

# ISD 318 Elementary School Handbook



ISD 318 Families are Welcome & Encouraged to Visit Our Schools

"Together, teaching and learning for life...  
to achieve excellence."

[www.isd318.org](http://www.isd318.org)

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[\*] *Notice required by statute*

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Dear School District 318 Families:

Welcome to District 318's elementary schools! The staff and principals extend a special greeting to our students and their families. We have the privilege and responsibility of working with very important individuals -- your children.

We feel certain that school will be exciting and challenging for all of us as we work toward the common goal of providing the best educational experiences for all students. To make certain this happens, we must all do our part.

Students: Accept the challenge of being a responsible member of your class, your school and your community. The respect you show for all and the effort you put forth will enable you to have a rewarding year.

Parents: The support and encouragement that you give your children and the learning that takes place at school will have a positive impact on their educational achievements.

As a staff, we are eager to provide the best possible learning experiences for everyone. We look forward to working with your children and with you as we come together as a community of learners. "Together we are better" is what we believe in District 318. We will make the school year the best it can be!

Please look for emails from Peachjar stay informed of activities that are taking place in ISD 318 during the school year. You are always welcome at our schools, so stop by anytime or call with questions.

### ***COVID-19***

During the 2020-2021 school year, circumstances related in whole or in part to the COVID-19 pandemic may require change to one or more provisions in this Student Handbook. In particular, the learning model (in-person, hybrid, or distance learning) in which a student is participating may affect one or more provisions. The Student Handbook is therefore subject to change in light of health conditions and concerns or pursuant to changes federal, state, or local law, regulation, rule, or guidance. The School District will communicate changes as they arise. Where the Student Handbook is inconsistent with federal, state, or local law, the School District and its staff, students, and families, must comply with the applicable law.

### ***Policy Information:***

ISD #318 policy information can be found at <https://www.isd318.org/Page/408>

## PART I – INFORMATION

### School Hours - Arrival and Dismissal

ISD 318 Elementary Schools' first bell is at 8:25 a.m. and start time is 8:30 a.m. with the exception of Cohasset whose first bell is at 8:10 am and start time 8:25 am. Dismissal times vary by building depending on transportation (see the table below).

- Walkers should arrive by 8:15 a.m.
- Students dropped off should arrive **no earlier than 7:40 AM** at which time there will be staff on duty to supervise students.
- The tardy bell is 8:30 (Cohasset is 8:25). Students not in class, and ready to start the day, will be marked tardy.

<i>School</i>	<i>M-F Start Time</i>	<i>M-T-TH-F End Time</i>	<i>Wednesday End Time</i>
<i>Bigfork</i>	<i>8:30 am</i>	<i>3:00 pm</i>	<i>2:20 pm</i>
<i>Cohasset</i>	<i>8:25 am</i>	<i>2:55 pm</i>	<i>2:10 pm</i>
<i>East</i>	<i>8:30 am</i>	<i>2:55 pm</i>	<i>2:20 pm</i>
<i>West</i>	<i>8:30 am</i>	<i>2:55 pm</i>	<i>2:20 pm</i>

Bigfork Elementary School (743-3444)  
[www.bigforkhuskies.org](http://www.bigforkhuskies.org)  
[Mr. Scott Patrow ~ spatrow@isd318.org](mailto:Mr.Scott.Patrow~spatrow@isd318.org)

Cohasset Elementary School (327-5860)  
[www.isd318.org/cohasset](http://www.isd318.org/cohasset)  
[Mrs. Jill Wheelock~ jwheelock@isd318.org](mailto:Mrs.Jill.Wheelock~jwheelock@isd318.org)

East Rapids Elementary School (327-5880)  
[www.isd318.org/](http://www.isd318.org/)  
[Mr. Ryan Debay ~rdebay@isd318.org](mailto:Mr.Ryan.Debay~rdebay@isd318.org)  
[Mr. Bruce Goodwin ~ bgoodwin@isd318.org](mailto:Mr.Bruce.Goodwin~bgoodwin@isd318.org)

West Rapids Elementary School (327-5870)  
[www.isd318.org/](http://www.isd318.org/)  
[Mr. Sean Martinson ~ smartinson@isd318.org](mailto:Mr.Sean.Martinson~smartinson@isd318.org)  
[Mr. Clayton Lindner ~ clindner@isd318.org](mailto:Mr.Clayton.Lindner~clindner@isd318.org)

## **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found at each school office and district office and on the school district's website at <https://www.isd318.org/Page/155>

## **Class Assignments**

Classroom assignments are within the school district's discretion. Students will be placed into classroom assignments the summer before the school year and notified by mail. Requests for changes to classroom assignments will be considered. A student's classroom assignment can be designated as directory information and, if so, can be listed publicly.

## **Complaints**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond to the complaining party regarding the school district's response to the complaint.

## **Employee Directory**

The Employee Directory can be found on the district website: <https://www.isd318.org/Page/423>

## **Background Checks**

The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

**Food in the Classrooms**

Children often bring treats to school on special occasions, such as birthdays and holidays. "Home baked" goods are not allowed to be brought to school. Minnesota Rule 4625.3201 indicates we can only allow treats that are prepared in a licensed food establishment or purchased in sealed packages. Please consider a low/no-sugar healthy option when providing a treat for your child’s class.

You may also want to consider non-food choices for classroom parties, presentations, or celebrations. Non-food celebrations are enjoyed by students who are diabetic, suffer from allergies, or have been taught at home to avoid unhealthy food. Non-food celebrations can include playing games, making crafts, or purchasing class books.

Ideas for healthier snacks:

100% fruit juice or fruit snacks	Fruit and cheese kabobs
Cheese and crackers	Fresh fruit
String cheese	Yogurt parfaits
Fruit salad	Angel food cake with fruit
Pretzels	Whole grain tortilla chips with salsa
Granola bars	Baby carrots and dip
Animal crackers or graham crackers	Bananas and strawberries and chocolate syrup
Low fat pudding	Fresh veggies
Cereal mixes	Fresh apple slices with caramel or yogurt dip
Frozen fruit bars	Flavored water

**Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

**Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

**Holiday Celebrations and Parties**

All celebrations will be left to the discretion of the classroom teacher and building principal.



## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **Library and Media Center**

Students may use the library/media center during the school day and before and after school only when a supervisor is present.

## **Lunch**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

### *School Lunch / Breakfast*

Students will be issued an identification number for a family Food Service account. Money can be sent to the District's Food & Nutrition Department, 800 Conifer Drive, Grand Rapids, MN 55744 at any time. There will be one account per family, with individual student numbers for each sibling in school. The Food Service Department will let you know when your account is getting low and you need to send more money. You can also check to see when your children are eating lunches. Any students who do not have money in their family account will be asked to pay cash for their meal. If your account has a zero or deficit balance, your child must use cash to buy lunch until the account is solvent. There is NO CHARGING for hot lunch. You can call the Food & Nutrition office at 327-5771 to find out the status of your account at any time or if you have any questions regarding school meals.

Students are offered a choice of bagged cold lunch, hot lunch or a packaged salad. Milk may be purchased if bringing a lunch from home. A cold breakfast will be served each morning. Menus are distributed to all students at the beginning of each month using Peachjar. If you would like to eat lunch with your child, please let your child's teacher know by 8:30 a.m. that day.

### *Free / Reduced Hot Lunches*

The form for Free or Reduced Hot Lunch will be mailed in August to each home and must be filled out EACH year. This form will also be available in your school office throughout the year. This application can be confusing, so please feel free to contact the Food and Nutrition office at 327-5771 or your school principal for assistance.

New families to the District who may qualify for this service must complete a new approval form or bring their Social Service Lunch approval form to the Food & Nutrition office at the Grand Rapids High School. The school receptionist can direct you to that office.

Federal Education Dollars are directly tied to the number of children who qualify for free or reduced lunch. Monies go towards:

- Compensatory dollars

- Title I funds

Even if your child does not eat school lunch, please consider filling out one of these forms. By filling out a LUNCH APPLICATION form, your family could help qualify schools for more Federal Education dollars!

By filling out this form:

- your child DOES NOT have to eat hot lunch at school
- your child DOES NOT have to receive Title I services

**This form is the ONLY way schools can qualify for Federal Funds for students who need extra help and support.**

### **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

### **Nondiscrimination**

It is the policy of Independent School District 318 not to discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, disability or sexual orientation in its educational program, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Furthermore, ISD 318 believes that all individuals should be treated with respect and dignity. The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment. Sexual harassment violates Section 703 of Title VII of the Civil Rights Act of 1964, 363.01-14, Minnesota Human Rights Act.

Inquiries regarding compliance with Title IX or sexual harassment may be directed to Kasie VanQuekelberg, Compliance Officer, 820 NW First Ave., Grand Rapids, MN 55744, telephone 327-5708 or to the MN Department of Human Rights, 190 E 5th St. Suite 700, St. Paul, MN 55101, telephone (651) 296-5663.

### **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **Parent and Teacher Conferences**

Parent and teacher conferences will be held one time per year for students in grades 1-5 and twice a year for students in kindergarten. For more information, contact the building principal.

## **Parent Volunteers**

Volunteers are truly a gift to schools! Volunteers are invaluable members of the school-home- community team dedicated to enriching public education. Please check with your child's teacher to see how you can help in your child's classroom. When you come to volunteer, please sign in and provide your ID at the school office. Each office has a "Volunteer Badge" for you to wear while you are in one of our schools. Please return it to the school office when you sign out. Any one planning to volunteer for more than a one time even needs to complete the "Volunteer Handbook" which is available in each school's office and online at:

- <https://www.isd318.org/Page/142>

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **School Closing, Late Start or Early Release Procedures**

The Superintendent will make decisions about school closings, late starts, or early releases as early in the day as possible in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members. The school closure, late start, or early release will be communicated to staff, students, families, and the school community via designated broadcast media, local authorities, automated phone call, e-mail, and/or district or school building websites.

If Administration and Transportation staff decide that a late start is called for, buses will still be available to transport children, just two hours later than their usual time. If the weather turns drastically worse during the school day, parents could be notified of an early release. Buses would again be available for transporting students, and families would be notified at all contact numbers and email addresses.

In our 2,200 square mile district, conditions can vary greatly. The district recognizes that weather conditions in Bigfork can be drastically different from those in Grand Rapids. As a result, families may also see a Bigfork-only school closure, late start, or early release.

The decision to close school is a serious one, and it affects many working families who would have to take a day off of work or find day care on short notice. Some families do not have these options and their children may be left home alone. Often, children are more at risk when we close school. Now, we hope to better serve parents and families with this added flexibility.

Remember, the final decision to keep your child home lies with you. Should you choose to keep your child home, ISD 318 will always support that decision. We appreciate your feedback and know that the safety of your children is foremost in your mind, as it is in ours.

A wind-chill of -50° Fahrenheit will be identified for a closing of schools because of cold weather. ISD #318 policy information can be found at <https://www.isd318.org/Page/153>

## Frequently Asked Questions About School Closings

### How does the district determine a snow day or late start?

- District transportation staff drive roads and check with city and county public works staff between 4 and 5 a.m. to determine if streets are open and buses can get through. We also check forecasts from the National Weather Service and consult with other school districts who may be experiencing the same or similar weather.

### Does the school district lose money if school is closed?

- No. The district does not lose state aid if school closes for weather or other emergencies. State revenue is based on the number of students enrolled in school, not on the number of days in school.

### What is the guideline for keeping elementary children inside during cold weather?

- If the temperature drops below zero or if the wind chill is -10, elementary children are kept inside for recess. Accommodations for children with special medical needs can be made with the building nurse.

### Where can I get information on school closings due to weather?

- The district provides information on school closings in a variety of ways.
- Instant alert notifications via phone, email, and text
- Notification on district and school websites
- Notification on district social media pages
- The following radio stations are notified: KOZY, KMFY, WEVE, KQDS, KAXE, KGPZ, WCCO
- The following television stations are notified: KDLH, WCCO, KSTP, KBJR/KR11, KMSP/Fox 9, WDIO/WIRT, KARE

For additional questions about district winter weather procedures, please contact the Superintendent's Office at [218-327-5704](tel:218-327-5704).

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Radio Station	channel	TV Station	channel
KOZY	1320 AM	KDLH	3
KMFY	96.9 FM	WCCO	4
KAXE	91.7 FM	KSTP	5

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WCCO	830 AM	KBJR/KR11	6/11
		KMSP/Fox 9	9
		WDIO/WIRT	10/13
		KARE	11

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### *Lockers and Personal Possessions Within a Locker*

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students’ convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### *Desks*

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students’ convenience. School officials may inspect the interior of desks 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 a student 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.

## **Distribution of Non-school Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

## **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see policy manual on district website. ISD #318 policy information can be found at <https://www.isd318.org/Page/408>

## **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see policy manual on district website. ISD #318 policy information can be found at <https://www.isd318.org/page/2466>

## **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students’ parent or guardian. For more information on transportation procedures please see <https://www.isd318.org/Page/96>.

## **Video and Audio Recording**

### *School Buses*

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students’ misconduct on the bus.

### *Places Other Than Buses*

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

## **PART II — ACADEMICS**

### **Cheating and Plagiarism**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact Anna Lloyd, special education director.

### **Field Trips**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

### **Grades**

Students' grades will be reported *four times for grade 2-5 and three times for K-1* during the year. Report cards will be sent home with students after each grading period. Parents may also view report cards online.

### **Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. All homework will be given to students who are absent due to illness or vacations before or after the student returns to school.

### **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

### **Summer Learning Opportunities**

The school district may provide summer school learning opportunities. For more information, contact the community education department at 327-5730.

### **Parent Right to Know**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

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

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

## **PART III — RULES AND DISCIPLINE**

### **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. ISD #318 policy information can be found at <https://www.isd318.org/Page/408>

### **Bullying Prohibition**

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.



For further information on our bullying policy and procedures refer to ISD 318 Policy #514. ISD #318 policy information can be found at <https://www.isd318.org/Page/408>

### **Buses – Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including non-public and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

### **Cell Phones and Other Electronic Communication Devices**

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication

device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district’s discipline policy. In addition, a student’s cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

### Discipline [\*]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the “Student Discipline” policy. ISD #318 policy information can be found at <https://www.isd318.org/Page/408>

<b>ISD #318 Elementary Major Discipline Guidelines</b>
All consequences fall under the discretion of administration.

Infraction	Definition	Consequence	
		Minimum	Maximum
Assault	Intentionally, knowingly or recklessly causing any physical injury to another person	1 Day Suspension	Expulsion
Bullying	The delivery of direct or technology-based messages or acts that involve intimidation, teasing, taunting, threats, or name calling.	Mediation	Expulsion
Cheating	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Loss of Credit	5 Day Suspension/Loss of Credit
Defiance/ Disrespect	Treating any staff member or any others with contempt or rudeness. Intentionally resisting or disregarding authority and/or excessive arguing and refusal.	Conference with Administration	Long Term Suspension (More Than 10 Days)
Disorderly Conduct/ Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	Conference	Long Term Suspension

Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district	Conference / Parent Contact	10 Day Suspension
Drug Violation (over the counter)	A student found in possession of an over the counter prescription, unless the student has complied with the school district's policy for such medication.	5 Day Suspension	Expulsion
Endangerment	Recklessly creating a risk of injury or imminent injury to another.	1 Day Suspension	Expulsion
Excessive vulgar language/swearing	The use of profanity or any derogatory language stated publicly.	Mediation	10 Day Suspension
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	1 Day Suspension	Expulsion
Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	1 Day Suspension	10 Day Suspension
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.	1 Day Suspension	Expulsion
Habitual Truancy (excessive tardies, skipping class, excessive absences)	Failure to be at a designated location at a specified time on three or more occasions.	Loss of Credit	1 Day In School Suspension
Harassment (Racial)	Race discrimination involves treating someone unfavorably because he/she is of a certain race or because of personal characteristics associated with race. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.	1 Day Suspension	Expulsion
Harassment (Sexual with contact)	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	1 Day Suspension	Expulsion
Harassment (Sexual)	The unwelcome conduct of sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	1 Day Suspension	Expulsion
Harassment (verbal or physical)	The persistent or repeated annoying or tormenting of another person.	Mediation	Expulsion
Leaving school grounds without permission	Leaving school grounds or being outside of the school building during regular school hours without permission.	1 Day Suspension	5 Day Suspension

Minor Aggressive Act	The behavior of rough boisterous play, minor confrontations, pushing and/or shoving.	Conference	Long Term Suspension
Paraphernalia	Any substance or equipment used or intended for use of smoking or ingesting, i.e., matches, pipes, needles, flasks.	10 Day Suspension	Expulsion
Plagiarism	To steal and pass off the ideas or words of another as one's own.	Loss of Credit	10 Day Suspension/ Loss of Credit
Possession of alcohol/drugs	The possession or use of intoxicating alcoholic beverages, chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation.	10 Day Suspension	Expulsion
Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	1 Day Suspension	Expulsion
Possession of weapons	Being in the possession of a thing designed or used for inflicting bodily harm or physical damage.	Long Term Suspension	Expulsion
Sexual Misconduct (Inappropriate Display of Affection)	Violating school policies of kissing, hugging, fondling, or touching in public.	Conference	Long Term Suspension
Stealing	Taking property that belongs to another with or without personal confrontation or threat.	1 Day Suspension/Restitution	10 Day Suspension/Restitution
Technology Violation	The misuse of school or personal electronic devices, computer system, web pages, and networks for the intended educational use.	Conference/Restitution	10 Day Suspension/Restitution
Tobacco Violation	The possession or use of smoking tobacco, smokeless tobacco, and any and all delivery devices on school property, at school-sponsored events and on school-sponsored transportation.	1 Day Suspension	10 Day Suspension
Vandalism	Willful destruction or defacement of school property or personal property.	1 Day Suspension/Restitution	Expulsion/Restitution

		ution	
Verbal Threats/Physical Aggression	When a person indicates by word or physical action, the intent to cause physical injury or serious damage to a person or their property.	Mediation	Expulsion

## Dress and Appearance

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.
- 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.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal’s approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

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.

## Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances is also prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription

for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **Harassment and Violence Prohibition**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included on our website. ISD #318 policy information can be found at <https://www.isd318.org/Page/408>

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy. ISD #318 policy information can be found at <https://www.isd318.org/Page/408>

### **Internet Acceptable Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available at [www.isd318.org](http://www.isd318.org).

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

### **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices [\*\*]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned

vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices" policy, see [www.isd318.org](http://www.isd318.org). Contact the building principal if you have questions or wish to report violations.

### **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

### **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact building principal.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the main office secretary. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Plan**

The school district has developed an asbestos management plan.

Independent School District #318 has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Direct questions related to the plan to Taylor Wycoff at Institute for Environmental Assessment, Mt. Iron, MN at 800-233-9513 or by contacting Darin Cherne at ISD 318 at 218-327-5834 or [dcherne@isd318.org](mailto:dcherne@isd318.org).

## **Crisis Management**

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

## **Health Information**

### First Aid

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and a parent/guardian will be contacted.

The district has automated external defibrillators (AEDs) in each building. Tampering with any AED is prohibited and may result in discipline.

### Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The district follows the Hennepin County Infectious Disease manual for exclusion of communicable diseases which is recommended by the MN Department of Health.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others. Contact your building nurse with any questions related to communicable disease.

### Health Service

The student health office is staffed by a LPN (Licensed Practical Nurse) or a RN (Registered Nurse) under the direction and supervision of the Licensed School Nurse and Building Principal.



Students who become sick at school should see their building nurse. The nurse will attend to their illness and call parents when sick students need to go home.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Parents should call their building's attendance line and leave a message of what symptoms the student has when they are unable to attend due to illness. ***If your child has Covid-19, suspect symptoms or has been exposed to someone who has Covid-19, do not send them to school and call your building nurse immediately.***

### Health Screenings

Vision and hearing screenings are done yearly for students in grades 1-5, 7 and 9. Vision screenings are provided in partnership with the Grand Rapids Cap Baker Lions Club utilizing SPOT screeners. The Lions Club Volunteers assist the building nurse in screening students. If a parent has a concern about vision or hearing, please contact your building nurse.

Scoliosis screenings are provided for grades 7 and 9. If a parent has a concern about scoliosis, please contact your building nurse.

### Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact your building nurse or District Nurse, Angela Elhard at [aelhard@isd318.org](mailto:aelhard@isd318.org).

### Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), Emergency Care Plan or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication. Contact your building nurse if your child will need to take medication during the school day.

## **Pesticide Application Notice**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting Darin Cherne at (218)327-5834 or [dcherne@isd318.org](mailto:dcherne@isd318.org).

## **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

## **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

# 1. Parent/Guardian Refusal for Student Participation in Statewide Assessments [\*]



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_ to 20\_\_ school year.)  
Student's Legal First Name \_\_\_\_\_  
Student's Legal Middle Initial \_\_\_\_\_  
Student's Legal Last Name \_\_\_\_\_  
Student's Date of Birth \_\_\_\_\_  
Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- MCA/MTAS Reading
- MCA/MTAS Science
- MCA/MTAS Mathematics
- ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state’s efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered “proficient.”**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.	Student ID or MARSS Number _____
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## 2. Acknowledgement Form

We have received a copy of the 20\_\_ - 20\_\_ Student Handbook for the \_\_\_\_\_ School District.

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Student Printed Name

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Student Signature

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Parent/Guardian Printed Name

---

Parent/Guardian Signature

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Date