

Sleepy Eye



Elementary School

STUDENT HANDBOOK

400 4th Avenue Southwest
Sleepy Eye, Minnesota 56085

2017 - 2018

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Si usted quiere alguna informacion de este manual traducida por favor llame a Nadia Crooker al 507-794-7907 ext. 1413.

**DISTRICT 84
MISSION STATEMENT**

VISION

Sleepy Eye Schools will provide engaging and individualized educational opportunities to diverse learners for their growth and success.

GOALS

- 1) Establish and maintain high academic achievement in a safe environment.
- 2) Promote community and parent involvement in all aspects of the school.
- 3) Promote a positive learning environment that encourages student involvement in all student activities.
- 4) Maintain efficient operations.

Dear Parent(s) / Guardians and Students:

Sleepy Eye Elementary School has a goal of providing a safe and positive learning environment which will allow every student to reach his / her full potential. Individual ability differences in students are wide ranging. Each student is a unique person. Every effort will be made to address the differences and uniqueness of our students.

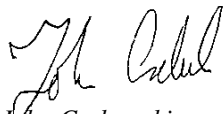
The education of your child involves the cooperation of parents, students, school staff, and the community. A positive attitude concerning the efforts of everyone involved in a child's education is essential for success.

The purpose of this handbook is to provide parents with information relative to various practices and procedures observed in the elementary school. It is our hope that this handbook will assist both the home and the school as they work together to provide the best possible learning opportunities for our young people.

Please read through this handbook and keep it in a convenient place for future references during the school year. Feel free to call (794-7903) or stop by the office anytime.

A direct line to reach a staff member is 794-7903.

Sincerely,



*John Cselovszki
Elementary Principal*

SLEEPY EYE ELEMENTARY STAFF • 2017 - 2018
TELEPHONE 794-7903 + Extension Number

Elementary Principal	Ext. 1409	Mr. John Cselovszki
Kindergarten	Ext. 1300	Mrs. Hanna Kuhnley
Kindergarten	Ext. 1301	Mrs. Gwen Rossbach
Kindergarten	Ext. 1302	Mr. David Wendland
Grade One	Ext. 1316	Mrs. Casie Braulick
Grade One	Ext. 1315	Mrs. Karlie Mathiowetz
Grade Two	Ext. 1303	Ms. Whitney Lilleodden
Grade Two	Ext. 1304	Mrs. Jodi Arneson
Grade Two	Ext. 1305	Mrs. Marissa Gordon
Grade Three	Ext. 1306	Ms. Samantha Schmit
Grade Three	Ext. 1307	Mrs. Nicole Jensen
Grade Four	Ext. 1312	Mrs. Mindy Hardin
Grade Four	Ext. 1313	Mrs. Rachel Vacek
Grade Five	Ext. 1308	Miss Susan Himmelman
Grade Five	Ext. 1311	Mr. Tim Hoffmann
Grade Six	Ext. 1309	Ms. Kathryn Serra
Grade Six	Ext. 1310	Ms. Kate Nelson
Art Instructor	Ext. 1207	Ms. Alyssa Stevensen
DCD - HS Basement	Ext. 1159	Mrs. Nicole Krenz
EBD	Ext. 1414	Mrs. Emily Reding
ECSE	Ext. 1321	Mrs. Shirley Tennant
ELL	Ext. 1417	Mrs. Tammy Poncin
Family Facilitator	Ext. 1104	Mrs. Teresa Johnson
Taher Mgr. (Food Service)	Ext. 1421	Mrs. Chris Kotten
LD	Ext. 1400	Mrs. Ashley McGowan
Media Specialist	Ext. 1402	Mrs. Nancy Moore
Music, Instrumental	Ext. 1115	Mrs. Morgan Kokesch
Music, Vocal	Ext. 1116	Mrs. Christina Kirchoefer
Occupational Therapist	Ext. 1416	Ms. Angie Meine
Physical Education	Ext. 1419	Miss Kris Bloedel
School Psychologist	Ext. 1416	Ms. Anna Haynes
Social Worker	Ext. 1408	Mrs. Judy Surprenant
Speech Clinician	Ext. 1401	Mrs. Kaitlyn Borneke
STEM Instructor	Ext. 1201	Mrs. Jeanine Backer
Title I/Lead Teacher	Ext. 1317	Mrs. Nancy Moore

ELEMENTARY SUPPORT STAFF

Elementary Admin. Assistant	Ext. 1410	Mrs. Kathy Ahlrich
School Nurse(8:00 a.m.-12:30 p.m.)	Ext. 1412	Mrs. Laurie Tauer
School Nurse's Assistant - PM	Ext. 1412	Ms. Deb Kruse
Media Paraprofessional	Ext. 1402	Mrs. Lori Ibberson
Technology Specialist	Ext. 1105	Mr. Tyler Krehbiel
Computer Tech. Assistant	Ext. 1506	Mrs. Mary Maas
Safety Patrol Coordinator	Ext. 1407	Mrs. Suzanne Kanzenbach
School Liaison	Ext. 1413	Ms. Nadia Crooker

Title 1 Paraprofessionals:

Ms. Maria Gonzalez
Mrs. Suzanne Kanzenbach
Mrs. Deanna Nelson
Mrs. Julie Ludewig
Mrs. Karen Okerman
Mrs. Heather Romberg
Ms. Kari Schieffert

Special Education Paraprofessionals:

Ms. Kandace Arndtson	Mrs. Ashley Bauer
Mrs. Linda Braulick	Ms. Nicole Domeier
Mrs. Lisa Riederer	Mrs. Jayne Borth
Miss Faith Helget	Mrs. Cindy Hillesheim
Mrs. Debra Kruse	Mrs. Alicia Beltz
Mrs. Eva Thoms	Mr. Brandon Streich
Mr. Marc Riederer	

ADMINISTRATION

Superintendent	Ext. 1409	Mr. John Cselovszki
High School Principal	Ext. 1131	Mr. Shane Laffen
Elem. School Principal	Ext. 1409	Mr. John Cselovszki

DISTRICT #84 SCHOOL BOARD

Chairperson	Mrs. Darla Remus
Vice-Chairperson	Mr. Casey Coulson
Clerk	Mrs. Sheila Wurtzberger
Treasurer	Mr. Brian Nelson
Director	Mrs. Joleen Dittbenner
Director	Mr. Bryan Sellner
Director	Mr. Jeremy Domeier

ACCIDENTS

Students involved in an injury of any kind in gym, classrooms, corridors, as well as in athletic competition, must report that accident immediately to the teacher/supervisor in charge. The student will be referred to the health office for first aid or the health form directions will be followed.

ADDRESS / TELEPHONE NUMBER CHANGE

Any change in address/telephone number should be reported to the main office as soon as possible. The office must have correct information about each student in case of an emergency. You can also request changes through the Infinite Campus Parent Portal.

ACCELERATED READING PROGRAM GOALS/EXPECTATIONS

Kindergarten -

Not all students will begin AR first semester but all students will have experienced AR by the end of kindergarten.

First Grade -

On average students should earn 2 points a month for first semester

On average students should earn 3 points a month for second semester

Second Grade -

Students should earn 4 points a month for first semester.

Students should earn 5 points a month for second semester.

Grades 3-6

All students are encouraged to read at home during the school year.

Minutes required each evening may vary by grade level.

Individual quarterly goal setting will begin at grade 3 with students reading requirements differentiated by ability.

All students are required to read a variety of literature including non-fiction material each quarter.

Grades 3 & 4 will have a minimum point value of one for fiction books.

Non-fiction books will have a point value of .5.

Grades 5 & 6 will begin the year with a point value of one for fiction and progress to a value of two points for fiction material in the second semester. Non-fiction books will have a point value of .5.

Goal setting is critical in that differentiation will impact individual goals.

Goal setting will also impact grades on the report card.

If a student exceeds their goal set with the teacher he/she will receive an E

If a student meets the minimum target goal set but does not exceed that goal he/she will receive an M

If a student meets only 60% of their goal they will receive an P

If a student is below 60% they will receive a D

AFTER SCHOOL PICKUP PROCEDURE

Parents should park and wait for students near the south end of the elementary school (in front of the Tri-Valley Headstart building). **Please do not park in the school parking lot** due to emergency safety concerns and blocking exits and entrances of the parking lot. Please park on Summit St. S.W., Burnside St. S.W. or along 4th Ave. S.W. when waiting to pick up students.

Grades 3-6 students will be exiting at the south end of the elementary building this year. First and second graders will exit through the front lobby doors and kindergarten students will be using the kindergarten patio areas to exit at the end of the day.

Students are **not allowed** to be in the school building after 3:00 pm without the direct supervision of a coach, teacher or authorized adult.

APPOINTMENTS

For the safety of your child, students in the elementary **will not be allowed to walk to a specific destination**. Before making appointments, please check with the principal's office. Parent/guardians must come into the elementary office and sign out your child when leaving the building. **Appointment cards need to be presented to the office staff** once the child has returned. All day appointments will not be excused unless a doctor's note is provided and states clearly that the appointment needed to be all day. Student absences for family member appointments that do not include the student, will not be an excused absence.

ARRIVAL

For the safety of Sleepy Eye Public School students, entrances to the school will be locked throughout the day. Therefore, anyone entering the building during school hours is to enter through the front doors (#2). You will be buzzed in by office personnel between 8:30 am-3:00 pm on school days.

ATTENDANCE

Students are not to leave the school grounds during the school day (8:00 AM -3:00 PM) without written permission from parents or guardians.

Students who wish to have lunch outside of the school building **MUST HAVE WRITTEN PERMISSION FROM BOTH PARTIES (PARENT/GUARDIAN). STUDENTS MUST CHECK IN WITH THE OFFICE WHEN LEAVING AND RETURNING FROM LUNCH OR OTHER ACTIVITIES.**

School begins at 8:00 AM. It is extremely important to build good habits of being present and on time.

As a safety check, please call the school the morning of each absence to let the office know the student is at home (and not missing on the way to school).

A phone call to the office should be made each day when your child has been absent. The absence will be unexcused if a parent does not call. Parents must come into the school to sign out students when leaving the building. No students will be allowed to leave without an adult picking them up.

School attendance laws of Minnesota require that children must attend school regularly. Students are expected to be in school every day. **Students that are absent need to be in attendance by 10:00 a.m. to participate or attend any evening school activities that day.**

Routine doctor and dentist appts., etc., should be planned so students will not miss school. Please make every effort to hold these days to a minimum. Parents are responsible for picking up students in the office for appts. and to sign students out when leaving. A doctor's excuse or appt. card is required for all appts. during the school day. If absences appear to be high in tendency, the principal will address the issue.

Definition of Terms:

Excused absences - Absences that are due to illness, personal/family situation, or appointments, long-term or chronic illness that have medical documentation from a doctor's office, chiropractor, eye doctor, dentist, etc., funerals, and pre-approved family trips. However, all of these reasons will still count toward excessive absences if the accumulated days exceed the amount allowed per Brown County Truancy/Educational Neglect policy. Doctor's medical documentation for appointments and long term illness may be requested and required, at any time, by the school Administrator, as deemed necessary.

Unexcused absences - Absences that are due to having no parental permission for the absence for example; oversleeping, car problems, refusal to come to school, no reason, mix-up in appointments, picture taking or making hair appointments. Appointments without medical documentation if the total amount are considered excessive according to Brown County Family Services (see page 39 for Brown County attendance policies). Absences for out of town, family emergency and vacation reasons, regardless of parent notification, that result in a student being absent from school for more than 5 days will be considered **unexcused absences**.

Excused Tardies - Tardies resulting due to illness, personal/family situation, or appointment, long-term or chronic illness, or funeral. Parents have notified the school and provided proof of appointment (if appropriate).

Unexcused Tardies - Tardies that have no parental permission. Examples - oversleeping, car problem, no reason stated. If a student reports to the office after 8:05 a.m., he/she will be considered tardy.

If a student accumulates 3 or more unexcused absences, or 5 unexcused tardies, parents will be notified with directives. Once a student receives 5 unexcused absences or tardies per semester, parents will be informed and a report will be made to Brown County Family Services.

Extended absences, such as an illness, will require a doctor's note.

Sleepy Eye Schools follows the guidelines for excessive absences/tardies set forth by Br. Co. Truancy/Educational Neglect Intervention Policy.

Perfect Attendance - Perfect attendance will be considered as: no tardies, no absences, and not leaving school earlier than 2:45 pm (and only if these are limited occurrences) for any reason (sick, appts., out of town, emergency, no reason given, sporting event/activity, etc.).

BEHAVIOR (PAGES 18-20)

Students are responsible for their own behavior and academic success or failure. The staff is responsible to ensure that the environment is conducive to learning. This means guidelines and rules must be followed. A district wide behavior plan is in place.

BICYCLE SAFETY

Students may ride bikes to school with parental permission. All bicycles should be registered with the Sleepy Eye Police Dept. or MN Dept. of Trans. Students who ride a bicycle to school are required to park their bicycles in the bicycle rack by the elementary school. They are to walk their bicycles on school grounds and in the parking lot. They must obey patrol persons. Violation of these rules by the student will result in consequences. As a safety precaution, the use of bike locks are encouraged.

The school assumes no responsibility for damaged or stolen bicycles.

COMMUNICATION

It is very important to have communication between the home and the school. Every attempt will be made to keep the parent(s)/guardians, informed of any changes in a child's progress in school. The use of parent/teacher conferences, report cards, a monthly newsletter, and other media will be used to accomplish this goal. Please feel free to stop in or call about any concerns, as home and school support each other.

The school administrative assistant is in the office from 7:30 AM to 3:30 pm. The elementary office phone number is 794-7903, option 3. A direct line to contact staff members is 794-7903. Teacher extensions can be found in the front of the handbook.

Students are to use the phone only with teacher's permission, and only for important business. Please have personal business, play, and sports activities arranged before school that day. Children will be called to the phone only in case of an emergency. The office will relay important messages to the students.

Parents and students are encouraged to contact teachers and staff through the designated notification systems: school email, school website contact pages, Classroom Dojo and the school phone system. Parents and students are strongly encouraged not to communicate with teachers or staff through personal emails, personal texting or messaging or through facebook, twitter, snapchat, or any other outside media formats.

DRESS AND GOOD GROOMING

Children should be properly dressed according to the weather to go outside at noon every day. When the cold weather begins, students are expected to wear caps, boots, coats, mittens and snow pants.

Sleepy Eye Elementary students and staff want to work and learn in an atmosphere that is appropriate and comfortable for all. The following is a list of appropriate dress for students at Sleepy Eye Public Elementary:

- | | |
|------------------|--|
| Pants and Shorts | <ul style="list-style-type: none">• Length must be appropriate (no shorter than 6 inches from the top of the kneecap)• Size appropriate: Waist, seat, and inseam• Pants/shorts must be worn at waistline |
| Skirts & Dresses | <ul style="list-style-type: none">• Skirts must be worn at waistline• Length must be appropriate (no shorter than 6 inches from the top of the knee cap) |
| Undergarments | <ul style="list-style-type: none">• Undergarments are not to be visible |
| Shoes | <ul style="list-style-type: none">• State law requires that shoes be worn by students at all times |

The following clothing is a list of inappropriate dress for students at Sleepy Eye Public Elementary:

- Improper fitting clothing that results in questionable exposure or is a safety hazard
- Clothing with inappropriate holes
- See-through clothing exposing undergarments or inappropriate amts. of skin
- Deep-scooped necklines exposing an inappropriate amount of bare skin
- Clothing that shows the bare midriff or bare shoulders. No spaghetti straps. Straps must be 2 inches wide on tank tops.
- Apparel with offensive, obscene, indecent, degrading, or profane pictures/ messages will not be allowed. This includes any clothing with a slogan, which can be interpreted in different ways that have connotations that may be offensive, obscene, indecent, degrading, or profane to others
- Chains, long belts, or other potentially dangerous accessories
- Clothing promoting alcohol, drugs, or violence

- Headgear (hats, hoods, scarves, etc.) is not to be worn in the school building (unless approved for special occasions). Students who choose to wear these items to school must remove them before entering the building and they will remain in their lockers
- Display or wearing of any gang articles, paraphernalia, or clothing that can be construed as being gang related (bandannas, sweat bands, head rags, etc.)
- Heelys (shoes with hidden wheels)

Students wearing inappropriate clothing will be reminded of the rule and the parent may be called in to bring in other clothing or the student asked to go home and change. Parents will be asked in for a conference if their student repeatedly dresses inappropriately.

DRILLS

FIRE: Students are evacuated from the school building during fire drills in approximately two minutes or less. Drills are held a minimum of 5 times per year. All students and staff leave the building during the drill.

TORNADO: These drills are held in the course of the school year. All students have a designated area to go to with their classes and teachers for their safety.

LOCK DOWN: Lock Down Policy will be enforced. Five drills will be held during the year.

DROP-OFF/PICK-UP PROCEDURE:

Parents are asked to no longer drive through the parking lot and “stop and drop” or wait in the driving lanes to pick up a student in the parking lot drive through areas. If you want to park in an open visitor spot to let your child/ren out, that is strongly encouraged.

The New Drop Off /Pick up route is as follows: (see map on page 6) Please use Summit St. SW and drive west toward the school building, take a left on 4th Ave SW and pull over to the curb to drop off/or pick up your children. You will see “Drop-Off/Pick-Up Signs” in this area. This should not take more than 5-10 seconds. We do not want anyone parking on this street; however, this will be only considered strictly a “Stop and Drop/ Pick up” area only. Once your child has gotten out/into the vehicle, please exit the area as soon as possible. We are also asking that you do not double park or block the street when using this new Drop off/ Pick up route.

ELECTRONIC DEVICES

Electronic devices **are not to be used** during the academic school hours. Examples of electronic devices include, but are not limited to; cell phones, virtual pets, I Pods, Game Boys, etc. SEPS will not be responsible for any lost and/or stolen items. Teachers and authorized staff have the authority to collect any electronic device and keep it in a safe location during school hours.

If an electronic device is confiscated, the following consequences will be implied: 1st Offense - Warning and device returned.

2nd Offense - Conference with student. Device stays locked up with the principal for three days.

3rd Offense - Conference with student. Parents will be notified and asked to come in and pick up the device.

EMERGENCY SITUATIONS

During emergencies, please avoid calling by telephone. The school lines must be kept open for contacts with fire, police, and hospital services. Parents will be notified and are responsible for arrangements of care for children in the event of an emergency.

FIELD TRIPS

A field trip permission slip should be on file in the office if students may participate in school sponsored trips in town. If a parent needs to pick up their child while the child is on a field trip (in or outside of Sleepy Eye) a **WRITTEN note** needs to be given to the Elem. Principal requesting to pick up the child specifying the date and reason. The note needs to be signed by the Elem. Principal and will be given to the teacher. The note must be received one day prior to the field trip. A student will not be allowed to leave with anyone while on a field trip unless the office has the request on file and the teacher has been notified ahead of time that permission is granted.

FOOD SERVICE

Students will be allowed to charge 3 meals only. If no payment is received, elementary students will receive a sandwich and milk. High school students will not receive a meal until payment is received.

Please include first and last name of all students when sending in payments. If payment includes lunch and milk break payments, please indicate this with payment.

Refunds of \$5.00 or more will be issued to the parents of students leaving the school district or graduating seniors with no younger siblings in the district.

All student milk/lunch account balances will carry over to the next school year.

Lunch and milk break payments should be taken directly to the kitchen.

Lunch Account Policy: See page 37.

BREAKFAST & LUNCH

Breakfast is available to all students. Breakfast is served daily unless school starts late. Breakfast will not be served after 8:00 a.m. unless approved by the principal or superintendent. All students will receive breakfast at no cost. Elementary students will eat breakfast with their classrooms at scheduled times per grade level.

The lunch period is viewed as part of the students' total school experience. It is expected that students will demonstrate the same good behavior during the lunch period as during the rest of the school day.

Parents are asked to bring the necessary money on registration night or during the summer if children wish to eat in school on the first day. Students will receive sandwiches and milk if they have no money in their lunch account.

Students should have money deposited into their meal account monthly. Meal accounts are computerized for efficiency. All Students will receive a meal account number.

The prices are as follows for meals and milk for sack lunch:

BREAKFAST FREE (only 1 entree, add'l charge if extras)

LUNCH: Kdgn. Monthly Lunch	\$ 40.00
Kdgn. Yearly Lunch	\$353.00
Kdgn. Yearly Lunch (if in Supplemental Kdgn.)	\$419.00
Elem. Monthly Lunch	\$ 49.00
Elem. Yearly Lunch	\$427.00

MILK BREAK:

Kdgn. Milk	FREE
1-6 Grade Yearly	\$ 78.30
1-6 Grade Semester	\$ 39.15

* Semester milk break payments must be received the first day of each new semester. Monthly payments will not be accepted.

* Daily purchases are not available for milk break.

* Students may choose orange juice or milk (1%, skim, or chocolate skim) for milk break.

* If other payment arrangements are needed, please contact the food service director at 794-7903, EXT. 1421.

GIFTS

Gifts are discouraged for individual students and teachers. Feel free to send commercially wrapped nutritional treats for the entire class. Please contact the classroom teacher to make arrangements. "Family" Birthday parties are discouraged during school. Balloons and gifts delivered to students during the school day are discouraged due to student/staff allergies and other student hurt feelings. Any gift items, balloons, flowers, candy, etc. received during the school day for student birthdays, etc. will remain in the school office until the end of the day. The student will be notified to pick up their items at dismissal time.

GUM

Chewing of gum is not allowed unless the classroom teacher authorizes it on a class by class basis.

GYM SHOES

It is the school's policy that students have tennis shoes for physical education classes. Due to the new resurfacing and repainting of the elementary gym, ONLY non-street shoes (tennis shoes) will be allowed in the gym during physical education classes. These tennis shoes should be clean and not mark the gym floor. These shoes should be designated for Gym Use Only and worn only for physical education classes or indoors. All gym shoes should not be taken home or worn outdoors. They should be kept in school during the school year. If a student does not have tennis shoes for phy. ed., s/he will not participate in phy. ed. that day. Parents will be notified if this problem is on-going.

HEALTH INFORMATION (PAGES 21-24)

ILLNESS AT SCHOOL

Should a student become ill while at school and unable to attend classes, the student is to report to the Nurse's office. If necessary, the office will make arrangements for the student to return home. Parents should make arrangements for their student to be picked up **within 30 minutes of being notified**. Communicable illnesses should be reported to the school nurse as soon as possible. Parents will be informed of procedures for returning to school (see page 21). If a parent or emergency contact can not be reached or does not respond to phone calls/messages within 30 minutes, the authorities will be notified.

INSURANCE

The school district DOES NOT carry insurance to cover accidents to students which occur in the course of the school day. Information will be sent home in the fall with each student, if you want to purchase insurance on your own.

KINDERGARTEN

To be eligible for kindergarten, a child must be five years old before September 1st. Preliminary steps in registering prospective kindergartners are taken at the annual kindergarten registration each spring. Parents who have incoming kindergartners will be informed of the registration by newspaper and letter. **All students entering school must be fully immunized and need to present a birth certificate.**

LOCKERS

Lockers are the property of the school district and are issued to students at the beginning of the school year. It is the students' responsibility to keep the locker clean inside and out.

A general inspection of school properties, including, but not limited to lockers or desks, will be conducted as needed. Illegal items and items belonging to the school or another person may be seized and appropriate consequences will be administered.

Padlocks are allowed at the teacher's discretion in 5th & 6th grade. Padlocks WILL NOT be allowed for students in grades K-4.

MAKE-UP WORK (HOMEWORK)

Each classroom teacher will have discretion as to how make-up work will be distributed and when it will be expected to be completed, and will usually only be given after the 3rd day a student has been absent. The school also discourages giving homework when a student is absent due to vacations, family trips or going out of town for an extended period of time. Missed work will be made up after the student returns.

MESSAGES

End of the day messages must be received by 2:30 p.m. If later than 2:30 p.m., there will be no guarantee the message will be delivered or received. A parent must call with any transportation or pick up changes. No other calls will be honored by other parties. Please make sure these calls are for last minute changes or emergencies. Do not call just to remind a student to walk home or take the bus. Please make sure instructions are given to the student each morning to avoid having to call the office on a daily basis. If daily calls occur, the principal will call the parent to discuss the situation and come up with an alternative plan.

MONEY

It is not advisable for students to carry large sums of money to school. Money for fees should be sent to school in a sealed envelope with the student's name and address.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences for students in grades 1-6 will be held in mid-October and again during the third quarter of the school year. ***Kindergarten will have their first conference during mid-November and again in the third quarter of the school year.

Parent/guardian schedules are sent out in advance to avoid any possible conflicts. Every effort is made to schedule appointments to allow families to have their conference at an acceptable time. Additional parent/teacher conferences may be requested throughout the school year as needed. Midterm reports are mailed out the 1st and 2nd semester.

PARTIES

Each year, students may have classroom holiday parties. Plans for classroom parties will be determined by each teacher and parent(s)/guardians will be notified.

Birthday gifts and balloons **should not** be brought to school for your child. Please celebrate this with them at home. Birthday treats can be brought to share with peers at the teacher's discretion. If authorized by the classroom teacher, treats should be commercially wrapped to eliminate communicable diseases. This is a recommendation by the State Health Department to all school districts. **No homemade items are allowed.**

Please do not plan family and/or individual birthday celebrations during the school day. To avoid any hard feelings, please avoid sending party invitations to school with your child unless everyone is invited. Please consider mailing the invitation via U.S. Mail.

Teachers cannot supply addresses and telephone numbers of students' classmates. Data privacy laws do not allow the school to give out this information.

PATROLLED STREETS

The safety patrol personnel are stationed at the following crossing areas:

SUMMIT & HIGHWAY #4 - ADULT CROSSING GUARD

LINDEN & HIGHWAY #4 - (FLASHING LIGHT) -

ADULT Crossing Guard

LINDEN & 4TH AVENUE S.W. - Student(s)

SCHOOL STREET - Student(s)

PATROL TIMES ARE: 7:30 - 7:50 am and 2:55 - 3:10 pm.

Vehicles are not allowed on street in front of the school(after school), they will be ticketed. This is a City Ordinance.

It is absolutely essential that students obey the patrol students. Children may not run across the street. They must wait for the school patrol person to let them cross.

PETS

Pets will be allowed at the classroom teacher's discretion and must be pre-approved ahead of time.

PICKING UP STUDENTS

Only persons indicated on the Enrollment Form under “Other Contact Information” will be allowed to pick up a student during or after the school day. If someone is not listed on the enrollment form and will be picking up a student, the school will need a WRITTEN note, signed by the parent, indicating the date and the name of the person picking up the student. Note: The school will do its best to follow parent wishes, but will not be held responsible if incidences occur beyond our control.

RECESS

Students will be taken out on the playground for supervised play during the noon recess each day, weather permitting. When it is necessary for students to remain inside at times for health reasons, a written request from the parent(s)/guardians will be honored for 1 day. The request should include an explanation for the child remaining inside. Requests for more than **one day** needs a doctor’s written note. An oral request from a child to remain inside **will not** be honored. Children need to be dressed appropriately for the weather during the year. Safety of the students is our main concern. If proper outdoor clothing is not worn in the winter, students will be asked to remain on the blacktop area and will not be allowed in the snow or other playing areas. Parents **are responsible** for providing the appropriate clothing for the weather conditions. In winter, this includes gloves, hat, boots, snow pants, and a warm winter coat. If there is a problem providing these items, the parent needs to notify the school. The school will not be providing hats, gloves, coats, jackets or boots to any student.

Students will be outside unless the temperature or wind chill is below “0” F.

SAFETY CONCERNS

Children need to follow these guidelines when they are coming to school or returning from school:

- 1) Cross streets at crossings, never in the middle of the block.
- 2) Observe all traffic rules.
- 3) Return to school or home directly without stopping to play.
- 4) Never accept rides or talk to strangers.
- 5) Obey all school patrols.
- 6) Walk bike through the parking lot and on school grounds.

TOBACCO/ALCOHOL/DRUG FREE SCHOOL

Sleepy Eye Schools recognizes that tobacco has been identified as one of the top health problems in the United States. It is a leading cause of premature death, disease and chronic disability in our country.

No person may possess or use a tobacco product:

- 1) in any building or upon district school grounds; or
- 2) in any location or facility during any school or school district-sponsored educational program, activity or event regardless of the location of such an activity or event; or
- 3) in any vehicle owned or leased by the school district.

VISITORS

All visitors are welcomed to the school. The following protocol will be followed when entering the school to visit a staff member or student:

1) Report to the elementary office, 2) Sign in, 3) Identify the individual that you would like to see.

If it is a student's visitor, the office staff will verify the identity of the person and the reason for the visit and get authorization from the parent/guardian (if there is any question) and then the student's classroom teacher will be contacted and the student will meet the visitor in the office under supervision of a staff member.

If it is a staff member's visitor, the staff member will be contacted. If his/her schedule allows for this visit at this time, he/she will report to the office for the visit. If the staff member is unable to meet with the visitor, an appointment can be scheduled by the office staff.

All visitors will need to sign in and wear a VISITOR'S PASS while in the school building during school hours.

VOLUNTEERS - All parents are encouraged to volunteer during the school year. Contact the office or classroom teachers.

WEATHER/STORMS

Severe Thunderstorms

Awareness - Severe Thunderstorm Watch

A severe thunderstorm watch is when weather conditions are favorable for the formation of severe thunderstorms including high winds, heavy rain, lightning and tornadoes.

Action - Severe Thunderstorm Warning

a. Severe thunderstorms have been sighted or indicated on radar. **Stay tuned to your local radio station or TV for latest advisory information.** *No individual phone calls will be made to parents. Be prepared to take shelter.

TORNADOES MAY ACCOMPANY SEVERE THUNDERSTORMS.

b. Public warning signal, radio or TV, no siren sounded unless danger of a tornado.

c. Initiate school warning system, established by the building.

d. Orient students before the spring tornado season.

e. Should severe thunderstorms with high winds be experienced, take appropriate shelter away from windows which could be broken by windblown objects.

f. If at dismissal time, hold students until danger has passed or student is picked up by a responsible adult.

Blizzards and Winter Storms

Awareness

a. The approaching winter storm or blizzard conditions will be announced by the radio or TV.

b. The District Office will advise the principal and the Transportation Company of possible early closure.

Action

a. Transportation will be notified by the Superintendent to prepare for optional services or for cancellation of services.

b. The Superintendent will notify the principal of the decision relative to transportation.

c. At the time of dismissal, students should be advised by school staff to:

- Go directly home.
- Dress properly for the weather.
- Be aware of low visibility and that it may be difficult to see or be seen.

d. School personnel should be aware if individuals must be sent to a residence other than their home.

e. Should a winter storm be too severe to release students, the school staff should be prepared to supervise until released. Also, should it be necessary, the school kitchen will be opened to provide food for all students and staff.

Closing of school

- a. Determined by the Superintendent.
- b. In absence of the Superintendent, the decision will be made by Administration Chain of Command.
- c. Notice will be given to local radio and TV when schools are not in session or upon an emergency closing.
- d. The following media will broadcast school closings: **KNUJ-AM 860, WCCO-AM 830, KKCK 99.7, KLGR 97.7, SAM 107.3, KTOE-AM 1420, KEYC-TV CHAN. 12, KARE-TV CHAN. 11, WCCO-TV CHAN. 4, KSTP-TV CHAN. 5**
- e. **No individual parent will be called.**

WITHDRAWING OF A STUDENT

In case of a change in residence where the child must be withdrawn from school, please notify the Elementary office and the child's classroom teacher. A "WITHDRAWAL" form should be completed at current school and a "RELEASE OF INFORMATION" form should be filled out when registering at the new school so records can be mailed as soon as possible.

SPECIAL PROGRAMS

ELEMENTARY ART

Kids love it! Students K - 6 have the opportunity to experience art. During this short time they explore as many different styles and techniques of art as possible. They focus on learning about the elements and principles of art and how they have been used through out history.

ELEMENTARY BAND

The elementary band consists of students from the 5th and 6th grades. Through a series of checks on the proper instruments and with the band instructor's recommendation they begin the band program. This is a learning group -- learning to take care of and how to play the instruments.

The main objective of the elementary band is to build fundamentals and to prepare them for the Junior/Senior High programs during the school year.

FAMILY FACILITATOR

This is a program offered to all students in Sleepy Eye. The family facilitator will work with the entire family in the home to help with domestic situations and in the school to help with education concerns.

MEDIA CENTER

Students, teachers, and parents may checkout books. Students checkout books for ONE WEEK plus renewing privileges. Parents may checkout books as long as they are needed, but are subject to return on demand. Any educational materials may be checked out of the library, but consumable supplies are not available.

Permission may be given by the media specialist for any library materials to be used by anyone at any time.

Library fines are only assessed for lost or damaged materials. The student's fine money will be returned, if the library book is found and returned.

"The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students." (M.S. 120.101)

MUSIC

Students have vocal music for 25 minutes at least two days a week with a music specialist. Each year there will be music programs presented to parents and the public.

PHYSICAL EDUCATION

Every class is scheduled for 25 minutes of physical education daily. This is a period of planned physical activity organized and supervised by the physical education instructor.

A statement from home must be sent when the child is to be excused from a physical education class **for one day**. If the child is to be excused for more than one day, a signed statement from the child's doctor is required.

Students are required to keep a pair of tennis shoes with good support at school for use in physical education classes. Sandals, flip flops, boots, etc. **are not appropriate** for physical education classes. Soles that make marks on the gym floor are not appropriate.

PSYCHOLOGIST

Our school is fortunate to have the services of a certified school psychologist who is available two days per week. The psychologist is in charge of intellectual testing to help determine whether a child is eligible for special education services. No testing can be done without parent's written permission in advance.

Students can be referred for consultation by the parents, their teacher, or themselves. These referrals must be made through the elementary principal. Parents will be notified of any serious problems before student consultation.

RIVERBEND EDUCATION DISTRICT

Sleepy Eye Schools have Special Education services available from RiverBend Education District. This is a district comprised of nine school districts. District 84 presently receives the services of an occupational therapist, homebound early childhood educator, hearing impaired, school psychologist, and autistic specialist.

SOCIAL WORKER

The school social workers provide direct services and are a liaison, consultant, and advocate for special need students, parents, teachers, staff, and other agencies regarding the prevention and/or intervention of social services or situations which affect the learning of students both at home and school.

SPECIAL EDUCATION

Special Education programs are available. Referrals and testing of any student may be requested at any time by the parent. Full time personnel work in the Learning Disability program (LD), Mild to Moderately Mentally Impaired (MMI), Emotional/ Behavior Disorder program (E/BD), Moderately to Severely Mentally Impaired (MSMI), Adaptive Phy Ed (ADAPE), and Early Childhood Special Education (ECSE).

SPORTS

Students may participate in after school activities. Please contact the Activities Director's office (Ext. 1111) for more information about the following:

Football (4-6)	Band (5 & 6)
Basketball (K-6)	Choir (4-6)
Hockey (K-6)	Volleyball (5 & 6)
Wrestling (K-6)	Dance Camp (4-6)
Cheerleading Camp (3-6)	

TITLE ONE

Title One is a federally funded program. There are certain guidelines which must be met to "qualify" students for the Title program.

Criteria used in the selection of students for these programs include several different modes. Test scores from MCA and FAST, math and reading unit test scores, teacher observation and evaluation are also considered when identifying students to participate in the program.

Parental permission is needed before a student is officially included in the program. Sleepy Eye Elementary uses both an in class and pullout method in delivering service to students. A variety of approaches are implemented based on the individual needs of each student, by the classroom teacher and the paraprofessionals working with the student.

VACATIONS

A vacation request form **MUST** be completed and returned to the Elementary Principal one week prior to leaving. (See page 42) If a vacation request form is not completed, these days will be unexcused absences.

Vacations during the school year are **strongly** discouraged. If a student will be absent due to a vacation the **office must be notified one week in advance**.

ATTENDING EXTRA - CURRICULAR EVENTS

The students will be held responsible for their actions during extracurricular events (football, basketball, volleyball games, and wrestling matches, music programs). Students not interested in the event will be asked to leave. All students and parents should adhere to good sportsmanship and appropriate behavior.

All rules and regulations are for the safety of the students. Please reinforce and follow these rules.

- A) Students are only permitted in the balcony when accompanied by an adult.
- B) Only authorized personnel are permitted on the stage, all others should use seating on east side of the gym.
- C) Remain in the gym while the contest or activity is in progress. (Including music/band concerts)
- D) When outside the gym, remain in the hallways immediately adjacent to the gym. Use of other hallways, areas or lockers is by PERMISSION ONLY.

- E) Stand and practice quiet respect during the national anthem.
- F) Sleepy Eye School buildings and grounds are TOBACCO/ALCOHOL/DRUG FREE.

RESPECTFUL COURTEOUS BEHAVIOR WILL GREATLY
CONTRIBUTE TO THE QUALITY OF SLEEPY EYE SCHOOL FOR
THE STUDENTS AND PROGRAMS.

BUS SAFETY INFORMATION

Mr. John Cseolvszki, Superintendent of Dist. #84, 507-794-7903

Pat Stevermer, Bus Safety Transportation Director, 507-794-7873

According to the Minnesota School Bus Safety Law, **riding the school bus is a privilege, not a right.** Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop whether for regular daily transportation, extracurricular activities, field trips or community education trips. **Please note: A hand written note from the parent or guardian of the student will need to be given to the bus driver in order to ride a different bus or be a guest of a child on that bus. If a note is not provided, the child will not be able to ride the bus.**

Students who walk to school or arrive by car are asked to **use the crosswalks** where the school patrol is monitoring the intersection. Motor vehicles should also observe the No Parking signs between 8 a.m. and 3:30 p.m. on school days due to the number of bus shuttles that use the area. Cars are requested to stay out of the area where buses load and unload. For those who violate the signs or this procedure, a ticket can be issued by the local police department.

St. Mary's students can be picked up in the church parking lot. Vehicles should not park in front of the school which is reserved for bus drop off.

Parents of Sleepy Eye Elementary School students should go to the south end of the elementary building on 4th Ave SW (between Summit St SW and Burnside St SW) to drop off and pick up children. Do not use the parking lot for drop off and pick up as it is a safety hazard when children are walking between cars and people wanting to leave are unable to get out of the lot.

Bus safety training will be given during the first month of classes for students preschool through 10th grade. All school bus/bus stop misconduct will be reported to the Building Principal. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

If you have a concern about behavior on the bus or a driver, please contact the school or bus company immediately rather than wait until the end of the year. No problem is minor.

RULES AT THE BUS STOP

- 1) Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- 2) **If you plan to ride a different bus or be a guest on a bus, you need a hand written note from your parent or guardian to give to the driver when you board the bus. If a note is not provided, the child will not be able to ride the bus.**
- 3) Respect the property of others while waiting at your bus stop.
- 4) Use arms, legs and belongings appropriately.
- 5) Use appropriate language.
- 6) Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- 7) After getting off the bus, move away from the bus.
- 8) If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you BEFORE crossing the street.
- 9) No fighting, harassment, intimidation or horseplay.
- 10) No use of alcohol, tobacco, or drugs.
- 11) No throwing of objects at vehicles passing by.

RULES ON THE BUS

- 1) Immediately follow the directions of the driver.
- 2) Sit in your seat facing forward.
- 3) No standing in aisles or on seats while the bus is stopped or in motion.
- 4) Talk quietly and use appropriate language.
- 5) Keep all parts of your body inside the bus.
- 6) Use arms, legs and belongings appropriately.
- 7) No fighting, harassment, intimidation or horseplay.
- 8) Do not throw any objects.
- 9) No eating or drinking on the school day bus routes.
- 10) No use of alcohol, tobacco or drugs on the bus.
- 11) Do not bring any weapons or dangerous objects on the school bus.
- 12) Do not damage the school bus.
- 13) Students K-6 sit in front of the wheel well of the bus.
- 14) Be respectful of other students and belongings.
- 15) No flash photography on evening routes will be allowed.

CONSEQUENCES FOR SCHOOL BUS/BUS STOP

MISCONDUCT

(as of June 17, 2016)

- 1) **First offense** will result in a letter being sent to the parents from the home school principal followed by a phone call.
- 2) **Second offense** will result in a minimum **suspension of five days** of bus service for the student(s) responsible.
- 3) **Third offense** will result in a denial of bus riding privileges for the remainder of the year. A conference is set up with the parents, student(s), school administrator and Sleepy Eye Bus Service representative, if needed. (See page 37 for Bus Violation form and Bus Procedures)
- 4) Physical violence between students or a weapons violation will result in automatic suspension.

STUDENT BEHAVIOR PLAN

PHILOSOPHY

Sleepy Eye School is a positive and safe place to learn for all students. All staff in the elementary shares the responsibility for school being a good place to learn and work. The goal is for all students to be responsible for their own behavior. Students, parent(s)/guardian(s), staff and administration work together as a team to achieve this goal.

The behavior plan established at Sleepy Eye Elementary will reflect a positive approach to develop responsible student behavior. The behavior plan will include a variety of rewards for students who follow the rules. Rewards may be given to the entire classroom or individually. The rules are for the safety of each student. Parents will be notified by the teacher/principal if inappropriate behavior occurs.

SLEEPY EYE PRIDE SCHOOLWIDE EXPECTATIONS			
	Responsible Everywhere	Respect Everyone	Respond Safely Everytime
Bathroom	-Be quick -Flush -Keep bathroom clean (white paper in toilet/ brown paper in trash can) -Use appropriate amounts of paper and soap	-Voice Level 0-1 -Respect privacy of others -Close door	-Wash and dry hands -Leave school items in classroom/hallway/locker
Classroom	-Be prepared -Follow classroom rules -Follow adult directions	-Voice Level 0-2 (staff directed) -Encourage and help others -Do your best at all times	-Keep classroom clean -Use equipment properly
Hallway	-Walk on the right side in a straight line -Keep halls clean -Walk directly to destination -Close lockers quietly	-Voice Level 0-1 -Smile to greet others	-Hands and feet away from walls/lockers -Walk safely -Hands at sides, behind back, or in pockets
Cafeteria	-Wait calmly in line -Keep hands and feet to yourself -Raise your hand for assistance -Remain seated until dismissed	-Voice Level 0-2 (staff directed) -Use appropriate language and manners -Choose healthy foods	-Walk safely -Keep your area clean -Throw trash and stack trays
Playground/ Morning Gym	-Stop, walk, and talk -Change to gym/outdoor shoes -Return equipment -Line up at signal	-Play fair -Use appropriate words and actions -Share and include others	-Ask permission to enter building -Keep playground/gym clean -Use equipment properly -Dress for the weather
Bus	-Be at the bus stop on time -Sit in your seat and face forward -No eating/drinking	-Voice Level 0-1 -Follow bus driver's directions -Use appropriate language	-Keep your whole self inside the bus -Keep the bus clean -Walk appropriately around bus area
Library/ Computer Lab	-Stay on task -Use appropriate materials	-Voice Level 0-1 -Do your best at all times -Follow adult directions	-Keep area clean -Walk
Assembly/ Concert	-Arrive on time -Keep hands and feet to yourself -Remain seated for the entire performance	-Voice Level 0-2 (staff directed) -Listen -Raise hand for questions -Sit in designated areas	-Leave all items in classroom -Walk
Voice Level: 0-No talking 1-Whisper 2-Conversation 3-Raised Voice			

Sample of

Office Referral Form

Name: _____ Grade: _____ Classroom Teacher: _____

Date: _____ Time: _____ Referring Staff _____

Location: Playground Cafeteria Hallway Library Bathroom Arrival/Dismissal Classroom Other

Reason for the Referral

Minor Behavior

- Inappropriate language
- Physical contact
- Defiance
- Disruption
- Property misuse
- Missing Assignment
- Other _____

Major Behavior

- Abusive language
- Fighting/physical aggression
- Overt defiance
- Harassment/tease/taunt
- Vandalism
- Other _____

Possible Motivation

- Obtain peer attention
- Obtain a dult attention
- Obtain items/activities
- Avoid peer(s)
- Avoid adult
- Avoid task or activity
- Don't know
- Other _____

Staff/Administrative Decision by _____

- Loss of privilege
- Time in Office on (date) _____
- Conference with student
- Parent contact by: (phone, email, mail) - circle one
- Individualized instruction
- In- School Suspension
- Out-of-School Suspension (# _____ Days)
- Police contact
- Other

Others involved in incident: None Peers _____

Staff Teacher Substitute

Other _____

Staff/Administrator Signature _____

Other Comments:

Parent Signature: _____ Date: _____

** A student receiving three (3) major tickets will result in a required parental meeting to be scheduled at the administrations discretion.
New-Updated- Revised 8/22/2016

MAJOR OFFENSES

A major incident will be handled by the principal or other authorized personnel. The parent(s)/guardians will be contacted about the incident and consequences. The consequences will be at the discretion of the principal and will follow any of the current district policies. A log will be kept on all major incidents. Parent(s)/guardian will be notified if their child consistently displays inappropriate behavior and/or choices. These actions could result in in-school or out-of-school suspension.

Examples being: **Destruction of Property;** willful damage to school property - cuts, defaces, or otherwise damages in any way any property, real or personal, belonging to the school district; **Disorderly Conduct;** engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others. A student receiving three major tickets will result in a required parental meeting to be scheduled at the administrations discretion.

STUDENTS' EDUCATION

Every student has the right to an education. The students, parents and school all have a role in providing a quality education to each child.

Students are expected to:

- Attend school every day.
- Pay attention.
- Finish work on time.
- Do their best.
- Express opinions and feelings in a responsible way.
- Treat everyone with respect.
- Be responsible for their actions.

Parent/guardians are expected to:

- Encourage their child/ren to be honest and accountable for his/her/their actions.
- Provide their child/ren with a quiet location to do homework and review homework for completion.
- Instill in their child/ren a positive attitude toward learning.
- Set an example for making learning a lifelong process.
- Develop consequences for lack of effort and poor behavior.
- Support the student behavior plan.
- Make school attendance a priority.

Sleepy Eye staff and administration are expected to:

- Treat students with compassion and respect.
- Provide a safe learning environment.
- Inform parents of students' achievement and behavior
- Carry out the behavior plan.
- Be responsible for their actions.

HEALTH INFORMATION

COMMUNICABLE DISEASES

Please keep children home when they show signs of illness such as nausea vomiting or fever. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease may begin with a cough or cold symptom.

DIGEST OF REGULATIONS FOR COMMUNICABLE DISEASES AND SUGGESTED POLICIES FOR SCHOOL ATTENDANCE

DISEASE	SYMPTOMS	INCUBATION PERIOD*	EXCLUDED FROM SCHOOL
Chicken Pox	Rash usually first sign. Small blisters which later becomes pustules	2-3 weeks, usually 17 days	Until pox are crusted over
Diarrhea			24 hours until it has subsided
Diphtheria	Sore throat with patches of grayish membrane	Usually 25 days	Until released by Health Dept.
Fever	Excluded from school until fever-free for 24 hours without the aid of fever reducing medication (e.g. Tylenol or Ibuprofen)		
German Measles	May have symptoms of cold first, or may have rash first	2-3 weeks, usually 16 days	7 days from appearance of rash
H1N1 Flu	Fever above 100F, cough, sore throat, stuffy nose, some cases of diarrhea and vomiting		7 days from start of symptoms even if feeling well
Impetigo	Gray, thick scab following pustular lesion, most common on face, hand, & arms	Usually 25 days	Until under treatment by doctor
Measles	Symptoms of cold for 2-3 days with running nose, cough, inflamed eyes & fever. Then blotchy rash appears	Usually 10-14 days	4 days from appearance of rash
Mumps	Swellings of glands in front of ears	2-3 weeks, usually 18 days	5 days or until swelling has disappeared
Pediculosis ("Lice")	Itching caused by lice. Eggs (nits) appear as cream objects attached to individual hair shaft	Lice hatch in 1 week and reach maturity in two weeks	Until properly treated

DISEASE	SYMPTOMS	INCUBATION PERIOD*	EXCLUDED FROM SCHOOL
Pink Eye	Itching, burning, pain, & redness of eye, drainage of eye	24-72 hours for bacterial; 4-12 days for viral	Majority are viral and will resolve without exclusion from school. Exclusion will be based on severity of symptoms & student's ability to be in school.
Poliomyelitis	Variable: fever, sore throat, headache, nausea, vomiting, muscles stiffness	Approximately 2 weeks	At least 7 days under doctor's orders
Ringworm	Red-ringed patch of water blister-like lesions, itching, pain & scaling	Undetermined	Until under treatment by doctor
Scabies	Burrows of itch mite may be seen. Intense itching of skin, more noticeable at night	Variable from several days to several weeks	Until under treatment by doctor
Scarlet fever Scarlatina Sore throat	Sudden onset of head ache, fever, and vomiting. Usually a fine rash appears within 23 days. May have no rash	2-7 days, usually about 4 days	At least 7 days or until free of symptoms. May return sooner if released by doctor
Small Pox	Sudden onset. Fever severe backache, rash appears about 3rd day as red papule which progresses to water blister, pustule & scab in successive crops	7-16 days, commonly 12 days. Variable from several days to several weeks	Until released by Health Dept.
Strep Throat Vomiting	Excluded from school until treated with antibiotic	for 24 hours	24 hours until it has subsided
Whooping Cough	Symptoms of a cold with cough which becomes increasingly worse. "Whoop" appears in about one week, with vomiting. (Some never "whoop".)	7-16 days, usually about 10 days	after 5 days of antibiotic treatment

***Length of time between exposure to a disease and the appearance of symptoms.**

The nursing personnel may advise a student/parent not return to school for 24 hours (or longer) based on specific symptoms. This will be determined case-by-case.

IMMUNIZATIONS

It is imperative that all students, Kindergarten - Grade 6 have up-to-date immunizations for preventable diseases.

Minnesota Statutes 1980, Section 123.70 requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, allowing for certain specified exemptions. **No child shall be allowed to enroll or remain enrolled in any school in this state until the parent/ guardian has submitted to the principal of the school a statement of compliance with this law.**

All students entering school must provide the school with immunization records, including month, day, and year of each immunization. All children are required to have the following immunizations:

- 5 - Diphtheria, tetanus, pertussis shots (DTP's)**
- 4 - Polio dosages**
- 2 - Mumps, measles, rubella shot (MMR)**
- 3 - Hepatitis B**
- 2 - Chicken Pox or History of Chicken Pox disease**

The mumps, measles, rubella immunization (MMR) should have been administered after the child's first birthday to be in compliance with the law. Otherwise this immunization needs to be repeated.

Brown County Public Health Services have monthly immunization clinics in Brown County. Call 888-359-2809, to set up appointments or for other information.

MEDICATION

Parents are responsible for providing medication to the school in a labeled container that includes the student's full name.

Medication should be given at home whenever possible.

Any student who must receive medication of any type (**prescription or over-the counter**), while under the supervision of the school must provide the Principal with a note signed by the parent(s)/guardians and the **physician granting permission to administer medication**. A form will be provided to each student when needed. (See form on next page).

COUGH DROPS, COUGH STRIPS, OR COUGH SYRUP ARE NOT ALLOWED. A PHYSICIAN'S SLIP IS REQUIRED TO ADMINISTER THESE IN SCHOOL.

NURSE

The following screenings are available through the school health program:

- VISION AND HEARING, grades K-6, in the fall**
- COLOR VISION, grade 2**
- SCOLIOSIS SCREENING, grades 5 & 6, girls**

**** SAMPLE ONLY ****

School Health Services

ATTENTION: Both Parent/Guardian AND Physician must complete for medication to be administered in school.

AUTHORIZATION FOR GIVING MEDICATION IN SCHOOL

NAME OF STUDENT _____ BIRTHDATE _____

PARENT/GUARDIAN _____ GRADE _____

TO BE FILLED IN BY PHYSICIAN

MEDICATION TO BEGIN: (date) _____

MEDICATION TO END: (date) _____

NAME OF MEDICATION: _____

DOSAGE AND ROUTE OF ADMINISTRATION: _____

TIME OF ADMINISTRATION: _____

PURPOSE OF MEDICATION AND WHY IT IS NEEDED DURING
SCHOOL HOURS: _____

POSSIBLE SIDE EFFECTS: _____

***indicate which are harmful**

SPECIAL PRECAUTIONS: _____

PHYSICIAN'S SIGNATURE _____

DATE _____

TELEPHONE _____

TO BE COMPLETED BY PARENT/GUARDIAN

I request medication be given at school as prescribed by our physician.

Date (Signature of Parent/Guardian)

NOTE: Medication is to be supplied in original prescription bottle. Ask for the medication to be divided into two bottles, completely labeled one for home and one for school. Label must include name of pharmacy and phone, student's name, name of prescribing physician, directions for use, medication identification number and date of original issue or renewal.

* Request form from the School Nurse, if you need one completed.

Sleepy Eye Health and Safety Annual Notification 2017-2018

Sleepy Eye Public Schools is committed to providing a healthy and safe environment for all employees, students, and public citizens utilizing the school facilities. The District maintains a Board approved Health and Safety Program that lists and documents the procedures and plans for maintaining a safe and healthy environment. The Health and Safety Program also helps the District maintain compliance with the numerous state and federal regulations and laws governing health and safety issues in the District. As a part of that compliance, each year the District notifies the employees and parents of following ongoing programs.

1. Presence of Asbestos within District Buildings

The Sleepy Eye Public School District has continued to respond to asbestos present in our school buildings through monitoring and maintenance. Asbestos, most often found contained in thermal pipe insulation, is a mineral fiber associated with increased levels of disease when inhaled.

Since the implementation of the Asbestos Management Plan in 1989 the District has continued with its ongoing asbestos operations and maintenance program, including periodic surveillance every six months in each of the District's buildings. During periodic surveillance, damage to material containing asbestos is noted and repaired following strict procedures. Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. When this condition becomes a possibility, asbestos is removed.

This past year the District conducted the periodic surveillance as required by the Asbestos Management Plan. These inspections are done to maintain asbestos-containing materials in a safe condition in all areas of the buildings where asbestos is present. In addition, this summer the District employed a licensed asbestos abatement contractor to remove asbestos floor tiles and mastic in 3 rooms in the High School, as well as asbestos piping in one of those rooms.

The detailed Asbestos Maintenance Plan and updated information for each building, and for the entire district, is open to public review. You can find the Asbestos Management Plan located in the District Office of Sleepy Eye Public Schools. If you have any further questions about asbestos or other safety related issues, please contact the District's Safety Coordinator, Timothy Harbo, at (507) 351-5495 or the District Office .

2. Integrated Pest Management

Sleepy Eye Public Schools, as part of the District's Health and Safety Program, has an Integrated Pest Management Program. This program establishes procedures on the use of pesticides in and around the District's Buildings.

Sleepy Eye Schools utilize a licensed, professional pest control service firm for the prevention and control of rodents, insects, weeds, and other pests in and around the district's building. Their program consists of :

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking, and screening;
4. Application of EPA registered pest control materials when needed after regular school hours or when school is not in session.

Pests can sting, bite, cause contamination, damage property, and spread disease, therefore we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

In addition, school district personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for the application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

3. Air Quality

The District maintains a comprehensive program for Air Quality in the school buildings. The purpose of this program is to maintain optimum air quality in the District buildings. Throughout the year air quality is monitored and air handling systems are maintained on an established schedule to insure good air quality. The District will continue to monitor, maintain, and address air quality issues. If you have any questions or concerns regarding air quality and the Air Quality Management Program please contact Doug Domeier, Buildings and Grounds, or the District Office.

4. Emergency Procedures

The District has developed detailed plans for emergency procedures such as fires, tornadoes, or other crisis issues. Some of those plans have building specific procedures which will be provided by the building administration at the start of the school year. Plans can be found in each office.

5. Employee Right To Know

The Health and Safety Program provides detailed information on chemicals and conditions determined to pose potential hazards to employees who work with these chemicals. Affected employees receive annual training and the District maintains material safety data sheets on these chemicals and conditions. For more information on this program, contact the District Office.

6. Safety Committee

The District has an employee/administration safety committee that meets regularly during the school year to address safety concerns and issues. Please feel free to contact Timothy Harbo at the District office if you have concerns or issues relating to health and safety in the District.

Timothy Harbo
Environmental Coordinator

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by an individual student, group of students, teacher, administrator, volunteer, contractor, or other employee of the school district, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students, teachers, administrators, volunteers, contractors, or other employees of the school district who directly engage in an act of bullying but also to students, teachers, staff, administration, volunteers or visitors who, by their indirect behavior, condone or support another act of bullying. This policy also applies to any student, teacher, administrator, volunteer, contractor, or other employee of the school district whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

B. Social Media Impact: Students, teachers, administrators, volunteers, contractors, or other employees of the school district shall be mindful of what they post, link or otherwise communicate on various social media sources. Examples of social media may include, but are not limited to, Twitter, Facebook, email, text messaging and other social media forms. Examples of inappropriate behavior that will not be tolerated are referenced herein, and shall also include, but are not limited to, the use of inappropriate language or pictures, swearing, language or pictures that are of sexual nature, and words that may be interpreted as bullying or harassment. For students, social media that may be the subject of or discovered during an investigation may become a SEPS or MSHSL code of conduct violation, and therefore may lead to disciplinary action (such as a suspension of a select amount of events based on severity), up to and including permanent suspension from the team or curricular activity. For teachers, administrators, volunteers, contractors, or other employees of the school district, disciplinary action may also occur.

- C. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, tolerate or engage in bullying.
- D. Apparent permission or consent by an individual being bullied does not lessen the prohibitions contained in this policy.
- E. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- F. False accusations or reports of bullying against another are prohibited.
- G. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying, or engage in an act of reprisal or intentional false reporting of bullying, may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

III. DEFINITIONS

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

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by an individual that is intended to cause or is perceived as causing distress to another and which substantially interferes with another's educational benefits, opportunities, employment or performance. Bullying includes, but is not limited to, conduct by an individual or group that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student, group of students, teacher, administrator, volunteer, contractor, or other employee of the school district;
 - 2. damaging the property a student, group of students, teacher, administrator, volunteer, contractor, or other employee of the school district;
 - 3. placing a student, group of students, teacher, administrator, volunteer, contractor, or other employee of the school district in reasonable fear of harm to person or property;
 - 4. creating a hostile educational environment for a student, group of students, teacher, administrator, volunteer, contractor, or other employee of the school district; or
 - 5. intimidating a student, group of students, teacher, administrator, volunteer, contractor, or other employee of the school district.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school

grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer, the superintendent or designee.

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

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory

authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

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

VII. TRAINING AND EDUCATION

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

WEAPONS POLICY

“Possession” of a *weapon will result in:

- 1) An initial suspension for 10 days
- 2) Confiscation of the weapon
- 3) Contact with the police department
- 4) A recommendation to the superintendent that the student be expelled

Minnesota Statutes 127.282 mandates that a school board must expel for one year a pupil who is determined to have brought a firearm to school. The Principal under appropriate circumstances may recommend and the school board may impose a lesser penalty.

If the student withdraws or transfers after expulsion proceedings are started, or if a student is in fact expelled, the school may disclose this to another school district in connection with the possible admission of the student to school. (This is an exception to the Data Practice Act.)

Students found in possession of toy or replica weapons will have these items confiscated. Parents will be contacted about the infraction, and the student will be given detention. The number of day(s) of detention will be determined by the building administrator.

Students who threaten bodily injury of another individual, or display toy replica, or “found” **weapons to threaten another individual, will be suspended for a period of three to five days. Parents will be contacted, and arrangements made for a conference prior to the student returning to school.

At any time a student may be disciplined at the discretion of the building administrator, as the seriousness of the offense warrants.

Such items which clearly serve an educational purpose, such as Minnesota Firearm Safety Program classes, replica weapons used for dramatic performances, or starting pistols used for athletic events, which are used under proper adult authority, and have been deemed by the building administrator to be acceptable and properly managed shall be allowed in school.

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property, at a school activity, school sponsored bus trip, or near a school bus stop during loading and departure.

*Weapons are defined as articles used or designed to inflict bodily harm and /or intimidate other persons. Examples of weapons include, but are not limited to: firearms, whether loaded or unloaded, BB guns, pellet guns, knives, fire and explosives.

**Found weapons include any common item used by a student to harm or threaten to harm another individual. Examples of found weapons include, but are not limited to, the following: rocks, chunks of ice, clubs, table knives, scissors or pieces of glass.

ZERO TOLERANCE POLICY

No type of violence will be tolerated on the bus, in school, or on the playground. This includes any shoving, rough playing, pushing, or any other contact not necessary with another person. The parents will be contacted when students do not follow these rules.

**DISTRICT 84 POLICY AGAINST
RELIGIOUS, RACIAL, SEXUAL HARASSMENT
AND VIOLENCE**

- 1) Everyone at District 84 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
- 2) A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender.
 - a) name calling, jokes or rumors;
 - b) pulling on clothing;
 - c) graffiti
 - d) notes or cartoons;
 - e) unwelcome touching of a person or clothing;
 - f) offensive or graphic posters or book covers; or
 - g) any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- 3) If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the Human Rights Officer (elementary principal).
- 4) You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer (elementary principal).
- 5) Your right to privacy will be respected as much as possible.
- 6) We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- 7) The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
- 8) This is a summary of the School District Policy against religious, racial, or sexual harassment and violence. Complete policies are available in the Superintendent's office upon request.

**RELIGIOUS, RACIAL, SEXUAL HARASSMENT
AND VIOLENCE
ARE AGAINST THE LAW.**

DISCRIMINATION IS AGAINST THE LAW.

**CONTACT: HUMAN RIGHTS OFFICER
JOHN CSELOVSZKI
400 4TH AVENUE SW
SLEEPY EYE, MN 56085
507-794-7903 Ext. 1409**

**SLEEPY EYE SCHOOL BOARD DISCRIMINATION POLICY
PROHIBITING RELIGIOUS, RACIAL,
SEXUAL HARASSMENT, AND VIOLENCE**

I) GENERAL STATEMENT OF POLICY:

It is the policy of Independent School District No. 84 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The Sleepy Eye School district prohibits any form of religious, racial, or sexual harassment, and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy (for purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District).

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the Sleepy Eye School District to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.

The Sleepy Eye School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

II) RELIGIOUS, RACIAL, SEXUAL HARASSMENT AND VIOLENCE DEFINED:

A) Sexual harassment Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1) Submission to that conduct or communication is made a term or condition, either explicit or implicit, of obtaining or retaining employment, or of obtaining an education, or

2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education, or

3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include but is not limited to:

> Unwelcome verbal harassment or abuse;

> Unwelcome pressure for sexual activity;

> Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property.

4) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

5) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status, or

6) Unwelcome behavior or words directed at an individual because of gender.

B) Racial Harassment Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
- 2) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic environment; or
- 3) Otherwise adversely affects an individual's employment opportunities.

C) Religious Harassment Definition: Religious harassment consists of physical or verbal conduct:

- 1) Has the purpose or effect of creating an intimidating hostile or offensive working or academic environment; or
- 2) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or
- 3) Otherwise adversely affects an individual's employment opportunities.

D) Sexual Violence Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- 1) Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; or
- 2) Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; or
- 3) Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- 4) Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse on another.

E) Racial Violence Definition: Racial violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to race.

F) Religious Violence Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

G) Assault Definition: Assault is

- 1) An act done with intent to cause fear in another of immediate bodily harm or death;
 - 2) The intentional infliction of or attempt to inflict bodily harm upon another;
- or
- 3) The threat to do bodily harm to another with present ability to carry out the threat.

III) REPORTING PROCEDURES:

Any person who believes s/he has been the victim of religious, racial, or sexual harassment or violence by a pupil, teacher, administrator, or other school personnel of the Sleepy Eye School District, or any person with knowledge or belief of conduct which may constitute religious, racial, sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate Sleepy Eye School District official designated by this policy. The Sleepy Eye School District encourages the

reporting part, or complainant to use the report form available from the principals office in each building or available from the Sleepy Eye School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A) In each school building the building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult of Sleepy Eye School District personnel who receives a report of religious, racial, sexual harassment, or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicably by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights of Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involved the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Offer by the reporting party or complainant.

B) In the District, the Sleepy Eye School Board hereby designates the elementary principal as the School District Human Rights Officer to receive reports or complaints of religious, racial, sexual harassment, or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The Sleepy Eye School District shall conspicuously post the names of the Human Rights Officer(s), including mailing addresses and telephone numbers.

C) Submission of good faith complaint or report of religious, racial, sexual harassment, or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D) Use of formal reporting forms is not mandatory.

E) The Sleepy Eye School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as such as possible consistent with the Sleepy Eye School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV) INVESTIGATION:

By authority of the Sleepy Eye School District, the Human Rights officer, upon receipt of a report or complaint alleging religious, racial, sexual harassment, or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by Sleepy Eye School District officials or by a third party designated by the Sleepy Eye School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the Sleepy Eye School District should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy required a determination based on all the facts and surrounding circumstances.

In addition, the Sleepy Eye School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial, sexual harassment, or violence.

The investigation will be completed as soon as practicable. The Sleepy Eye School District Human Rights Officer shall make a written report to the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V) SCHOOL BOARD ACTION:

A) Upon receipt of a report, the Sleepy Eye School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Sleepy Eye School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and Federal Laws and Sleepy Eye School District policies.

B) The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Sleepy Eye School District in accordance with state and federal law regarding data or records privacy.

VI) REPRISAL:

The Sleepy Eye School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial, sexual harassment, or violence, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes; but is not limited to, any form of intimidation, reprisal or harassment.

VII) RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES:

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

VIII) HARASSMENT OR VIOLENCE AS ABUSE:

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX) DISSEMINATION OF POLICY AND TRAINING:

A) This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B) This policy shall appear in the student handbook.

C) The Sleepy Eye School District will develop a method of discussing this policy with students and employees.

D) This policy shall be reviewed at least annually for compliance with state and federal laws.

Student Lunch Account Policy

Adopted 2-25-11
Revised 7-19-17

MSBA/MASA Model Policy 534
Orig. 2017

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. All meal purchases are to be prepaid before meal service begins. Payments may be made online through the Infinite Campus Parents Portal (\$2.50 service charge) or be mailed/dropped off in the Food Service or District Offices. A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal in cash when it is received.

D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal .50 cents will be charged to the student's account or otherwise charged to the student.

III. LOW OR NEGATIVE ACCOUNT BALANCES - NOTIFICATION

A. When a meal account is approaching a low balance, a notice will be sent electronically to the parent or legal guardian.

B. When an account has a \$0 balance, a notice will again be sent to the parent or legal guardian by electronic notification.

C. Families will be notified of an outstanding negative balance once the negative balance reaches a negative balance of \$10. Families will be notified electronically and by mail. A modified meal will be made available to the student in lieu of the regular meal. A modified meal will be defined as a meat or cheese sandwich and a carton of milk. The cost of the modified meal will be .50 cents per day/meal.

D. A modified meal will continue to be made available to the student until the balance has been paid in full.

E. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than \$10, not paid prior to the end of the current school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and
3. all school district personnel who are responsible for enforcing this policy.

B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

LEGAL NOTICE

Independent School District 84, Sleepy Eye, Minnesota, in compliance with the Family Educational Rights and Privacy Act announces that directory-type information on public school students in the district will be disseminated from time to time without further authorization from parents of such students. Directory-type information under this policy is defined as:

- 1) The student's name.
- 2) The names of the student's parents.
- 3) The student's address.
- 4) The student's date of birth.
- 5) The student's class designation (i.e. 1st grade, 10th grade, etc.).
- 6) The student's extracurricular participation.
- 7) The student's achievement awards or honors.
- 8) The student's weight and height if a member of an athletic team.
- 9) The student's photograph.
- 10) The school or school district the student attended before he or she enrolled in Independent School District 84.

Any parent wishing to withhold information from distribution must make the request to the office of the Superintendent of Schools.

GENERAL POLICY

All rules and regulations of School District #84 will apply,

- 1) on school property during and immediately after school hours.
- 2) on school property or any time when the school is being used by a group.
- 3) off school property at a school activity, function, or event.

**NOTICE TO PARENTS AND STUDENTS
PARENT/STUDENT RIGHTS IN IDENTIFICATION,
EVALUATION AND PLACEMENT**

Pursuant to Section 504 of the Rehabilitation act of 1973, the following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- 1) Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition.
- 2) Have the school district advise you of your rights under federal law.
- 3) Receive notice with respect to identification, evaluation, or placement of your child.
- 4) Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- 5) Have your child educated in this facility and receive services comparable to those provided for non-handicapped students.
- 6) Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (PL 101.476) or Section 504 of the Rehabilitation Act.
- 7) Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
- 8) Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
- 9) Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- 10) Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- 11) A response from the school district to reasonable requests for explanations and interpretation of your child's records.
- 12) Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
- 13) Request an informal hearing, mediation, or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to John Cselovszki, Sleepy Eye Public School, Sleepy Eye, MN 56085.
- 14) File a local grievance with the Section 504 Officer.

The person in this district who is responsible for assuring that the district complies with Section 504 is: **Mr. John Cselovszki, 507-794-7903**
Mr. Shane Laffen, 507-794-7903

**Brown County Truancy (12 years and older)
and Educational Neglect policy**

Educational Neglect - Excessive Absences (ages 5 - 11):

1. After the student has had five absences in one school year a letter will be sent to the parent/guardian, along with the Educational Neglect Brochure stating Minnesota law and the potential consequences if the issue persists.
2. After the student has had seven absences in one school year a letter will be sent to the parents/guardians requesting a meeting to discuss the issues, develop an Attendance Contract, and discuss the potential consequences. This meeting will include the School Principal, School Counselor and Brown County Family Facilitator.
3. If the issue continues after seven absences , and after the development of an attendance contract or without being given medical documentation or lawful excuses for the continued absences, the school must notify the Department of Family Services and file an Educational Neglect claim as required under the 2014 Minnesota State Statutes. (section 120A.22, subdivision 8)

Truancy - Excessive Absences (Age 12 and over):

1. After a student, age 12 and over, has had five absences within the school year, the school will send a letter to the parent/guardian notifying the parents of the issue, along with the Truancy Brochure stating Minnesota law and the potential consequences if the issue persists.
2. After the student has had seven absences within the school year, the school will send a letter to the parents/guardians requesting to meet to discuss the issues, develop an attendance contract, and discuss the potential consequences. This meeting would include the Family Facilitator, School Social worker and Principal.
3. If the issue continues after seven absences , and after the development of an attendance contract or without being given medical documentation or lawful excuses for the continued absences, the school must notify the Department of Family Services and file a Truancy Report claim as required under the 2014 Minnesota State Statutes. (section 120A.22, subdivision 8)

Tardies:

Examples of unexcused tardies are: student or parent oversleeping, rough getting started, working on an assignment, alarm didn't work, car problems, running late, brother or sister's fault, or "no reason" given, ride didn't show up, didn't get home until late the night before.

A notification letter will begin at 5 tardies and again at 7 tardies to inform the parent.

Once a student receives 10 tardies per semester, the parents will be notified again and an educational neglect report will be made to Brown County Family Services.

If excessive tardies continue a meeting with the Principal will be required to discuss the issue.

Sample of
Sleepy Eye Bus Service, Inc.
Discipline Action Form

Discipline Action for:

_____ (student name)
_____ (grade)

Any student riding the school bus is expected to remain seated and well-behaved for the entire bus route.

FIRST OFFENSE:

Date: _____

Reason:

Consequence: Verbal/Written Warning to parent

SECOND OFFENSE:

Date: _____

Reason:

Consequence: ONE WEEK REMOVAL FROM BUS SCHEDULED ROUTE DAYS. Dates _____ to _____

THIRD OFFENSE:

Date: _____

Reason:

Consequence: PERMANENT REMOVAL FROM SCHOOL BUS STARTING THIS DATE: _____ to the end of the school year. Students and parents must re-apply for school bus routing the following school year.

**VACATION/ OUT OF TOWN REQUEST FORM
SLEEPY EYE ELEMENTARY SCHOOL**

Date of Request: _____

Note: The parent MUST complete this form one week prior to leaving and bring the form in to talk to Mr. Cselovszki directly and get his approval before this request will be approved.

Student Name _____ Grade _____ Teacher _____

Student Name _____ Grade _____ Teacher _____

Student Name _____ Grade _____ Teacher _____

Student Name _____ Grade _____ Teacher _____

Parent/Guardian Name (printed) _____

Dates of requested absence:

1st date gone _____ through final date gone _____.

Exact Date Returning to school: _____.

Specific Reason for absence, this must include the exact reason for going out of town/state/vacation: _____

X Parent Signature _____ Date: _____

**Homework will be expected to be completed one week after returning to school.
Homework will not be given prior to this absence.*

Office Use Only:

Office Verification _____ Principal Approval _____ Date: _____

Teacher notified on: _____

**SLEEPY EYE ELEMENTARY SCHOOL
2017 - 2018 CALENDAR**

August 15	Elementary Open House- 4:00 pm - 8:00 pm
August 21	Classes Begin (grades 1-12) Start time is promptly at 8 a.m.
August 21-22	Kindergarten screening - information will be mailed out
August 23	1st Day of Kindergarten (Monday, Wednesday & Friday)
August 23	Early Childhood Spec. Ed (ECSE) Begins
August 29	Supplemental Kindergarten Begins
Sept. 1-4	No School - Students/Staff (Labor Day Weekend)
September 8	1:00 pm Early Dismissal (Staff PLC time)
September 18	Homecoming Coronation- 7pm
September 22	Homecoming Football Game
September 26	High School Picture Day
September 27	Elementary Picture Day
October 17	Elementary Parent/Teacher Conferences 3:30-10:00 pm
October 18	Midterm - 1:00 pm Early Dismissal (Staff PLC time)
October 19-22	No School - Students/Staff- Ed Minnesota Break
Nov. 15-16	Kindergarten Parent/Teacher Conferences
November 21	1:00 pm Early Dismissal (Staff PLC time)
Nov 22-26	No School - Students/Staff (Thanksgiving Break)
December 4	EVERYDAY Kindergarten Begins (Full days, Mon.-Fri.)
December 22	Early Dismissal at 1:00 pm- End of Semester 1
Dec 23-Jan 2	No School- Students/Staff (Christmas Break)
January 3	Start of 2nd Semester
January 5	1:00 pm Early Dismissal (Staff PLC time)
January 15	No school- Students - (Staff -Development/Inservice Day)
January 19	District Spelling Bee (grades 5-8)- 1:00 pm
February 16	No school- Students - (Staff -Development/Inservice Day)
February 19	No School- Students/Staff- President's Day
March 1	Elementary Parent/Teacher Conferences 3:30-10:00 pm
March 2	No school- Students - (Staff -Development/Inservice Day)
March 2	Midterm
March 13	Kindergarten Roundup (no regular Kindergarten classes)
March 16	1:00 pm Early Dismissal (Staff PLC time)
Mar 29 -April 2	No School- Students/Staff (Easter Break)
April 20	1:00 pm Early Dismissal (Staff PLC time)
April 28	High School- Junior/Senior Prom
May 4	Elementary (K-6 grade) Grandparents Day 1:15 - 2:45 pm
May 15	Elem. End-of-Year Picnics
May 16	6th Grade Recognition Ceremony
May 18	Elementary PBIS Celebration Day- AM
	Last Day of School
	Early Dismissal at 1:00 pm- End of Semester 2
	High School Commencement- 7:00 pm
	Last Teacher Day- Workday/Inservice Day