

# **Lincoln Elementary School Handbook 2017-2018**

**510 Lincoln Avenue  
Faribault MN 55021  
(507) 333-6600  
Fax (507) 333-6642**



## Table of Contents

### SECTION 1 – MISSION STATEMENT

Mission Statement.....	4
------------------------	---

### SECTION 2 - ATTENDANCE

Arrival and Dismissal.....	5
Attendance	

### SECTION 3 – STUDENT EXPECTATIONS

Behavior Expectations/Problem Solving .....	8
Communication .....	9
Changes in Student Family Information .....	9
Interpreters/Translators.....	9
Computer Lab.....	9
Dress Code .....	9
Sodexo/Marriott Food Services – Breakfast/Lunch/Milk Program .....	9
Snacks/Treats .....	10
Gift/Parties.....	10
Kid’s World.....	10
Lost and Found .....	10
Telephone Use.....	10

### SECTION 4 – STUDENT SAFETY

Bike Safety .....	10
Skateboards, Inline Skates, Wheelies .....	11
Severe Weather .....	11
Early Release .....	11
School Safety .....	11
Pets at School .....	11
Safety Drills .....	11
Transportation .....	11
Visitors.....	13

### SECTION 5 – HEALTH INFORMATION

Health Services .....	13
Medication Policy.....	13

### SECTION 6 – STUDENT CURRICULUM

Reading/Language Arts.....	14
Mathematics.....	14
Social Studies.....	14
Science.....	14
Art.....	14
Library/Media.....	14
Music .....	14
Physical Education .....	14
Special Education.....	15
English as a Second Language.....	15
Title I Services.....	15
School Social Work Services .....	15
Gifted and Talented Services .....	15
Testing.....	15
What Does It Mean? .....	15

### SECTION 7 – STUDENT ACTIVITIES

Pride Council.....	16
ALC/Kids Connection .....	16
Field Day .....	16
Orchestra.....	16

**SECTION 8 - POLICIES**

Policy Prohibiting Harassment ..... 16  
Policy Prohibiting Weapons..... 16  
Search of Student’s Locker, Desks, Personal Possessions, and Student’s Person..... 16  
Policy Prohibiting Tobacco/Drugs ..... 17  
Policy Prohibiting Bullying..... 17  
Policy for the Protection and Privacy of Pupil Records ..... 22  
Policy Prohibiting Discrimination ..... 23  
Technology & Internet Access Policy ..... 23  
Hazing Prohibition Policy..... 24  
Immunization Requirement Policy..... 24  
Multicultural/Gender Fair Curriculum ..... 24  
Retention Policy..... 25  
Policy for Visitors to School District Buildings and Sites ..... 25  
Non-Custodial Parental Rights to Information..... 25

# SECTION 1 – MISSION STATEMENT

## Mission Statement

The mission of Lincoln Elementary School is to provide a safe caring environment where children are nurtured to become lifelong learners actively concerned about their world.

### AT LINCOLN WE BELIEVE ALL KIDS

- Can learn and succeed but not always on the same day.
- Need direction.
- Learn at different ways and rates...and that is okay.
- Need to belong.
- Need approval (peer and adult).
- Have value and worth.
- Need positive role models.
- Have the ability to change.
- Need to laugh and have fun.
- Need compassion, love, and praise.
- Need to set realistic goals.
- Need to strive for excellence and competence.

The Lincoln Handbook and School District Policies are available on the School District Website @ [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us).

### MY JOB AS A STAFF MEMBER AT LINCOLN IS ...

- To model “Above the Line” behavior.
- To create a safe learning environment for children.
- To build caring relationships with students.
- To teach all learning styles.
- To maintain open lines of communications with students and parents.
- To listen respectfully to students and parents.
- To be a team member and support other staff.
- To define rules, maintain discipline, show consistency.
- To be enthusiastic.
- To set high expectations.
- To help children succeed.

### MY JOB AS A LINCOLN STUDENT IS...

- To come prepared to learn.
- To accept responsibility.
- To set goals.
- To always aim high.
- To be my own advocate – let the teacher know my needs.
- To respect the space and feelings of other people.
- To show kindness and understanding.
- To use manners.
- To respect the property of others.
- To complete assignments.
- To follow school and classroom rules.
- To be cooperative.
- To take pride in myself and my school.
- To work – Respect – And Belong.

## MY JOB AS A LINCOLN PARENT IS . . .

- To be a positive role model.
- To build my child's self esteem.
- To teach respect.
- To model manners.
- To view schools and education positively in the presence of my child.
- To provide quality time with my child (be a good listener.)
- To read to and with my child.
- To establish communication with the school.
- To provide a quiet place and time for homework.
- To assure my child of the proper diet, adequate sleep and appropriate dress.
- To be actively involved in my child's education and school.
- To always show my child encouragement.

## SECTION 2 – ATTENDANCE

### Arrival and Dismissal Times

Classes begin at 8:15 a.m. and conclude at 2:55 p.m. Students who do not ride the bus should arrive at 8:00 a.m. On inclement weather mornings, students will be allowed to enter the building at 7:45 a.m. Teachers are involved in meetings and preparation before school and are not available to provide supervision prior to the first bell. Faculty supervisors are on duty from 7:45 a.m. to the opening bell in the morning. After school students will be dismissed in an orderly manner by their classroom teacher. Please do not leave your car unattended at the curb. Students are expected to leave the school grounds and go directly home. If you are picking up your child(ren) after school please respect our school hours and be on time. The Lincoln playground is not supervised after school. The bus loading zone is supervised after school. An after-school childcare program is available from 3:00-6:00 p.m. For more information, call **KID'S WORLD** at 334-6724. Children that are not picked up by 3:15 may be brought to Kid's World which then will be the responsibility of the parents to pay the fee.

### School Hours

Grades K - 5

8:00 a.m. - 2:55 p.m.

Tardy Bell is 8:15 a.m.

Classes begin at 8:15 a.m.

### **Attendance**

When your child is absent from school (i.e. illness, late due to an appointment), please remember to call us. To ensure that our students are safe, the office staff will be contacting families, at home or work, when we do not receive a call. Messages can be left on our 24 hour voicemail any time of the day or night at 507-333-6601. Please call the attendance line by 8:30 a.m. Students must report to the office for a pass when they arrive at school after the 8:15 a.m. bell.

### **Who is required to attend school?**

Minnesota law requires that every child between seven and 17 years of age must receive instruction (Minn. Stat. 120A.22, Subd 5). Once a child under the age of seven is enrolled in kindergarten or a higher grade in public school, the child is subject to compulsory attendance provisions.

### **What is a tardy?**

A tardy is any time a student arrives to class after the bell. At the beginning of the day, a student who arrives within the first 25 minutes of the school day will be marked tardy. After 25 minutes the student will be marked absent.

### **What is an excused absence? (per School Board policy 503)**

An excused absence is any absence that is reported by a parent or guardian to be due to:

1. Medical Illness. \*

2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction.
7. Official school field trip or other school-sponsored outing.
8. Removal of a student pursuant to a suspension.
9. Family emergencies.
10. Administrative preapproved absences.

**\* A doctor's note may be required for absences due to illness that exceed four (4) consecutive day.**

**What is an unexcused absence?** (per School Board policy 503)

An unexcused absence is any absence that does not meet the definition of excused absence. For example,

1. Leaving school without permission.
2. Any absence that does not meet the criteria specified in an excused absence.

**What about family vacations?**

Family vacations may be deemed as excused with prior authorization from the building administrator. Authorization forms need to be completed by the student's parent/guardian at least two weeks before the intended vacation. Administrators will review student progress and attendance before approving the absences. Parents may be requested to meet with Administrators prior to approval. Vacations not approved will be considered unexcused absences.

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed because of absence must be made up according to school guidelines. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

If a student misses fifteen (15) consecutive school days during the regular school year, without receiving instruction in the home or hospital setting, the School District must drop the student from its enrollment roll and classify the student as withdrawn. (Minn. Stat. 126C.05, Subd. 8). The School District may also be required to file an Educational Neglect or Truancy report with the student's county of residence.

**What are the parent/guardian's' responsibilities?**

Parents of a school aged children are responsible for assuring that their child attends school. Parents are required to report absences to the school as soon as they know that their child is not going to be in school on a particular day.

**What is truancy?** (Minn. Stat. 260C.007, Subd 19)

"Habitual truant" means a child under the age of 17 years who is absent from school without excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or high school or a child who is 16 or 17 years of age who is absent from school for one or more class periods on seven school days and who has not lawfully withdrawn from school.

**What is Educational Neglect?**

Educational neglect refers to a child under the age of 12 years who is absent from school without excuse for more than seven school days and is in need of protection or services due to habitual truancy. For students under the age of 12 years, an absence from school without excuse is considered educational neglect by the parent rather than truancy by the child.

### **How will the district notify me if my child is absent from school?**

Parents are expected to notify the school when their child will not be in school for any reason. When parents do not notify the school, the schools have procedures in place for notifying parents of student absences on the same day they are absent from school.

### **What is the procedure for Unexcused Absences?**

Step 1: Parents report absences to the school attendance line if a student will be absent from school. If the parent does not notify the school the parents will be notified by the school on the day of the absence. An absence is considered unexcused until the parent has provided an explanation that meets the requirements of an excused absence.

Step 2: When a student has two unexcused absences the homeroom/homebase/case manager will make a phone contact with parent/guardian regarding absences.

Step 3: When a student has three unexcused absences a letter is sent to the parents notifying them of their child's attendance and the consequences of continued unexcused absences.

Step 4: After the fifth unexcused absence a second letter is sent to the parent/guardian. A phone contact is made by the School Social Worker/School Counselor to arrange a School Attendance Agreement meeting. The school may implement a number of interventions or impose a number of consequences as part of the School Attendance Agreement.

Step 5: Once the student reaches seven unexcused absence a final letter is sent to the parent/guardian notifying them that the student is considered habitual truant and the possible consequences of continued unexcused absences.

Step 6: Any further unexcused absences may result in an educational neglect report to the student's home county or a referral to the School Attendance Review Board (SARB) to discuss possible filing of truancy petition with the court.

### **What is the procedure for Excused Absences?**

Step 1: The parent/guardian reports absences to the school attendance line if a student will be absent from school. If the parent/guardian does not notify the school, the parent/guardian will be notified by the school on the day of the absence. An absence is considered unexcused until the parent/guardian has provided an explanation that meets the requirements of an excused absence.

Step 2: When a student has five excused absences the homeroom/homebase/case manager will make a phone contact with parent/guardian regarding absences.

Step 3: When a student has seven excused absences a letter is sent home to parents/guardian notifying them about their student's attendance and concerns about continued absences which may lead to requiring a doctor's note in order to excuse the student from school.

Step 4: When a student has eleven\*\*\* excused absences a letter is sent notifying the parent/guardian that a doctor's note is now required in order to excuse further absences. If the parent/guardian is unable to take the student to the doctor, the school nurse may be used to assess whether a child should attend school or remain home. If no doctor's note is not obtained the absence will be considered unexcused and the unexcused absence procedure will be followed.

\*\*\* Individual circumstances will be considered in regards to number of days missed and the need to require a doctor's excuse.

## SECTION 3 – STUDENT EXPECTATIONS

### Discipline Plan

The Lincoln Elementary discipline plan is based on a positive approach to discipline. Terminology used in the approach includes Above the Line, Below the Line, and Bottom Line Behavior.

*Students demonstrating Above the Line Behavior use appropriate choices and exhibit positive attitudes. Below the Line Behavior refers to behaviors that are unacceptable, can hurt feelings, or cause potential harm. Bottom Line is those behaviors serious enough to fall under the Faribault Public School discipline policy guidelines, or require office referrals.*

(See District Policy # 506 available in the school office)

When a student makes a mistake or poor choice, he/she will develop a “fix it plan”. **Working together, students at Lincoln learn how to live their lives above the line.**

### Classroom Behavior Expectations

Each teacher, with student involvement, will develop their own classroom guidelines for behavior. The list of behavior expectations will be shared with parents posted in the classroom and will be reviewed from time to time with students.

### Hallway Expectations

In the interest of orderliness and consideration for others the following procedures will apply to all students:

1. Walk in the halls and on the stairs. Please stay to the right side.
2. Talk quietly, if at all, in the halls.
3. Always remember to be considerate of other classes and other students.
4. Any playground equipment or balls should be carried when in the building.
5. Walk, using handrails on the steps. Please stay to the right side.
6. Students will be in assigned areas at all times.
7. Use and show Above the Line Behaviors and Lincoln Pride at all times.

### Playground Procedures

In the interest of safety the following procedure will apply to all students.

#### Noon:

On all days, except when the weather does not permit, children will be expected to go outside for noon recess. We encourage parents to provide adequate clothing and footwear to ensure each child’s comfort and safeties during these play periods.

#### Lunchroom Expectations

- Use good table manners.
- Stand in line properly
- Sit where assigned.
- Eat your own food – do not trade food.
- Clean up table and stack your tray properly.

Demonstrate Lincoln Pride and Above the Line Behavior.

#### Noon Hour Expectations

Students will be respectful and courteous to the noon aides at all times.

1. Playground equipment must be used properly.
2. Children are expected to remain in the designated playground areas. Students should obtain permission from a noon aide to retrieve balls, etc. outside of this area.
3. Students will treat everyone with respect. They will act in a friendly way toward others, so students will be safe at all times.
4. Once on the playground, students will remain there until the bell rings.
5. Treat all property with respect. Make sure all equipment is returned to the proper place.
6. When the bell rings, students are expected to line up at the designated door and wait quietly until greeted by the classroom teacher.



### **Communication**

Open communication between home and school is critical to your child's success. We will try to keep you informed through monthly newsletters, classroom weekly PEEKS, conferences, report cards and open houses. Classroom teachers send weekly peeks to communicate important information from the classroom. We hope you will keep us informed as well. It is important for you to communicate important information with us, such as: change of address, telephone numbers, place of employment, and emergency contacts.

### **Changes in Student/Family Information**

Emergency information cards, and family information sheets, are sent home at the beginning of each school year. They must be completed and returned by the end of the first week of school. It is critical that school personnel have current emergency/family information. Parents/guardians must notify the school office with changes in the information during the school year.

### **Interpreters/Translators**

Interpreters/translators are available for Deaf/Hearing Impaired and ESL parents as needed. Requests for any interpreter/translator services must be made BY THE PARENT/GUARDIAN, with the school's office, at least one week in advance. These services are provided at no charge.

### **Computer Lab**

Students have access to the computer lab throughout the school day. Use of this technology throughout the Faribault School District Technology Network and Internet Access is a privilege. Expectations for the use of technology are as follows:

- Follow all guidelines as outlined in the Faribault Public Schools Technology Network and Internet Access Student Registration and Policy Contract, which must be signed by students and parent/guardians. See school board policy 524, Internet Acceptable Use and Safety Policy, for more information.
- Access materials that are solely for education purposes.
- Utilize equipment in a respectful manner.
- Create materials or projects that enhance a student's education

### **Student Dress Code**

Articles of clothing advertising or promoting drug/tobacco use, violence, gang insignia/colors, sexual practices or containing profanity will not be allowed. Students may wear the article "inside out" or call home for a more appropriate garment. Clothing that reveals undergarments or the bare midriff or bare lower back will not be allowed. Flip flop type footwear is not allowed. Students are not to wear coats during the school day unless the classroom environment demands it. Caps and hats are not to be worn inside the school building.

### **Preparations for Winter Months**

Students are expected to bring the following items to school every day in the winter months: warm winter coat, hat, mittens/gloves, scarf, snow pants, and boots. Our policy is that all students will go outside for recess in the winter months unless the temperature is below zero. Many of our students come to school not properly dressed to be outside for an extended period of time. We require these items because we want our student to be safe and remain healthy, so they can be in school. Please help us keep all of our students warm and safe this winter and send the proper attire to school each day.

### **Sodexo/Marriott Food Services - Breakfast/Lunch/Milk Program**

A well-balanced and nutritious breakfast and lunch is available at school each day.

A computerized prepay system is used for payment of lunch and extra milk. Applications for reduced cost meals are sent home at the beginning of the school year and are available in the school office. **Applications must be made annually.** Meals are on a prepay system. Students need to have money in their accounts in order to eat.

**Breakfast** will be available everyday in the classroom. Students who qualify for FREE or REDUCED priced meals, will receive their BREAKFAST at NO CHARGE.

Each student has their own account maintained by the Sodexo-Marriott Food Service. Payments can be mailed directly to the Sodexo-Marriott Food Service Office at 925 Parshall St. or sent with your child to class to turn into the school office. Payments to include siblings from other schools cannot be accepted at the school office. PLEASE MAKE ALL CHECKS PAYABLE TO ISD 656 Food Service and include the following information with your payment: the student's name, grade, and section. For information about your account, please call 333-6772. The Food Service Office and schools will make

reasonable efforts to notify families, students, and employees when the account balance is low (\$10.00 or less). Low balance account statements for elementary students will be sent home weekly. The employees, Middle School and High School students will be told verbally when their account balances are low.

Grades Kindergarten through 8th grade: No student will be denied a reimbursable breakfast or lunch if the food service account is negative, unless the account has been closed. The Food Service Staff may limit the reimbursable breakfast/lunch options to students with a negative account. Students will not be allowed to purchase any ala carte items if the account is negative.

Lunch times for individual classrooms vary. If you would like to visit school and have lunch with your child, please contact the school office at 333-6600 to make a reservation and find out what time your child's class has lunch. Due to federal guidelines we ask that visitors either purchase a school lunch or bring a bagged lunch from home. Outside vendor meals and pop are strongly discouraged.

### **Snacks/Treats**

When providing a snack for students please make healthy choices. Healthy snacks, including birthday treats, are required. A list of healthy snacks can be provided and is located in the school office. Parents wishing to have birthday snacks for their children may choose one of the recommended snacks from the list or can choose non-food items to send in celebration of your student's day. You may either purchase the snack from Sodexo or on your own from a store. All snacks must be commercially packaged.

### **Gifts/Parties**

Delivery of flowers, balloons, etc. will not be made to classrooms, the lunchroom, or other areas of the school. Students will be called to the office at the end of the school day. Please be advised that balloons are not allowed on the bus. Typically there are three classroom celebrations during the year. Teachers plan their parties individually. If your child is celebrating with a party at home, please send invitations to classmates/friends through the U.S. mail. Distributing invitations at school can create disruption in the classroom and hurt feelings for those students who may not be included.

### **Kid's World**

A fee based, before and after-school program is available for students in Grades K-5. Kid's World is open from 6:00-8:00 a.m. and 3:00-6:00 p.m., Monday through Friday. For more information, contact the program coordinator, Amanda Kappes, at 333-6724.

### **Lost and Found**

Please label your child's clothing, backpacks, etc. Labeling items is the only way that we can return lost articles to the owner. Students and staff who find lost articles are asked to put them in the designated area. Lost articles, which are not claimed within a reasonable time, will be donated to organizations that provide free or low cost clothing. Students are advised to leave valuables (jewelry, Walkmans, Gameboys, etc.) at home. Students are expected to be responsible for the safekeeping of their own belongings.

### **Telephone Use**

Each classroom is equipped with a telephone although students must have permission from their classroom teacher to make phone calls. At the risk of your child's teacher not retrieving an important voice mail message in time, arrangements for after school activities, transportation, etc., should be made prior to arriving at school and not at the end of the day. If a message must be passed on to your child, please call the office before 2:30 PM.

Because use of personal telephones or pagers would interfere with the learning environment and may interfere with communications during emergencies, the administration reserves the right to restrict their use at school. Personal cell phones are not allowed to be used at school. If a cell phone is brought to school for use after school, it is to remain in the students backpack or coat. If the cell phone is brought out or used during school hours it will be confiscated and will need to be picked up at the school office by an adult.

## SECTION 4 – STUDENT SAFETY

### Bike Safety

Any child riding his/her bike to school must walk his/her bike once they are on school property. Bikes must be locked in the bike rack. The school assumes no responsibility for damaged or stolen bicycles.

### Skateboards, Inline Skates, Wheelies, Scooters

Skateboards, inline skates, wheelies, and scooters are not permitted at school.

### Severe Weather

In the event of severe weather, schools may close for the entire day, dismiss early, or delay in starting. Radio stations KDHL (920 AM dial) and WCCO (830 AM dial) are notified immediately of any decision. You may also obtain information on school closings by calling our phone line dedicated to school emergencies at the Emergency Information Line – 333-6057. Please also look at the district website for weather information at [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us).

**PLEASE DO NOT** call the school or administrative office, as phone lines are needed to make calls to parents/guardians, the bus company, and radio stations.

Parents may pick up their children early at any time during inclement weather. Parents may keep their children home if they feel the weather is too severe to send them to school even though school may be conducted. **Please be sure your child knows what to do if there is no one home when school has been dismissed early.**

### Early Release Procedures

An Early Dismissal Procedure notice will be sent home with each child this fall. At that time, parents will be asked to discuss family procedures in case of early dismissal and return the completed form (to be maintained on file by the classroom teacher.) In the case of early closing, students will be expected to follow your families' early dismissal plan. Students will not be allowed to call home for instructions as we need to keep our lines open for emergency and incoming calls.

### School Patrol

Our school safety patrol is provided for the protection of students crossing busy streets near the school. Squads will serve mornings and after school at the following intersections along Lincoln Avenue, George L Street, 6<sup>th</sup> Street and 7<sup>th</sup> Street.

Patrol members are on duty at these crossings from 7:45 to 8:05 a.m. and from 2:55 to 3:05 p.m. approximately. Your child should plan to arrive at these crossings while the school patrol is on duty. Students should be "dropped off" on the school-side of the street to avoid potential accidents. Please encourage your child to listen to and respect the school safety patrols.

In case of a thunderstorm with lightning – safety patrol students will not be on duty. Parents should have an alternate plan with their children.

### Pets at School

Due to the Clean Air Act and because of health and safety concerns, **pets are not allowed at school**. Students are invited to share their pets via photographs or videotape. When the school curriculum calls for animals in the classroom, they will be allowed for the period necessary for study.

### Safety Drills

Fire and severe weather drills are practiced during the school year. Each year we will conduct 5 fire drills, 5 lockdown drills, and 1 tornado drill. A district-wide comprehensive emergency/safety plan is in place and will be followed for all drills and emergency situations. With the state-of-art fire/smoke detection devices and sprinkler system, "Defend in Place" procedures will be followed for fire drills. This plan is approved by the local and state fire marshals.

### Transportation – Faribault Transportation Company

Whether a student rides the bus to and from school or for special events/activities, they are expected to follow rules of good conduct and safety with regard to their bus ride in order that the ride is safe and enjoyable for everyone. Students are allowed to ride only their assigned bus.

**Riding the school bus is a privilege not a right. Specific consequences are outlined in policy 707 for school bus behavior which is available in the school office or at the district office.**

**BUS RULES**  
**Faribault Transportation 507-334-5121**

**II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding a bus or at a bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, serious misconduct will be reported to the District's Director of Operations and the Department of Public Safety.

**A. School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school office in a timely fashion and in written form so parents may be notified.

**B. Rules at Bus Stop and Boarding the Bus**

1. Go directly from your house to the bus stop; arrive at the bus stop five minutes before your scheduled pick up time.
2. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops and the door is opened before approaching the bus.
3. Stay off private property and out of the street.
4. Use appropriate language.
5. If you must cross the street to get to the bus stop, wait until the bus stops and the driver signals you to cross, look left, right, and left again. If clear, walk quickly across the street.
6. Get on the bus in a single file line and hold on to the rail to keep from slipping, falling, or tripping.
7. Go directly to your seat and sit down.
8. No fighting, harassment, intimidation, or horseplay.
9. No use of alcohol, tobacco, or drugs.
10. No pets, live insects, reptiles, or animals allowed on the bus.

**C. Rules on the Bus**

1. Respect and obey the bus driver at all times.
2. Keep all your articles and school supplies in a backpack on your lap and sit in a seat facing forward.
3. Make room for others needing a seat. Respect other students and their property at all times.
4. Keep arms and legs out of the aisle to prevent tripping others while they board or exit. Do not push or shove for any reason.
5. Open windows only if the driver permits you to do so. Keep hands, arms, and head inside the bus.
6. Do not stand or move while the bus is moving.
7. Absolutely no tampering with the bus radio, controls, equipment, or exit door.
8. Talk quietly and use appropriate language.
9. Do not damage the bus; keep feet off seats and the backs of seats.
10. Do not bring weapons or dangerous objects on the bus.
11. No eating, drinking, or use of tobacco or drugs.
12. No fighting, harassment, intimidation, or horseplay.
13. Do not ignite matches or start a fire.

**D. Exiting the Bus**

1. Stay seated until the bus is completely stopped and the door opens. Use handrail to exit.
2. When leaving the bus, if you drop something, **DO NOT GO BACK TO PICK IT UP!**
3. Walk 10 steps on the sidewalk or the side of the road away from the bus. Always walk in front of the bus.
4. If you must cross the street always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
5. Always cross in front of the bus.
6. Go directly home! Don't "hang around" the bus stop.

## **Visitors**

All daytime visitors to our school (including parents) are required to pre-arrange all visits and first report to the main office. All parents, visitors or volunteers have to be “buzzed in” at the main entrance and should report immediately to the main office where they will be given a name tag to wear while they are in the building. Parents picking up their child(ren) during the school day should do so from the office. All entrance doors other than the main entrance door will be locked once the students have arrived. Together we can ensure your child’s safety. Please see school board policy 903 for further information.

## **SECTION 5 - STUDENT PROCEDURES/HEALTH INFORMATION**

The health office is open from 7:45 a.m. – 3:15 p.m. on school days. The school nurse can be reached at 333-6670. Parents have the primary responsibility for their children’s health. The school nurse does not medically diagnose or prescribe. Parents who are in doubt as to the condition of their child should consult a physician. The school nurse should be informed of any health conditions the student may have and may request further documentation for the students health file.

### **Students should stay home and will be asked to go home if any of the symptoms below are present.**

A fever over 100 degrees (stay home 24 hours after temperature is back to normal)

Vomiting or diarrhea (stay home 24 hours after last episode)

Any undiagnosed rash

Conjunctivitis-pink eye (return to school 24 hours after medication started or no drainage)

Strep throat (return to school 24 hours after antibiotics are started)

Any undiagnosed draining wounds

### **Parents must inform the school within 24 hours if their child has an infectious disease.**

These may include but are not limited to: head lice, ring worm, scabies, impetigo, chicken pox, and pink eye.

The school nurse may excuse a student one time from physical activity due to illness or injury. If a student requires longer or further restrictions from a class the nurse may require a doctor’s note determining duration and specific restrictions.

All medication must be administered through the school health office. Tylenol and ibuprofen can be administered by the school nurse, with written parental authorization, up to a maximum of 5 times a month. Student will need to have their own supply in the health office. All other medications require Doctor’s authorization and signed by a guardian. Inhalers and EPIPEN’s may be carried by a student at the high school level if the proper forms have been completed, are on file in the health office and the school nurse has determined the student is able to administer them safely. **The school district will no longer furnish Acetaminophen and Ibuprofen.**

All other medications that are administered by school personnel must be 1) Accompanied by a physician order. The physician order will state medication, dosage, time, duration, and medical reason for medication, other medications this student is taking and side effects of medications. 2) Administered only if parent has signed a medication authorization form. 3) In the original container marked with the student’s name, medication name, dosage, times to be given, and route of administration. 4) The controlled substance medication will be brought to the school and picked up at the school by an adult. Please see school board policy 516 for more information.

If your child has a food or milk allergy we request a doctor’s slip stating what foods they should avoid. We can then notify the kitchen staff so they can substitute the food items, or you can choose to send your child a cold lunch from home.

Faribault Public Schools are latex free environments. Please do not bring any latex containing products into any of the buildings. Only Mylar balloons are allowed inside the school buildings.

Minnesota Law requires that all students be up to date on their immunizations or have an exempt on file in the health office. The school nurse will send home requests for student immunization records as needed. If the student does not meet this requirement, they may be held out of school per the district immunization policy.

## SECTION 6 – STUDENT CURRICULUM

### **Reading/Language Arts**

The vision of the Language and Literacy framework is that the process of learning to read and write should be motivating, captivating, enjoyable, and rewarding so that all students read and write with passion and purpose. The classrooms are organized around a minimum of between 120 to 135 minutes of literacy instruction. This includes three major components of Reading Workshop, Writing Workshop and Language and Word Study. The entire Reading Workshop is co-taught. That means that there are two professional educators in the classroom for the entire 60 minute Readers Workshop. The students select their own books to read, at their level, and the teacher teaches the reading strategies to through whole group, independent reading (with conferring), and small group instruction. A complete summary of our Language Arts Curriculum can be found on our website under: Departments – Curriculum – School Curriculum.

### **Mathematics**

K-5 Math Curriculum incorporates the best practices as described in the MN Sci-Math Frameworks and embeds the Minnesota Preparatory Standards. The curriculum is supported by *Everyday Mathematics*, a program developed by the University of Chicago School Mathematics Program with funding from the National Science Foundation. Teachers spend 90 minutes per day in math instruction.

*Everyday Mathematics* is a research-based kindergarten through fifth grade curriculum. Mathematical concepts are interwoven over time and in a variety of applications. The program builds on children’s capabilities by expanding the range of their mathematics, experiences, and ideas.

### **Social Studies**

The social studies goals are to develop an understanding of the relationships between human beings and their complex world. Students should develop competencies for solving problems and clarifying issues. The curriculum includes the study of the relationships of people with their environment using an interdisciplinary approach. The students study from local to international levels. The district has adopted **Social Studies Alive** curriculum.

### **Science**

The science program is a blend of hands-on science experiments and inquiry lessons. Students also have the opportunity to visit the Riverbend Nature Center for life science learning experiences.

### **Art**

The elementary art curriculum provides students with opportunities to develop the necessary skills for self-expression. An appreciation of art is taught with a hands-on approach to creating art. Both flat and dimensional projects are chosen to expose children to a variety of materials.

### **Library/Media**

The elementary media program is an essential element of the total education program. It is an extension and an integral part of the classroom instruction program. This is the beginning process, which leads students to a lifelong appreciation and critical use of print and non-print media as they begin the processes of inquiry.

### **Music**

The elementary music curriculum provides every student with an opportunity to experience singing, moving, playing instruments, the use of technology and composing. Students in grades K-5 have one performance/concert during the school year.

### **Physical Education**

Students strive for personal growth, development and fitness in the physical education classes. Each fall and spring, students in grades 1-5 participate in Presidential Physical Fitness testing. Physical Education contributes to the improvement of motor skills for efficiency in the activities of everyday living and leisure-time use. Students are required to have tennis shoes for Phy-Ed classes as a safety precaution.

If, for some reason, a child is unable to participate in physical education class, specific written notification must be provided. If the student is unable to participate for more than one day, a doctor's statement identifying specific restrictions may be required.

**Special Education**

Support services are available for students who meet State/Federal guidelines for Special Education services.

**English as a Second Language**

Students with limited English proficiency will receive services to increase language and classroom skills.

**Title I Services**

Title I reading support services are available to qualifying students in grades K, 1, 2 and 3.

**School Social Work Services**

Social Work services are available to any and all students and families. These services are provided in order to improve and address issues regarding the social and emotional development of our students. These services may be provided at the classroom level, within small groups and on a one to one basis.

**Gifted and Talented Services**

Gifted and Talented children and youth are those students with outstanding abilities identified at elementary and secondary levels. These are students who may require differentiated and challenging educational programs and services in collaboration with the general school program.

**Testing**

The Minnesota Comprehensive Assessments are administered to all third through fifth grade students. Third and fourth graders are tested in Reading and Math. Fifth graders are tested in reading, math, and science. The district also administers the NWEA Measures of Academic Progress test to all students K-5 grades, as well as the DIBELS fluency test in reading. These tests are done for school improvement purposes and are administered three times a year.

**What Does It Mean?**

Education incorporates many different acronyms and abbreviations into its vocabulary. This list may help you understand them better.

<b>ASD</b>	<b>Autism Spectrum Disorder</b>	<b>AOM</b>	<b>Assurance of Mastery Grades 4-5</b>
<b>DAPE</b>	<b>Developmental Adaptive Physical Education</b>	<b>DOL</b>	<b>Daily Oral Language</b>
<b>EBD</b>	<b>Emotional/Behavior Disorder</b>	<b>ESL</b>	<b>English as a Second Language</b>
<b>ELL</b>	<b>English Language Learner</b>	<b>IEP</b>	<b>Individual Education Plan</b>
<b>SLD</b>	<b>Specific Learning Disability</b>	<b>LEP</b>	<b>Limited English Proficiency</b>
<b>DCD-MM</b>	<b>Development Cognitive Delay- Mild to Moderate</b>	<b>DCD-SP</b>	<b>Development Cognitive Delay – Severe to Profound</b>
<b>OT</b>	<b>Occupational Therapy</b>	<b>PE</b>	<b>Physical Education</b>
<b>PT</b>	<b>Physical Therapy</b>	<b>Title I</b>	<b>Reading Support Grades 1-2</b>

## SECTION 7 – STUDENT ACTIVITIES

### **Pride Council**

The Lincoln Pride Council consists of student representatives from grades 4-5. There are two students from each classroom. One representative is selected by the student's classmates and the alternate representative is selected by the classroom teacher. All representatives are expected to demonstrate positive leadership at all times. Throughout the year the council meets approximately one time per month after school to plan a variety of activities. They include a Faribault Food Shelf Food Drive, Pennies for Patients, Earth Day activities, popsicle sales, etc. The activities are chosen to benefit organizations which help others or our school.

### **ALC Program/Kids Connection**

ALC is an after school program which focuses on improved academic achievement in math and reading as well as increased attendance in school. ALC is funded through an ALC CCLC grant. For more information on ALC please call the main office.

### **Field Day**

All 5<sup>th</sup> grade students participate in our annual Elementary Track and Field Day. Students may participate in individual and group events. Field Day events include running events, relays, three-legged race, softball throw, long jump and tug-of-war. Field Day is designed to be a fun day for students with school pride and sportsmanship exhibited.

### **Orchestra**

Students in 4th and 5th grade are eligible to participate in the district's orchestra program. This includes weekly lessons with the teacher and various concerts throughout the school year.

## SECTION 8 – POLICIES

**The following are a summary of some of our school policies. All policies are available on our district website at [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us).**

### **Policy Prohibiting Harassment**

School District 656 has a duty to keep the school setting free of sexual, racial, and religious harassment and violence. Students, staff, and faculty, have a right to go to school, or to do their work, without this kind of interference. Harassment includes any unwelcome verbal or physical conduct, which has the intent of interfering with one's education and/or work performance.

Please see school board policy 413 for more information.

### **Policy Prohibiting Weapons**

Possession of a weapon is prohibited. A weapon is defined as any firearm, gun, knife or other sharp object, bludgeon, fighting stick or baton, brass knuckles, or any other object which by its design or use could cause bodily injury or property damage. The prohibition of weapons shall include any object, which could be reasonably mistaken for a weapon including a toy gun or toy knife. Violation of this policy will result in immediate referral to the building administrator. Parents will be contacted. Violations of the weapons policy may result in suspension or expulsion.

Please see school board policy 501 for complete policy.

### **Search of Student Lockers, Desks, Personal Possessions, and Student's Person**

The purpose of this policy is to provide a safe and healthful educational environment by enforcing the school district's policies against contraband. Desks: school desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Personal Possessions and Student's Person: the personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

Please see school board policy 502 for complete policy.



### **Policy Prohibiting Tobacco/Drugs.**

School District 656 has a policy respecting a drug-free learning environment for all students and staff. Students are not to possess or use any tobacco/drugs on school grounds. (Prescription drugs are to be administered in the Health Office) See Medication Section. Violation of this policy will result in an immediate referral to the building administration. Parents will be contacted. Violations of this nature will result in disciplinary action.

Please see school board policy 418 for complete policy.

### **Policy Prohibiting Bullying**

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

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

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

4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

### III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### IV. REPORTING PROCEDURE

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

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

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

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

#### V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited

conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

- 1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### IX. POLICY REVIEW

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

School Board Policy 514

#### **Policy for the Protection and Privacy of Pupil Records**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The procedures and policies regarding the protection and privacy of parents and students' are adopted by the school district, pursuant to the requirements of 20 U.S.C. 1232g, et seq., (Family Educational rights and Privacy Act (FERPA)) 34 C.F.R. Par 99 and

consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

Please see school board policy 515 for complete policy.

### **Policy Prohibiting Discrimination**

No person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, recruitment, consideration, or selection.

Inquiries regarding compliance may be directed to the Human Rights Officer at 333-6000, or the Minnesota Department of Human Rights at (612) 296-5633, or the Equal Employment Opportunities Commission at (612) 725-6101, and/or the Director of Civil Rights, Department of HEW, Washington, D.C.

Please see school board policy 522 for complete policy.

### **Technology & Internet Access Policy**

Use of the Faribault School District Technology Network and Internet Access is a privilege. Expectations for the use of technology are as follows:

- Follow all guidelines as outlined in the “Faribault Public Schools Student Technology Acceptable Use Consent Form”. A copy of our Technology Acceptable Use Policy is available under “district info” at [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us)
- Access materials solely for educational purposes.
- Utilize equipment in a respectful manner.
- Creation of materials or projects should enhance a student’s educational achievement and promote Jaguar respect.

### **Faribault Public Schools**

#### **“Bring Your Own Device” (BYOD) Guidelines**

Students using personal mobile devices on the Faribault Public Schools network are still subject to the District’s Acceptable Use Policy 524 (AUP). Violation of this policy may result in disciplinary action and/or loss of privileges.

Faribault Public Schools recognizes that using digital technologies can enhance student learning experiences and facilitate the development of 21st century skills. The Faribault School’s BYOD program will provide an opportunity for students to bring their own mobile devices to school to use in the classroom. The purpose of allowing a BYOD environment is to continue to develop our digital learning initiative and to empower students to take a more active approach to their personal learning. Faribault Schools will provide Internet access to the ISD 656 guest network for the use of mobile devices. Students who choose to participate in the BYOD program must follow the Acceptable Use Policy and the Bring Your Own Device Guidelines.

#### **Devices allowed**

All devices should have a web-browsing component that makes them suitable for educational use in the BYOD initiative. The device should be able to connect to a secured Wi-Fi network (802.11a/b/g or newer).

#### **Acceptable Uses**

The use of devices in the classroom is at the discretion of Faribault staff. The classroom teacher shall exercise authority to allow or disallow the use of a mobile device. Staff will have the final decision if a device needs to be surrendered due to misuse. At this time student devices are not required for classroom work. Educators shall make clear their stances on student device usage in their classrooms verbally or through a class syllabus.

#### **Staff guidelines**

Faribault Public Schools staff will be responsible for monitoring student use on the wireless network with either school owned or student owned devices. FPS staff will determine when mobile devices may be used in the classroom. Educators shall communicate appropriately with administrators and parents if students violate the Acceptable Use Policy (524) or this BYOD guideline.

#### **Non-Acceptable Uses**

Personal devices must not be physically connected to the district wired network and cabling infrastructure. All non- district owned devices are recommended to use the “ISD 656 Public Access” while on school grounds.

Mobile devices will be not given access to print to district printers and/or copiers. Users will not use electronic technologies to take photos or record video of person or persons on campus without prior consent from individual or teacher. Students may not print, post, transmit or distribute photos and video without prior consent. Personal devices are not allowed in bathrooms or locker rooms. Student users shall not access applications such as email, chat, blogs, or social networking (i.e. Facebook, twitter etc.) while at school unless specifically for educational use and when in the presence of school district staff.

### **Theft, Damage or Repair**

The Faribault Public School district shall NOT assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to school. The district shall not be held responsible for lost, stolen or damaged devices or for any malware acquired while on the guest network. All devices should have virus software installed with the latest virus definitions. Students should not leave mobile devices unattended and should keep them secured when not in use. The use of passwords and lock codes are strongly encouraged.

### **Technology support**

It is the student's responsibility to connect to the network. FPS staff members shall not provide technical support for any non-district owned devices. The district will not be responsible for financial obligations arising through unauthorized use of the district's educational technologies or the Internet. Faribault Public Schools reserves the right to inspect any personal device at any time if it is suspected of causing technology/network problems or if it is used inappropriately.

### **Etiquette**

Audio requirements – All device ringers must be off and sound must be muted or headphones/ear buds used. Student mobile devices should be fully charged prior to school and used in battery mode while on premises.

The Children's Internet Protection Act (CIPA) requires all network access to be filtered while in a public school. All devices connected to our network will still abide by our Internet filtering policies. Any attempt to bypass the schools network filters will be a violation of our Acceptable Use Policy.

**All guidelines apply anytime on school grounds or during any school related activity. This includes before/after school, during classroom time, school related activity or field trips, sporting events and on school buses.**

Please see school board policy 524 for complete policy.

### **Hazing Prohibition Policy**

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

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

Please see school board policy 526 for complete policy.

### **Immunization Requirements Policy**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

Please see school board policy 530 for complete policy.

### **Multicultural/Gender-Fair Curriculum Policy**

The Board of Education of the Faribault Public Schools affirms its commitment to provide equal educational opportunities to all students attending District schools, regardless of their sex, race, disability, or socioeconomic background. The School Board and Administration will work with District Staff, community members and others to develop a written plan to assure that curriculum developed for use in District schools is done in conjunction with the State Board of Education adopted Multicultural/Gender-Fair Curriculum Rule (3500.0550), so that students and staff gain an understanding and appreciation of:



- The cultural diversity of the United States, which reflects the contributions by, and roles open to Americans of all races and cultures.
- The historical and contemporary contributions of women and men to society
- The historical and contemporary contributions to society by persons with disabilities

The curriculum developed shall provide learning experiences and appreciation of all cultural heritages, human dignity, cultural diversity, and development of individual self-worth for students and staff; and shall promote experiences in multicultural, gender-fair activities which prepare the students to live productively in a multicultural, pluralistic society.

Please see school board policy 600.1 for complete policy.

### **Retention Policy**

Parents will be notified as early as possible by school staff when students are having academic problems. Retaining a student based on unsatisfactory program throughout the school year is a viable option that will be considered. Staff members and parents may recommend that retention or promotion be in the best interest of the student. Each case will be considered on an individual basis and what is best for the student will be the determining criteria.

Please see school board policy 513 for complete policy.

### **Policy for Visitors to School District Buildings and Sites**

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

Please see school board policy 903 for complete policy.

### **Non-Custodial Parental Rights to Information**

Custodial and Non-Custodial parents have the right to make inquiries and be informed about their child's educational program and progress in school. Custodial and non-custodial may visit school at any time and attend conferences as a matter of statutory right regardless of the desires or requests of the other parent.

The law states: Family Law-Chapter 668, Sec. 12, Subd 3 Custody Order (a) Upon adjudging the nullity of a marriage, or in a dissolution or separation proceeding, or in a child custody proceeding, the court shall make such further order as it deems just and proper concerning: (1) the legal custody of the minor children of the parties which shall be sole or joint; (2) their physical custody and residence; and (3) their support. In determining custody, the court shall consider the best interest of each child and shall not prefer one parent to the other solely on the basis of the sex of the parent (b) the court shall grant the following rights of each of the parties unless specific findings are made under paragraph (c) every custody order must include the following notice of the parties:

Each party has the right of access to and to receive copies of school, medical, dental, religious training, and other important records and information about the minor children. Presentation of a copy of this order to the custodian of a record or other information about the minor children constitutes sufficient authorization for the release of the record or information of the requesting party. Each party shall keep the other party informed as to the name and address of the school of attendance of the minor children. Each party has the right to be informed by school officials about the child's welfare, educational progress and status, and to attend school and parent- teacher conferences. The school is not required to hold a separate conference for each party.

In case of an accident or serious illness of a minor child, each party shall notify the other party of the accident or illness, and the name of the health care provider and the place of treatment. Each party has the right to reasonable access and telephone contact with minor children. The court may waive all or part of the notice required under paragraph (b) if it finds that it is necessary to protect the welfare of a party or child.

Staff at Lincoln Elementary will, on request, send report cards and hold conferences with a non-custodial parent, unless there is a court order or legally binding instrument prohibiting such contact. Our school complies with the family Education Rights and Privacy Act of 1974. If you desire to have a copy of your child's report card sent to a non-custodial parent, please notify us. ***Additional policy and information is available through our Faribault Public Schools web site @ [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us)***

# Lincoln Elementary School

