



KELLIHER SCHOOL STAFF HANDBOOK 2012-2013

Kelliher School: Developing leaders and life-long learners in a community that promotes rigor, relevance, and respect.

Daily Bell Schedule – Grades 7-12

Power Hour	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7
8:25	8:58	9:48	10:38	11:58	12:48	1:38	2:28
8:55	9:45	10:35	11:25	12:45	1:35	2:25	3:15

Kelliher School Staff

Administration	Bus Drivers
Alto, Dan – Athletic Director Lundin, Mary – Principal Lutz, Tim – Superintendent Nelson, Laura – Business Manager	Hanson, David - Transportation Engineer Jorgensen, Mike Koisti, Mary Koisti, Robbie Lundin, Jim Reiersen, Kenny

Cooks	Custodians
Bolhuis, Lorene - Cook Lundin, Carlotta - Head Cook Swanson, Angie - Cook	Adams, Glenda Adams, Ron Long, Tony – Head Custodian Mayers, Calvin

Elementary Teachers	Middle Level & High School Teachers
Carlson, Wendy – Title I Gehlert, Dawn – Early Childhood Hand, Jamie – Third Grade Klaustermeier, Nicole – Reading Specialist Koisti, Nancy – Fourth Grade Lundin, Justin – Fifth Grade Pink, Kristi – Sixth Grade Pollard, Renee – Early Childhood Shanahan, Lindsy – First Grade Wachtler, Susan – Second Grade Wax, Ethel - Kindergarten	Alto, Dan – Science Brown, Jeff – Industrial Technology Carlson, Eric – Art Carlson, John – SWAS/Math/Title I Chaffin, Kelly – English/Language Arts Erickson, Stephanie – English/Language Arts Hanson, Janice – Business Education/School-to-Work Kindem, Miriam – Choir/Music Lundin, Mary – Middle Level Geography & History Nissen, Teri – Band/Music Rabe, Vicky – FACS/Consumer Education Rude, Pennie – Social Studies Shogren, Gus – Spanish Waldo, Sarah – Physical Education Wang, Carly - Math

Paraprofessionals	Secretaries
Hanks, Laurie – Special Education Jean, Jeannie – Title I Johnson, Caitlin – Early Childhood/Kindergarten McGregor, Kris – Transitional Aide Mohs, Betty – MLC/Careers/Media Center Nistler, Cathy – Special Education Thomas, Tiffany – Special Education Tichy, Sandy – Special Education	Olson, Linda – Secretary/Transitional Aide Poxleitner, Mary - Secretary

Special Education Teachers	Support Services
Kindred, Sheryl – Speech Pathologist Krueth, Sheila – Special Education – Grades 6-12 Kuleta, Betsy – Elementary Special Education Neft, Rachel – Primary Special Education Rude, Pennie – High School Special Education Sorenson, Kristi – ECSE	Hillman, Colleen – Nurse/School-Home Interventionist

KELLIHER SCHOOL GUIDE BOOK FOR PERSONNEL

In order to operate any school smoothly and efficiently it is essential to have a certain amount of uniformity in philosophy and practice within the school. To secure this basic uniformity, it is necessary that all personnel have available information in regard to the policies and practices of the school.

This guide consists of specific routines, regulations and schedules. During the school year additional school procedures and policies will be formulated which will become part of the staff guide. Some of the procedures outlined may be changed, but they should be followed until changes are made.

ASSEMBLY SUPERVISION/EXPECTATIONS

Assembly programs are official school meetings, and all students and teachers involved should be present. It is the duty of all teachers and staff to help with the supervision of pupils during programs.

1. Students are expected to sit quietly in assigned areas. The Principal or Superintendent will be in the gym to direct classes to their designated areas.
2. Students are expected to be a polite audience. This means: no talking during the program, no booing, whistling or stamping feet, clap appropriately to show appreciation, no kneeling or sitting on backs of chairs.
3. Students are expected to enter and leave the gym in an orderly manner. This means no pushing, shoving, obstructing entrances, etc.
4. Teachers and aides should sit/stand beside their classes to monitor their behavior. Teachers without a class are welcome to join the assembly and help supervise where needed.
5. The classes will be called to the assembly over the PA system. Times and specific classes will be listed in your bulletin.
6. Students are to remain seated at the end of the assembly program and either the Superintendent or Principal will excuse the students.
7. Students who are removed from the program should be aware that they forfeit the privilege of attending the next school activity (I.E. Dance, Assembly Program).

ATTACHMENTS

Attached are necessary board policies that also will be included with the Student Handbook.

ATTENDANCE

Attendance is an important factor in school success and all teachers must be very careful in taking attendance in all classes. If you have any information regarding an absence that is out of the ordinary, please inform the office.

ATTENDANCE CHECK/SPECIAL DELIVERY TEAM

In the event of a building emergency (dangerous visitor, threat to building or individuals), the PA system will be used to announce "All staff should do an attendance check at this time." This is a signal to immediately lock your doors, move all students away from the commons or other open areas, and do not allow any student to leave your locked area until the all clear is given. The all clear will be the following announcement, "At this time the attendance check is over." In the event we need to start evacuating an administrator or office staff person designated by the administrator will inform you where to go with your students.

BOARD POLICIES

All staff members are expected to follow board policies. These include, but are not limited to: Harassment, Hazing, Discipline, Data Privacy and Personnel. Complete copies of these policies are available in the office.

CALLING THE OFFICE FOR SUBSTITUTE

If you need a sub for your classroom, please use the following procedure:

- If it is a planned absence, fill out a leave form to be approved by the Superintendent.
- If you are sick and need a sub, please call Mary Poxleitner by 7:30 a.m. in the office, or at home in the morning or evening (home phone is 647-8637).

CLASSROOM MANAGEMENT

Every teacher must maintain classroom management if a positive learning situation is to be created. All teachers will follow Positive Behavior Intervention System protocols for discipline and classroom management. The method for establishing this environment will vary from teacher to teacher. The most successful teacher usually has a few cardinal principles by which she/he operates. These include fairness to all, impartiality, consideration for pupil's ideas, respect, and overall firmness. Teachers are asked to communicate with parent/guardian on EACH discipline problem (I.E. note, phone call). If a student is becoming a chronic or severe disciplinary problem the teacher should inform the Principal and provide dates and summaries of parental contact, and documentation and results of teacher/student meetings, if any, so that steps may be taken to correct the situation. Steps may include, but are not limited to, disciplinary action according to the Discipline Policy; a meeting with the teacher, parent, student, and administration, referral to the student support team, parents sitting with the student for the day, or involvement of a mental health provider. A teacher that ignores disruptive behavior, or demonstrates continued difficulty in managing the classroom may be required by Administration to engage in effective classroom management training.

CLASS RECORDS

All teachers will be using the Synergy system to keep records.

COURSE OFFERINGS HANDBOOK

Planning for next year will begin this fall. Course offerings for next year should be determined by January 1 and appropriate descriptions for the handbook developed prior to January. 30. Any questions regarding policy should be directed to the Superintendent.

CUSTODIANS

If you have a need for custodial work in your room, notify the Superintendent or Principal. Maintenance Work Orders can be picked up in the office.

DAILY BULLETIN

A daily bulletin will be e-mailed to staff during period 1 each day by the office. Please read these announcements and post in the classroom. The bulletin will be read to grades 7-12 at the end of power hour.

DISCIPLINE

All staff members are responsible for knowing and helping to enforce the policies established by the Kelliher School Board. By working together, we can provide students with a safe and consistent learning environment. Proactive behaviors are more effective than reactive. Teachers should review the Student Handbook as directed by the administration on the first day of school, and the administrative guideline sheet that outlines consequences for specific rule violations. Any student sent to the office for misbehavior needs to have a Discipline Referral form filled out. This form must be turned into the office prior to the beginning of the next class period.

DUTY FREE LUNCH

Teachers will be scheduled a 30 minute duty free lunch and hourly employees will be allowed up to a 25 minute duty free lunch. A complete noon lunch will be available for students and staff. An adult lunch is \$3.25 and an adult breakfast is \$2.25. Staff members are encouraged to eat in the cafeteria with students. Teachers and teacher aides will be assigned to supervise the cafeteria-commons/gym area. Milk may be purchased on a cash basis only 25 cents.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION (SW-PBIS)

School and district support for character education and behavioral intervention is very strong and therefore, the district will support implementing SW-PBIS to continue to further achieve the goals of the district **to remove all barriers to education**. The district supports the effort to build its capacity to identify clear behavioral *outcomes* for all staff and students, utilize evidence-based practices to achieve those outcomes, and understand data/information use to support sustainable, safe and positive learning environments.

The Office Discipline Referral forms located at the back of this book should be used by staff when reporting an incident.

DRESS CODE

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

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

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

- “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- **Jackets and coats designed for outside wear.**
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats and **hoods** are not to be worn in the building except with the approval of building administrators (i.e., student undergoing chemotherapy, medical situations).
- **Pajamas or sleepwear (Unless designated as part of a theme day during homecoming or winter formal weeks.)**

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

EXPECTATIONS

All staff will receive a PBIS Matrix. Teachers are encouraged to post this Matrix and refer to it throughout the year.

FIELD TRIPS/CLASS TRIPS

In order to keep track and minimize confusion, any teacher who wishes to take a class or group off school property should pick up a TRIP FORM from the office and submit it to the Superintendent for approval. This form should be completed at least one month ahead of the scheduled date unless unusual circumstances prevent that much advance notice.

FUND RAISING ACTIVITIES

We must always be aware of the community in selling products during the year. If you wish for a class or group to engage in a fundraiser, stop by the office to pick up a FUND RAISING FORM and place your fund raising activity on the master calendar in the Principal’s office.

GRADING

Teachers will assign student grades based on the following grading scale:

A	96 to 100	C	79 to 81
A-	93 to 95	C-	77 to 78
B+	90 to 92	D+	75 to 76
B	87 to 89	D	72 to 74
B-	85 to 86	D-	70 to 71
C+	82 to 84	F	Anything below 70%

When determining the final semester grade, teachers will weight grades according to the following scale:

Each quarter percentile grade will carry equal weight. For those students not required to take semester tests, each quarter grade will be 50%.

For students required to take semester tests, the 1st quarter grade will be worth 40% the 2nd quarter grade will be 40%, and the semester test will be 20%.

Teachers wishing to deviate from this schedule must seek written approval from the Principal, and notify students of the deviation, in writing, the first day of class.

Teachers will decide the weight of specific components for their class. For example, the percentage weight for tests, homework, daily work and projects to determine the final grade for the quarter. This information will be put in writing, and given to students at the start of the class. A copy must also be turned into the office.

HALLS/COMMONS AREA/BATHROOM SUPERVISION

All staff should help to supervise and correct any inappropriate behavior observed in any area of the building. All staff will be expected to be in the halls before school and at the end of the school to help move traffic. During passing time, teachers should be stationed in their classroom doorway to observe the room and halls. Only students with passes should be in the halls during class hours. It is suggested that no bathroom passes be given the last 10 minutes of any hour unless it is an emergency.

HOMEWORK

Students are expected to complete all homework in a timely manner. Any work missed during an absence will be reported on an absentee slip that a student must pick up after an absence. Students not seeking an absentee slip upon return to school will be given a tardy. Students have two days to complete makeup work for the first day of absence and one day for each successive day of absence. Failure to do so or to make arrangements otherwise may result in an F begin given for the work not completed. Students that skip class will not receive an extension of time to complete missing work.

MAIL BOX

Each staff member is assigned a mailbox in the office and is responsible for emptying the mailbox daily.

MAKE UP WORK/GRADING PROCEDURES

Please refer to the Student Handbook for current policy statements.

MEDICAL ATTENTION FOR STUDENTS

Students must have a teacher pass from class to go the nurse's office. If the student is too ill or seriously injured please call the nurse at extension 1108. All medications must be registered with the nurse's office. The nurse will determine if the medication should be left in the nurse's office, or if the student will be allowed to remain in possession of their medication.

MOVIES, VIDEOTAPES, DVD'S

Movie-viewing policy – all staff members must notify administration prior to showing any commercial entertainment movie with a rating of PG-13 or "R". Educators have long known that community standards -- which vary widely around the country -- often dictate what movies teachers may and may not show in the classroom. In many schools around the nation, parents are informed a few days before the showing of a commercial film rated PG-13 or higher, allowing them a chance to have their child dismissed from the showing. Kelliher School administrators may need time to notify parents or to approve of a movie that a teacher plans to show students. Any movie that a teacher plans to show students must be germane to the topic of the lessons the teacher has been teaching, and the teacher must be able to demonstrate that the movie will support the goals of the lesson plan and the standards the teacher is seeking to teach his or her students.

OBLIGATIONS BEFORE FIRST PERIOD CLASS

All teachers are to assist with supervision of students in the halls at least 15 minutes before classes officially start. Teachers should assist with the clearing of halls and bathrooms in the area of their classrooms during passing time. Teachers should be in their classroom doorway to observe the room and the halls.

PLEDGE OF ALLEGIANCE

State law requires students recite the Pledge of Allegiance at a minimum of once per week. You will be notified as to what day and time this should be done. Students have the right to refuse to participate, but must remain quietly in their seats in the classroom, or wait quietly in the hall.

PROGRESS REPORTING

Students' grades will be reported at the end of each quarter during the year. Report cards will be mailed to parents/guardians or eligible students and will be available online for review. Online grades and progress reports may be reviewed at any time through the *Parent Experience/Student Experience* portals in Synergy. Progress reports will be mailed to homes that do not have Internet access at the midpoint of every quarter.

All staff K-12 are encouraged to phone, send personal messages, email, or engage in other appropriate communication techniques to inform parents/guardians of the progress of their children.

PURCHASE ORDERS/PURCHASING ITEMS FOR THE SCHOOL

The school uses requisition forms for all purchases. These must be pre-approved by the Superintendent. When purchasing materials, a signed purchase order must be submitted prior to placing an order or buying goods. Purchase orders will not be signed for employee reimbursement after the goods have been secured or received. The Superintendent and Business Manager will establish a schedule of purchasing. Do not purchase any item that you may seek reimbursement for unless it has been pre-approved.

RECOGNITION AND PARTIES

Teachers are encouraged to recognize and reward students for their daily accomplishments. This can be done in a variety of ways: verbal praise, positive notes, phone calls, etc. On occasion, a class celebration or party may be appropriate. If you plan a party that interrupts regular instruction, please inform the Superintendent or Principal, and do not interrupt the schedule of other teachers.

REMOVAL OF STUDENTS FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. Administration or designee has the right to suspend a student from class.

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

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

SEMESTER TESTS

Semester tests are no longer required, but may be administered at the discretion of each classroom teacher.

SIGNING IN

Staff members that are hourly employees are required to clock in and out on the time clock.

SIGN OUT

Please notify Mary or Linda whenever you will be out of the building for any period of time. This procedure is helpful to the office staff should they need to reach staff during the day.

STAFF MEETINGS

Staff meetings may be K-12 or set up by grade level/academic/or committee level, and will be scheduled when the need arises.

STUDENT HANDBOOK

All staff members are asked to read and keep a copy of the Student Handbook handy when dealing with students.

SUBSTITUTE TEACHER FOLDER

Each staff member will be asked to set up a sub folder during the first month of school. These folders will be used to provide school and class information for subs working at Kelliher.

SUPERVISION

Classes should not be unattended unless arrangements have been made with another teacher or teacher aide to supervise the students. In an emergency use the room phone to call the office and someone will come to supervise.

TEAMS/COMMITTEES

There are a number of teams/committees that continue from year to year. In addition, special teams/committees will be established according to building/district needs. Standing committees include: Student Support Team, Staff Development Committee, Continuing Ed. Committee, Technology Committee, PBIS, Wellness Committee, and Safety Committee.

TEXTBOOKS/WORKBOOKS

All texts and workbooks will be furnished to the pupils without charge. When texts/workbooks are issued, the number of the book should be recorded in the record book. Any unusual wear or tear will be subject to a fine.

THEFT OF PERSONAL/ SCHOOL PROPERTY

Report any theft as soon as possible to the Principal.

TIME SCHEDULE FOR TEACHERS

The teacher contract day is 7 hours and 45 minutes. It is recommended that staff not leave before the buses. If you need to leave before 3:30 p.m., you need permission from the Superintendent or Principal and must let the office staff know that you will be leaving early.

VALUABLES

Leave purses, keys, money and other valuables in a locked desk or cabinet. It is advised to keep classrooms locked when not in use.

PLEASE NOTE: This handbook is an ongoing working document. Changes, deletions, and additions can be expected throughout the course of the school year. The administration will always provide adequate notice and explanation for changes, deletions, or additions.

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, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to people 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 person whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- 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 person being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals

with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]

III. DEFINITIONS

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

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a person that is intended to cause or is perceived as causing distress to one or more individuals and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a person against another person that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a person;
 - 2. damaging a person’s property;
 - 3. placing a person in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a person.
- B. “Immediately” means as soon as possible but in no event longer than after the next school day.
- C. “On school district property or at school-related functions” 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.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the school district office, or found in the student handbook, but oral reports shall be considered complaints as well.
- C. The building Principal or designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building Principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. 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. 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; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. 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.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

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.

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

INTERNET ACCEPTABLE USE POLICY MSBA/MASA Model Policy 524 – Adopted 9/14/00

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable use of the internet.

General Statement of Policy

In making decisions regarding student access to the school district computer system and to the Internet the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Limited Educational Purpose

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unacceptable Uses

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
 1. Users will not use the school district system to access, review, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit material.
 2. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 3. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
 4. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 5. Users will not use the school district system to access, review, upload, download, store, print, or post personal information, contact information, personal web pages or personal websites without permission from the school administration.
 6. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 7. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

8. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring to take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
9. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
10. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, address, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
11. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
12. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
13. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
14. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

Consistency with Other School Policies

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

Limited Expectation of Privacy

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The internet Use Agreement form must be read and signed by the user, the parent or guardian, and the supervising teacher. The form must then be filed at the school office. As supervising teacher change, the agreement signed by the new teacher shall be attached to the original agreement.

Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

User Notification

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 1. Notification that internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
 6. Notification that should the user violate the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 7. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

Parent Responsibility; Notification of student Internet Use

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

Implementation; Policy Review

- A. The school district administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and aren't notifications, if necessary, to reflect the adoption these guidelines and procedures.
- C. The School district's Internet Policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 17 U.S.C. 101 et.seq. (Copyrights)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool Sponsored Materials on school Premises by Students and employees)

MASA/MASA Model Policy 506 (Student Discipline)

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

MSBA/MASA Model Policy 529 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522(Student Sex Nondiscrimination)

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Material)

MSBA/MASA Model Policy 804 (Bomb Threats)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

PROMOTION-RETENTION POLICY

The School Board has adopted a policy to alleviate social promotion in the Kelliher Public School. Therefore, the following guidelines will be followed for retention:

K-2nd students will be retained based on a joint decision of the parents and the teacher based upon the best interest of the child. When a parent denies the recommendation of the teacher for retention, a waiver must be signed and dated by the parents to document this decision.

3rd – 5th grade students who receive 2 Fs at the end of the school year in the core subjects of math and reading, which includes spelling, language arts and vocabulary, will be retained in their current grade. Students earning 1 F in a core subject will be given the chance to attend summer school for further study in that class or repeat the grade. Regular attendance at summer school will be expected. The decision to pass or retain a student after the completion of summer school will be based on grades, attendance, and test scores. Students in danger of failing a core subject will be identified by the end of the first semester and a personalized plan will be developed. This plan will provide a cohesive plan for remediation developed collaboratively by the teacher, student, parents, and the administration.

6th – 8th grade students who receive 1 or 2 Fs at the end of the school year in the core subject areas of math, science, language arts, reading, or social will be considered for retention. If either of the Fs assigned are the result of a percentile grade of 50% or below, retention is automatic. Students earning 1 or 2 Fs (percentile of 50% or above) in core subject areas may be given a possible second chance for promotion through attendance in summer school. 6th – 8th grade students will be required to repeat the entire grade if the student earns 3 Fs in core subject areas at the end of the school year.

9th – 12th grade students failing required classes will be required to repeat those classes. Students may be required to complete one semester or both semesters of a class. Students failing required classes may need to repeat those classes through alternative opportunities.

9th – 12th grade students will attain class standing when a specified number of credits noted have been earned. Administration will consider individual circumstances, and evaluate the need to adjust the credit requirements after reviewing extenuating circumstances. Sophomores must have earned 5 credits in their 9th grade year; juniors must have earned 11 credits during their 9th and 10th grade years; seniors must have earned 17 credits during their 9th, 10th and 11th grade year; to graduate a student must earn 24 credits by the completion of their 12th grade year.

The Board has developed a policy for promotion based on reading performance after completion of 3rd grade. A copy of the policy is available in the High School Office.

Summer School

If offered, summer school will be prescriptive and focus on individual needs to meet the curriculum for passing, not just seat time.

WELLNESS POLICY

I. Purpose

The Kelliher Public School district shall strive to make a significant contribution to the general well being, mental and physical capacity and learning ability of each student. We will afford students the opportunity to fully participate in the education process. The district shall promote a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The district shall support a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, the school contributes to the basic health status of children. Improved health optimizes student performance and helps ensure that no child is left behind

II. GENERAL STATEMENT OF POLICY

Healthy eating is linked to reduce risk for mortality and development of many chronic diseases as adults. To help insure the health and well-being of all students it is the policy of the Kelliher School Board to:

- A. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
- B. Ensure that food sales/parties for students are held during hours that will not conflict with the lunch and breakfast programs. The district operates under the National School Lunch and National School Breakfast program regulations.
- C. Support and promote proper dietary habits contributing to students' health status and academic performance. All food available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the USDA nutritional guidelines. Emphasis should be placed on foods that are nutrient dense per calorie. Food should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals. Staff should be encouraged to focus on the Dietary Guidelines for Americans.
- D. Provide a comprehensive learning environment for developing and practicing life-long wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue.
- E. Coordinate school food service with this policy to reinforce messages about healthy eating and to ensure that food offered promote good nutrition and contribute to the development of life-long, healthy eating habits. Food service personnel shall adhere to all federal, state and local food safety and security guidelines while making every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-priced school meals.
- F. Regularly evaluate the effectiveness of this policy in promoting healthy eating and change the program as appropriate to increase effectiveness. **The district Wellness Committee will meet twice a year to review the wellness policy and its applications.**
- G. 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.
- H. All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- I. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that ensure that student access to foods and beverages meet or exceed all federal, state and local laws and guidelines; 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.

- J. The Kelliher School district requires that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f) (1) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f) (1), 1776(a), as those regulations apply to schools.
- K. The Kelliher School district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- L. The Kelliher 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 day.
- M. The Kelliher School District will discourage tutoring, club or organizational meeting or activities during mealtimes, unless students may eat during such activities.

III. GUIDELINES

The following nutritional guidelines shall apply to all students:

A. Foods and Beverages

1. **Water Consumption**
Staff should encourage increased consumption of water throughout the day. Water sales should be a significant option through school vending and concession services. Water should be available during mealtimes, at least through water fountains.
2. **Water Bottles**
Students may bring water bottles for use during the school day and establish a policy for whether or not bottles may be refilled during school time.
 - Water bottles must be clear and have secure caps.
 - Students may not share water bottles.
 - Empty bottles should on a regular basis be recycled (if appropriate), discarded or take home for sanitized reuse.
 - Students misusing water bottles shall be subject to disciplinary actions.
 - Teachers have discretion in determining classroom use.
 - Water bottles may not be used in computer labs, science labs and the school media center.
3. **Fat Content**
Foods from reimbursable meals shall over the course of five days, derive no more than 30 percent of their total for calories from fat and less than 10 percent of their total calories from saturated fats. These recommendations are consistent with federal mandates
4. **Content from Added Sugars**
No individual item served by food service as a part of a traditional meal, as an ala cart item or as a snack item may contain more than one third of its weight from added sugar. An exception may be made for periodically for a traditional meal treat.
5. **Milk Products**
Milk shall be promoted during all meals. Milk shall be available to students bringing sack lunches. Flavored and unflavored milk shall be made available during the school food service program. No products shall be served which derive more than one-third of their weight from added sugars. Low-fat (one percent) and non-fat (Skim) forms of milk shall be featured in single serving sizes whenever possible. Whole milk or lactose free milk shall be available when medically indicated.
6. **Juice-Based Drinks**
Pure juice may be available as an additional beverage during the school breakfast time. Other juice based drinks without added sugars (e.g., juice diluted with water or flavored waters) may be served. No sweetener-based "Juice drinks" or sport drinks which derive more than one-third of their weight from added sugars shall be served at mealtimes.

In all cases, single-serving sizes shall be featured.

- Children who bring sack lunches from home are encouraged to bring 100 percent juice or water with them instead of consuming heavily sweetened “juice drinks” and sport drinks.
7. Soda Pop
No soda pop shall be made available to the staff and students throughout the course of the school day at vending machines.
 8. Additives
The food service personnel shall be sensitive to the presence of dyes, sulfites, MSG and other additives to food by limiting their use whenever possible or finding alternative products that have fewer additives. The food service shall follow federal guidelines regarding sodium content in all food.
 9. Food and Beverages Offered to Students at Food Functions
The district will encourage the use of nutrient dense foods for all school functions and activities. Nutrient dense foods and those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school functions (e.g., parties, celebrations, feasts, sporting events) healthy food choice options should be available. Some suggested foods are listed below:
 - Raw vegetables sticks/slices with low-fat dressing or yogurt dip
 - Fresh fruit and 100 percent fruit juices
 - Frozen fruit juice pops
 - Dried fruits (e.g., raisins, banana chips)
 - Trail mix
 - Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
 - Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
 - Party mix (variety of cereals, nuts, pretzels, etc.)
 - Low-sodium crackers
 - Baked Corn chips and fat-free potato chips with salsa and low-fat dips (e.g., ranch, French, onion, bean)
 - Low-fat muffins, granola bars and cookies
 - Angel food and sponge cakes
 - Flavored yogurt and fruit parfaits
 - Jell-O and low fat pudding cups
 - Low-fat ice creams, frozen yogurts and sherbets
 - Low-fat and skim milk products
 - Pure ice cold water
 10. Fund-Raising Activities and Concessions
To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold.
Any fund-raising requires administration approval. The following recommendations are made to promote healthy choices for children related to fund-raising activities supported by the school:
 - Offer only non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers and school promotional items.
 - Whenever food and beverages are sold that raise funds for the school include at least two healthy food choices from point #9 above.
Organizations operating concessions at school functions should include at least two healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.
 11. Learning Incentives
The use of foods of minimal nutritional value as learning incentives should be kept to minimum and healthy food choices or non-food items should be substituted. Schools will not withhold food or beverages as punishment.
Foods of minimal nutritional value as defined by the U.S. Food and Drug Administration include:

- Soda Water – any carbonated beverage (even water). No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
- Water Ices – any frozen, sweetened water such as “...sicles” and flavored ice with the exception of products that contain fruit or fruit juice.
- Chewing Gum – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- Certain Candies – any processed food made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients.
- Hard Candy – a product made predominately from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes Such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.

B. School Food Service Program/Personnel

1. The Head cook is responsible for the school district’s food service program, whose duties shall include advising others of nutritional guidelines and procedures for the selection of foods and beverages made available on school grounds to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
2. As a part of the school district 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 Kelliher School District will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as a 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, Family and Consumer Science and elective subjects, where appropriate;
2. The Kelliher 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 snacks, vending machines, fundraising events, concessions stand and student stores.

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 are encouraged to be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers are encouraged to provide short physical activity breaks between lessons or class, as appropriate.

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. The Head Cook will ensure compliance within the school’s food service areas and will report to the building Principal, or the superintendent as appropriate.
- C. The Head Cook 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 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.

Legal References: 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
 P.L. 108-265 (2004) § 204 (Local Wellness Policy)
 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

COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS
 MSBA/MASA Model Policy 103 – Adopted 4-13-00

I. Purpose

The school district takes seriously all concerns or complaints by students, employees, parents or other individuals. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. General Statement of Policy

- A. Students, parents, employees or other individuals, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the Principal/administrative assistant of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. An individual may file a complaint at any level of the school district; i.e., Principal, superintendent or school board. However, individuals are encouraged to file a complaint at the building level when appropriate. If the complaint is against the superintendent, it should be filed with the board chairman or clerk.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be provided. In either case, the superintendents shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References:

MSBA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Privacy Considerations)

MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA Model Policy 413 (Harassment and Violence)

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

103-2

EQUAL EDUCATIONAL OPPORTUNITY
MSBA/MASA Model Policy 102 – Adopted 4-13-00

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. It is the school district's policy 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, 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. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions 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. Ch. 363 (Minnesota Human Rights Act)

Minn. Stat. 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy) 42 U.S.C. 12101 et seq. (Americans with disabilities Act) 20 U.S.C. 1681 et seq. (Titles IX of the Education Amendments of 1972)

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Cross References:

MABA/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)

102-2

HAZING POLICY

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

General Statement:

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

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 which 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.

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.
- B. The building Principal 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.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building Principal immediately.
- 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.

School District Action:

- A. Upon 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 school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. 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. Disciplinary consequences will be sufficiently severe 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, school district policies and regulations.

Reprisal:

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

TOBACCO-FREE ENVIRONMENT
MSBA/MASA Model Policy 419 – Adopted 4-25-00

I. Purpose

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

II. General Statement of Policy

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school owns, leases rents, contracts for or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.
- B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. 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. This prohibition includes all school district property and all off-campus school district-sponsored events.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. Tobacco and Tobacco Related Devices Defined

- A. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. "Tobacco-related devices" means cigarette papers or pipes for smoking.

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- C. "Smoking" includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.

IV. Exception

It shall not be a violation of this policy for an Indian adult to light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

V. 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.
- C. School district administrators and other school personnel who violate this tobacco-free 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.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

VI. Dissemination of Policy

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References:

Minn. Stat. 144.413 Subd. 4 (Definitions)

Minn. Stat. 144.4165 (Tobacco Products Prohibited in Public Schools)
Minn. Stat. 144.417 (Commissioner of Health, Enforcement, Penalties)
Minn. Stat. 609.685, Subd. 1(a) and (b) (Sale of Tobacco to Children)

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Cross References:

MSBA/MASA Model Policy 403 (Discipline, suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion) (A-12: Student Removal from Class and Adoption of Local Discipline Policies)
MSBA Service Manual, Chapter 7, School Facilities, (V: Tobacco Products Prohibited in Public Schools)

KELLIHER PUBLIC SCHOOL – PROCEDURES FOR COMPLAINTS

In accordance with District Policy 103, complaints by students, employees, parents or other individuals are taken seriously. Complaints may be made orally or in writing. The following procedure will be followed:

1. Personally contact the person directly involved.
2. If you are unable to resolve the problem by contacting the person directly involved, contact the Principal or supervisor. Present the complaint in written form. The Principal or supervisor will make a written report within 5 school days.
3. If you feel the problem has not been resolved you may appeal the report to the superintendent of schools within 5 days of receipt from the Principal or supervisor. The superintendent will set a time to meet within 10 days of the receipt of the request. Within 5 days after the meeting, the superintendent shall issue a decision in writing.
4. If you feel the problem still has not been resolved, you may appeal to the School Board within 5 days of the receipt of the decision in step 3. The school board shall set a time to hear the appeal within 10 days. The school board may designate a committee or representative(s) of the board to hear the appeal and report to the full board. The school board will render its decision within 10 days after the meeting. Failure to file any appeal within the time periods provided will constitute a waiver of the complaint.

COMPLAINT FORM

Nature or the Complaint (Be specific)

Date this happened:

Witnesses:

Signature:

Date:

Received by:

Action taken:

**INDEPENDENT SCHOOL DISTRICT #36
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM**

General statement of policy prohibiting religious, racial or sexual harassment:

Independent School District #36 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 creates 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)

