENCE
REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, Disability or Sexual Harassment

Independent School District No. 2396 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment 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) _____

Circle as appropriate sexual \ racial \ religious.

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

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

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature _____ Date _____

Received By _____ Date _____

ACGC FALCONS

ATWATER - COSMOS - GROVE CITY PUBLIC SCHOOLS ISD #2396

Elementary

302 South Second Street
Atwater, Minnesota 56209
Phone: 320.244.4740
Fax: 320.974.8410

5-12 Building

27250 MN Hwy 4
Grove City, MN 56243-5003
Phone: 320.244.4730
Fax: 320.857.2937

Val Carlson

School Nurse
Phone: 320.244.4674

SCHOOL CONSENT FORM FOR ADMINISTRATION OF MEDICATION

(To be renewed annually)

Student _____ Date of Birth _____

School _____ Grade _____

PHYSICIAN'S OR AUTHORIZED PRESCRIBER'S ORDER:

Medication	Dosage	Time
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Diagnosis/Medical reason for medicine

_____ ICD 10 Code _____
_____ ICD 10 Code _____

Other recommendations/restrictions/unusual side effects: _____

The student is both capable and responsible for self-administering this medication (for inhalers)

No _____ Yes, supervised _____ Yes, unsupervised _____

Physician's Signature _____ Date _____

Print Physician's Name _____ Phone No. _____

Clinic _____ Fax No. _____

PARENT/ GUARDIAN AUTHORIZATION

1. I request that the above medication be given to my child during school hours as ordered by this student's health care provider (HCP) I understand I must provide prescription medications in an original pharmacy container with a current label. Over-the-counter preparations must be provided in the original, labeled container.
2. I give permission for a teacher/responsible adult to administer the medication on a field trip, as necessary, following school procedure.
3. I will immediately notify the school of any change in the medication or Health Care Provider's (HCP) order, dosage change, frequency, or duration of administration.
4. I give permission for this information to be released to school personnel. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child's safety and school success.
5. I understand that I can refuse to share this information with other school staff (contact school nurse).
6. I release all school personnel and the school district from any and all liability in the event of any adverse reaction resulting from the use or administration of this medication.

(Parent/Guardian Signature)

Date

Phone (Home)

(Parent /Guardian Name Printed)

Phone (cell)

Phone (work)

**PERMIT FOR NON-PRESCRIPTION
(over-the-counter)
MEDICATION**

Non-prescription medication (over-the-counter) requires a completed, signed authorization from the student's parent/guardian and/or physician.

The school **DOES NOT** provide any medication for students such as acetaminophen (Tylenol) or ibuprofen (Advil). Medications must come from home **in the original container, no baggies or envelopes**. Aspirin products will only be given with a physician's signature/order due to the risk of Reye's syndrome.

I, _____, give ACGC Schools permission
Parent/Guardian name

to give my child _____
Child's name and grade

the following medication _____.

Dosage: _____

Time: _____

Until: _____

For the following condition/reason: _____

Parent/Guardian Signature

Date

Daytime Phone Number



ACGC ELEMENTARY SCHOOL
Field Trip Permission Slip
2016 - 2017

My child / children has / have permission to go on any field trips scheduled for the current school year for his / her:

- Class
- Special Event / Presentation

Information on field trips will be sent home with your student prior to each field trip.

Name

Grade & Teacher

Parent/Guardian Signature

Date

Please sign and return this form to your child's teacher.

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.
- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- 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 other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled “Right to Alternative Compliant Procedures.”

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district’s investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

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 agencies listed below or initiating action in state or federal court.

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

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with Dan Tait. (specify, e.g., the Personnel Manager).

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.

- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

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

INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

- 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 other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

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 agencies listed below or initiating action in state or federal court.

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

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500 W. Madison Street – Suite 1475
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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
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Reading Room, U.S. Department of Education, Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/publications.html>

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact _____ (list the name, title, office address, telephone number, and e-mail address). This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

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

INVESTIGATION

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

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 other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

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 agencies listed below or initiating action in state or federal court.

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>

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact _____ (title, name, office address, and telephone number). This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.
- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- 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 other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

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 agencies listed below or initiating action in state or federal court.

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

U.S. Department of Education
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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:

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

INDEPENDENT SCHOOL DISTRICT NO. 2396
STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 2396 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)