



SIBLEY EAST ELEMENTARY

STUDENT HANDBOOK

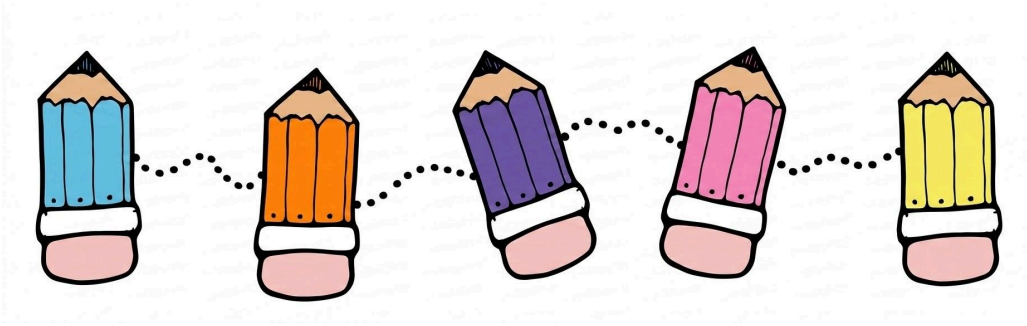
2026-2027



(507)237-5511

WWW.SIBLEYEAST.ORG

PRINCIPAL: ANN.MIKKALSON@SIBLEYEAST.ORG



Dear Families,

Welcome to a new school year at Sibley East Elementary School! We are pleased that you are a member of our school community and we look forward to building a partnership with you as we work together to provide the best possible educational experience for all children.

Our goal is to provide inspirational opportunities for social, emotional, physical and academic growth. We want our students to be effective learners and responsible citizens. With your support, we can be a beacon of hope for children and light the way for students to create their own success stories. As a parent or caregiver, you are an essential link in your child's education.

This handbook will assist you in becoming familiar with the practices in the elementary school. It is our suggestion that families read the handbook together. We are hopeful that it will serve as a part of our communication network with you, along with scheduled conferences, curriculum events, newsletters, progress reports, individual notes and phone calls.

We value your contribution of ideas, time, and effort. They benefit not only your own child, but every student at Sibley East Public Schools. If you have a question, comment, concern or compliment about our school, please do not hesitate to contact your child's teacher or myself. We're always happy to hear from you. We look forward to 2026-2027 as the year we soar with success! Thank you for entrusting your child to our program.

Yours in Education,

Ann Mikkalson

Ann Mikkalson
Sibley East Elementary Principal

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EDUCATIONAL MISSION STATEMENT

Sibley East Schools, in partnership with district residents, is committed to educational excellence and growth for all.

ELEMENTARY VISION STATEMENT

We envision a school in which everyone participates in creating a positive and stimulating environment. Academic excellence in education will be a priority in our school. Positive social skills and student responsibility for behavior will also be developed. There will be a sense of direction, high expectations and consistency through integrated educational experiences, allowing all to achieve their maximum potential.

SIBLEY EAST PUBLIC SCHOOLS BOARD MEMBERS

Sarah Ziegler - Chairperson
Ashley Latzke - Vice Chairperson
Jon Hazelwood - Clerk
Laura Reid - Treasurer
Greg Homme - Director
Rachel Lueth- Director

SIBLEY EAST ELEMENTARY SCHOOL

625 Harvey Drive
P.O. Box 356
Gaylord, MN 55334
Phone: 507-237-5511

SIBLEY EAST ELEMENTARY SCHOOL PERSONNEL

Office/Administration

Eric Martinez - Superintendent
Ann Mikkalson - Principal
Kim Dose – Administrative Assistant
Soraida Palacios – Admin. Asst./Hispanic Liaison
Alexandra Johnson- School Counselor
Tricia Wagner - Teaching & Learning Coordinator
Jennifer Strack - Community Education Director
Kelly Krzmarzick- Behavior Interventionist

Pre-School/ECSE

Laura Anderson
Ashlee Cradick
Kayla Ochs
Genevieve Paggen
Amy Sell

Kindergarten

Jolene Bergs
Ally Grabow
Shelly Sylvester

First Grade

Makayla Ibarra
Abigail Lee
Heidi Pilacinski
Stephanie Schultz

Second Grade

Jill Bussler
Heather Kratzke
Gabi Schwartz

Third Grade

Emily Wurm
Melissa Podratz
Amanda Wiley

Fourth Grade

Sara Jackson
Sheila Knacke
Korine Oie

Fifth Grade

Heidi Donner
Sharon Marshall
Mackenzie Rose

English as a Second Language

Charity Horstman

Intervention Teachers

Megan Koepp
DeAnn Morton
Molly Vinkemeier

Specialists

STEM - Nikki Tyhurst

Music - Nathan Thompson

Special Education

Heather Battcher

Brookelyn Fahey

Katie Hahn

Cathy Koob

Shannon Kuelbs

Brian Malady

Paul Pichelmann

Food Service

Crystal Allers - Director

Anna Grack

Cindy Pinske

Patricia Przymus

Marilyn Wills

Louise Simonette

Health Office

Katie Haefs - District Nurse

Marina Jaquez

Custodians/Buildings & Grounds

Jon Farber

Roger Henke

Linda Nelson

Physical Education -

Paige Paulzine

Tanner Teicher

Support Staff

Barb Asmus

Michele Croat

Traci Dummer

Pam Gilkinson

Emily Heimkes

Karla Heibel

Tessa Huettelman

Lisa Kloeckl

Rachel Marben

Katie Mathwig

Krissy Nimmo

Kayla Perschau

Alex Philipsek

Desiree Richardson

Jessica Richardson

Nichole Rose

Michelle Sanchez

Brittany Schroeder

Lisa Wendinger

Steph Westphalen

Susan Wilson

Technology

Michelle Battcher

Kishan Latchman

GENERAL INFORMATION

ACTIVITY TICKETS

Admission per home event is as follows:

- Students in grades K-5 Free with paid adult
- Students in grades 6-12 Free
- Non Sibley East student \$5.00
- Adult \$7.00
- Senior citizen \$5.00
- Sibley East senior citizens (ages 65 and older) are free with a pass
 - Senior citizen passes can be picked up at either school office

Season passes are for all athletic events (excluding tournaments):

- Adult season pass \$70.00

ATTENDANCE REQUIREMENTS & PROCEDURES

All children who have reached their fifth birthday by September 1 of that school year are eligible to attend kindergarten classes. Children must be six years of age on or before September 1 to be admitted to first grade. Families may be asked to provide the child's birth certificate or proof of residency upon enrollment.

All children are required by Minnesota State Law to be in attendance every day that school is in session. The law recognizes illness and other physical or mental incapacities as exceptions to these attendance requirements. Children should be encouraged to attend school every day unless they are ill. Repeated absences or tardies tend to establish improper habits and attitudes. It is the parent(s)/guardian(s) responsibility and legal obligation to ensure their child is at school and on time. The state of Minnesota also believes attendance and timelines are essential to school success and has so stated in Minnesota Statute 127.20. The statute states that all children under the age of 18 must attend all scheduled school days.

Regular attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

Children will be considered tardy if they arrive at school between 8:25 a.m. and 9:25 a.m. Children will be considered absent for ½ day if they miss more than one hour of morning or afternoon classroom instruction.

If a child has any planned absences of length beyond one school day, it is the parent's/guardian's responsibility to notify the classroom teacher a week prior to the planned absence. The classroom teacher will make arrangements for student work that may be completed ahead of time or during the absence. If the teacher is not notified, the child's absence will be unexcused. If caregivers wish to request a waiver of unexcused absences, they must complete the [Request to Waive Unexcused Status of Student Absence](#) form and submit it to the school office within five school days of the planned/unplanned absence.

In addition to absences/tardiness due to illness, the following reasons may also be sufficient to constitute excused absences/tardies: serious illness in the student's immediate family, a death or funeral in the student's immediate family or of a close friend or relative, medical, dental, or orthodontic treatment, counseling appointment, court appearances occasioned by family or personal action, physical emergency conditions such as fire, flood, storm, etc., official school field trip or other school/community-sponsored outings, removal of a student pursuant to a suspension, family emergencies, or a student's

condition that requires ongoing treatment for a mental health diagnosis. Parent/guardian absence requests may be denied or counted as unexcused if they are for reasons other than those listed above.

Following a child's unplanned absence due to illness, parent(s)/guardian(s) must communicate directly with the school office through written note, email, or telephone call. Students who have had a contagious disease such as pink eye, chicken pox, etc. will need to check in with the school nurse upon their return to school. The school may also request information from medical personnel in order to excuse excessive student absences that are due to illness.

Unexcused absences are those where the school has received no verbal or written communication from the parent/guardian as to why the child is not in school. This also includes any absences determined to be unnecessary by school administration. When a student has seven unexcused, or an excessive number of excused absences from school, Sibley County Human Services will be notified.

The following are examples of absences/tardies which may be considered unexcused: Truancy (an absence by a student which was not approved by the parent/guardian and/or the school district), work at home, work at a business (except under a school-sponsored work release program), parent/guardian related work obligations, oversleeping/sleeping in, car trouble, shopping, hair appointment, vacations without prior approval, missing the bus, if suspended from the school district transportation and the child does not come to school, and absences resulting from accumulated unexcused tardies.

BULLYING PROHIBITION

The Sibley East School District is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form (especially malicious and/or sadistic conduct), by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. A bullying report form and the Sibley East Policy 514 can be found on the Sibley East website.

- "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the Sibley East website at www.sibleyeast.org.

CELL PHONES & OTHER PERSONAL ITEMS

Elementary aged students are not to bring cell phones or other personal items (e.g. Smart Watch, Gizmo, Pokemon cards, fidgets, etc.) to school to protect their device against risk of loss, theft, and/or to avoid disruption to the educational environment. School personnel will make limited effort to investigate these losses or thefts. If, in an extreme situation, a cell phone or other personal device must be sent with a child, then it must be turned off and remain in their backpack while on school property. If a student is using a cell phone or other personal device while on school property, it will be confiscated and returned to them at the end of the day. The school assumes no responsibility for confiscated items.

CHANGE OF DISMISSAL ROUTINE

If there is a change of plans to a child's normal dismissal routine (e.g. child will be picked up instead of riding the bus), please call the office before 11:00 a.m. or send a written note with the child to give to the office. Last minute dismissal routine changes (e.g. phone calls received at 3:05 p.m.) are stressful for the student, teacher, and office staff. It is also helpful when families thoroughly review any changes in routine with the child before they go to school.

CLOTHING

Children should dress according to the weather conditions. Children will be encouraged to wear gloves, boots, caps, snowsuit, and scarves during cold and inclement weather. Attire and personal grooming should not create a disruption to the educational process. Hats, mid-shirts or other revealing clothing are not allowed. Clothing which promotes or advertises alcohol, drugs, tobacco products, swear words, sexualized language, or other such wording as deemed inappropriate by the principal will not be allowed.

DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For more information on the Student Code of Conduct and consequences for violation, see the Sibley East Policy 506 on the Sibley East website. See policy section for Disciplinary Action.

DISCIPLINARY ACTION OPTIONS

Disciplinary action will depend upon the nature of the behaviors, and the frequency and degree to which the student is cooperative in correcting undesirable behavior. Each incident will be considered on an individual basis by the teacher or administration. Appropriate actions will be taken. Corrective measures will normally begin at the minimal level and then proceed to more serious levels. Disciplinary action may include, but is not limited to the following:

- Meeting with the teacher
- Meeting with the school counselor
- Meeting with the principal
- Detention
- Loss of school privileges
- Parental conference with staff
- Modified school programs
- Removal from class
- Suspension
- Exclusion
- Expulsion
- Police referral
- Court referral
- Home instruction
- Alternative program

DISCIPLINE PROCEDURE - RECESS

- First Offense: Student receives a verbal warning.
- Second Offense: Parent(s)/guardian(s) are contacted and student receives a recess alternative of their choice.
- Third Offense: Parent(s)/guardian(s) are contacted and student receives two alternative recess periods of their choice.

- Fourth Offense: Parent(s)/guardian(s) are contacted and student will stay after school for 30 minutes to engage in restorative activities.
- All physical aggression cases will result in a consequence determined by the administration.

DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PROPERTY

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see Sibley East Policies 505 and 904 on the Sibley East website.

DROP OFF & PICK UP PROCEDURES

Families dropping off their child(ren) at school are expected to do so between 8:00 a.m. and 8:20 a.m. Families must remain in their vehicles and pull forward to allow the child(ren) out of the vehicle when at the main entrance. If families are in need of exiting their vehicle, then the vehicle must be parked in the parking lot. Vacant cars cannot be parked in the driveway. The same procedures will be followed in the afternoon for all families picking up their child(ren).

E-LEARNING GUIDELINES

The term “E-Learning Day” refers to a school day when instead of coming to our school buildings, teachers and students will be working off-site. Students in grades PreK-5 will do a combination of synchronous (live/group) and asynchronous (pre-recorded/independent) learning activities throughout the E-Learning Day.

E-Learning Days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota’s winter weather. E-Learning Days cannot replace the face-to-face time students have with their teachers, but it can provide better continuity when school is interrupted. E-Learning Days may also negate the need for makeup school days in June. All E-Learning Days count as a day of school for our students, teachers, and paraprofessionals; there will be **required** assignments.

A maximum of five (5) E-Learning Days can occur per school year. If Sibley East Schools exceeds that threshold, then the district will make up the days at the end of the school year.

Student Work - E-Learning Days for students in grades PreK-5 will consist of grade level Learning Menus with various paper-based and online educational opportunities.

- Learning Menus and related materials will be printed and shared with students at November parent-teacher conferences.
- Learning Menus and related materials will also be posted on the Sibley East Elementary website should any students misplace the printed materials.
- Teachers may also utilize email and/or an online program such as SeeSaw or Google Classroom to communicate with students and families on an E-Learning Day. That said, please watch for additional information from homeroom teachers regarding any specific details, updates, or changes.

Student Attendance - Attendance for PreK-5 students is based on work completion.

- Student work will be accepted until the end of the third school day following an E-Learning Day.
- There is no penalty for missing a Zoom meeting; although we highly encourage students to attend all Zoom meetings offered.
- If your child is unable to complete assigned work due to illness, family vacation, or other extenuating circumstances, please notify the school office and/or your child’s teacher by 9:00 a.m. on the E-Learning Day.
 - No communication with school staff and no work completed may result in an unexcused absence for your child.

Student Devices

- When the school district has advance notice of a winter storm, teachers will send the child's device (iPad or Chromebook) and charger home with the student.
 - If applicable, the teacher may also send home necessary paperwork or other learning materials.
- When the school district **does not** have advance notice of a winter storm and student devices **are not** sent home with children, then (whenever possible) students are encouraged to utilize a personal device or an older sibling's school issued device to complete online assignments, join Zoom meetings, communicate with their teacher, etc.
 - Please note: There are paper-based activities on the Learning Menu that do not require the use of technology.
- Regardless of whether or not there is advance warning of inclement weather, the students and staff will follow the schedule outlined below.
- If you need technology assistance on an E-Learning Day, please contact the technology department at: michelle.battcher@sibleyeast.org or (507)964-8296.

Student Daily Schedule *(subject to change)*

Students in Grades K-2		Students in Grades 3-5	
8:30-8:45	Morning Meeting Zoom	8:30-8:45	Morning Meeting Zoom
8:45-9:00	Morning Break	8:45-9:00	Morning Break
9:00-10:00	Independent Work/Small Group	9:00-10:00	Open Office Zoom for Specialists Open Office Zoom for Special Educators, Title I and ELL
10:00-10:15	Break	10:00-10:15	Break
10:15-11:15	Open Office Zoom for Specialists Open Office Zoom for Special Educators, Title I and ELL	10:15-11:15	Independent Work/Small Group
11:15-12:00	Lunch & Recess	11:15-12:00	Lunch & Recess
12:00-12:15	Afternoon Meeting Zoom	12:00-12:15	Afternoon Meeting Zoom
12:15-2:00	Independent Work/Small Group	12:15-2:00	Independent Work/Small Group

Staff Availability

- Teachers and paraprofessionals will be available by email, phone (via voicemail) from:
 - 8:30 a.m. - 11:15 a.m.
 - 12:00 p.m. - 2:00 p.m.
- Staff preparation and communication time is from 2:00-3:30 p.m.
- The [staff directory](#) includes all district email addresses and voice mail extensions.

Unique Learners

- All versions of the E-Learning Day Learning Menus have been created in partnership between grade level teachers and special education, Title I, and ELL teachers.
- Any unique learners requiring further accommodations or modifications will receive individual directions from their case manager.

- On an E-Learning Day, the classroom teacher will be the main resource for help on assignments and lessons.
 - If a child ordinarily leaves the classroom and goes to another teacher for all of math, reading, or some other subject, then that special area teacher should be the point of contact on the assignment for that particular area.

EMERGENCY CONTACT INFORMATION

To provide assistance to each student in case of emergency, Sibley East Elementary requires current emergency contact information. Annually completing the emergency form provides up to date emergency phone numbers and medical information. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. Parent(s)/guardian(s) will be expected to pick up their child within 30 minutes of being contacted.

EMPLOYMENT BACKGROUND CHECKS

The Sibley East School District will seek criminal history background checks for all applicants who receive an offer of employment with the school district. Please see Policy 404 on the Sibley East website.

EXTRA-CURRICULAR ACTIVITIES

Students will conduct themselves in an orderly manner while attending sporting events, fine arts performances, programs, etc. It is the responsibility of the parent/guardian to monitor the behavior of their children at these events. Children are expected to be seated and watching the event. If a child misbehaves, he/she may be asked to sit with his/her parents or leave the event.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits including:

- Costs for materials for a class project that exceeds minimum requirements and is kept by the student
- Field trips considered supplementary to the district's educational program
- Admission fees or costs to attend or participate in optional extracurricular activities and programs
- Voluntarily purchased student health and accident insurance
- Use of musical instruments owned or rented by the school district

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

FIELD TRIPS

Parental/guardian consent is necessary before a child may take part in a field trip. When a class plans a trip, families will be notified in advance. The school will furnish a permit form for the parent(s)/guardian(s), and it should be returned to the teacher prior to the trip. Field trips are planned for different grades throughout the year. Students may be expected to pay fees for admission and/or riding the bus.

FIRE/TORNADO/LOCKDOWN DRILLS

Drills are conducted during various times of the year. The purpose is to give careful instructions regarding the procedure for leaving the building or for moving to an area of safety, in an orderly fashion, not only during tornado emergencies, but any other emergency that may arise.

During Fire Prevention Week in October, our local fire department conducts demonstrations and an educational program in our schools. We participate in the statewide drill during Tornado Awareness Week in April.

FOOD IN THE CLASSROOMS

We want to send a consistent message about good nutrition and healthy eating, so it is important that our celebrations reflect the healthy changes being made throughout our school building. Between holidays and birthday celebrations, the number of high fat, sugary foods and beverages a student consumes during the school year can add up quickly. We are asking that our school celebrate without using food. For example, doing a fun physical activity or project, or only including healthy foods and beverages during birthdays, holidays or school-wide celebrations. Food and beverages brought to school must be store bought and, if applicable, individually wrapped.

FOOD SERVICE PROGRAM

For school year 2026-2027, all K-5 students will receive one (1) free breakfast and one (1) free lunch.

- For more information about the Free School Meals for Kids Program, visit: <https://education.mn.gov/MDE/dse/FNS/SNP/free/>.
- Milk for students bringing a lunch from home, or students that are eating school lunch and would like extra milk, can purchase a carton of milk for 45 cents or it can be charged to the child's lunch account.
- Along with nutritious hot lunches, Sibley East serves breakfast from 8:00 a.m.- 8:20 a.m. daily.
- Monthly menus can be found on the school's website at www.sibleyeast.org.

Depositing Lunch Money

Money, in any amount, can be deposited into lunch accounts at any time during the year. Elementary students can bring money to their teacher or it can also be dropped off, or mailed to the school. Families also have the ability to deposit money into their child's lunch account using a secure site for making online payments with a debit or credit card. In order to access this service parents/guardians can go to the Parent Portal on the Sibley East website at www.sibleyeast.org and click on the tab for online payments. Once in the secure online system, families will have the option to deposit money in a lunch account. After checking out, families will receive a confirmation email, a receipt of payment, and notification that the transaction was completed. A minimum purchase of \$5.00 is required to use this system and a convenience fee of \$1.50 will be charged upon checkout. Any questions regarding this system can be directed to Deb Perschau at 507-964-8295 or deb.perschau@sibleyeast.org.

Lunch Balance Reporting

Students will receive a verbal reminder when the balance falls below \$5.00. The family will receive a phone message/email when the balance falls below \$0.00. When the balance falls below negative \$20.00, the student will be provided only one reimbursable meal (i.e. the student will be unable to purchase additional items) until a deposit has been made into the account. The Sibley East Parent Portal is also available online to check lunch account balances as well as grades, attendance and much more.

HARASSMENT AND VIOLENCE PROHIBITION

The Sibley East School District strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The Sibley East school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital or familial status, status with

regard to public assistance, sexual orientation, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see Sibley East Policy 416 on the Sibley East website.

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, see Sibley East Policy 531 on the Sibley East website.

HEALTH & SAFETY

Asbestos Management - The Sibley East School District has developed an asbestos management plan. A copy of this plan can be found in the Sibley East District Office.

Crisis Management - The Sibley East School District has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and families will be provided with information as to district and school-specific plans. The "Crisis Management" policy addresses a range of potential crisis situations in the district and includes general crisis procedures for securing buildings. Classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown drills, fire drills and a tornado drill. Building plans include classroom and building evacuation procedures.

Pesticides Application Notice - The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent/guardian may request the notification prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting Bob Pichelmann, Sibley East Head Custodian.

HEALTH SERVICES

Communicable Diseases - To prevent the spread of contagious diseases, the health office needs to be informed of all students with a communicable disease. These include the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, scabies, strep throat, etc. If a student has chicken pox, pinkeye, scabies, impetigo, or strep throat, the student needs to report to the health office, or authorized person for clearance to return to school. Families should contact the health office regarding readmission guidelines for each particular disease.

Dental & Health Appointments - Families are urged to make dental and medical appointments for their school age children so as to avoid conflicts with school hours. If this is impossible, please notify the teacher or office in advance so that arrangements for an excused absence can be made.

Emergency Information - Parents/Guardians of each student will be required to complete an emergency information form and return it to school during the first week of classes. Please return this form promptly, as past experience has shown the information may be needed as early as the first week. This information is important to ensure the student's safety. This form will include names of other persons to care for the student in the event that the parents/guardians cannot be reached. Please keep the school informed of any changes to this list.

If a student becomes ill or is injured in school, first aid or other necessary care will be given immediately. First aid is the "immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured." School personnel will not assume responsibility for any treatment beyond first aid. First aid procedures do not include any form of medical treatment. No drugs or medication, including over-the-counter medication, will be given. The school nurse and faculty/staff are not permitted to dispense medication to students

without a doctor's order. Parents/guardians should discuss the need for medication in school with the school health nurse.

Health Conditions - Parents/guardians of any student having a health condition such as diabetes, asthma, seizures, or allergies will need to contact the school nurse during the first week of classes. Families are encouraged to contact the school nurse to arrange for a conference. The school nurse will develop a plan of care with families to help ensure the health and safety of the student. Information can be shared with school staff members as needed with parent/guardian permission. Students having a history of hearing or vision difficulties should also notify the nurse of any special needs. Students needing to be excused from any physical education class will be required to bring written permission from his/her parent/guardian or a physician. The nurse will not write any excuses that enable a student to remain out of physical education classes. Exclusion from physical education classes for more than three days will require a physician's excuse.

Health Resource Information - The school nurse is able to assist a student or family in locating information on health-related topics. As a health consultant, she will answer questions and assist in referring a student and family to other resources.

Health Screening - Early Childhood Screening (ECS) for children ages 3 to 5 years is done annually. ECS is a requirement for entrance to Kindergarten in a public school. This screening is coordinated by Sibley East School.

The health office provides K-12 students with periodic screenings as recommended by the MN Department of Health. Screenings are done during the school day. Students may also be screened at the request of parents or teachers. The following screenings are done in the grades listed:

- Color Blindness – Kindergarten boys
- Hearing - Grades K, 1, 3, 5, 8, 11
- Vision – Grades K, 1, 3, 5, 7, 10

Hospitalization - Families should advise the health office if there is to be an operation on a school age child or if there is a severe illness that will necessitate hospitalization or absence for more than a week.

Illnesses & Accidents- When a child becomes ill at school, every attempt will be made to send the child home. Parents/guardians will be expected to pick up the child within 30 minutes of being contacted. Should the child have a minor injury, first aid will be given by a teacher, nurse, health aide, teacher's aide, or the principal. If the accident is of a serious nature, parents/guardians will be called immediately. If the school is unable to contact the parents/guardians, a doctor or 911 may be called and the student will be transported to the nearest clinic or hospital for examination. We will try to contact parents/guardians at home or at work, as families should assume responsibility for the care of the child. If we are unable to contact the parent/guardian, we will contact the person(s) designated on the child's emergency form. If all attempts to contact someone on the emergency form fail, the child will remain in school and will be sent home at the end of the day in the same manner in which they came to school. Many students and parents/guardians are frequently concerned about when students should stay home or attend school.

If your child is sick, please keep your child home from school:

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal, without the use of fever-reducing medication.
- If the student has vomited or had diarrhea, the student should stay home until the vomiting has resolved overnight and the child can hold down food/liquids in the morning OR the diarrhea has improved and the child is no longer having "accidents."
- If the student has any rash that may be disease-related, or if you do not know the cause of the rash, check with your family physician before sending the student to school.
- If the student is ill, please call the school daily to report the illness.

If you have any questions about the above information or about an illness, please call your school nurse or your family physician.

Immunizations - The Minnesota School Immunization Law requires that all students be properly vaccinated in order to remain enrolled in school. Since Minnesota Immunization Laws change frequently, you will be contacted by the health office if additional information regarding immunizations is needed. Immunizations will need to be up to date

prior to school entrance for all students, including transfer students. Foreign exchange students, not transfer students, will have 30 days to update their immunizations. The Sibley County Public Health Department provides public immunization clinics every month. Seniors will receive a copy of their immunization record prior to graduation and are encouraged to keep this in a safe place, since this information is needed for entry into a college or university.

Medications - The administration of medication to students in all schools in our district is carried out under written permission of the parents/guardians. The policies of the Minnesota Department of Health and the State Department of Education will be followed. If possible, medication should be scheduled around the school hours, thus avoiding the need for bringing medication into the school building. Under usual circumstances, no medications, including over the counter medication, will be given to your child by school personnel without your consent. Whenever possible, we would encourage families to make alternative arrangements so that it is not necessary for school personnel to administer medications. If the child requires a prescription medication during school hours, we can give the medication in school only if the following procedures are followed:

- Written request: The medication must be accompanied by a written request from a parent/guardian that the child should take the medication in school, the dosage to be given, time of day to give the medication, and specific directions for giving the medication must be included.
- Completion of a "Prescription Medications" form by the licensed prescribing provider. This form can be found on the schools website, under the Departments tab, and Health Services tab.
- Original bottle: Medication must be sent in the original bottle with the name of the medication, how often it is to be taken, amount of the dosage, physician's name, and the pharmacy on the label. If parents/guardians know the child will need to take the medication in school, they can request a second bottle from the pharmacist to send to school.

At no time will school personnel administer medications that are not in the original bottle and not accompanied by a parent/guardian request.

Overdose Medication - The school district maintains a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. For detailed information on the school district's "Overdose Medication" policy, see Sibley East Policy 516.5 on the Sibley East website.

Suicide Prevention - Anyone can dial or text "988" 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support. Dial 988 if you need help or if someone else needs crisis support.

HOMEWORK

There will be times when the children will have homework. The amount of work brought home will depend on how much of his/her assignments the student completes in school during study periods. The amount of homework will vary from teacher to teacher and according to individual ability and study time available in school. If students utilize their time wisely, there should be little that needs to be taken home. The child should do his/her own work and if he/she needs help, the parent/guardian should try to guide the student as a teacher would. If the parent/guardian is unable to help, the child should make a special effort to get help from his/her teacher. Parents/guardians are asked to take an interest in the books and papers that the child brings home. Family interest can help a child's attitude toward studies a great deal. Any requests for homework should occur before 8:25 a.m. so the teacher has an opportunity to prepare the assignments to be sent home. If sending a message requesting homework with a sibling or close friend, please have them stop to see the teacher when they arrive at school in the morning.

HOURS

Elementary school hours are 8:25 a.m. - 3:15 p.m. Monday through Friday. Students having their own transportation should arrive between 8:00 a.m. and 8:20 a.m. Students should leave the school at the afternoon dismissal time (3:15 p.m.) unless they have been detained by a teacher or need extra help. The school does not assume responsibility for accidents or discipline problems that develop during unsupervised times.

INTERNET POLICIES

We are pleased to offer students of the Sibley East Public School access to the district computer network for electronic mail and the internet. The technology fee for students in grades K-5 is \$40. A sliding scale is available to those that qualify for free or reduced lunch. To gain access to e-mail and the internet, all students under the age of 18 must obtain parental permission and must sign and return the General Information form.

Students 18 and over may sign their own forms. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them to proper materials. Outside of school, families bear the same responsibility for guidance as they exercise the information sources such as television, telephones, movies, radio, and other potentially offensive media as outlined by board policy on student's rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer, computer systems or networks
- Violating copyright laws
- Using another's password
- Trespassing in other's folder, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

E-mail Violations and Consequences

Violations of the internet and e-mail rules and requirements will be dealt with in a swift and purposeful manner. The severity of the violation shall always be the determining factor for each penalty. As such, violations may result in a loss of access as well as possible other discipline or legal action.

Internet Violations and Consequences

Students using the internet to access materials that are inappropriate as stated in the Sibley East Internet Policy will result in the loss of internet access as well as possible other discipline or legal action.

LEAVING THE SCHOOL GROUNDS

Students who find it necessary to leave the school grounds during school hours must bring a written note from their parent(s)/guardian(s). This note must be shown to the child's teacher. Students who go home for lunch need a note to do so from a parent/guardian.

LOCKERS & SEARCHES

Lockers are issued to students at the beginning of the school year. Students are responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the teacher. Students are cautioned to not keep money or other valuables in their lockers but to turn in such items to the teacher for safe keeping. 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 the lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. (M.S. 127.47)

LOST & FOUND

There is a lost and found container located in the commons that we urge all children to go to immediately when they lose something. Parents/guardians may examine lost articles as well. Families should clearly mark the child's name on each article

of clothing which the child removes at school (e.g. sweatshirts, boots, snow pants, etc.). At the end of each month, any lost and found articles that have not been claimed will be donated to a worthy cause.

MILK & HEALTHY SNACK PROGRAM

Milk is available for purchase by students for a midday break. The cost is \$40.00 per semester, or \$80.00 per year. Milk for kindergarteners is free. There is also a healthy snack option available for students. The cost is \$35.00 per semester, or \$70.00 per year. Families that qualify for free or reduced lunch may be eligible for a snack cart discount. Please contact the office for more information.

MONEY TO SCHOOL

There are a few occasions when families may be sending money to school. When sending money with small children, please place it in an envelope and have the child's name, the amount, and what it is for written on the outside of the envelope. It is very helpful if the children have the correct change. In the event a teacher or school asks students to bring money, a note/notice will be sent home explaining the purpose. If, because of an emergency, it is necessary to send money with a child for personal reasons, please instruct them to give the money to the teacher until dismissal. This will help eliminate problems and keep the money secure.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Superintendent, Eric Martinez, as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

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

PARENT PORTAL

The Infinite Campus Portal provides real-time access to student information. In the campus portal, parents/guardians and students can access attendance, assignments, grading, health, and lunch information for better accountability of each student's success. Families wishing to have access to the portal should contact either campus office.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled three times a year, August, November and February. Additional conferences may be scheduled if the parent/guardian or teacher deems one to be necessary. The Parent-Teacher Conference is an opportunity to exchange information and help develop the best possible educational program for the child.

PARENT'S RIGHT TO KNOW

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

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

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

PARTIES

Classes celebrate certain holidays with parties each year. These parties are under the direction of the homeroom teacher who has the primary responsibility for the organization of the party. If because of religious belief, families do not want their child to participate in certain holiday parties, please contact the teacher so other arrangements can be made. As mentioned in the Food in Classrooms section, food and beverage items that are brought to school must be store bought and, if applicable, individually wrapped. Students having a private party outside of the school day, such as a birthday party, should not hand out invitations at school as this causes stress for students that are not invited.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS)

Sibley East Elementary School will use the Positive Behavior Interventions and Support (PBIS) as a framework for teaching the students behavior expectations. This framework will be used throughout the school year and will provide consistent, predictable and fair use of consequences for all students. The staff teaches the students these expectations and provides opportunities for them to practice showing their Wolverine PRIDE.

P = Positive
R = Respect
I = Integrity
D = Dependable
E = Excellence

PBIS is:

- Used with all students and staff
- Used in all areas of the school (classrooms, cafeteria, playground, restrooms, buses, etc.)
- Used to help schools create learning environments that teach and support children in making appropriate decisions.

Families can support PBIS by:

- Reading and discussing the Behavior Expectations Matrix (see page 18).
- Be involved in the child's daily routines by checking planners/folders, attending conferences and contacting the teacher when there are questions.
- Review the Behavior Expectation Matrix with the child if he/she experiences behavior problems at school.
- Work on a plan to help the child with strategies for choosing appropriate behaviors.
- Support teacher and administrative behavior decisions.
- Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a child experiences challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for all students. School-wide positive behavioral interventions and support is a school-wide approach

to helping all children learn to self-manage behaviors. However, parent/guardian involvement is really important in all aspects of PBIS. When families are involved, outcomes for children are better.

- Participating in a PBIS initiative is more than volunteering to help with a school field trip or help out in the classroom. It is a willingness to help participate in the child's positive behavioral support program, and to participate in Sibley East's PBIS initiative.

WOLVERINE PRIDE BEHAVIOR EXPECTATION MATRIX

	P Positive	R Respectful	I Integrity	D Dependable	E Excellence
Classroom	★ Use encouraging words and positive actions.	★ Respect all staff and other students.	★ Value academic honesty in all work.	★ Obey the Student Code of Conduct and all classroom rules.	★ Help create a positive and safe learning environment.
Device	★ Handle technology carefully and responsibly.	★ Respect internet policies and copyright laws.	★ Use devices only for school assignments as instructed.	★ Assume full responsibility for preventing device damage or loss.	★ Maintain focused engagement with educational software.
Restroom	★ Use appropriate amount of supplies.	★ Quiet voices, wait your turn, respect privacy.	★ Be honest about any damage, quickly report issues.	★ Inform staff if supplies need restocking.	★ Keep the area clean and safe for everyone.
Hallway	★ Greet everyone politely and kindly.	★ Use quiet voices, respect classes in session.	★ Walk, don't run, with your class.	★ Follow hallway flow directions.	★ Be a role model by maintaining an orderly environment.
Assembly	★ Participate appropriately as an audience.	★ Show respect to presenters and peers.	★ Set up for your assigned seat.	★ Listen carefully to all instructions.	★ Be a good ambassador for your school.
Bus	★ Arrive early to the bus stop. ★ Report safety concerns to a staff member. ★ Follow all driver directions.	★ Keep a safe distance from the street while waiting. ★ Wait until the bus stops before approaching. ★ Talk quietly and use appropriate language on the bus.	★ Use your assigned bus stop and ride only the assigned bus. ★ Cross the street only in front of the bus. ★ Wait for the driver's signal before crossing.	★ Be on time for the bus, the driver is unable to wait. ★ Report rule infractions to the principal. ★ Know and follow all behavior rules at waiting areas and on the bus.	★ Remain seated and face while the bus is in motion. ★ Keep arms, legs and belongings to self. ★ Move away from the bus after getting off.
Playground	★ Focus on fair play and good sportsmanship.	★ Follow all supervisor directions.	★ Accept recess alternatives cooperatively.	★ Dress appropriately for weather conditions.	★ Practice resolving conflicts peacefully and effectively.
Cafeteria	★ Include others in pleasant conversations.	★ Speak with indoor voices.	★ Eat and speak with good manners.	★ Form orderly lines and clean up your table area.	★ Enter and exit the cafeteria in an orderly way.

PLEDGE OF ALLEGIANCE

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

POLICIES OF DISTRICT 2310

Annual Notice of the Family Educational Rights and Privacy Act (PL 93-380) - the Sibley East Schools reminds all parents/guardians of their rights to inspect and review the educational records of their children under the age of 18 in accordance with the law and the following procedures:

- Parents/guardians must visit the school and formally request to review and inspect the records.
- An appointment will then be made to review the records and a school official will be present if so requested.

As a parent/guardian you have a right to:

- Receive, upon request, a list of the types and locations of educational records kept on your child.
- Inspect and review any of your child's records.
- Receive copies of the records for a minimal duplication cost.
- Have someone at your child's school explain or interpret an item in your child's records that you do not understand.
- Have a person of your choosing inspect and review the records.
- Ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy rights.
- Request an administrative review on the issue if the school refuses to make an amendment.
- Receive notice when the personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be destroyed at your request. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed shall be maintained, without time limitations. For a review of all regulations and policies concerning these rights, contact the school.

Communication of Procedural Safeguards - As a parent/guardian of a student, who may require, and/or who is receiving special education and related services:

- You have the right to inspect, to review, and to obtain copies of all records relating to your child's education in accordance with local policy and these rules.
- You have the right to receive prior written notice and you must give your written permission before the school provides the initial special education evaluation, or the initial special educational placement of your son or daughter.
- You have the right to receive prior written notice before the school changes any existing special education identification, evaluation, program or placement of your child.
- You have the right to attend any meeting of the IEP Team which meets to determine your child's educational program and to question any matter, decision, or recommendation related to your child's identification, evaluation and educational program or placement.
- You have the right to request an independent educational evaluation of your child at public expense if you disagree with the evaluation made by or obtained by the school.

The school must grant your request or, if it disagrees, must initiate a due process hearing to show that its own evaluation is appropriate. On your request (if the school agrees), or after a decision of the hearing official (if the school disagrees), an evaluation conducted by an appropriately certified or licensed special education professional who is qualified to provide educational evaluations and who is not an employee of the school, will be provided at no cost to you. If the hearing officer decides that the school's evaluation of our child is appropriate, you may still obtain an independent evaluation, but you must do so at your own expense. You may at any time obtain an independent evaluation at your own expense. Any evaluation of your child by an appropriately certified or licensed special education professional must be considered by the Child Study Team, whether or not the evaluation was obtained at public expense.

Sexual Harassment Policy - Sexual harassment is a form of sex 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 Minn. Stat. §56A.01-14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

The Sibley East Schools recognize the dignity of the individual employee and student and their right to work/study in an environment free from intimidation and harassment. Such intimidation or harassment based on sex, race, color, religion, national origin, age or physical or mental handicap is in violation of this policy and federal and state laws.

Specifically, sexual harassment is a deliberate or repeated unsolicited and unwelcome comments, gestures or physical contacts of sexual nature. Such harassment undermines the integrity of the critical interpersonal relationship, destroys morale, interferes with performance and demeans its victims. Sexual harassment is unacceptable conduct and will not be condoned or tolerated by the school district. It is considered grounds for disciplinary action up to and including dismissal. Although each employee is personally responsible for compliance with the policy, managers, supervisors, administrators and teachers are required to actively prevent and eliminate sexual harassment with their area of responsibility. Corrective action is required regardless of whether a formal complaint is made. Any person who believes he or she has been the victim of sexual harassment should report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the principal must notify the District Human Rights Officer (the Superintendent of Schools) immediately without screening for investigating the report. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the School Board Chairperson.

Weapons Policy - Students in possession of a gun or other dangerous weapon, whether on their person, in their locker, vehicle, on school grounds, school functions or in proximity thereto shall be:

- Immediately suspended from school
- Referred to police or legal disposition
- Referred to the appropriate District Level Placement Unit for education disposition

Definitions:

- Gun - Gun means a weapon of projectile device from which an object can be thrown by the force of an explosive by compressed air or by springs; this definition includes anything resembling a gun in shape or operation.
- Dangerous Weapon - any firearm, whether loaded or any device designed as a weapon and capable of producing death or bodily harm or any flammable liquid or other device designed as a weapon and capable of producing death or bodily harm or any flammable liquid or other device that, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm; (i.e. guns, metal knuckles, switchblade knife, etc.).
- Bodily harm - Physical pain or injury, illness or any impairment of physical condition.
- Substantial bodily harm - means bodily injury which involves a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.
- Great bodily harm - means bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.
- Intent and mental state - The student either has a purpose to do a thing or cause the result specified or believes that the act performed by the student, if successful, will cause that result.

Nature of Actions:

- Threaten - to express a purpose or intent to injure a person, property, or rights of another.
- Assault - an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of or attempt to inflict bodily harm upon another.
- Use/Possession of weapons - reckless handling or use of a weapon so as to endanger the safety of another; intentionally pointing at or toward another a gun of any kind, capable of injuring or killing a human being and whether loaded or unloaded; possession of any dangerous article or substance for the purpose of using it as a weapon against another.
- Proximity - weapons are not allowed within 1,000 feet of school grounds.

RECESS

Students are expected to be outdoors at recess. The recess period during cold or inclement weather will be held indoors (e.g. the temperature or wind chill falls below 0 degrees). Please dress according to the weather conditions. It may be necessary,

on occasion, for students to stay in for health reasons. A parent/guardian written request is needed for a child to remain inside at recess, and a doctor's excuse will be expected if a student needs to stay in for more than two days.

RELEASE OF DIRECTORY DATA INFORMATION

Sibley East defines directory data as a student's name, address, telephone listing, date and place of birth, photographs, participation in officially recognized activities and athletics, and school of most recent attendance. The district may release this information to newspapers, publications sponsored by the district, educational youth organizations, and other appropriate private and public sponsored programs. Administrators have the discretion to refuse the release of individual student telephone numbers and addresses for the safety of the student. If parents or guardians do not wish to have any or all of the categories of information released, they must notify the school in writing.

REPORTING PUPIL PROGRESS

Report cards are given at the end of each semester for students in grades K-5.

RETENTION

It is expected that the vast majority of pupils will be well adjusted in school and with competent instruction will move through the adopted course of study at the rate of one grade each year. Occasionally, children, because of health problems, irregular attendance, immaturity, or other reasons, will have some difficulty in mastering the requirements of the school program. These children may profit more from school instruction if the grade is repeated. This is especially important in primary elementary grades. The classroom teacher, principal, and the parents will determine whether a child will repeat the grade. The school retention policy will be followed if an agreement can't be reached.

SCHEDULE

A schedule is needed to ensure the smooth operation of the school. The daily school schedule is building specific and within the authority of the building principal to determine. Information on daily class schedules and deadlines for schedule changes, etc., can be found on the Sibley East website.

SCHOOLWIDE ASSESSMENTS

FAST Bridge Learning is a series of assessments used to benchmark and monitor student progress. They are administered to students in grades K-5 in the fall, winter and spring. The Minnesota Comprehensive Assessments (MCA III) or the Minnesota Test of Academic Skills (MTAS) will be administered annually to grades 3, 4, and 5 in the areas of Reading and Math, and to Grade 5 in Science. The ACCESS and Alternative ACCESS assessments are administered annually to English learners in grades K-5. Families that do not want their student(s) to participate in statewide assessments will not receive individual assessment results. Parents/guardians must complete *The Statewide Assessment: Parent/Guardian Decision Not to Participate* form and return it to the school before the applicable test administration.

SHOUT POINT

When schedules change, buses run late, or emergencies occur, families can stay informed through the district's messaging system (Shout Point). It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. Please contact the school office with questions or to update contact information.

STUDENT COUNCIL

Student representatives are selected by their homerooms in grades 3 through 5 for representation on the council. The purpose of the student council is to give the students a voice in the decision-making process, to provide ideas for the betterment of Sibley East, to conduct and coordinate service projects, and to serve as a sounding board for the student body.

STUDENT PUBLICATIONS AND MATERIALS

The policy of the school district is to protect students' free speech rights while at the same time preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non school-sponsored publications may not be distributed without prior approval.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an eligible student is one who is 18 or older, or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, please see Sibley East Policy 515 on the Sibley East website.

STUDENT SURVEYS

Occasionally, the district utilizes surveys to obtain student opinions and information about the students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations see Sibley East Policy 520 on the Sibley East website.

SUMMER SCHOOL

The school district may provide summer school learning opportunities to students that meet eligibility criteria. Students must be enrolled at Sibley East to participate in school sponsored summer school activities.

SUPPLIES & BOOKS

The school furnishes all instructional materials required by the students except for special items such as crayons, portfolios, notebooks, writing paper and pencils. Textbooks are provided to students by the school district. Books are expensive and good care is only common sense. The school expects normal wear on their books. However, excessive misuse of a book results in a fine at the end of the school year covering repair or replacement. Library materials not returned will be billed to parents/guardians, and students will not be able to check out more materials until either the material is returned or the bill is paid.

SUPPORT SERVICES

Our support services include, but are not limited to:

English as a Second Language (ESL) - The ESL program provides special assistance to students who have a native language and are learning English as their second language.

Multi-Tiered Systems of Support (MTSS) - Multi-Tiered Systems of Support (MTSS) is the practice of providing high quality instruction to challenge strong learners as well as providing research-based interventions matched to student needs. Key components include universal screening of all students to determine student needs, using data to make decisions, progress monitoring frequently to make changes in instruction, and using a problem-solving model. The goal of MTSS is to intervene early so all students can be successful.

Schoolwide Title I - A Schoolwide Title I Program is a comprehensive school improvement effort designed to elevate the entire educational program of a Title I school. The Schoolwide Program option is based on the premise that comprehensive reform strategies—rather than separate, add-on services—are most effective in raising the achievement level of students most at risk of not meeting academic standards. Multiple resources, including Title I funds, are used to strengthen the academic program in the school for all students and accelerate the progress of students who would otherwise be eligible for Title I Targeted Assistance services. Schoolwide Programs are effective in addressing needs such as core instruction, social-emotional learning, school climate, behavior, student health, and engaging cultural communities.

Section 504 - Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (including care for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
- Has a record of such and impairment
- Is regarded as having such and impairment

In order to fulfill its obligation under Section 504, the Sibley East Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the district. The district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial officer.

School Counselor - The school counselor works in the areas of home and school communication for temporary or longer term problems that students may be experiencing that affect their ability to learn. Small group discussions or individual sessions are held by the school counselor with students and helpful suggestions are given to classroom teachers. The school counselor has many phone and parent conferences during the year, provides short term family counseling and helps those requiring longer term counseling to find appropriate help.

Special Education Programming - Students with special needs are eligible for help from our Special Education teachers. We serve students with learning disabilities as well as behavioral problems that interfere with learning. The school district contracts with a licensed school psychologist to provide special testing and interpretation of those test results.

- **Child Study Team** - The child study team meets on a regular basis throughout the year to aff, principal, social worker, school nurse, classroom teachers, and school psychologist.
- **Early Childhood Special Education** - This program works with children from birth to age 7 who have substantial developmental delay.
- **Emotional/Behavioral Disabilities** - Students who qualify for Special Education services under the Emotional/Behavioral disorders label consistently display internal or external behaviors of concern across several settings. These behaviors interfere with their school progress and cannot be explained by other factors or areas of need. The Emotional/Behavioral Disorders program provides support for the student in the school setting in addition to individualized programs which encourage positive emotional or behavioral growth.
- **Learning Disabilities** - The Learning Disabilities program is established to help students who may have difficulties within certain academic areas such as reading and mathematics. Some attention is also given to spelling, handwriting, and language development. The major responsibility of the position is the instruction of students who have the ability to be performing at grade level or above, but have not met this level of achievement.

- **Speech** - Speech clinicians are employed by the school district to work with all the children in the district who need speech therapy. The clinician sees children with communication problems in any of the following areas: voice disorders, phonology, fluency language disabilities, and hearing impairments. Anyone can refer a child - teachers, support staff, outside agencies, parents, and/or students.

Targeted Services - Targeted Services after school program typically runs weekly on Tuesdays and Thursdays from 3:15 to 4:45 p.m. when school is in session. Occasionally, Targeted Services will meet on Wednesdays. A schedule will be shared with families at the start of the program. Student referrals to Targeted Services programming are made by classroom teachers or parents.

TEACHER REQUESTS

Throughout the last six weeks of the school year we spend a great deal of time working to place children in appropriate classes for the next year. Our goal is to provide each student with a suitable learning environment and each teacher with a productive, positive grouping of children. These are some of the criteria we use: class size, personalities, social relationships, boy-girl ratio, learning difficulties, teaching styles, learning styles, parental/guardian written input, heterogeneous groupings, reading groups. In most cases, the child's teacher should be sufficiently knowledgeable about the child's needs in order to make a wise placement. However, families wishing to have input during the placement meeting must provide written notice to the principal by the last week in April. The final placement decision will rest with the staff and the principal.

TELEPHONE CALLS

Teachers are not always able to stop instruction to answer telephone calls during school hours. However, all phones are equipped with voicemail capabilities. Please leave a message and the teacher will return the call. In the case of an emergency, callers will be directed to dial "0" and they will be routed to the office. Students may use the classroom telephone with permission from the teacher.

TOBACCO-FREE SCHOOL

Sibley East School District students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For more detailed information, see Sibley East Policy 419 on the Sibley East website.

TRANSPORTATION

Bus Conduct and Consequences for Misbehavior - Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

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

- Arrive at the bus stop five minutes before your scheduled pickup time. The school bus driver is not able to wait for late students.
- All students must ride buses assigned and report, on time, to bus stops designated. Families requesting changes are requested to contact the Transportation Director.

- Respect the property of others while waiting at the bus stop.
- Keep arms, legs and belongings to self.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- Students that must cross the street must always cross in front of the bus where the driver can see them and wait for the driver to signal before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

Students reported to the principal by a bus driver for safety and rule infractions will be given a warning and a chance to correct their behavior. Parents/guardians will be notified and asked to help correct their child's behavior. For further driver reports, the bus privilege will be removed. The bus privileges will be restored upon evidence of student improvement.

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

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

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. School bus/bus stop misconduct may be reported to local law enforcement.

Bus Discipline Policy - Students who have the opportunity to ride the school buses may do so as long as they display behavior that is reasonable and safe. Since the bus driver is responsible for the safety and discipline of students on the bus, choosing to follow unacceptable behavior will result in loss of bus service. A suspension notice is applied to all buses unless otherwise designated by bus officials. The responsibility for student supervision by ISD # 2310 shall begin when the student is waiting for, and boards the bus in the morning, and is retained until the student leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

Disciplinary action may include, but is not limited to the following:

Behavior Guidelines and Consequences (K - 12th Grades)

Class I Offenses:

- Spitting
- Horseplay
- Excessive noise
- Eating or drinking on the bus without permission
- Riding unassigned bus without permission
- Leaving seat or standing while the bus is in motion
- Toy guns, squirt guns/liquid type containers in any form (except those intended for lunch box use)
- Riding or attempting to ride any bus after receiving a suspension
- Profanity, verbal abuse, harassment, obscene gestures, possession of unacceptable material.
- Other offenses as reported by the driver

Class I Consequences:

- 1st Offense - Warning and contact parents/guardians
- 2nd Offense - Up to 5 school days suspension from riding the bus, contact parents/guardians and conference with the principal

- 3rd Offense - Up to 10 school days minimum suspension, written warning of possible loss of bus service

Class II Offenses:

- Hanging out of the bus windows
- Throwing /shooting of a dangerous object
- Physical aggression against any person
- Use of tobacco or any controlled substance (will also be reported to the building principal)
- Vandalism to the bus (restitution will be made)
- Lighting of matches, firecrackers or any flammable object or substance
- Holding onto or attempting to hold onto any portion of the exterior of the bus
- Unauthorized entering/leaving the bus through emergency door
- Tampering with bus equipment
- Other offenses as reported by the driver

Class II Consequences:

- 1st Offense - Up to 5 school days suspension from riding bus, contact parents/guardians and conference with the principal
- 2nd Offense - Up to 10 school days suspension, parent/guardian and principal conference
- 3rd Offense - Loss of bus service for a minimum of 6 months

Bus Passes - Parents/guardians must email or call the office prior to 11:00 a.m. in order to obtain a bus pass for their child to ride a different bus than normal (e.g. going to a friend's house after school).

Bus Transportation of School Related/Unrelated Items - Under the Laws and Rules for the operation of school buses in the State of Minnesota, it is stated:

"...no materials, including: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported."

Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student. Recreational equipment, such as hockey sticks, baseball or softball bats, sleds or any other recreational equipment may be banned from regular buses if they create a hazard to the safety of the driver or passengers. Damage to personal items is not covered by the district's insurance coverage.

VISITORS & VOLUNTEERS

All visitors will be required to sign in and go through a screening process through the district's Raptor System. Visitors will need to provide a government issued form of identification as part of this screening process. To ensure the safety of those in the school and to avoid disruption to the learning environment, visitors and volunteers must report directly to the office upon entering the building: All visitors and volunteers will be required to sign in at the office and to wear a "visitor badge" while in the building during the school day, with the exception of events open to the public. Visitors and volunteers must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interest of the students, employees, or the school district. Please try to arrange visits so that they will not occur during the first weeks of school. This will allow the teacher and class to become adjusted to their new schedule. Small children that are not school aged must be accompanied by a parent/guardian. School aged visitors must have prior approval from the teacher and the principal.

WEATHER INFORMATION

During severe storms it may be necessary to suspend classes because buses are unable to run. On days when this might be questionable, a Shout Point message will be our primary method of communication.

However, this information will also be sent to TV and radio stations. Tune your radio to WCCO (830 AM), KNUJ (860 AM), KRBI River (105 FM), KARP (106.9 FM), KDUZ (1260 AM), KYSM (103 FM), KQYK Mankato (95.7). These stations will announce the school cancellations for the Sibley East Public Schools at approximately 6:00 a.m. or as early as a decision is made. The TV stations that will be informed of school closings are WCCO (Channel 4), KSTP (Channel 5), KMSP (Channel 9), KARE (Channel 11), and KEYC (Channel 12). When a sudden storm breaks during the school day, families may be assured that children will not be permitted to leave the school building unless satisfactory arrangements have been made. If the buses are unable to go out, a prearranged plan will be put into effect and all students will stay in town at a prearranged home. Each family should have returned to the school a form which lists an in-town place to stay in case of severe winter weather.

WITHDRAWAL FROM SCHOOL

Families that are moving out of town or transferring to a different school must notify the teacher or school office as soon as possible or with advance warning so that proper transfer of records can be prepared and the child's supplies collected.

YOUTH DEVELOPMENT

This program is designed to develop volunteerism and to promote youth and community involvement by affecting positive change. This is accomplished through various techniques designed to empower youth.

This handbook is intended to serve as a guide for Sibley East Elementary School students and their parents/guardians. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures which contribute to the operation of the school. Parents/guardians and students are responsible for knowing the information contained within this handbook.

Appendix A



SIBLEY EAST PUBLIC SCHOOLS

202 3rd Ave. N.W.
PO Box 1000 | Arlington, MN 55307
P: 507.964.2292 | F: 507.964.8245

Sibley East Public Schools Language Access Plan

I. Purpose

Sibley East Public Schools are dedicated to fostering an inclusive educational environment by providing meaningful access to all students and families, regardless of their language proficiency. This Language Access Plan ensures effective communication by outlining procedures for language assistance services, including interpretation and translation for individuals with limited English proficiency (LEP), Deaf or Hard of Hearing individuals using American Sign Language (ASL), and others requiring language support.

II. Legal Foundation

This plan aligns with:

- A. Minnesota Statute 123B.32: Requiring language access plans for school districts by the 2026-2027 School Year.
- B. Title VI of the Civil Rights Act of 1964: Prohibiting discrimination based on race, color, or national origin, including failure to communicate effectively with individuals not proficient in English.

III. Definitions

1. **American Sign Language (ASL):** A visually perceived language using articulated hand gestures, facial expressions, and body movements.
2. **English Learner (EL):** An individual learning English who lacks proficiency in speaking, reading, writing, or understanding the language.
3. **Limited English Proficiency (LEP):** An individual with limited ability to communicate effectively in English across various domains.
4. **Home Language:** The language commonly used by family members in the home.
5. **Primary Language:** The language an individual speaks most effectively.
6. **Interpreter:** A person providing oral interpretation services.
7. **Translator:** A person providing written translation services.
8. **Interpretation/Interpreting:** Converting spoken language from one language to another while preserving the original meaning.
9. **Translation:** Converting written text from one language to another while retaining the original meaning.
10. **Meaningful Access:** Effective, timely, and free communication access equivalent to that of English-proficient individuals.
11. **Vital Document:** Any material critical to accessing school services or required by law.

IV. Language Assistance Procedures

A. Provision of Language Assistance Services

Use of Interpreters and Translators

- Trained or Certified Interpreters will be provided for:
 - Academic outcomes (e.g. report cards, progress updates)
 - Parent-Teacher Conferences, IEP Meetings, and Placement Discussions
 - Behavioral or Disciplinary Meetings
 - Health and Safety Emergencies

Interpretation Equipment

- The district will maintain interpretation equipment such as headsets and video-conferencing tools for in-person and remote meetings.

Types of Services Offered

- In-person interpreting (including ASL)
- Telephone or video interpreting
- Document translation for essential communications

B. Notification of Language Access Rights

Families will be informed about their language access rights through:

- School handbooks distributed annually
- Notices on the school's website
- Information sent home at the start of the school year
- Parent-teacher conferences and community engagement events

V. Accessibility of the Plan

The Language Access Plan will be published on the district's website and included in student and parent handbooks.

VI. Regular Review and Updates

- Review Cycle: The school board will review this plan every two years
- Updates: Revisions will be made based on school needs, regulatory changes, and community feedback.

School Board Chairperson

Date

School Board Clerk

Date

Appendix B

Sibley East School District	Request to Waive Unexcused Status of Student Absence
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Please submit this form to the school office at least 5 school days in advance of a planned absence or within 5 days following an unplanned absence. The Sibley East School Board and administration believes that it is the student's right and responsibility to be in school. Additionally, regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Regular school attendance is a joint responsibility to be shared by the students, parents or guardians, teacher, and administrators.

These categories are excused absences and YOU DO NOT HAVE TO COMPLETE THIS FORM FOR THE FOLLOWING:

- Family emergencies (serious family illness, injury or death)
- Student illness and/or medical appointments (the school reserves the right to verify)
- School sponsored activities
- Required court appointment
- Absences pre-approved by the administration

The school has the responsibility, under state law, to determine whether an absence is excused, and if not, to take corrective action, including disciplinary consequences. The information provided on this form will be used by the Principal to determine whether a family vacation or other typically unexcused absence will be excused.

Date of Request _____	
Name of Student _____	Grade _____ Teacher _____
Date(s) of Absence _____	Number of School Days Missed _____
Describe the absence, including all information you feel is pertinent: _____	
Why were you unable to arrange for the absence to occur on a non-school day? _____	
Caregiver Signature _____	Phone # _____

Administration Action:

The absence(s) have been determined to be ____ EXCUSED by: _____
(Initials) (Date)

The absence(s) have been determined to be ____ UNEXCUSED

Explanation of Denial:

Your request for waiver of the absence(s) outlined has been denied for the following reason(s):

The request was not submitted in a timely manner as prescribed.

The student has unexcused absences on previous dates.

The absence dates conflict with critical testing or academic activities.

The student already has numerous absences.

This absence will place the student in academic peril.

The activities involved with this absence can be/could have been scheduled during a non-school day(s).

Other - Comment: _____

The decision to deny your request for this waiver was the result of careful consideration of numerous factors that are known to impact academic success. I would be more than happy to provide you with additional insight as to how this decision was reached. Please feel free to contact me at_____.

Distrito Escolar Sibley East	Solicitud para Desistir la Condición de Ausencia Injustificada de un Estudiante
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Envíe este formulario a la oficina de la escuela al menos 5 días escolares antes de una ausencia planificada o dentro de los 5 días posteriores a una ausencia no planificada. La Junta Escolar y la administración de Sibley East creen que es el derecho y la responsabilidad de los estudiantes asistir a la escuela. Además, la asistencia regular a la escuela está directamente relacionada con el éxito en el trabajo académico, beneficia a los estudiantes socialmente, brinda oportunidades para comunicaciones importantes entre maestros y estudiantes y establece hábitos regulares de confiabilidad importantes para el futuro del estudiante. La asistencia regular a la escuela es una responsabilidad conjunta que deben compartir los estudiantes, los padres o tutores, los maestros y los administradores.

Estas categorías son ausencias justificadas y NO ES NECESARIO COMPLETAR ESTE FORMULARIO PARA LAS SIGUIENTES:

- Emergencias de familia (enfermedades graves de familia, lesión o muerte)
- Enfermedad del estudiante y/o citas médicas (la escuela se reserva el derecho de verificar)
- Actividades patrocinadas por la escuela
- Cita judicial obligatoria
- Ausencias previamente aprobadas por la administración

La escuela tiene la responsabilidad, bajo la ley estatal, de determinar si una ausencia está justificada y, en caso contrario, de tomar medidas correctivas, incluidas consecuencias disciplinarias. La información proporcionada en este formulario será utilizada por el Director para determinar si sus vacaciones familiares u otras ausencias típicamente injustificadas serán justificadas.

Fecha de Solicitud_____	
Nombre del Estudiante _____	Grado _____ Maestro _____
Fecha(s) de Ausencia _____	Número de Días Escolares Perdido _____
Describe la ausencia, incluyendo toda la información que considere pertinente: _____	
Por que no puedo organizar la ausencia en un dia en que no habia clases? _____	
Firma del Cuidador _____	# de Teléfono _____

Administration Action:
Se ha determinado que la ausencia(s) son _____ JUSTIFICADAS por: _____ (Iniciales) (Fecha)
Se ha determinado que la ausencia(s) son _____ INJUSTIFICADAS

Explicación de Negación:

Su solicitud de exención de la ausencia descrita ha sido negada por el siguiente motivo:

- La solicitud no se presentó con antelación a la ausencia planificada según lo prescrito.
- El estudiante tiene ausencias injustificadas y fechas anteriores.
- Las fechas de ausencia entran en conflicto con exámenes críticos o actividades académicas.
- El estudiante ya tiene numerosas ausencias.

Esta ausencia pondrá en peligro al estudiante y su nivel académico.

Las actividades que conlleva esta ausencia se pueden programar durante un día no escolar.

Otro - Comentario:_____

La decisión de negar su solicitud de esta exención fue el resultado de una cuidadosa consideración de numerosos factores que se sabe que afectan el éxito académico. Estaré encantado de brindarle información adicional sobre cómo se tomó esta decisión. No dudes en ponerte en contacto conmigo al _____.