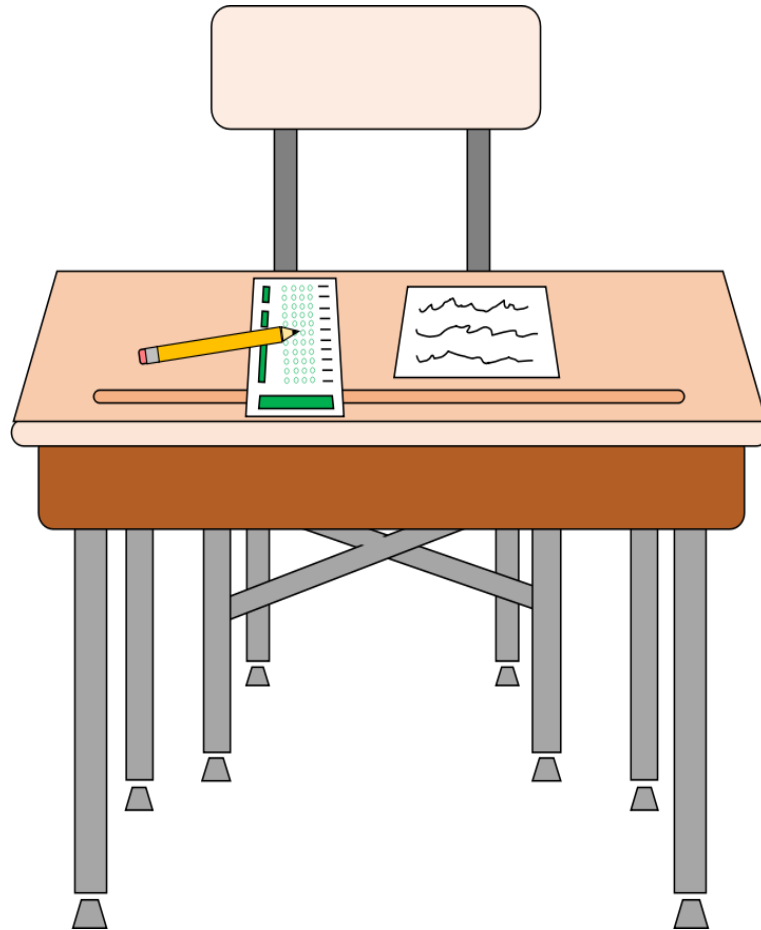


Blooming Prairie Elementary School Parent-Student Handbook



2019-2020

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Dear Parents:

I want to take this opportunity, on behalf of the adults who work with your child, to welcome you to the Blooming Prairie Elementary School. We feel that your children are special people and deserve the best possible education we can give them. Everyone who comes in contact with your children helps in their learning. We have developed many different ways of teaching your children and we offer them many varieties of learning experiences. Learning is fun and should be enjoyed by both the learners and the teacher. Many times the learning is so interesting that the students don't realize they are being taught.

We feel that it is important that you see and understand the learning processes your children experience. We extend a warm welcome to you to get involved in your school. We want you to visit your children's classrooms, meet their teachers, and share in their learning.

It is our hope that, with a joint effort of parents, students, and school personnel, we can achieve our mutual goal of creating a healthy learning environment, and supplying your children with a quality education.

It is to this end that the student handbook has been designed. Its goal and purpose is to help you become better acquainted with practices and procedures at the elementary school.

Throughout the year, changes may take place and we will strive to keep you notified. We hope this booklet will serve the very useful purpose of keeping you more knowledgeable concerning our expectations. I highly recommend that you read it with your children.

If you have any questions, please do not hesitate to call 583-6615. If I am not in the building when you call, please leave a voice mail message on my phone and I will respond as quickly as possible.

Again, welcome to the new academic school year and Blooming Prairie Elementary.



Educationally,

Jacob Schwarz
Elementary Principal

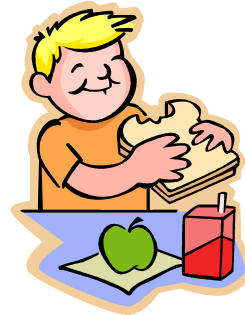
HOURS

SCHOOL HOURS ARE FROM 8:15 UNTIL 2:57, Monday through Friday, for grades K through six. For the welfare and safety of all students, students should NOT arrive more than 10 minutes prior to the beginning of the school day. This is especially important for students who walk, ride bicycles or are dropped off by parents. Before 8:10 a.m. there is NO supervisor on duty.

The first bell rings at 8:10 a.m., and at that time the teachers are with the children. Unless your child is coming for school breakfast, please do NOT have your child arrive before 8:10 a.m. School breakfast begins at 8:00 a.m.

The noon breaks begin at the following times:

1 st Grade	11:00
2 nd Grade	11:00
3 rd Grade	11:30
4 th Grade	11:30
Kdgn	12:00
5 th Grade	12:30
6 th Grade	12:25



Parents should expect their children to come home immediately after school. If it is necessary for the child to stay after school, he/she will call home and give such notice.

SCHOOL RECORDS

The school does, of course, maintain a cumulative record file on each student. The file contains grades, attendance, standardized test scores, anecdotal records, and other items pertaining to the child's history in school. Cumulative records follow a child from school to school.

These records are confidential and used for professional purposes only. Parents of children under 18 years of age have the legal right to see the contents of these records by making an appointment to do so with the principal. Copies may be made of items in the record at minimal fee, but the original records may not be removed from the building. The school has 10 days to comply with the parental request. Parents may place statements in children's records if they desire and if the statements pertain to the school record.

Parents may also request that items be removed from the child's file. The school may or may not comply with the request. In case of such an impasse, parents may appeal the decision to the next highest school official, and ultimately the school board.

All student's records will be treated in accordance with the provisions of 13.32 Educational Data, passed by Minnesota's Congress.

CURRICULUM

Our curriculum is set up according to the standards of the Minnesota Department of Education. The curriculum is designed and revised to match the Minnesota Standards.



Our curriculum is evaluated and modified in direct correlation to the MN Comprehensive Assessments (MCA). These MCA Tests are commonly referred to as the benchmark tests. MCA tests are required by the state of Minnesota. All 3rd, 4th, 5th, and 6th grade students must be tested in the areas of reading and math. The reading and math benchmark tests are untimed and include multiple-choice and open-ended questions. Every public school fifth grader must also be tested in the area of science.

The MCA tests are designed to measure schools' progress in instruction. They will provide information that tells how well schools and districts are meeting the requirements set forth in recent legislation. The information will also be used to meet federal requirements for Title I.

Individual student scores will not be used for grade promotion decisions.

THE MINNESOTA STANDARDS

The Minnesota Standards represent an evolving reform movement that will impact teaching and learning at every grade level. There are two parts to the Graduation Standards: Basic and High. All students will need to demonstrate their knowledge and skills in both before they graduate.

Basic

The Basic Standards guarantee that all high school graduates have the basic reading, writing and math skills they need to live and work in today's society. Students achieve the Basic Standards by passing the reading, writing and math skills tests.

Basic Standards

Reading
Math
Writing
Science

High

The High Standards are rigorous academic goals. Achievement in the High Standards is measured by local schools in their curriculum. In addition the high standards are measured with the Minnesota Comprehensive Assessments (MCAs) in grades 3, 4, 5 and 6.

INSTRUCTIONAL PROGRAM

Children are taught by more than one adult and the problems that may develop become the concern of all the adults that work with them rather than just one.

Reading and math are taught using whole group instruction combined with flexible grouping. The children are not tracked in ability groups. Flexible grouping is used to provide for each child's individual needs.

Differentiated instruction is a strategy used in all elementary classrooms. Differentiated instruction provides instruction to meet the needs of all students. It addresses their readiness level, their interests and their individual learning styles.

INSTRUCTIONAL MATERIALS

We have many fine textbooks in our school. These are provided without cost to the student, but care of the books is the responsibility of the student. If a book is lost or damaged, the student will be held responsible and must pay the charge assessed for the book.

Students in grades PreK-6 furnish paper, pencils, crayons, etc. A list of needed supplies is sent home in the fall packet and is available on the school's website. The school does furnish textbooks, workbooks, testing materials, etc.

HOMEWORK

Children in the elementary school, especially in the upper grades, will be asked to do homework.

Homework is assigned for makeup before or after an absence, for individual enrichment, for remedial purposes, and/or to develop a sense of academic independence and responsibility. The parents will not be expected to teach new skills.

The child should do his own work and, if he needs help, try to guide him as a teacher would. Don't do his work for him. Help him in reviewing lessons before tests. Your interest can help his/her attitude toward his/her studies.

COMMUNICATION PROCEDURE WITH SCHOOL STAFF

Most parents find it necessary to contact the school sometime during the school year. To help parents know how to reach the proper staff, the following guideline will be helpful.

Teacher

If you are concerned with your child's education or an incident that occurs between the child and the teacher, make contact with the teacher. The easiest way to make contact is to call the school and leave a voice mail for the teacher to call you back when he or she is not in class. It is usually easiest to reach the teacher right after school is dismissed at 2:57 p.m.

Elementary Principal

The elementary principal is responsible for the entire operation of the elementary school. If after sharing a concern with your child's teacher, you feel a need to pursue further, then contact the principal. All attempts will be made to resolve a child's difficulties or answer questions concerning the school operations.

Parent-Teacher Conferences

Parent-teacher conferences may be initiated by the parent or by the teacher at any time during the school year. Either party may request the principal's attendance at such a conference.

The school has set aside time(s) for regularly scheduled conferences. At these times, school is not in session so the teachers can be free to meet with each parent. Sign up for fall conferences takes place in the library during Day One. The focus of these conferences is the individual child and his/her progress in school.

Visiting School

All parents are welcome to visit school. We want you to come and observe your child in class, as it will give you a better understanding of the program. When entering the building please sign in at the office.

The week preceding and following Christmas and Easter vacations, and the two weeks at the beginning and end of the school year tend to be very busy. We would discourage you from visiting our school during these times. A visitation at any other time of the school year would be more valuable to you.



We do not allow students (cousins, friends, etc.) to visit the daily functioning classrooms. We strive to maintain a constant learning environment. We appreciate your cooperation with this matter.

Withdrawal from School

When transferring from our school, it is necessary to formally withdraw your child from school. A release of information form is desired when the school forwards pertinent information to the new school.

YOUR CHILD'S HEALTH

If your child has any special health problems (hay fever, asthma, epilepsy, etc.), please contact the school nurse. If your family is facing an unusual stress (death in the family, etc.), please alert your child's teacher about this as children do react differently when additional problems exist. If you, as a parent, feel that your child is having difficulty in school, follow these steps in order:

1. Contact your child's teacher by note, email, and/or telephone. (Please try to call during the teacher's preparation time or after school. If the teacher is in class, leave a voice mail for the teacher and he/she will contact you as soon as possible.)
2. A conference will be held if necessary.
3. If the problem(s) still exist after conferences with the teacher, the principal should be contacted. A convenient time for a conference with the parent(s), teacher(s), and the principal will be arranged.

Please follow these steps, so that the home and school can work together to make the school environment the best possible for your child.

Accidents At School

In spite of our caution and vigilance, accidents sometimes happen at school. If an accident occurs, the parents are called and asked to come for the child. If it is not possible to contact the parents, the person designated by parents at the beginning of the school year will be called. It is important, therefore, that this information be accurate. If at any time during the school year it becomes necessary to change the name of the person to be called when you are not available, please be

sure to call the school secretary. It is very important for us to have correct information should an emergency occur.

Excuses From Physical Education

Participation in physical education is required by all students. Participation on a limited basis is sometimes necessary for students who are under doctor's care. Notes **from doctors are required** when this is necessary.

Illness

Any child who shows symptoms of sickness, will be sent to the office, and the following procedure will apply:

1. The parent will be notified by phone that their child is ill.
2. The parent, or parent designated adult, is expected to pick up the child at the school office.
3. When parents cannot be reached, attempts are made to contact the **emergency numbers** listed on the emergency information sheet.
4. A child is not allowed to go home alone unless the school is directed by a parent who is waiting at home to send the child home.
5. A child is not released to go home to an empty house. (Any exceptions to this statement must be approved by a parent and school administration.)



Communicable Diseases

Cooperation between home and school is essential in the control of communicable diseases. Parents must be on the alert for various symptoms of communicable diseases. If you are ever hesitant concerning the significance of certain symptoms, please seek advice from your family doctor before sending the child to school. Information dispersed to families about outbreaks of a communicable disease in school will be based on MN Dept. of Health recommendations.

Head Lice

Head lice is becoming a common concern in schools. Parent notification and follow-up will be done at the discretion of the school nurse.



Medication in School

SCHOOL MEDICATION POLICY

BLOOMING PRAIRIE SCHOOL DISTRICT #756
SCHOOL MEDICATION POLICY

Adopted: August 19, 2013

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students at school. Medications include over the counter, prescription, and emergency medications.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require medication during the school day. This medication enables students to remain in school and participate in their education. Although, the school believes that medication should be given outside of school hours whenever possible; the district will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. The school district's licensed school nurse, trained secretarial staff, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of medication at school requires a complete signed request from the student's parent and licensed prescriber.
- B. A 'School Medication Physician order & Parent Authorization' form must be completed once per school year and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label. An adult needs to deliver the medication to the health office unless an alternative safe plan has been established with the school nurse. A parent/guardian is asked to bring in one month supply of controlled substances as the medication will be initially counted by two individuals (nurse, staff, or parent) and then counted bi-weekly after that by the nurse. Over the counter medication must be brought in the original purchased container with the student's name written on it.
- D. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance. The school district retains the discretion to reject requests for administration of medication, and requests for other than inhalers or oral medications (ie: eye drops, gastrostomy tube medications, rectal medication, eye/ear drops, or emergency medications) will be dealt with individually on a one-to one basis.
- E. Medications are not to be carried by the student but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part L.5 below), prescription non-syringe injectors of epinephrine (see part L.6. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). Medication will be kept in a locked cabinet, file, or drawer. Any exceptions to this policy must be cleared with the school nurse.
- F. The school must be notified immediately by the parent, or student 18 years or older, of any change in the student's prescription medication administration. A new

medical authorization and container label with new pharmacy instructions shall be required immediately as well or as soon as the pharmacy is able to issue a new prescription. The school may be notified verbally by the parent, or student 18 years or older, if a medication order is to be discontinued.

- G. It is the teacher's and parent's responsibility to inform the school nurse of a field trip prior to the day of the event. The teacher, or other responsible adult, can carry and administer the medication on the field trip as necessary, following school procedure.
- H. Medication transfer between parents sharing custody of a student will not be the responsibility of the school staff. Medications given outside the parameters of the school day by parents will be managed, transported, and handled outside the school day. No storage of pills in backpacks, with teachers, or in the health office, will be allowed when a child goes between parental homes during the school week.
- I. For medication used children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- J. The school nurse, or other designated person, shall be responsible for the filing of the Medication Physician Order and Parent Authorization form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to other personnel designated to administer the medication.
- K. Procedures for administration of medicine at school and school activities shall be developed in consultation with a licensed school nurse or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. 121A.21).
- L. Specific Exceptions not governed by this policy:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of medicine.
 - 2. Emergency health procedures, including emergency administration of medicine are not subject to this policy;
 - 3. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Medicines used at school with services for which a minor may give effective consent are not governed by this policy;
 - 5. Medicines that are prescriptions asthma or reactive airway disease medications self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent and licensed provider permitting the student to self-administer the medication.
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent and licensed prescriber must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's

knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse, or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

6. Prescription and non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:
 - a. The student may possess non-syringe injectors of epinephrine; or
 - b. The pupil is unable to possess the epinephrine and requires immediate access to non-syringe injectors of epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.
7. Medication:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

M. "Parent" for students 18 years old or older is the student. "Parent" for younger students can be the biological parent or a legal guardian.

Legal references:

Minn. Stat. 13.32 (Student Health Data)
Minn. Stat. 121A.21 (Hiring of Health Personnel)
Minn. Stat. 121A.22 (Administration of Drugs
And Medicine)
Minn. Stat. 121A.221 (Possession and Use of
Asthma Inhalers by Asthmatic Students)
Minn. Stat. 121A.2205 (Possession and use of
non-syringe injectors of epinephrine)
Minn. Stat. 151.212 (Label of Prescription Drug
Containers)
20 U.S.C. 1400, *et seq.* (IDEA)
29 U.S.C. 794, *et seq.* (Section 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free
Workplace/Drug-Free School)

Submitted by: Kay Zellmer, RN 8/9/13

Health Screenings

Hearing & vision screenings are administered to students in various grades based on MDH guidelines. First grade boys are also screened for color vision. The nurse will send a letter to parents if concerns are noted and a professional evaluation is recommended.

Scoliosis screening is done by the school nurse for girls in grades 5 and 6. Students with questionable findings will be screened yearly. Parents will be notified if results necessitate medical follow-up.

Fluoride Rinse Program

This in-school program provides for a once a week fluoride rinse by students in grades 1-6. This program has shown to reduce the cavity potential for younger children. The program is offered without cost for the children due to generous community donations.

The informational permission form is sent home in the fall packet. It is a voluntary program.

School Nurse

The school nurse divides the workday between the elementary and the high school. If you have a question regarding your child's health, feel free to call the school and leave a message for the nurse if no one answers. The office can also be called to check on the location of the school nurse.

NUTRITION

Hot Lunch Program

Hot lunch is served on a daily basis for the students in grades K-6. Prices for lunches are as follows: Breakfast - \$1.85, Lunch - \$2.60, 1 week – \$13.00, 2 weeks - \$26.00, 1 month (average) - \$52.00. Free and reduced lunch applications may be picked up at the elementary office or found online. Adult lunches have been increased to \$3.75 Adult breakfast cost is \$1.85. Extra milk is 50 cents.

Students who participate in the hot lunch program are strongly encouraged by school personnel to try all foods served them. The family should also provide encouragement. Students who bring cold lunch may purchase a 1/2-pint of milk for 50 cents.

Lunch Policy

Students will be permitted to charge five meals or a total of \$13.50. After this time if payment hasn't been made, administration will contact parents to come up with a plan to correct this situation. Our goal is to work with students and families to provide our students with the proper nutrition during the school day. This policy was approved at the Feb. 18, 2020 school board meeting.

MONEY

When money is sent to school with children, it is a good practice to place the money in an envelope. Write the child's name, the amount of money enclosed, and the intended use of the money on the envelope.

STUDENT SAFETY

Parent Pick Up Location

In order to promote and ensure student safety, a Parent Pick-Up Location is designated. The parent pick-up location was selected to provide a location where parents could pick up their children without students walking between buses and traffic. The parent pick up location is located to the west of our main entrance on 2nd Street. Please use this location.

Locked Doors

All doors except the main front door will be locked during the school day, beginning at 8:15 a.m. Please remember to enter through the main front door when visiting. Doors will stay locked until the end of the school day – 2:55 p.m.

Visitor Buttons

For the safety of all students, all visitors are to report to the office. **Visitors are to sign in and receive a visitor badge to wear while in the building.** The visitor badge is a sign to all school personnel that you are following our procedure to ensure student safety. We appreciate your time and efforts to help us in our endeavor to keep all of the children safe while in school.

Safety Drills

By state law, each school district has a crisis management plan in place. Blooming Prairie Elementary School's Crisis Plan includes procedures to work with any crisis including fire, severe weather, assault/violence, bomb threats, hazardous material, intruders, serious injury, and death of a teacher or a classmate. Our policy has been designed by a committee of educators and counselors and is compatible with the state and federal guidelines.

Our first and foremost concern is the emotional and physical safety of the children. Because children react differently to practice drills, we prepare them for all drills by informing them about the drill (before it takes place), and we do a debriefing following each drill to encourage thoughtful discussion.

It is the recommendation of the Department of Public Safety Emergency Management that we do practice for emergencies. The philosophy is that practice will facilitate the building of knowledge and skills needed to protect everyone during an emergency. These skills create an automatic response to a crisis drill. Practice also demonstrates to the children that the adults DO know how to protect them, and that we ARE ABLE to protect them in crisis situations.

The only exception to giving prior notice of the drills is during fire drills. It is the expectation of the State Fire Marshal that fire drills be conducted without prior warning. We do inform the children after the fire drills that it was a drill and how quickly we exited the building. Fire drills are limited to the fall and spring to avoid taking the children out during inclement weather.

SCHOOL ATTENDANCE

Admittance to School

In order to enter the Blooming Prairie Elementary School, kindergarten students must have reached the age of 5 years on or before September 1 of the current year.



Any parent entering a child in the Blooming Prairie Public School for the first time is to present a legal birth certificate for verification of birth date and name.

State law requires that every child be immunized against seven diseases in order to enroll in a Minnesota school.

Immunizations

Minnesota Status Section 123.70 requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella, allowing for certain specified exemptions.

*For children less than 7 years of age, the 5th dose of DTP or 4th dose of polio vaccine is not necessary if the 4th DTP or 3rd polio was administered after the 4th birthday.

*For children 7 years of age and older, 3 doses of DTP, DT or Td vaccine and 3 doses of polio vaccine are sufficient to meet the minimum requirements of the law.

*Exemptions are made to this rule for reasons of conscientious objection or medical reasons. A signed, notarized statement must be submitted to the school for these exemptions.

The latest addition to the state's school immunization law requires kindergartners to show evidence of vaccination against Hepatitis B (3 shots). Beginning in the fall of 2004, children entering kindergarten must also provide documentation of a second dose of vaccine for measles, mumps, and rubella, as well as documentation of varicella (chicken pox) vaccine or history of disease.

ATTENDANCE POLICY AND PROCEDURES

Philosophy – Blooming Prairie Elementary believes that providing a quality educational experience every day is essential to the total growth of the student. In order to receive this quality educational experience, the student needs to be present and actively engaged. The attendance policy is designed to emphasize this belief.

Attendance Review Board

The family, school and community are all partners in working toward the goal of school attendance and educational success. Minnesota law requiring school attendance is "designed to provide a continuum of intervention and services to support families and children in school and combating truancy and educational neglect."

At **three unexcused absences**, the school is legally required to notify the parent or guardian that the child is a continuing truant." At a total of **five unexcused absences**, the school will send out a notice that the parent or guardian and the student are expected to attend the **Attendance Review Board** led by the Steele County Attorney's Office. This meeting will include school officials, school and county social workers, and other service provider representatives as needed. At the meeting, the participants will review the laws regarding school attendance and the diversion process. A contract with the student and family will be established and the student will be placed under supervision to attend school.

If the student continues to have unexcused absences or tardies, the school is required to notify law enforcement and Steele County Human Services. The Steele County Attorney's Office will determine what action should be taken.

Attendance Regulations

Minnesota statutes require that attendance be taken for each half day of school. Attendance is taken at 8:15 a.m. and again after lunch. Students are marked tardy if they are not present when attendance is taken and arrive later. If a student arrives late because of a medical appointment or

illness, that is considered excused because it is a valid reason. **An excused tardy or absence does not delete the tardy or absence from the record.** Being considered “excused” indicates that there is not a truancy issue that needs attention. After 7 excused or 3 unexcused absences, parents will be contacted.

Please remember to call us when your child is remaining home for illness. Leave a message on our voice mail before or after school hours. The office staff has the responsibility of contacting families when we do not receive a call from you. This practice is very time consuming and we frequently reach answering machines or unanswered telephones. That is when we begin to worry about the safety and whereabouts of the children. Save us from this - call first.

Good attendance and good schoolwork go hand in hand. **Children are required to have a written excuse from home if:**

1. They have missed school and have not contacted the school by phone (or been contacted by the school). The written excuse should state why they were absent.
2. They want to be excused from school for any reason.
3. They need to stay indoors when the others are out. This excuse should state why this is necessary.

The school is mandated to file a truancy report for students whose absences are unexcused and/or excessive. More than seven days absence is considered excessive in regards to filing truancy reports.

Tardiness

It is the responsibility of the teacher to report absences and tardiness. Being on time is a good habit and classroom interruptions are held to a minimum by regularity and promptness.

EMERGENCY PROCEDURES

Storm Policy



Our Minnesota weather often causes problems with scheduled program. When it is determined by those in authority that the weather is severe enough to endanger safe transportation to school, school will be dismissed for the entire day or school will have a two-hour late start. Should bad weather conditions arise during the day a decision may be made to have an early dismissal.

Announcements of such dismissals will be made online at our website: www.blossoms.k12.mn.us, on our automated phone system by pressing “5” when prompted, and on radio and TV stations listed below. We urge parents to listen to their radios when it seems likely that such a dismissal will be made; otherwise, school will be in session during each day it has been scheduled according to our annual calendar. The building will be open and warm, and teachers on duty. If parents feel they do not wish to send their children to school because of bad weather that is their responsibility and privilege.

Should it become necessary to cancel school or dismiss school early the announcements will be made on the school website: www.blossoms.k12.mn.us, on the automated school messenger phoning system, and on the following radio stations:



KAUS - Austin	KAAL - Channel 6 Austin
KRFO - Owatonna	KTTC - Channel 10 Rochester
WCCO – Twin Cities	KSTP - Channel 5 Twin Cities
KDHL – Faribault	KMSP - Channel 9 Twin Cities
KATE - Albert Lea	KARE – Channel 11 Twin Cities
KOWZ - Blooming Prairie	KIMT – Channel 3 Mason City
KROC – Rochester	

Please try to refrain from calling the school in early dismissal situations because of the need for the school to have the phone lines available to reach bus drivers and to maintain phone communications between the buildings in the district.

There may be occasions when road conditions on a bridge or off the blacktop are not known until they are checked out. This could be a last minute situation and there may not be time to get information on the radio. If sometimes your child is not picked up, please rest assured that it is the safety of your child that concerns us. If we think there may be problems, we do not want to risk anything unnecessarily. If we feel it is reasonable and safe to bus your child, we will do so. If it is felt to be unsafe, the driver will not pick up your child.

STUDENT REGULATIONS

BLOOMING PRAIRIE PUBLIC SCHOOLS TRANSPORTATION POLICY 1/17/92

Transportation:

Bus transportation for the school district is now handled through the Owatonna Transportation Company. If there are any questions about transportation, please direct them to their manager here in Blooming Prairie – Dean Peterson at 507- 438-3819.

Students must have a note signed by their parents and turned in to the bus driver if they are: (1) riding a different bus, (2) being picked up at school rather than riding their regular bus, (3) walking to another destination rather than riding the bus, or (4) leaving school at a time earlier than regular dismissal.

If you find it necessary to pick up your child, please report to the office and they will (1) call the appropriate classroom or (2) give you a pass to take the child from the playground. **Teachers will be instructed not to allow students to leave without permission from the office. The office will notify the bus driver if needed.**

Bus Discipline Guidelines:

All students who ride on school buses are enjoying a privilege. Acceptable behavior is expected at all times. The bus driver has the authority over all students and will report anyone who violates the rules. Students should cooperate with the driver at all times by observing the following rules:

Bus Rules:

1. Obey the driver at all times.
2. Be at the bus stop on time.
3. Wait for the bus off the roadway.



4. Cross the road in front of the bus when loading or unloading and wait for directions from the driver.
5. Keep your head and hands inside the bus at all times.
6. Do not change seats.
7. Do not shout or make unnecessary noise. No profane language.
8. Throwing articles of any kind will not be tolerated.
9. Animals or hazardous objects are not allowed on the bus.
10. Please report damage to the driver at once.
11. Keep the bus clean.
12. No smoking - STATE LAW.
13. Any student disfiguring or mutilating a bus will be required to pay for the damage and there will be further disciplinary steps.
14. A student who causes trouble on the bus may be suspended from riding the bus.
15. The driver will not transport unauthorized students or allow loading or unloading at unauthorized locations unless a bus pass is presented to the driver.

The Procedure To Be Followed In Enforcing School Bus Rules Will Be As Follows:

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion for the School District. Parents or guardians will be notified of any suspension of bus privileges.

1. Elementary (K-6)

1st offense	Warning.
2nd offense	Bus driver will conference with student and notify the building principal. Bus driver will complete a bus incident report and give to the transportation director or designee. The bus company and/or the building principal will notify the parents.
3rd offense	3 school day suspension from riding the bus/meeting with parent.
4th offense	5 school day suspension from riding the bus/meeting with parent.
5th offense	10 school day suspension from riding the bus/meeting with parent.

Further offenses - individual considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student goes 50 calendar days without a report, the student's consequences may start over at the first offense.

2. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such a suspension or expulsion from school may also result from school bus/bus stop misconduct.

3. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

Phone Rules



Students should limit their use of the phone to emergency calls. They are not to call home to ask if they can go to someone else's house to play after school. These plans should be made ahead of time. No one will be called to the phone except for an emergency. In most cases, the office will take the message for the student.

Conduct and Discipline

Blooming Prairie Elementary is a PBIS school. Positive Behavioral Interventions and Supports (PBIS) is a framework for organizing strategies to enhance academic and social outcomes using data based decision-making. See attachment on page 55 for details.

We use the “Responsive Classroom” strategies as our approach to discipline.

Discipline is an essential part of classroom life and the foundation for a caring, supportive community.

Discipline begins with our own clear vision of what we want for the children we teach – our hopes and dreams – and is grounded in a deep belief in children’s positive intentions: their intrinsic motivation to do well, belong, contribute, and engage in meaningful learning and growth.

At the same time, we know that children are not born with the skills to put their positive intentions into action. Just as it is our job to help children master the skills of reading and math, it is also our job to help them learn the skills of discipline; skills that will help them grow as individuals and as contributors to their community. Today, the classroom; tomorrow, the world!

Discipline:

- Contributes to a predictable and safe learning environment for all children
- Teaches children to value and care for themselves and others
- Helps children develop skills of ethical and effective problem-solving
- Guides children in the development of self-discipline, which is essential to their success in school and life

Discipline in the *Responsive Classroom* approach is both proactive and reactive.

- Proactively, we work with children to create, teach, and practice classroom rules.
- Reactively, we use logical consequences to help children regain control, make amends, and get back on track when they forget or choose not to take care of themselves or each other.

The elementary school follows the District wide Discipline policy. The policy is included in the handbook.

Playground Rules

Slides:

1. Sit on your bottom while going down a slide.

2. Slide down one student at a time.
3. Use the ladder to walk up the slide.

Big pieces of equipment on the playground:

1. Use each piece of as intended.
2. Always walk in the equipment area.

Jump Ropes:

Use jump ropes for jumping only.

General Rules:

- Show respect for yourself and others.
- Use appropriate language.
- Chose to use Conflict Managers or supervisors to deal with conflicts.



Logical Consequences

- 1st Violation: You will need to "take a break" on the playground bench.
- 2nd Violation: You will lose a privilege.

Fighting: Sent to office immediately.



All safety rules within a school system are established for the safety and protection of your child and other children.

Lunchroom Rules for Grades K-6

1. Remain at your table unless given permission to leave.
2. Respect the rights of others.
3. Keep all food on your tray.
4. Keep the floor clean and pick up spills.
5. Always walk.
6. Keep hands and feet and objects to yourself.
7. Discard all food, cans, and trash when you leave the lunchroom.



Logical Consequences

- 1st Violation: You will need to "take a break" at the break table.
- 2nd Violation: You will lose a privilege.
- Food throwing: Clean the floor and area where the food is located.
- Fighting: Sent to office immediately.

PROPER DRESS

**BLOOMING PRAIRIE SCHOOL
DRESS CODE POLICY**

The purpose of the Blooming Prairie Schools' dress code is to remind students and staff that

school is a place of learning and the appropriate clothing is required. The objective is to enable students and staff to focus on learning and not be distracted, embarrassed or made to feel uncomfortable by inappropriate clothing worn by staff members or students.

Dress or grooming which is disruptive to the classroom or school atmosphere is NOT ALLOWED. Shoes must be worn at all times for health and safety reasons. The following policy will be used to determine the appropriateness of one's dress.

1. No clothing may be worn that is degrading; racist, sexual in nature, contains profanity, and/or promotes alcohol or drugs.
2. No caps or coats may be worn in a classroom during school hours. Coats/jackets may be worn if the administration deems building conditions warrant them to be worn.
3. No clothing, colors, low riding pants, or displays of gang related activities are permitted. Blooming Prairie Schools are "gang free" environments and have a "Zero Tolerance" policy.
4. Spaghetti style straps are not permitted unless covered by an appropriate shirt. Two-inch straps should be considered the minimum. No halter-tops, no one-shoulder tops, no backless tops. Necklines should be high enough to ELIMINATE exposure of breast cleavage. Bare midriffs will not be permitted. No visible underwear is allowed.
5. Clothing that is excessively short is inappropriate (to be determined by the administration). Pants, skirts and dresses may not have an excessively high slit in front, back, or on the side.
6. Shoes with wheels are not permitted in school.

When in the judgment of the administration, a student's or staff's appearance, grooming or mode of dress interferes with or disrupts the educational process, or poses a health and safety concern, the student will be directed to make modifications of their appearance. Students found to be in violation of the dress code will be required to be in compliance as soon as possible. Students may change into P.E. clothing, or have appropriate clothing brought to school. The school will provide appropriate clothing if no other option is available. In addition, students may face disciplinary consequences including detentions or suspensions.

School Patrol

The Blooming Prairie Public Elementary School provides a School Safety Patrol for the safety of the elementary children. Fifth and sixth graders who are selected for the positions fulfill this service.

After the School Patrol has been selected, the School Patrol Supervisor trains these students. They operate and function within the state laws of the Minnesota School Safety Patrol.

The routes and positions of the School Safety Patrol have been selected by the Minnesota State Highway Patrol for the safety of your children and in accordance with state laws. We ask your cooperation in supporting and upholding the School Safety Patrol. The students who are selected for the School Safety Patrol give a great deal of themselves to protect your children. They are on the assigned corners come rain or shine and fulfill their responsibilities to the job of protecting your children before considering themselves.

The School Safety Patrol is on duty at their corners from 8:05 until 8:10. Town children who arrive early to school are to remain on the corners until the patrol crosses them. The only exceptions to this are for those arriving early for breakfast, computer or library privileges.

The School Safety Patrol will give the children instructions that are to be followed by the children. The instructions given will all be regarding their safety and the safety of others. The School Safety Patrol has been trained to spot any dangerous situations and to react to those situations.

Please, take time to review safe practices to and from school with your child.

PARENT PICK-UP LOCATION

In order to promote safety for the children, we have established a parent pick-up location for the times when parents arrive to pick up children by vehicle.

In the past, when parents have picked up children at all of the exits, the children were in the position to cross through traffic in order to get to their parents' vehicles.

Please, note on the diagram below, the parent pick-up location. All buses will be parked in front of the parent pick-up location, so children will not need to "dodge traffic".

Thanks for your cooperation in regards to our parent pick-up location.

ODDS & ENDS

The following is an information section regarding day-to-day expectations and procedures. This section is alphabetical.

BAND

Students in grades 5 and 6 have the opportunity to participate in band. The band instructor will send information home to parents of these students.

BICYCLES

Students who ride bicycles to school are to park them in the bike racks in front of the school building. Bicycles need to be walked on and off school grounds for the safety of all. Skateboards and rollerblades are not permitted at school.

BIRTHDAY PARTIES/TREATS

Please let the teacher know ahead of time if you would like to send treats to class to celebrate your child's birthday. Treats must be commercially made. When planning your child's birthday party, send invitations to the homes of guests instead of sending invitations to school with the students. Those children not invited to the party are important to us as well. We wish to avoid hurt feelings if at all possible. Children need to be taught this by caring, respectful adults.

CLASSROOM ASSIGNMENTS

Classroom assignments are available approximately two weeks before school begins. The information is included in the fall packets.

The district has adopted a parent classroom input policy. Copies of the policy may be obtained in the office. All requests are due by May 1st, and must follow the policy procedures. SPECIFIC TEACHER REQUESTS ARE NOT PERMITTED IN OUR ADOPTED POLICY.

A tremendous amount of time is spent choosing the very best teacher for the children based on their unique strengths, talents, peer relationships, parent requests and current teacher recommendations. We offer parents an opportunity to give us input, however the final decision rests with the professional staff and administration. Once the decisions are made, it becomes significantly more complicated and less likely that we can make last minute changes.

ENRICHMENT PROGRAMS

We understand the need to enrich the academic experiences of our students. We provide a variety of experiences to meet this commitment. Teachers' instructional techniques include providing a variety of opportunities for student enrichment. These may include but not be limited to the following: differentiated instruction, enrichment through use of computers, Academic Triathlon, spelling bee, science fair, and any number of the unique contributions of individual teachers.

FORBIDDEN ITEMS

The following items have NO place at school: knives (even Swiss Army Boy Scout types), weapons of ANY kind, including toy weapons, cigarettes, drugs, water guns, rollerblades, skateboards, baseballs (hard balls), gum, iPods, iPads, MP3 Players and electronic games. These

items, plus anything that causes problems of control at school, will be taken from students, and a logical consequence will be assigned based upon the severity of the forbidden item.

HOLIDAYS



To be honest with you, holiday seasons generate some controversy about belief systems every year. As the public school, we cannot focus on any one-belief system and we want you to be well informed about our activities during holiday seasons.

We strive to maintain a multi-cultural, gender fair and disability awareness in all matters, which directly influence the futures of our society's children. We continue to be totally supportive and accepting of all family belief systems. We provide varied and enriched learning opportunities designed to give children access to information and the confidence of knowing that their family traditions are respected.

Because we are a public school, we want the children to have an awareness of the differing customs and/or celebrations of the season. The purpose of exposing the children to other traditions and customs in our world is to provide knowledge. As we attempt to diminish stereotypes and/or prejudices about people in this ever-shrinking world, children need to be well informed and armed with accurate information. Our goal is to ensure that the children are well prepared to function in our diverse society, and are able to practice acceptance, tolerance and respect for all people and their belief systems. We consider the holiday time of year appropriate for this instruction.

LOST AND FOUND

Our lost and found is located by the music rooms just beyond the gym. It fills to capacity during the year. We ask that students' names be put on all belongings. We remind students and parents to check the area frequently. Teachers take students past the lost and found every day on the way to PE and music class. We also display the articles of clothing at conference time to help with the retrieval of lost items. With all of this attention to detail about the lost and found, we still find we have an enormous amount of clothing in the lost and found each year-end. **What is left at school by the second week of June is donated to charitable organizations.**

NEWSLETTERS

A brief newsletter is sent home quarterly. These newsletters contain information pertinent to parents and students. Also included in the newsletters are "Dates to Remember". Lunch and breakfast menus are also part of the newsletter.

OUTSIDE RECESS

Blooming Prairie School uses the following guidelines for determining when students go outside. Wind chill is the criteria used and is applied as follows:

- *Warmer than -5 degrees wind chill outside – outside recess for all students
- *Colder than -5 degrees wind chill outside - indoor recess for all students

All students must go outside on recess days.

***Note:** We occasionally receive requests from parents to keep a child in from recess because of illness. We strongly discourage this. If a child is too ill to be outdoors for a 15-25 minute exercise

time, the child is probably too ill to be at school. There are medical exceptions such as asthma induced by cold weather.

If your child has a medical condition that would not benefit from outdoor recess, please contact the school's nurse with that information.

PARENT AND VOLUNTEER HELP

Blooming Prairie Elementary enjoys a tremendous amount of support from the parents of our students. We want and need your involvement in the lives of all the students. When children see parents, both moms and dads, within the building, they are inspired with a strong sense of safety, security and belonging. We provide many opportunities for enlisting the help of volunteers. If you wish to join our volunteer program, please fill out the information form included in the fall packet.

PARENT TEACHER ASSOCIATION (PTO)

The Blooming Prairie Elementary PTO welcomes your membership and involvement. Look for an information form that was handed out on Day One. Everyone is welcome and encouraged to join and attend the PTO meetings.

SCHOOL PICTURES

Our school contracts annually to have pictures taken of the school children early in the year. Information regarding prices, times, and days is distributed by a bulletin from school.

SPECIAL SERVICES

The Blooming Prairie School's Child Study Team is a multidisciplinary team consisting of the principal, counselor, nurse, speech clinician, learning disability teachers, special education coordinator, and psychologist. The function of this team is to help provide the best possible learning situation for students.

These services can and do provide the following:

- *Testing to find the child's potential
- *Consulting and counseling with the parents
- *Working with school staff and parents regarding special learning or behavior problems
- *Referring parents and children to helping resources in the community
- *Counseling students.

A child may be referred to the special education staff by any one of a number of people. Usually a referral is made by the teacher in conjunction with parents. A major objective of the counselor and school psychologist is to work closely with school staff and home, encouraging good communication and understanding of the child's needs.

SPEECH-LANGUAGE CLINICAL SERVICES

The services of a speech-language clinician are available at Blooming Prairie School. Clinics identify, diagnose and provide therapy to any student who qualifies for speech and/or language problems. Service to these students consists of enrollment in scheduled therapy and/or consultation with teachers and parents.

Referral for evaluation of a possible problem can be made by parents or any staff member. Referral forms are available from the clinician.

STUDENT SUCCESS DEPENDS ON ALL OF US

This list is a review of actions parents can take to support the school and ensure the best possible experience for student success during this school year.

1. Always call about student absences.
2. Set aside personal time to spend with each child reviewing the contents of their backpacks and school assignment book.
3. Help your child organize his/her belongings. Assign a place for him/her to collect these things, which is secure and dependable.
4. Monitor the time your child leaves for school. If he/she arrives too early, there is the possibility of too much unsupervised activity.
5. Remind children to treat all people with respect and dignity.
6. Teach responsible stranger awareness.
7. Should ANY concern arise, call your child's teacher first. The optimal education of your child is always a priority. If you do not express a concern, we cannot intervene.
8. Check for accuracy when students share stories. Information is sometimes distorted when it is interpreted by a child. If you are ever in doubt, call your child's teacher.
9. Plan to support the school's discipline expectations. This gives the child a clear message of a strong home/school partnership.
10. Schedule a set time for homework. If the child does not have any, keep the scheduled time and encourage the child to read a book of her/his choice. Reading incentive programs are ongoing. Help by encouraging, filling out the monitoring sheet and signing as a parent.
11. Provide a well-balanced breakfast and the opportunity for an adequate amount of sleep each night.
12. Become as actively involved in all facets of your child's school and education, as you are able. Studies have shown that an actively involved parent gives a caring and powerful message to the child about the importance of education. This message translates more broadly to all students in a school and achievement improves. If you have the time, come to school.

TESTING

Watch the district calendar and newsletters for specific information on grades to be tested and dates of tests .

The MCA tests are given annually to 3rd, 4th, 5th, and 6th grade students.

Parents can help prepare a student considerably for any testing experience by doing the following:

1. Discuss the importance of testing and encourage your child to do his/her best work. Prepare your child for the anxiousness he/she might experience because of testing.
2. See that the child gets a good night's rest.

3. Try to keep leaving for school as routine as possible. If your child has to rush or get organized at the last minute, it may add to his/her anxiety.
4. Provide a good breakfast.

When children are well prepared and knowledgeable about expectations, they perform better in new or unusual situations. We would be grateful to parents for this help during the testing weeks.

VIDEOS AT SCHOOL

We sometimes show videos at school. Just as you have discovered at home, children enjoy this activity. You may hear about a recent video from your child. We only show G rated videos and we are careful to provide specific reasons for showing the video. (We have had some children forget the specific reason, and think the video was just for fun!) These reasons may include the following:

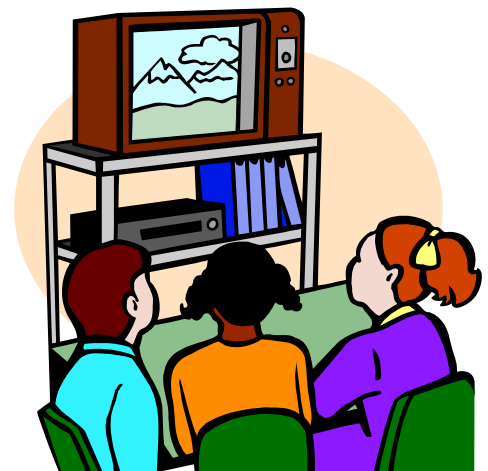
Some videos are used as a "perk" for students meeting the high expectations established for behavior and academic achievement over a period of time.

Some videos are used to enhance or further the learning of a particular lesson or subject.

Some videos are used to draw attention to an issue.

Some videos are used to enhance learning by comparing a video version with a novel read in the classroom.

If your child brings a video to school to share, make sure it is a G rated video.



**BLOOMING PRAIRIE PUBLIC SCHOOL
BLOOMING PRAIRIE, MINNESOTA**

DISCIPLINE POLICY

INTRODUCTION

It is the position of the School Board of Independent School District 756 that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. A consistent, continuous program dealing with the rights of people and a respect for individual differences must permeate the entire educational system. Students need to be taught the seriousness of actions which are degrading or hostile to other individuals and groups. The staff has the responsibility and authority to define intolerant physical threats or assaults, or any actions considered demeaning to others.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and strict administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state law, State Board of Education regulations, and this policy. The school board recognizes its responsibility to meet the educational needs of students who do not respond well to traditional school programs. Such efforts may include utilizing special services personnel and outside referral agencies and adjusting normal school procedures. If a student does not respond to these efforts and exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the school board, administrators, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct.

The following school board policies apply district-wide.

SECTION 1 RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive of good order or which violates the rights of others. The following acts are unacceptable behavior at school, school-sponsored activities or on school grounds, and are subject to disciplinary action in District 756 schools.

- A. Truancy and Unauthorized Absences
 1. As required by current statutes, regulations of the State Department of Education, and the School Board of District 756, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
 2. For purposes of this policy, truancy is the absenting of one's self from school or class without the knowledge and approval of the school. Any truancy is considered an unexcused absence and will be cause for disciplinary action.
 3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

- B. School or Personal Property
 1. Vandalism: Damage or vandalism to school property or to private property of others by students is vandalism. Students guilty of vandalism will be subject to disciplinary actions.
 2. Lockers: Lockers are provided by the School Board for student use as a depository of books, clothing, and other personal articles. At no time are students to use the lockers for storage of illegal items or items of hazardous nature. In grade 4-12 lockers are provided. All lockers are subject to search by the school administration whenever reasonable grounds are presented that a dangerous or detrimental situation may exist or that contraband may be stored or hidden.

3. Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of moveable property of another without his consent and with intent to deprive the owner permanently of the property; or the finding of lost property and not making reasonable effort to find the owner. Students guilty of theft will be subject to disciplinary action.
- C. Physical Assault: Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another. Physical assault by students against staff members or students is considered to be detrimental to a sound educational atmosphere and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members may be required to use reasonable physical restraint to prevent or minimize injury to students or staff.
- D. Verbal Assaults: Verbal assault is the use of abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicap.
- E. Threats and Disruptions:
1. Dangerous Threats: Threats to normal school operations or school activities including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable.
 2. School Disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.
- F. Dangerous, Harmful, and Nuisance Substances and Articles.
1. Alcohol: Students are prohibited from using, possession, distributing, or being under the influence of alcoholic beverages at school, school-sponsored activities, or on school grounds.
 2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
 3. Use of Tobacco: Tobacco use by students is prohibited at school, at school-sponsored activities, and on school grounds.
 4. Harmful and Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and at school sponsored activities.
- The principal and school staff members shall be alert for any possible student involvement with dangerous, harmful and nuisance substances or articles. When the principal or a member of the staff has reasonable cause to suspect that a dangerous or illegal substance or article is present in a school building, on the school grounds, at a school activity, or in the possession of a student, he shall investigate and take immediate and necessary action to safeguard person and property.
- G. Failure to identify oneself. Failure to provide proper identification upon request of a staff member is unacceptable.
- H. The violation of any state, local, or federal law is unacceptable behavior.
- I. The following constitute unacceptable behavior.
1. Willful conduct which materially and substantially disrupts the right of others to an education.
 2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school; or

3. Willful violation of any rule of conduct specified in this discipline policy.

SECTION 2 CORRECTIVE MEASURES

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. Each incident must be considered on an individual basis by the teacher or administrator.

These procedures may include but are not limited to: meeting with teacher, counselor, or principal; detention; loss of school privilege; removal from class; parent conference with school staff; modified school program; school probation; dismissal for one day; suspension; referral to superintendent; exclusion; expulsion; police referral; court referral; and home instruction.

A. **Removal from Class:** Removal from class is defined as "any action taken by a teacher, principal, or other school district employee to prohibit a pupil from attending a class for a period of time not to exceed three class or activity periods." A class period or activity period is defined in secondary grades as "instruction for given course of study" and in elementary grades as "a period of time not to exceed one hour, regardless of the subject of instruction."

1. Removal from class is the short-term exclusion of a student from the classroom during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal/lawful designee and the teacher. The length of time of the removal from class, as defined in Minnesota Statute 127.41, subd. 2, shall be at the discretion of the principal after established procedures with the teacher have been followed, (see Section 3 Consequences).

Grounds for removal of a pupil from class:

- a. Willful conduct which materially and substantially disrupts the right of others to an education.
 - b. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school; or
 - c. Willful violation of any rule of conduct specified in this discipline policy.
 - d. Based on the sound discretion of the teacher on disciplinary violations only (non-academic).
2. Any student removed from class must report directly to the principal's office and meet with the principal/lawful designee. The teacher must notify the office immediately that the student has been removed from class. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference.
 3. **Suspension:** is the short term exclusion of a student from school, school property, and school-sponsored events for a period exceeding one school day. During the term of suspension, the parent assumes custody of the student during school hours. Suspension may be for a period of up to five (5) days. Students will not normally be suspended without an informal administrative conference. Students will also be served with a written notice containing grounds for suspension and other pertinent information. Parents will be notified of suspension by certified mail. Ordinarily students will not be released from the building until parents have been notified by verbal communication. All provisions will be adhered to. If a student returns to school during a suspension, the action can be considered a violation

of the suspension and may be cause for further disciplinary action. A parent is expected to accompany the student for a reinstatement conference when a suspension is completed.

4. Modified Student Program. After consultation with parent and staff, the principal may alter the student's class schedule by transfer or exclusion.

5. Alternative Program. The principal may upon approval of the superintendent prescribe a specific alternative educational program which he believes will best serve the interests of the students and the school.

6. Police and Court Referral. The principal may refer a student to the court for incorrigibility or truancy. The principal may ask for the assistance of the local policing authority when appropriate.

B. Copies of this policy together with the Pupil Fair Dismissal Act of 1974 shall be published and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.

C. Parents shall be notified in writing of any violation of the rules of conduct and result in disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of conduct and resulting disciplinary action verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974.

D. Superintendent Level Measures

The principal may refer a student to the superintendent for disciplinary action. The referral will be in writing and will be accompanied by a complete and up-to-date disciplinary record. If the superintendent accepts the referral, a hearing will be conducted before taking any disciplinary action. The student and parents will be notified of the hearing and will receive a copy of the referral letter. At the hearing, the student may be accompanied by their parents or counsel. The principal and other school personnel may be present. The superintendent may take one or more of the following actions:

1. Defer Action.
2. Place the Student on Superintendent's Probation.
3. Place the Student on Home Instruction.
4. Place the Student in a Modified or Alternative Program.
5. Attempt to Seek Placement in a School Outside the District.
6. Refer the Student to the School Board for Expulsion in accordance with State Law.

The superintendent will communicate the decision in writing to the principal, student, and the parent. The decision of the superintendent may be appealed to the school board.

E. Expulsion: shall be defined as an action taken by the school board to prohibit and enrolled pupil from further attendance for a period that shall not extend beyond the school year. Only the school board can expel a student and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act of 1974 as amended. Upon notification of a hearing for expulsion, a student will be provided with a copy of the law. Copies of the law are available in each school office and may be examined by interested students.

F. Assault, restraint, and Corporal punishment: Staff are forbidden from using physical force on students or administering corporal punishment except as follows:

1. Staff may use reasonable physical force for the purpose of restraining students to prevent or minimize damage to property or injury to persons.

2. Any staff member may request any student to provide proper identification and, upon the refusal of a student to provide same, may use reasonable force to transport the student to the office or other place where the staff member may secure assistance.

G. Handicapped Students: In the event a handicapped pupil becomes subject to disciplinary action due to violation of these policies, the Child Study Committee will conduct a thorough review of the Individual Education Plan (I.E.P.) for adequacy as mandated by M.R. 3525.2470 Subp. 1.

Suspension: An I.E.P. meeting shall be held within five (5) school days of a learner's suspension. If a learner is placed on in-school-suspension status, according to the district policy established for all learners, for all or part of the day for two or more consecutive days or three times in one month, a TEAM meeting must be held. The TEAM and involved teachers shall:

- A. Determine whether the misconduct is related to the handicapping condition(s);
- B. Review any assessments and determine the need for further assessments; and
- C. Review the I.E.P. plan and amend goals and objectives or develop an alternative I.E.P. plan.

SECTION 3 Elementary Classroom

The classroom plans are designed in each classroom with the "Responsive Classroom" discipline approach. These plans will be sent home to parents and the principal will have a copy.

The principal will also use a consistent plan of action when students are sent for discipline reasons. This plan of action will be as follows:

PRINCIPAL'S RESPONSIVE CLASSROOM PLAN

1st offense: The student will complete a "fix it" or "apology of action" plan that is acceptable to those involved.

2nd offense: The student will be assigned a logical consequence for the inappropriate behavior.

3rd offense: A conference will be scheduled with the student, teacher(s) and parent(s).

Severe disruption: The student may be suspended for a predetermined amount of days.

Each time the student is sent out of a classroom by a teacher, they are losing the privilege of being in the classroom. Depending upon the severity or intent, the principal may remove additional privileges.

Update: In compliance with the intent of the MN school safety expectations, a disciplinary consequence will be assigned a student who brings a weapon to school with the intent of malice or harm.

HARASSMENT AND VIOLENCE

GENERAL STATEMENT OF POLICY

Sexual, Racial, and Religious Harassment and Sexual, Racial, and Religious Violence is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et. seq., and Minnesota Statute 363.01-.14. the Minnesota Human Rights Act.

It is the policy of Independent School District No. 756 to maintain a learning and working environment that is free from all harassment and all violence. The School District prohibits any form of sexual, racial, or religious harassment and sexual, racial or religious violence.

It shall be a violation of this policy for any student or employee of School District No. 756 to harass a student or an employee through conduct or communication of a sexual, racial or religious nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 756 to be sexually, racially, or religiously violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual, racial or religious harassment, or sexual, racial or religious violence and to discipline any student or employee who sexually, racially or religiously harasses or is sexually, racially or religiously violent to a student or employee of the School District.

Copies of the School District's policy are available from the elementary principal upon request. Copies of this policy are posted in the elementary office. If you should have any question concerning this policy or wish to file a complaint, please see the elementary principal at once.

November 3, 2011

Cell Phone Policy

The Blooming Prairie School District recognizes that in today's society cell phone devices (or current communication technology: ie- blackberrys, iPhones, etc) use is a very ordinary and common occurrence. The district also recognizes that this use is not beneficial to the current educational setting. Therefore this cell phone policy will be in effect.

Cell phones will be prohibited during the school hours. This means that cell phones will not be allowed on the person. Cell phones must be kept in backpacks and turned off between 8:15 a.m. and 2:57 p.m., which constitutes the school day. Staff will confiscate the cell phone immediately and turn the device into the office

First offense: Cell phone may be picked up by parent/guardian or an adult relative (21 years or older) from the office, or the phone will be returned before school begins the next day.

Second offense: The device may only be picked up from the office by parent/guardian or an adult age relative. The phone will be left in office until that occurs.

Third offense: The device may only be picked up from the office by parent/guardian or adult relative. Three detention periods will be assigned.

Fourth Offense: Since the student has shown continual disrespect for district policy, the student will be assigned out of school suspension for the remainder of current day and one other day.

Further offenses: More suspensions

Adopted: September 11, 1995

*MSBA Model Policy 502
Orig. 1995*

Revised: _____

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

- A. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- B. The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein.
- C. 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.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, and the age of the student.

IV. PROCEDURES

- A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.
- B. A school official conducting a search may determine when it is appropriate to have a second official present as an observer.
- C. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.
- D. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- E. A search of a person shall be conducted in privacy by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search whenever feasible.
- F. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

VI. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References: U.S. Constitution, Fourth Amendment
New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 83 L.Ed.2d 720 (1985)
Zamora v. Pomeroy, 639 F.2d 662 (10th Cir. 1981).
Minn. Stat. § 127.47 (school locker policy)

Cross Reference: MSBA Model Policy 417 (Chemical Use/Abuse)
MSBA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA Model Policy 501 (School Weapons)
MSBA Model Policy 506 (Student Discipline)

Adopted: MSBA/MASA Model Policy 514 Orig. 2003 Revised: Rev. 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

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

5. GENERAL STATEMENT OF POLICY

6. 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.

7. **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.

12. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
13. False accusations or reports of bullying against another student are prohibited.
14. 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:
 15. The developmental ages and maturity levels of the parties involved;
 16. The levels of harm, surrounding circumstances, and nature of the behavior;
 17. Past incidences or past or continuing patterns of behavior;
 18. The relationship between the parties involved; and
 19. The context in which the alleged incidents occurred.
20. 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.
21. 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.

13. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

14. 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
15. 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.
16. The term, “bullying,” specifically includes cyberbullying as defined in this policy.
17. “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.
18. “Immediately” means as soon as possible but in no event longer than 24 hours.
19. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 20. 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;
 21. 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
 22. 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.

- “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.
- “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.
- “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.

- “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.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School) Minn. Stat. § 120B.232 (Character Development Education) Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence) Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act) Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy) Minn. Stat. § 124D.10 (Charter School) Minn. Stat. Ch. 363A (Minnesota Human Rights Act) 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 413 (Harassment and Violence) MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults) MSBA/MASA Model Policy 423 (Employee-Student Relationships) MSBA/MASA Model Policy 501 (School Weapons Policy) MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy) MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students) MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Cross References:

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: 5/18/09

Revised: _____

MSBA/MASA Model Policy 521
Orig. 1995
Rev. 2002

521 STUDENT DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
 - 2. has a record of such impairment; or
 - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact Ranae Berg for concerns dealing with the elementary school or Mary Worke for concerns dealing with the high school regarding grievances or hearing requests regarding disability issues. These persons are the school district's 504/ADA Coordinators.

IV. GRIEVANCE PROCEDURE

- A. This grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits, or in employment practices and policies, by Blooming Prairie ISD #756.
- B. The grievance should contain information about the alleged discrimination such as name and phone number of the complainant and location, date, and description of the problem. Alternate means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.
- C. The complaint must be filed by the grievant and/or his/her designee within 30 calendar days after the alleged violation.
- D. The grievance may be filed in writing with the District 504/ADA Coordinator.
- E. The Blooming Prairie ISD #756 504/ADA Coordinators are:

Ranae Berg

Blooming Prairie Elementary School
123 2nd Street NW
Blooming Prairie, MN 55917
(507) 583-6615, ext. 228
Hours Available: 7:50 a.m. to 3:30 p.m. Monday through Thursday
7:50 a.m. to 2:53 p.m. Friday

Mary Worke
Blooming Prairie High School
202 4th Avenue NW
Blooming Prairie, MN 55917
(507) 583-4426, ext. 228
Hours Available: 7:50 a.m. to 3:30 p.m. Monday through Thursday
7:50 a.m. to 2:48 p.m. Friday

Step One

The grievance should be submitted to the school principal or designated 504/ADA facilitator who will investigate the circumstances of the alleged violation. The principal or 504/ADA facilitator will provide a written report of the findings of fact and conclusions within ten (10) school days to the grievant and District 504/ADA Coordinator.

Step Two

If the grievance has not been resolved to the satisfaction of the grievant, he or she may appeal to the District 504/ADA Coordinator within ten (10) school days of receipt of the report. The District 504/ADA Coordinator will conduct an investigation and within ten (10) school days of receipt of the appeal, the District 504/ADA Coordinator will affirm, reverse, or modify the report of the principal or school 504/ADA facilitator.

Step Three

If the grievance has not been resolved in Step Two to the satisfaction of the grievant, he or she may request an impartial due process hearing.

Step Four

The grievant may file a complaint with community, State or Federal agencies.

Legal References: 29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
34 C.F.R. Part 104 (Implementing Regulations)

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

US Department of Education
Office for Civil Rights, Chicago Office (Region V)
500 W. Madison Street Suite 1475
Chicago, IL 60661
Phone: (312) 730-1560
Fax: (312)-730-1576
TDD: (312) 730-1609
E-mail: OCR.Chicago@ed.

INDEPENDENT SCHOOL DISTRICT NO. 756

UNLAWFUL STUDENT DISABILITY DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Student Disability Discrimination Toward a Student

Independent School District No. 756 maintains a firm policy prohibiting all forms of unlawful disability discrimination. All students are to be treated with respect and dignity. Unlawful disability discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

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

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of disability: _____

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

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

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

List any witnesses that were present: _____

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

(Complainant Signature) (Date)

Received by: _____

Adopted: 5/18/09

Revised: _____

MSBA/MASA Model Policy 522
Orig. 1995
Rev. 2003

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The School Board hereby designates Barry Olson, Superintendent of Schools, Blooming Prairie Public Schools, 202 4th Avenue NW, Blooming Prairie, MN 55917 (507) 583-4426, ext. 227, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the elementary school principal.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In each school building, the building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. The school board hereby designates Barry Olson, Superintendent of Schools, Blooming Prairie Schools, 202 4th Avenue NW, Blooming Prairie, MN 55917 (507) 583-4426, ext. 227, the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the elementary school principal.

Chris Staloch, elementary school principal, is hereby designated by the School Board as an alternative individual in the event a complaint involves the Superintendent of Schools who is both the Title IX Coordinator and Human Rights Officer.

- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
 Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

US Department of Education
 Office for Civil Rights, Chicago Office (Region V)
 500 W. Madison Street Suite 1475
 Chicago, IL 60661
 Phone: (312) 730-1560
 Fax: (312)-730-1576
 TDD: (312) 730-1609
 E-mail: OCR.Chicago@ed.gov

INDEPENDENT SCHOOL DISTRICT NO. 756

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Independent School District No. 756 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

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

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: _____

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

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

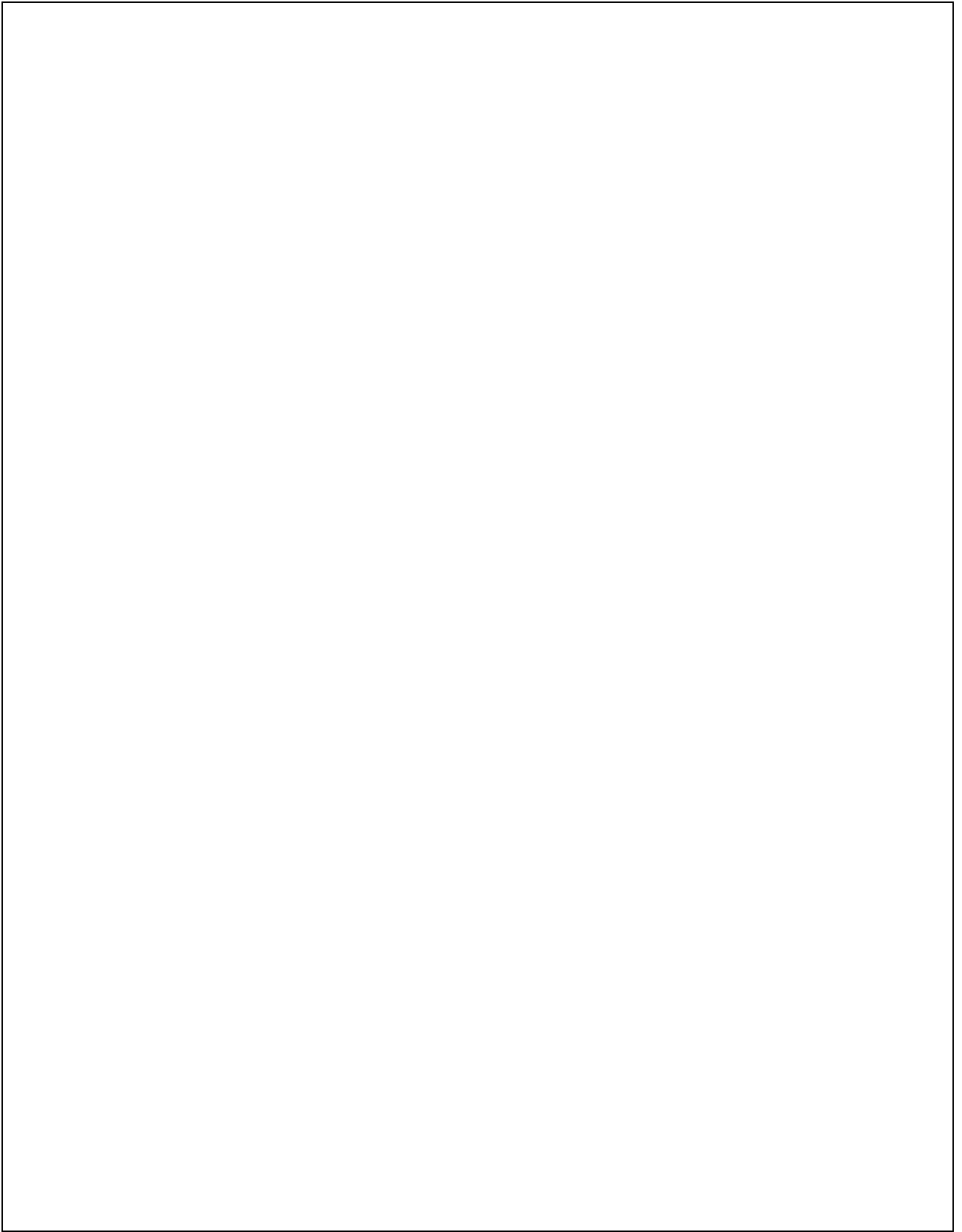
Where and when did the incident(s) occur: _____

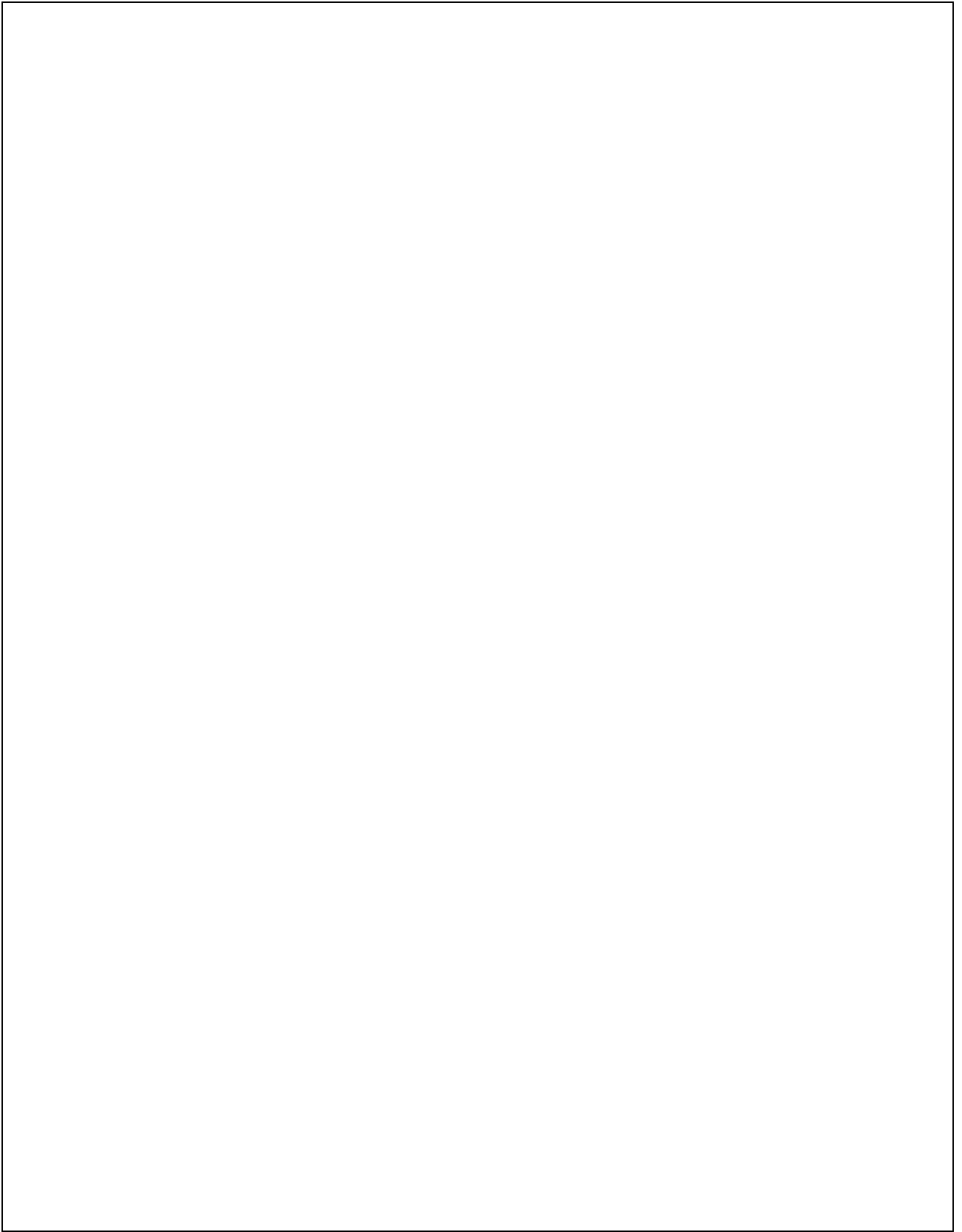
List any witnesses that were present: _____

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

(Complainant Signature) (Date)

Received by: _____





Adopted: _____

HAZING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or

safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

IV. REPORTING PROCEDURES

- A. Any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- B. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Legal References: Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

BLOOMING PRAIRIE ELEMENTARY SCHOOL SOCIAL MEDIA GUIDELINES FOR STUDENTS

*As a student at Blooming Prairie Elementary School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. Facebook, Twitter, Instagram, and other social media sites have increased in popularity globally, and are used by the majority of students in one form or another. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Blooming Prairie Elementary School students be aware of these consequences and exercise appropriate caution if they choose to participate.

*Students should be aware that third parties, including the media, faculty, future employers, and college officials, could easily access your profiles and view all personal information. This includes pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student and our school. This can also be detrimental to a student's future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of the following, though this list is not meant to be all inclusive:

Examples may be referenced in the high school handbook on the district website.

*Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including photos, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

*If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Blooming Prairie Elementary School. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family, or Blooming Prairie Elementary School.

*In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited and does not equal freedom from consequences. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

Ear Piece Policy

During school hours (8:15 a.m. – 2:57 p.m.) students will not be allowed to wear any ear listening device. Staff may confiscate these devices and the student will be referred to the principal. This policy includes the hallways, classrooms, and lunchroom. Classroom instructors may allow students to use earpieces for instructional situations.

Blooming Prairie Elementary
PBIS – Prairie Pride / The Blossom Way

- Blooming Prairie Elementary is a PBIS school. Positive Behavioral Interventions and Supports (PBIS) is a framework for organizing strategies to enhance academic and social outcomes using data based decision-making.
- Blooming Prairie Elementary Staff did training in PBIS during the 2015 – 2016 and 2016 – 2017 school years. We are a part of Cohort 11 through MDE (Minnesota Department of Education).
- Caught Being Awesome
 - As a staff we are working to catch our students showing Prairie Pride, catch them doing things well in our school. We hand out Caught Being Awesome tickets to students who are meeting and exceeding expectations in our school. This is used as a way to communicate with parents the wonderful things that their children are doing in our school.
- Prairie Pride
 - Each school year we will set 4 main expectations for our students.
 - Respect
 - Responsibility
 - Personal Growth
 - Safe & Responsible
- Our staff has set expectations in all areas of our school and will explicitly teach those expectations to our students.
 - Classrooms
 - Recess
 - Lunchroom
 - Hallways
 - Bathrooms
 - Bus
- Our goal is to explicitly teach expected behaviors, promote positive behaviors, and provide behavior interventions to meet the needs of all our students.

Transportation Policy (addition – August 2019)

Blooming Prairie Public Schools understands the importance of providing quality transportation for all students to meet all needs. Communication with parents and students is vital to Blooming Prairie Public Schools providing quality transportation to those students who fit under our transportation requirements.

Blooming Prairie Public Schools will work to set up special transportation when needed and when required under law. School officials will work to communicate transportation times, driver information, and ensure that proper transportation is provided for our students.

Parents and/or legal guardians are responsible for communicating any changes that may occur to the bus/van schedule for their child due to illness, vacations, etc. If no contact has been made with our transportation or the school for 3 consecutive days Blooming Prairie Public Schools will suspend transportation until the parent and/or legal guardian contacts our transportation and/or the school in which they attend.

Blooming Prairie Public Schools will make attempts to contact parents each day the child is absent according to our attendance policy.

Contact Information:

Van Transportation – Kevin Christianson (507) 456 – 4132

Bus Transportation – Dean Peterson (507) 438 – 3819

Elementary Principal – Jacob Schwarz (507) 583 – 6615 ext. 223

High School Principal – John Worke (507) 583 – 4426 ext. 434