

# **SWANVILLE ELEMENTARY**



# **STUDENT HANDBOOK**

**2024-2025 EDITION**

## FORWARD

In an effort to bring closer contact between the parents of our elementary students and the school staff, we are again publishing the SWANVILLE ELEMENTARY STUDENT HANDBOOK. We hope the handbook will be of value to you and your family.

The handbook contains most of the information you should have to help your child get a good start to a successful school year. You will find it contains most of the policies we have relating to students in the elementary, Kindergarten through sixth grades. We try to hold to these policies as closely as possible. Exceptions may be necessary at times when extenuating circumstances would indicate that following an adopted policy would be a matter of poor judgment.

**Please read this handbook carefully.** Save it for future reference. Your suggestions toward improving the handbook – making it more informative and useful to you as a parent of an elementary student – will be welcome.

We believe supportive parents who work in partnership with us at school are important to our students' success. We hope your child will have a rewarding experience at Swanville Elementary School. You can be of great help to him/her in school if you follow the suggestions set in this handbook.

Thank you,  
Sheryl Johnson PK-12 Principal

*The Swanville Public School District does not discriminate on the basis of sex, race, color, national origin, or handicap in its educational programs, activities, or disciplinary procedures.*

*THE POLICIES WITHIN THIS HANDBOOK WERE ADOPTED BY THE SCHOOL BOARD OF ISD #486 ON August 21, 2024*

## **Accidents**

Inevitably during the school year a few students are injured in or about school and require medical care. The nurse or other school personnel will handle minor injuries. In cases where a doctor's attention is deemed necessary, parent(s) will be notified.

## **Athletics/Activities**

The elementary staff will attempt to schedule activities such as Saturday Basketball and Knowledge Bowl. Below is listed the criteria for elementary athletic managers, and students participating in Jr. High athletics.

1. The student must be making satisfactory academic progress according to his/her classroom teacher and the principal.
2. Managers must be approved by the principal before starting the job.
3. Only fourth-sixth graders will be allowed to be managers.
4. Managers are expected to be at the practices and games helping the coaching staff and not running around.
5. There is a limit of two elementary managers per program.

## **Attendance**

The School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of the Policy is to encourage regular school attendance so that learning can take place. This Policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This Policy will assist students in attending classes.

### **Attendance-General Information**

New students – if a history of poor attendance is documented in the Cumulative File, parent contact may be made to discuss with parents in person or via telephone past attendance concerns. We reserve the discretion to monitor closely and then, if absences continue, proceed with expectation of doctor's note, home visit, child sent to school nurse for assessment or contact with school social worker.

Learning is enhanced by regular school attendance. Regular attendance assists in maximizing the educational experience for each student. Research shows that school attendance is a key factor in student success. School districts are required to report overall student body attendance to the Minnesota Department of Education. Additionally, Minnesota law states that if a child under 12 has attendance issues, educational neglect could be filed through Child Protection in the student's county of residence. If over the age of 12, the absences are considered truancy and are filed with Child Protection.

Attendance at school is a shared responsibility between the individual student, and his/her parents or guardians, and the school. State law stipulates that it is the parent's/guardian's responsibility to ensure that their son/daughter attends school. The expectation is for parents/guardians to provide an honest reason for an absence or tardiness and the school determines whether it is excused or unexcused.

#### Student Responsibilities:

- Students attending school have the responsibility to maintain punctual, regular attendance to all classes.
- The school reserves the right to determine if an absence is excusable.
- If the absence is related to an appointment (doctor, dentist, physical therapy, orthodontist, etc...) the student must have a note from the doctor's office in order for it to be excused. The note should be submitted when the student returns to school.
- On the day the student returns to school, the student is responsible for arranging make-up work.
- Student is responsible for completing the homework or making up assignments in the timeline established by the board of education and spelled out below.

#### Parent/Guardian Responsibilities

- It is the responsibility of the parent to make every effort to ensure their daughter/son is present each school day.
- Parents are expected to call school by 9am on the day of the absence to notify the school of their child's absence.
- Parents are expected to send a note with their child explaining the absence to the school upon the child returning to school if phone contact with the office has not been made.
- It is the responsibility of the parent to also be tracking their students' attendance in Infinite Campus and to monitor when they are getting close to having issues with attendance. Reports will be run the first and third Monday of each month and letters will be sent home.
- Students should be in school as much as possible, try to schedule appointments for the beginning or end of day, should return to school as soon as possible after appointments, and be in attendance prior to appointment, leaving enough time for driving.

## Excused Absences

An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. A written/verbal excuse from a parent does not automatically excuse an absence. An explanation of the absence is necessary to ensure that it will be excused. When absences (excused or unexcused) become excessive (more than 5 a semester), a meeting with administration will be required, including parents and students.

Students need to check with teachers the day of their return to develop a plan to make up any missed work.

The following are examples of excused absences:

- Sickness of the student (doctor excuse required after two (2) consecutive days)
- Dental, medical or counseling appointments (Requires doctor verification)
- Death, or serious illness of an immediate family member
- Funerals
- Family Emergencies
- Driver's Test
- Religious holiday observance
- Required court appearance
- Trips taken with the family, when cleared with the Principal, by a parent/guardian before the absence occurs.
- College visits require a college official's verification.
- Absence related to a documented disability, with accommodations provided in writing in a 504 or IEP plan.

Excuses other than those listed above must be discussed with administration and will be decided on a case by case basis.

If a family plans on taking a family vacation for more than two consecutive days, they can request, in writing, pre-approval at least three days before vacation. With this pre-approval of up to ten days, detention will not be assigned, and these will be considered non-counted days.

## Unexcused Absence

An unexcused absence occurs if a student is absent for one or more periods for a reason other than those listed above. Parents will be notified of unexcused absences. Excessive unexcused absences will require a parent/guardian/student meeting with the Principal. If a student is absent from a class more than five (5) counted times in a quarter, detention will be assigned, one-hour detention for every hour missed for students in grades 7-12.

Number of Partial and/or Full Days ( <b>unexcused</b> )	School/Contact Person	Goal of Intervention
1-2 Days	School makes contact with student and parents	Awareness
3 Days	School mails MANDATORY 3 day absence letter	Address concerns and problem solve with parents, student
5-6 Days	School mails 5 day letter	Additional intervention efforts to avoid possible court actions
7 Days	Referral to county for educational neglect (students up to age 12) or referral to County Juvenile Justice Program (students 12-17)	

Elementary

#### Attendance Times

- If a student arrives between 8:20 and 9:00 am, he/she will be considered tardy.

-If a student arrives between 9:00 am and 12:30 pm, he/she will be considered a half day absent.

-If a student leaves between 9:00 am and 12:30 pm, he/she will be considered a half day absent.

If a student leaves between 12:30 pm and 2:30 pm, he/she will be considered a half day absent.

If a student made an effort to go to class, then it would be considered a half day. If a student is taken out of school for a medical appointment, then returned to school, he/she would be considered here for a full day.

#### **Birthday Lunch**

Each student is invited to bring two guests for their birthday (or half birthday). This is a special way to recognize each and every student in the elementary school! If more than two guests wish to join the birthday student, lunches may be purchased for the additional guests.

## **Breakfast**

*Our school offers a breakfast program for all students. The elementary students must go immediately after arriving at school in the morning. The breakfast line will open at 8:00 am and close at 8:20 am. For the 24/245 school year, all students may eat breakfast for free.*

## **Lunch/Afternoon Milk Break**

*For the 24/25 school year, all students may eat a school lunch for free. If you have any questions, please call and talk with the office manager. We still encourage families to sign up for free and reduced lunch as it helps with school funding. Each family that fills out the forms will have one \$30 technology fee waived for their family.*

For students in grades 1-6 who wish to have afternoon milk the cost is \$75 per year. You may pay \$37.50 for the first half of the year by the end of the first week of school, and \$35.70 at the start of the third quarter. All Kindergarten students receive free afternoon milk as part of a federally funded program. If you want your child to have afternoon milk but have difficulty paying the fee, please contact the office.

If your child has any food allergies, please have the doctor send a notice to the school nurse and the classroom teacher. We may be able to offer alternative food and beverage choices.

## **UNPAID LUNCH BILLS POLICY**

Swanville School District Policy #544

UNPAID MEAL CHARGES

Revised: June 21, 2017

### **I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

### **II. PAYMENT OF MEALS**

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$50 (\$150 for family accounts) to this account. When an account reaches this limit, a student will not be allowed to charge meals or ala carte items or go back for seconds until additional money is deposited in the student's account.  
Once that account is -\$50/-\$150 for regular pay lunches:
    - 1. The student(s)/individual(s) may bring a lunch from home.
    - 2. If the student(s) eat the school lunch, he/she will be provided a bag lunch of a sandwich, fruit/vegetable and milk instead of the regular lunch meal.
    - 3. The student(s) still will get charged for a regular meal.
    - 4. The student(s) will not be served a regular lunch until the lunch bill is below the cap.
    - 5. Staff will not be served a lunch.
    - 6. Any student who has a negative lunch account cannot get seconds.
    - 7. Students on regular lunch accounts with a negative balance cannot be served breakfast.
  - B. If the school district receives school lunch aid under Minn. Stat. 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
  - C. A student with an outstanding meal charge debt (-\$50/-\$150) will be allowed to purchase a meal if the student pays for the meal when it is received.
  - D. The school district may provide an alternative meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay for a meal. (see above) The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternate meal is the same as a regular meal and will be charged to the student's account or otherwise charged to the student.
  - E. When a student has a negative account balance (-\$50/-\$150), the student will not be allowed to charge a snack item.
  - F. If a parent or guardian chooses to send in one payment that is to be divided to sibling accounts, the parent or guardian must specify how the the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless permission is received by the parents
- III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION
- A. The school district will make reasonable efforts to notify families when meal accounts are low or fall below zero.
  - B. Families will be notified of an outstanding negative balance once there is a negative balance. Parents will be notified twice a month when their student(s)' account is in the negative. The lunch balances can also be



found online for the parents' convenience. Letters will be sent home, or phone calls made, weekly once an individual(s)' account is at -\$50/-150.

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

#### IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than -\$50/-150 not paid prior to the end of the school year will be turned over to the superintendent or the superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance or non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. Payments can be made at the school or online through Infinite Campus. Credit cards are accepted. Contact the school to make payment arrangements.

#### V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment, and;
  - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

#### LEGAL REFERENCES:

Minn. Stat. 124D.111, Subd. 4

42 U.S.C. 1751 et seq (Healthy and Hunger-Free Kids Act)

7 C.F.R. 210 et seq (School Lunch Program Regulations)

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

USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges; Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges; Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

## Daily School Schedule

School hours for elementary students are from 8:15 am until 3:05 pm. **DOORS WILL NOT BE OPEN UNTIL 7:50 AM. PLEASE DO NOT SEND YOUR CHILDREN BEFORE THEN.** Elementary students are dismissed a few minutes early so they may board the buses before the high school students. If your child walks or rides their bike, they will be dismissed with the class. If you pick your child up, **PLEASE DO NOT DRIVE IN THE BUS PARKING LANE.** *Plan to pick them up in the designated spots in the parking lot.*

Elementary students eat at intervals between 10:40 am and 11:25 am and have a 30-minute recess. Each classroom teacher will have art, physical education and *STEM* scheduled. Please contact your child's classroom teacher for those schedules. Band has a separate schedule. Physical education is every day of the week.

## Discipline

We want to make students active partners in their behavior management. Our goal is to develop self-directed behavior which promotes self-esteem and self-discipline. We want them to learn to be accountable for their own actions and to make wise decisions.

The school must consider the welfare of the whole group while it meets the academic and social needs of the individual. These goals can be accomplished more easily when children are taught at home that they must be responsible for their decisions and actions.

Every teacher has expectations for behavior which will be clearly communicated to students. It is the responsibility of every student to respect and meet the expectations for behavior.

We will ask the student to meet the following expectations for behavior:

1. Respect other people – students and adults.
2. Respect property.
3. Make responsible decisions.

We are implementing the Positive Behavioral Interventions and Supports (PBIS) program to encourage positive student behavior.

## Dress Code

Choices about students' clothing are generally left to the good judgment of parents and students. In elementary we are most concerned when the weather turns cold. Students need to be prepared for outdoor activities. Teachers are not in their classrooms during recess and will not be available to supervise students who choose to not wear the necessary clothing. If students do not wear boots when there is snow/mud on the ground, they may have to stay on the sidewalks or stay inside.

The following policy was reviewed and adopted by the Swanville School Board for the entire Swanville School K-12:

The appearance of the student is primarily the responsibility of the student and his/her parents. At school students are expected to be clean, well-groomed and dressed in clothes that are in good taste and not disruptive to the educational process.

Students will be allowed to show individuality in dress, but the following are not acceptable at school or school activities for both boys and girls:

- No hats, caps, or bandanas, **jackets or coats** may be worn during school hours, this includes having hoods up on hooded clothing. Special permission to wear them for specific occasions may be granted by the administration.
- Shoes with cleats, spikes or other materials on the soles or heels that mark floors.
- Halter tops, crop tops or shirts that expose the midriff.
- Shorts and miniskirts must be a minimum of fingertip length.
- Clothing or articles with objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a group, or which stands for gang membership.
- T-shirts or other clothing bearing obscene pictures or language (including double meanings) or that advertises or suggests approval of drugs, alcoholic beverages or tobacco.
- Muscle shirts and shirts with spaghetti straps.
- Clothes that have underwear showing including bra straps and boxer shorts.

Students wearing inappropriate shirts or hats will be sent to the office to turn in the offending shirt and to be supplied with a shirt for the day. The offending clothing will be kept in the office until the end of the day of school unless a parent/guardian comes to collect it. If the offending clothing is worn again after a warning, the offending clothing will stay in the office until the end of the school year.

## Health Examinations/Policy

With the following exceptions, no health examinations are provided. Early in the fall all students will be given a vision-screening test. The results of this test are given to the nurse who will recheck those whose vision is not found to be normal. The nurse will usually send a letter to the parent(s) concerning the child's vision. If you receive a letter, it indicates that the child should be checked further to determine whether or not glasses are needed. All children going into Kindergarten or first grade must have measles shots (RUBELLA and RUBEOLA) before entering school. If your child has had both kinds of measles, then a doctor's statement is needed.

The following school health policies have been compiled to provide a reference and foundation for health practices within the school:

**Nurse's Room Procedure:** If a student must see the nurse, he/she will be given a pass by the teacher or other staff member. No one will be allowed in the nurse's room without a pass except in cases of emergency. If a student becomes ill or there is an emergency, the parent(s) will be called to pick the student up. NO STUDENTS may use the telephone in the nurse's office.

**Exclusion from School:** Pupils exhibiting one or more of the following symptoms should be kept home from school. If these symptoms appear while the child is in school, he/she will be sent home.

1. Temperature of 100 degrees or over.
2. Vomiting.
3. Diarrhea
4. Sore eyes.
5. Suspicious rash.
6. Sore throat when accompanied by a temperature.

In addition, we are following the MN Department of Health Decision Tree regarding COVID-19 symptoms and when students need to stay home from school due to those symptoms. This is posted on the school website and Facebook page.

**Readmission:** Students absent for more than one week should be referred to the nurse. All students known to be under medical care, and those with communicable diseases, should be brought to the attention of the school nurse.

**Physical Education Excuses:** In order to be excused from physical education classes for more than one week, a student must present a written excuse from the family doctor. This should include a description of activities the student may participate in.

## **Medications**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. In accordance with MN Statute 123.35, sub. 16, medications may be administered by a building administrator, certified teacher, or school nurse.

1) Parents MUST sign a release requesting medication be given in a school setting.  
2) ALL prescription medication must be received in a pharmacy labeled container specifically for the designated student. All prescription medicine must be administered by school personnel mentioned above. Prescription medications are not to be carried by the student, but will be left with the appropriate self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

The school nurse is NOT at school every day. On days when the nurse is not on site, students will be kept in the classroom if they complain of illness. There is no one available to watch over them when they lay down in the nurse's office. They will be allowed to lay their heads on their desks or rest elsewhere in the room for up to 30 minutes. The teacher will assess the child and either have them continue with the daily process, or will contact a parent or designated person to come and get the student.

## **Homework**

There will be times when students will have homework to complete. The amount of homework will vary according to individual ability and time allotted in school for completion. It will also vary with the classroom teacher. Children should do their own homework, but if help is needed, parents may guide with patience and understanding. Don't complete the homework for your child. If homework becomes an issue of conflict, please call your child's teacher for advice.

One of the goals of the school is to encourage the student to take responsibility for completing assignments. Learning to read, write, and solve problems takes practice. We believe school work comes first before TV and other entertainment.

All students from first grade on should be expected to do some work at home. Set aside a definite time and place for homework. If the child has no homework to do during that time, encourage him/her to read.

## **Lost and Found**

The lost and found is located on the wall by the nurse's office in the elementary

wing. If your child has lost an article on the school grounds please have your child check the lost and found. We make an extra effort to display the lost and found items during conferences so parents may assist their child(ren) in claiming their belongings. At the end of each school year, we donate the items left unclaimed to a charity.

## **Music**

Fifth and sixth grade students are provided with instrumental instruction. Early in the school year an instrument display is held at school where arrangements can be made to rent or purchase an instrument. A minimum amount of practice times will be expected. Parent(s) are encouraged to set up practice schedules, involvement in their child's band study is essential. Students who do not meet practice expectations or who skip lessons and/or forget their instruments will eventually be dropped from band study. It is important both student and parent(s) be committed. More information of practice and grading will be provided.

Attending conferences is a good way for parents to meet the teachers and discuss their children's progress. It also demonstrates a commitment to education and a serious attitude toward school that children will notice and hopefully take to heart for themselves. Please visit with the music teacher at conference times. Because the elementary music teacher is part-time, she may not be available the entire conference; call ahead to find out her dates and times of conferences.

## **Parties and School Programs**

There are no party or program fees for elementary students. Elementary students will be admitted free to all lyceums during the school day. Field trips will generally be partially sponsored by fund raisers, and may require the students to pay a small amount.

No elementary students will be admitted to an evening event unless accompanied by a parent or responsible individuals. Elementary students who do attend these events are expected to remain with the parents or responsible individuals they came with.

## **Public Information About Students**

Public information shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events. If you do not wish to have your elementary student's picture published in news articles, please address a notice to the district office with parent signature and date of request.

## **Recess**

All students are expected to come to school each day prepared for outdoor recess. In the winter this means boots, hats, gloves or mittens, and other gear suitable for cold weather. If the children do not have these items, they will be sitting in designated outdoor areas. When the children are given permission to slide, they must have snow pants. Students will not go out for recess when there is a below zero temperature or wind-chill, or when it is raining.

Please dress appropriately! Recess is about 30 minutes. When students cannot go outside due to the weather, they will rotate using the gym space (if available) for play. Students who are not in the gym will be in the rooms while monitored by a recess supervisor or their classroom teacher, if available.

If a child has been ill, upon his/her return, she/he may be excused from recess with a notice from a parent or guardian for 2 days. On the third day, a note from the doctor must be obtained for the student's teacher and the school nurse. Classrooms may not be open as teachers may be having lunch or doing other duties during this time. Only legitimate health reasons will be honored. If your child is ill, please keep him/her home.

Below is the list of playground expectations. This will help the supervisors do their job successfully.

- Be your best and be active
- Play safely, respect yourself and others
- Use equipment safely, baseballs not allowed
- Rocks, stick, sand and snowballs stay on the ground
- Everyone can play
- Show teamwork, sportsmanship, honesty and fair play
- Use kind word to avoid conflict
- Activity stops when the whistle blows

## **School Bus Conduct**

We consider it a privilege to ride the school bus. Please read the separate bus policy handbook and sign the form on the front. Students are expected to observe all bus safety rules. If a student chooses to disregard the safety rules and discipline policies, the driver will be forced to use the procedures that are described in the bus policy handbook. This may lead to a suspension of bus riding privileges.

If your student will be riding a bus she/he is not scheduled to ride on, a signed/dated note from the parent(s) is necessary. This note should be shown to the teacher for him/her to sign. The student must then give the note to the bus driver

when boarding.

### **School Closings**

School closings are announced on the following stations: KLTF, KFML-FM, KEYL, WCCO, WJON, and KCLD. TV stations WCCO Ch. 4, KARE Ch. 11. In addition, announcements will be put in the Infinite Campus system where families are notified by phone or e-mail.

### **Pledge of Allegiance**

In the elementary classrooms students will be asked to recite the Pledge of Allegiance at least once a week. Anyone who does not wish to participate in the recitation for any personal reason may elect not to do so. Students and staff must respect another person's right to make that choice.

### **Solicitations**

No solicitations or selling by students to school staff or other students will be permitted unless school sponsored or sanctioned. The selling of greeting cards, magazines, newspapers, etc. not sponsored or sanctioned by the school is forbidden. Solicitation of money from teachers or students for charitable or other causes must have prior approval from the Superintendent's office. Due to the large amount of fund raising by the individual school programs, we ask that students solicit before or after school hours. The elementary has two main fund-raisers: Club's Choice and candy bars. The Club's Choice goes to help support elementary programs such as field trips. The sale of candy bars goes to help support the 4<sup>th</sup>-6<sup>th</sup> graders trip to Deep Portage.

### **Telephone Calls**

Students should not be called from their classrooms to answer a telephone call except in cases of an emergency. If the parent(s) find it necessary to call their student(s), the office will take the message and deliver it to the classroom teacher. Long distance calls by students cannot be made except by reversing the charge. Elementary students are not allowed to use the telephone near the high school library. If your student needs to call home, teachers in the elementary will assist him/her either in their own classrooms or in the elementary workroom. Elementary students may not call home to plan a visit with friends. Students must plan ahead so both sets of parents are aware of the event, and no parent will be put on the spot at the last moment. This will eliminate confusion for bus drivers, office staff and classroom teachers.



## **Toys**

Elementary students are allowed to bring toys from home to play with at recess. If toys are brought to school, they must be left in the lockers until recess. They are NOT to be kept in the classroom. Some items may not be allowed, such as roller-blades and skateboards, **Pokemon or other trading cards**. Please have your child ask the recess supervisors if they have any questions. Your child is responsible for his/her toys on the playground. The school is not responsible if they are lost or stolen.

## **Visitors**

Parents are encouraged to visit school regularly and confer with teachers concerning their student(s)' progress and development. It is helpful to make an appointment with the teacher(s) you wish to see. They may be able to schedule an appointment in their prep time.

Whenever you visit your child during the school day, **please sign in and out of the office whenever you visit the school.** We have a security system where you will have to press a buzzer and be let into the building by someone in the office. Then, please come to the office to sign in, as well as pick up a PASS that we ask you to wear clearly outside of your jacket/shirt, for all to see.

Elementary students are NOT allowed to bring other children to school with them during the regular class schedule.

## **School Weapons Policy**

### **I. Purpose**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. General Statement of Policy**

No student or nonstudent including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. Definitions**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns;

pellet guns; BB guns; all knives; blades; clubs; knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e. lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) , to inflict bodily harm and/or intimidate and such uses will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-relation functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### **IV. Exceptions**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonresident (or students where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat. 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of

- directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. 624.714 or 624.715 or other firearms in accordance with 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and the penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with 624.714 and 624.715.
  5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. a gun or knife show held on school property;
  8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

#### C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a

firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

## **V. Consequences for Student Weapon Possession/Use/Distribution**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possession, using, or distributing weapons may include;
  - 1. immediate out-of-school suspension;
  - 2. confiscation of the weapon;
  - 3. immediate notification of police;
  - 4. parent or guardian notification, and
  - 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by Federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

### **C. Administrative Discretion**

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. Consequences for Weapon Possession/Use/Distribution by Nonstudents**

### **A. Employees**

- 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
- 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
- 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

### **B. Other Nonstudents**

- 1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy

- violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## **CHEMICAL HEALTH POLICY AND GUIDELINES FOR ALL ELEMENTARY AND SECONDARY STUDENTS**

(see entire policy at end of handbook for more details)

### **Section 1: School Regulations**

Behaviors prohibited in school buildings, school grounds, busses, school functions, or proximity thereto are:

- A. The dispensing of alcoholic beverages, illegal drugs, chemicals, or a controlled substance.
- B. The use of and/or being under the influence of or in possession of alcoholic beverages, illegal drugs or chemicals, drug related devices and/or controlled substances.
- C. Smoking or chewing tobacco (possession of).

### **Section 2: Procedures/Discipline Guidelines**

The following procedures, disposition, or action will be taken with students who violate school regulations.

- A. For the dispensing, use of and/or under the influence of, the possession of alcoholic beverages, illegal drugs, chemicals, controlled substances, or drug related devices as described in Section 1.
  1. Upon the first infraction:
    - a. The sheriff's department will be notified.
    - b. The student shall be suspended immediately from school and all school related activities for three days, also referred to social worker.
  2. Upon the second infraction:
    - a. The sheriff's department will be notified.
    - b. The student shall be suspended immediately from school and all school related activities for five days.
    - c. The student will be required to meet with the school social worker.
    - d. The student may be referred to or asked to contact an outside agency for further assessment and/or counseling.
    - e. The student may be asked to complete an inpatient or outpatient treatment program or counseling program approved by the district.
  3. Upon the third infraction, the student:

- a. Will be asked to complete inpatient or outpatient treatment and/or counseling program approved by the district.
- b. May be recommended for expulsion to the Board of Education.
- c. Will be suspended for five days immediately,

For smoking or chewing tobacco on or off school grounds, the student's name will be referred to the Morrison County Attorney.

### **Section 3: Suspension Procedures**

Shall be made in accordance with Sections 127.26 to 127.42, the Pupil Fair Dismissal Act of 1974, and other appropriate Minnesota Statutes.

A copy of these guidelines will be given to all students and parents in the district.

## **Tobacco Policy**

### **Policy Statement:**

It shall be a violation of this policy for any student, staff, administrator or visitor of Swanville Public School District to possess, use, consume, display, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposed, during hours of school operation.

**“Tobacco Product”** means any products containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigarettes; cigars; cheroots; stogies; periques; plug cuts, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purpose, and is being marketed and sold solely for such an approved purpose.

**“Tobacco-related devices”** means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarette, including cartridges.

**“Electronic cigarette”** means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are

manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

**“Imitation tobacco product”** means any non-tobacco product designed to resemble a tobacco product including any edible or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

#### **ENFORCEMENT:**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures:
  1. Upon the first infraction:
    - a. The sheriff’s department will be notified
    - b. The student shall be suspended immediately from school and all school related activities for three days, also referred to social worker
  2. Upon the second infraction:
    - a. The sheriff’s department will be notified
    - b. The student shall be suspended immediately from school and all school related activities for five days
    - c. Will be required to meet with school social worker
    - d. May be referred to or asked to contact an outside agency for further assessment and/or counseling
    - e. May be asked to complete an inpatient or outpatient treatment program or counseling program approved by the district
  3. Upon the third infraction, the student:
    - a. Will be suspended for five days immediately
    - b. May be recommended for expulsion to the Board of Education
    - c. Will be asked to complete an inpatient or outpatient treatment and/or counseling program approved by the school
- C. School District administrators and other school personnel who violate this policy shall be subject to school district discipline procedures.
- D. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

#### **HAZING PROHIBITION**

- I. Purpose  
The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are

inconsistent with the educational goals of the school district and are prohibited at all times.

## II. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline of other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavior interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.



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

### III. Definitions

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to

school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school
- F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition

#### IV. Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial response.
- B. The school district encourages the reporting party to use the report for available from the principal or building supervisor of each building or available for the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (herein after the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involved the building report taker, the complaint shall be filed directly with the superintendent or the school district human rights officers by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor and other school employees shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. School District Action

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district official may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committee by or directed against a child with a disability, the school district shall, where determined appropriated by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

#### VI. Retaliation or Reprisal

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

#### VII. Dissemination of Policy

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

## **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 students' ability to learn and teachers' ability to educate students in a safe environment. The School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school 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 the prohibitions contained in this policy.

- D. Retaliation against a victim, faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that fact in accordance with school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
  - 1. The development and maturity levels of the parties involved.
  - 2. The levels of harm, surrounding circumstances, and nature of behavior.
  - 3. Past incidences or past or continuing patterns of behavior.
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

Consequences for employees who permit, condone, or tolerate 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 complaints of bullying 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 in this section apply.

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

educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to:
  - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises or 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 does not represent that

it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she had been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine the discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or business supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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



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

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or education or work assignment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct consistent with applicable law.
- A. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- B. Upon the completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular student and nature of the conduct and shall take into account the factors specified in Section II.F of this policy. School district action taken for violation of this policy will be consistent with statutory authority, including the Minnesota Pupil Fair Dismissal Act,

the student discipline policy and other applicable school district policies; and applicable regulations.

- C. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School district officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct, who have been involved in a reported bullying or other prohibited conduct incident of the remedial or disciplinary action taken, to the extent permitted by law.
- D. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when deemed appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### **VI. RETALIATION OR REPRISAL**

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

#### **VII. TRAINING AND EDUCATION**

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

and publication on school rule, procedures, and standards or conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.

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

- B. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encourage, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment.
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying, and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- C. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
  - D. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy.

#### **VI. NOTICE**

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

#### **IX. POLICY REVIEW**

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

## **Title IX, 504, ADA, Nondiscrimination Policies**

Copies of these policies and names of the coordinators are posted on the bulletin board by the high school media center, in the high school and elementary workrooms, and are available in the main office.

## **Helping Sources for Students and Parents**

School Nurse/Lizz Schafer  
Swanville School 547-5147

Travis Hensch, Swanville School Superintendent/Elementary Principal  
Swanville School  
547-5101

Kari Prokott, School Social Worker  
Mid-State Education District  
Little Falls, MN  
631-2500

**THE PRECEDING ELEMENTARY HANDBOOK HAS BEEN APPROVED BY THE SWANVILLE BOARD OF EDUCATION AND AS PARENTS AND STUDENTS I/WE HAVE RECEIVED AND READ THIS HANDBOOK AND ITS POLICIES. I/WE UNDERSTAND THE HANDBOOK AND ITS POLICIES.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER**