
SLEEPY EYE ELEMENTARY SCHOOL

STUDENT HANDBOOK



400 4TH AVE SW | SLEEPY EYE, MN | 56085

2025 - 2026

TABLE OF CONTENTS

Mission Statement/Principal's Letter	2
Directory Information	3-4
General Information	5-18
Special Programs	18-20
Extra-Curricular Activities	20
Bus Transportation	21-22
Student Behavior Plan	22-24
Health Information	24-26
Health and Safety Notification	26-28
Bullying Policy	29-34
Weapons/Zero Tolerance Policy	35
Harassment & Discrimination Policies	36-40
Student Lunch Account Policy	41-42
Legal Notice	42
Wellness Policy	43-46
Section 504	46-47
Brown County Truancy & Educational Neglect Policy	47-48
Sample Sleepy Eye Bus Service, Inc. Discipline Action Form	49
Sample "Vacation Request Form"	50
25-26 School Calendar - Important Dates to Remember	51
Guide & Refusal for Student Participation in Statewide Testing	52-53

***Si usted quiere alguna informacion de este manual
traducida por favor llame a Nadia Crooker al
(507)-794-7903 ext. 1104***

DISTRICT 84
MISSION STATEMENT

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 and inclusive 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 and foster student growth and success.

* * * * *

Dear Parent(s)/Guardians and Students:

Welcome to a new school year at Sleepy Eye Elementary School! I'm honored to serve as your new principal and join a school community that values each child's potential to learn, grow, and succeed.

At Sleepy Eye Elementary School, our mission is to provide engaging and individualized educational opportunities. We are committed to ensuring that all students - regardless of background, disability, language, or life experience - feel welcome, supported, and engaged in our school. We know that every child brings unique strengths and challenges. It is our job to nurture those gifts in a safe, respectful, and inclusive environment. The school staff will make every effort to address the different needs of your child to help them reach their full potential.

We believe in students, families, school staff, and the community working together to promote student success. Open communication, compassion, and trust are at the heart of our school culture. Our vision is a school community united around academic excellence, strong relationships, and educational programming that meets the needs of each child. Accomplishing this goal requires teamwork, parent cooperation, and a positive attitude regarding the efforts of all involved in your child's education.

This handbook is designed to help you understand the expectations, policies, and practices that keep our school safe and running smoothly. Please take time to review this handbook and refer back to it as needed throughout the school year. If you ever have any questions, concerns, or ideas, my door is always open. You can also call the school at (507)-794-7903 for assistance.

Thank you for partnering with us. Let's make the 2025-2026 school year a great one!

Sincerely,



*Ben Westphal
Elementary School Principal*

SLEEPY EYE ELEMENTARY STAFF • 2025-2026

DIRECT DIAL - TELEPHONE (507)-794-7903 + Extension Number

Elementary Principal	Ext. 1409	Mr. Ben Westphal
Kindergarten	Ext. 1300	Ms. Kristin Bruggeman
Kindergarten	Ext. 1301	Mrs. Gwen Rossbach
Grade One	Ext. 1303	Mrs. Karlie Mathiowetz
Grade One	Ext. 1302	Mrs. Casie Braulick
Grade Two	Ext. 1305	Mr. Trent Weicherding
Grade Two	Ext. 1304	Mrs. Jodi Arneson
Title 1/PC/Interventions	Ext. 1316	Mrs. Samantha Whittington
Grade Three	Ext. 1306	Ms. Breanna Kelly
Grade Three	Ext. 1307	Mr. Matthew Sellner
Grade Four	Ext. 1312	Mrs. Mindy Hardin
Grade Four	Ext. 1313	Ms. Kylie Koerner
Grade Five	Ext. 1308	Mr. Chase Meyer
Grade Five	Ext. 1311	Mr. Tim Hoffmann
Grade Six	Ext. 1309	Ms. Rosemary Molenaar
Grade Six	Ext. 1310	Ms. Kate Nelson
Art Instructor	Ext. 1207	Mr. Jon Macemon
DCD	Ext. 1317	Ms. Mara Pauling
EBD	Ext. 1414	Mrs. Sheri Okerman
ECSE - 3-4 year	Ext. 1321	Mrs. Alicia Beltz
ECSE - Kdgn-1 grade	Ext. 1322	Ms. Kathryn Serra
ELL	Ext. 1315	Ms. Tammy Poncin
EBD	Ext. 1413	Ms. Allyson Vorwerk
Family Facilitator	Ext. 1417	Ms. Kristen Forstner
Taher Food Svc. Dir.	Ext. 1421	Ms. Abby Grove
Taher Food Svc. Mgr.	Ext. 1421	Ms. Kathy Nelsen
LD	Ext. 1433	Mrs. Nicole Jensen
Music, Instrumental	Ext. 1115	Ms. Brianna Peitso
Music, Vocal	Ext. 1116	Mr. Joseph Daly
Occupational Therapist	Ext. 1160	Mrs. Crissi Mangen
Physical Education	Ext. 1419	Mr. Zachary Kelly
School Nurse	Ext. 1412	Mrs. Tina Cunningham
School Psychologist	Ext. 1416	Ms. Karliana Clement
K-4th Grade School Counselor	Ext. 1408	Ms. Anna Whooley
Speech Clinician	Ext. 1401	Mrs. Amanda Fuchs
5th-8th Grade Counselor	Ext. 1407	Ms. Isabella Klabough

SLEEPY EYE ELEMENTARY SUPPORT STAFF

Elementary Admin. Assistant	Ext. 1410	Mrs. Alisa Mangen
Office Assistant/Receptionist	Ext. 1411	Ms. Kelly Neubarth
Licensed School Nurse	Ext. 1412	Mrs. Tina Cunningham
Media Center Paraprofessional	Ext. 1402	Mrs. Suzanne Kanzenbach
Technology Specialist	Ext. 1105	Mr. Tyler Krehbiel
Technical Assistant	Ext. 1410	Mrs. Alisa Mangen
Safety Patrol Coordinator	Ext. 1411	Mrs. Kelly Neubarth
School Liaison	Ext. 1104	Ms. Nadia Crooker

Title 1 Paraprofessionals:

Mrs. Trista Barka
Ms. Samanth Eastvold
Mrs. Julie Ludewig
Ms. Judy Maasz
Mr. Jon Kopacek
Mrs. Brittany Scharpe

Special Education Paraprofessionals

Mrs. Debra Kruse	Mrs. Laura Saari	Ms. Joelle Chicoine
Mr. Luis Lopez	Ms. Rachel Roberts	Ms. Yazmin Martinez
Mrs. Christina Neidecker	Ms. Jessica Thomas	Ms. Tami Lopez
Mrs. Eva Thoms	Mr. Ramiro Briones	Mrs. Yendi Trevino
Ms. Gabriela Rodriguez		

ADMINISTRATION

Superintendent	Ext. 1112	Mr. John Cselovszki
High School Principal	Ext. 1131	Mr. Shane Laffen
Elem. School Principal	Ext. 1409	Mr. Ben Westphal

DISTRICT #84 SCHOOL BOARD

Chairperson	Mrs. Darla Remus
Vice-Chairperson	Mr. Casey Coulson
Clerk	Mrs. Sheila Wurtzberger
Treasurer	Mrs. Joleen Dittbenner
Director	Mr. Brian Nelson
Director	Mr. Adam Barka
Director	Mr. Daniel Marti

GENERAL INFORMATION

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 or through your Parent Portal 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

Accelerated Reading (AR) is a literacy program used to enhance the reading curriculum and to increase student motivation and achievement in reading. The purpose of the program is to practice and increase student reading comprehension. AR expectations vary per grade level and are outlined in the guide below.

Kindergarten:

Some students will begin AR the first semester. Introduction to AR is based on the ability of the individual. Although some students may be introduced to the program earlier than others, all students will be exposed to AR by the end of Kindergarten.

Grades 1-4:

Each month, the student and teacher will collaborate to set an individual goal for the student. To ensure that students are reading, a minimum requirement has been set for each grade level. Keep in mind that picture books and most non-fiction are worth 0.5 (1/2 a point) whereas most chapter books are worth 1 or more points.

Minimum Points Required:

	<u>1st Semester</u>	<u>2nd Semester</u>
1st Grade	2 points	4 points
2nd Grade	6 points	8 points
3rd Grade	7 points	9 points
4th Grade	8 points	10 points

Grades 5-6:

Each quarter, the student and teacher will collaborate to set an individual goal for the student. The goal will vary depending on student reading level and number of minutes read outside of school. There will be no minimum goal set because of the varying levels of students and types of books read.

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 Head start 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 school will not be allowed to walk to a specific destination**. Parents/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

The Main entrance door (#2) will open at 7:35 a.m. and students will be allowed in the school at that time. Students will not be allowed in any earlier unless severe or cold weather is in the area and approved by the Principal. There is no supervision before 7:35 a.m. so students arriving prior to 7:35 will remain outside without any supervision. We strongly advise you to bring your students at 7:35 and not any earlier.

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 8:15 am-3:00 pm on school days and will have to show a school issued or current year student ID upon entry.

ATTENDANCE

Philosophy

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study, and parental encouragement in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with one another in the classroom and their participation in well-planned instructional activity under the direction and guidance of competent teachers is vital to this purpose. This is a well-established principle of education which underlies and gives purpose to the requirement of compulsory education in Minnesota and every other state in the nation. A pattern of regular attendance established in school will benefit the learner now, and will transfer to future schooling and into the workplace.

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. Students are considered tardy at 8:05 a.m. or later, unless medical documentation is provided. 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.

If school is in session as normal on days with questionable weather, students will be expected to be in the building on time, and any weather-related absences or tardies will not be excused.

Student Responsibilities

- To regularly attend school.
- To be sure to communicate with a parent/guardian in regard to missing school and making sure the parent/guardian calls in to excuse the absence by the required deadline.
- To request missed assignments, homework, etc.
- To complete make-up work within the time guidelines provided by the instructor.

Parent Responsibilities

- To ensure the student regularly attends school.
- To inform the school in the event of a student absence.
- To work cooperatively with the school and the student to solve attendance problems that may arise.
- To **CALL THE ELEMENTARY SCHOOL OFFICE between 7:30 a.m. and 9:30 a.m. on the day of the absence or prior to the absence and provide a reason why the student will be absent. Parents/Guardians should call (507)-794-7903 to report absences.**
- To ensure the student has requested missed assignments from the teacher(s).
- In the event a parent/guardian does not call in to excuse the absence by the previously stated time, the absence will become unexcused.

Excused Tardies - Parents must notify the school and provide proof of appointment (if appropriate)

- Illness/ long Term Chronic Illness
- Personal/Family situation
- Children's Appointments
- Funeral

Unexcused Tardies - If a student arrives after 8:05 a.m. they will be considered tardy.

- Oversleeping
- Hair/Cosmetic Appointments
- Car Troubles
- No reason
- Other

Once the student accumulates 5 or more unexcused tardies, the school will set up an attendance meeting with parents to make a plan to get the student to school on time moving forward.

Excused Absences

The following are considered excused absences. These need to be verified at the time of the absence:

- Illness*
- Absence caused by death in the immediate family-parents, siblings, and grandparents.
- Funeral.
- Participation in school sponsored activity (co-curricular events, field trips).
- Attendance at, but not a participant in a school sponsored activity (with pre-approval).
- Medical/dental appointments verified at the time by a written note from the doctor (or appointment card).
- Court ordered appearances.

***Limitations to Illness Excuses**

Illness absences will begin to be marked unexcused once one of the following occurs:

1. Student is absent more than 3 consecutive days within a week without an approved doctor's note.
2. Student is absent 7 total days within a 30 day period without an approved doctor's note.
3. Parent/guardian provides a doctor's note that lacks the approved criteria.

Approved Doctor's Note(s)

Only doctor's notes containing the following information will be considered eligible for excused absences:

- 1) Student name
- 2) When they were seen
- 3) A specific date they are to be expected back at school
- 4) Any physical limitations upon their return to school due to illness/medical things.
- 5) Physician signature
- 6) If the doctor's note indicates a stipulation of 'fever free' and the allotted number of illness absences has been met, students will be expected to get their temperature taken by the school nurse who will then determine if they need to return home or stay in school each day.

Brown County Regulations

Once a student accumulates a total of 7 unexcused absences within a school year, a report of Educational Neglect will be made to Brown County Human Services. The school will send out a notice to caregivers before they reach the 7 unexcused absences in an attempt to encourage a correction of absentee behavior. However, once 7 full days are reached, a report to the county will be made.

Truancy Definitions under MN State Statute 260A.02

"Continuing Truant" is a child who is subject to compulsory instruction and is absent from instruction without a valid excuse within a single school year for three days if the child is in elementary school, or three or more class periods on three days if the child is in middle, junior high school, or high school.

(MSA 260A.02, Subd.3)

"Habitual Truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven days if the child is in elementary school or for one or more class periods on seven days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22, Subd. 8. (M.S.A. 260C.007, Subd. 19).

A child determined to be a Habitual Truant by school officials may be subject to court proceedings and found to be a child in need of protection or services pursuant to Minn. Stat. 260C.007, Subd.6(14).

"Lawful Excuse" (According to the statute M.S.A. 120 A.22, Subd 12) is defined as the following:

- (1) the child having a bodily or mental condition that prevents attendance;
- (2) Religious instruction, or (3) the child has completed the requisite schooling through the tenth grade.

Presumptions Regarding Truancy or Educational Neglect

A child's absence from school is presumed to be due to the parent's, guardian's, or custodian's failure to comply with compulsory instruction laws if the child is under 12 years old and the school has made appropriate efforts to resolve the child's attendance problems. This presumption may be rebutted based on a showing by clear and convincing evidence that the child is habitually truant. A child's absence from school without lawful excuse, when the child is 12 years old or older, is presumed to be due to the child's intent to be absent from school; this presumption may be rebutted based on a showing by clear and convincing evidence that the child's absence is due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws, section 120A.22 and 120A.24. (M.S.A. 260C163. Subd 11(a).

BEHAVIOR (PAGES 22-24)

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.

CHECKOUT PROCEDURES

If a student is to be excused during the day*, the school office and the student's teacher should be notified of the reason for dismissal, time, and date. All students must be signed out of the office (by a parent/guardian or person in which the parent/guardian has instructed the office staff to release their child to) in order to leave the building before the dismissal time of 3:00 p.m. When reporting to the office to pick up the student, complete the checkout procedures by signing out the child on the office checkout log.

Note: Students will not be called to the office for pick-up until the parent/guardian is in the office and has been signed out. The student may not sign themselves out of school. All students leaving during the day must exit the Main Entrance after reporting to the office. A parent/guardian or pre-approved designated responsible party must be present to sign out the student (for grades K-6).

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.

DIGITAL DAY

Purpose of Digital Days: Provide meaningful standards based instruction to students on days that school cannot be in session due to inclement weather. The Board of Education authorized five days of digital days for the 2025-2026 school year.

Delivery of Instruction: Google Meet

Students will participate in synchronous learning via Google Meet. Students are expected to participate in these live lessons from 8:10-12:00. If additional work is assigned for the day, or isn't completed during that time period, students will be expected to work beyond 12:00. Teachers will be available from 12:00-3:00 to help students complete assignments as necessary.

Method of Dissemination: The custom meeting links and daily schedule for each home room will be provided to students in Google Classroom or Schoology. Any work or assignments will be disseminated using these platforms as well.

Student Work Due Date: Students will have 24 hours to complete any digital day assignments that were not already completed during class time. For those who do not have internet access, classroom meetings will be recorded and provided to students. Digital day is considered a student day which requires attendance. Students that choose not to complete the assignments will receive an unexcused absence.

Teacher Availability: Students will be online with their teacher in a live online classroom from 8:10-12:00. After 12:00, teachers will be available to answer questions and provide additional assistance until 3:00. Students can reach out directly to teachers via Google Chat, Google Classroom, or Schoology. Parents can reach out to teachers via Class Dojo as well.

DIRECTORY INFORMATION

The law allows a school district to disclose directory information regarding a student registered in school. NOTICE: The Independent School District #84, pursuant to the U.S. General Education Provisions Act of 1974, declares the following as 'directory information' as provided in said act and that information relating to students may be made public by designated school authorities if said information is in any of the following categories:

- Student's name, address, and telephone number, date and place of birth
- Major fields of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agencies or institutions attended by the student
- Names of parents/guardians

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 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 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. No crop 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 12) 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 strictly considered 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

Personal electronic devices are not to be used during the school day between 7:30 am - 3pm , as well as, 3:00 – 4:00 when attending the After-School program (this includes cell phones/watches, etc.). **This also means they are not to be used during recess/lunch time.** Other examples of electronic devices include, but are not limited to; cell phones, iPhone watches, virtual pets, iPods, iPads, game boys, Nintendo, etc. SEPS will not be responsible for any lost, broken and/or stolen items. **Sleepy Eye school strongly encourages that these devices NOT be brought to school at all.** Teachers will be authorized to collect all electronic devices at the start of each school day and they will be kept in a secure/designated area in the classroom from 8 am - 3pm. This will be enforced for all K - 6th grade students. If a student doesn't comply with the collection of their device, the device will be confiscated and the following consequences will be implied:

1st Offense: A warning and device returned to the student after 3 pm.

2nd Offense: Conference with the student. Devices locked up with the principal for 3 days.

3rd Offense (and beyond): Conference with the 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 Elementary 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

If your child requires special dietary requirements or restrictions, you must complete a “Special Diet Statement Form”. Please ask Taher management for this form at 507-794-7903 Ext. 1421. Ask for Christi or Abby. Allergy and special diet notifications from physicians must be on file and turned in every year your child is in the district. This form does require medical authorization by a physician.

Home Lunches: If your child brings a home lunch, please be aware that Pop/Soda is not an allowed beverage. Also, please abide by our Wellness Policy and provide a healthy meal for your child. If the

school notices a child is bringing unhealthy foods, the parent will be notified by administration. See the Wellness Policy on the school's website under Our District Policies and on pages 47-50 of this handbook.

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 the 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 pages 39-40.

BREAKFAST & LUNCH

Breakfast is available to all students. Breakfast is served daily unless school starts late. Breakfast will stop being served at 7:55 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 free entree, add'l charge if extras)

ELEM. LUNCH: **FREE** (only 1 free entree, add'l charge if extras)

HS LUNCH: **FREE** (only 1 free entree, add'l charge if extras)

MILK BREAK: **FREE** (only 1 milk, add'l charge if extras)

* 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.

FRAGRANCES

Refer to school policy 003-Air Quality on the school's website.

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

See the school's website under **District Policies for the Sleepy Eye Public School Health Policy.**

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. If a parent or emergency contact cannot 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.

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 K-6 will be held in mid-October and again during 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 available on the parent portal.

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.

Birthday parties, Private and Personal events after school that are outside of regular school hours are not the responsibility of the school district, including getting to and from the event(s).

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 the 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 your 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 office assistant at the Elem. Office Window 2) Present your Driver’s license for ID verification 3) Sign in and receive a Visitor badge 4) Identify the individual that you want to see or have an appt. with 5) No visitor or parent will be allowed in the school building without proper identification/visitor badge.

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 students are 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 the 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 the 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 throughout 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 check out books. Students check out books for ONE WEEK plus renewing privileges. Parents may check out 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 with a music specialist. Each year there will be music programs presented to parents and the public.

PARKING LOT

Any visitor/parent/staff member or student violating the parking lot rules/ regulations (e.g. not parking in proper designated parking spaces, blocking driving lanes or handicapped spot violations, etc.) will be towed at the owner's expense. One warning will be issued. After that the vehicle will be towed without notification.

PHYSICAL EDUCATION

Every class will have physical education. 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.

RIVER BEND EDUCATION DISTRICT

Sleepy Eye Schools have Special Education services available through River Bend Education District. This is a school district comprising nine school districts. District 84 presently receives the services of an occupational therapist, home-bound early childhood educator, hearing impaired specialist, school psychologist, and autism specialist.

SCHOOL COUNSELORS

The school counselors within our building work to improve outcomes and provide support for all students. This is done through collaboration and communication with teaching staff, caregivers, and outside agencies such as school-linked mental health providers or local law enforcement. The school counselors support the academic success and social-emotional well-being of SEPS students through individual meetings, counseling groups, classroom guidance lessons, and crisis intervention strategies.

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 (DAPE), and Early Childhood Special Education (ECSE).

SPORTS

Students may participate in after school activities, if they are offered. 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)

STATEWIDE TESTING

Guide and Refusal for Student Participation in Statewide Testing (located on last pages).

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 the vacation departure. (See page 48) 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.

WATER BOTTLES

Students are allowed to bring water bottles to school to have during the school day, however, the bottle needs to be a clear plastic bottle to allow the school district/staff to see what substance is in the bottle. Water is allowed. Pop/Soda is not an allowed beverage during school hours.

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

BUS SAFETY INFORMATION
Mr. John Cselovszki, Superintendent of Dist. #84, (507)-794-7903
Sleepy Eye Bus Service, Inc. (507)-794-7941

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 handwritten 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 school 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 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 handwritten 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

- 1) **First offense** will result in a letter being sent to the parents from the Sleepy Eye Bus Service.
- 2) **Second offense** will result in a minimum **suspension of five school 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, school administrator and Sleepy Eye Bus Service representative, if needed.
- 4) Physical violence between students or a weapons violation will result in automatic suspension.

See page 47 for a sample of Discipline Form.

STUDENT BEHAVIOR PLAN

PHILOSOPHY

Sleepy Eye Elementary School is a positive and safe place to learn for all students. All staff in the elementary school share 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.

The grid below outlines behavior expectations for Sleepy Eye Public Schools.

SLEEPY EYE PRIDE SCHOOL-WIDE EXPECTATIONS			
	Responsible Everywhere	Respect Everyone	Respond Safely Every time
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 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 stacks 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			

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.

Detention time will be after school from 2:50-3:30 p.m. A parent/guardian will be responsible for picking up the child from school once detention is over.

Examples include: **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 administration's 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 Illness and Diseases

Please keep students home when they show signs of illness such as nausea, vomiting and/or fever. Cold and upper respiratory symptoms should be monitored with particular care as many communicable diseases may begin with a cough or cold like symptoms putting the rest of the students and staff at a high risk of infection.

Please note it is up to the discretion of the school nurse or health office staff to determine if the student is well enough to attend school. You may be asked to keep the student home until symptoms have improved or have a doctor's note clearing the student to return to school.

Students must remain out of school if they have a fever, diarrhea, or vomiting at least 24 hrs since the last episode without the use of fever reducing medications (ie: Tylenol, Ibuprofen, etc...)

Immunizations

Per Minnesota Statutes 1980, Section 123.70, **requires that all children who are enrolled in a Minnesota school must receive the following immunizations prior to enrollment into Kindergarten; DTap, Polio, MMR, Varicella, & Hepatitis B.** Parents are required to provide appropriate documentation of the immunizations including date and year of each vaccination or legal documentation allowing the exclusion of these immunizations. If immunization records are incomplete after the first week of school, administration has the right to withhold enrollment until parent/guardian provides proper documentation.

Medications

Parents are responsible for providing medication to the school health office in a **pharmacy labeled container that includes the students name, correct dosage, time and route of administration.** Any prescribed medication given at school requires a medication authorization form to be completed by the student's medical provider and signed by the parent/guardian. When able medications should be given at home.

***The school does not stock over the counter medications (OTC's) for students.** If a student requires any OTC medication to be given at school a medication authorization form will need to be completed by the student's medical provider and signed by the parent/guardian. Parents will have to provide an unopened container of the OTC medication for the health office.

Exclusion to the OTC rule is cough drops may be carried by a student with written or verbal consent of the parent/guardian to the health office.

Authorized Medication Forms can be located in the Elementary Office or as requested by email through the health office. Medications must be dropped off and picked up by a parent/guardian. Medications left at the end of the year will be properly disposed of if not picked up in a timely manner.

Health Conditions

Please inform the health office of any short term or long term health conditions/injuries/illnesses that may impact a student's education and/or require accommodations during the school day. This allows the school staff to ensure students receive proper care while here at school

Nurse

The school nurse is here intermittently throughout the school week with coverage of the health office being done by trained health paraprofessionals. The school nurse provides the following services:

- Individualized Health Care Plans
- Emergency Care Plans
- Vision and Hearing Screenings of (K, 1, 3, 5, 7 and 10th grades)
- Puberty Education to 4th and 5th grades
- Oral and Hand Hygiene as requested by the teachers
- Various Health Topics as requested by staff
- Medication Administration
- Immunization reporting
- Handles illness and treatments as needed

School Head Lice Procedure

Parents will be informed immediately if a student is found to have lice on their head. Students are not required to be Nit free but are required to receive treatment prior to returning to school. The school nurse will provide education and information material on Head Lice to parents upon request. The school will not inform parents of head lice cases in the classroom and it is the parent's responsibility to monitor and check for head lice in their students throughout the school year.

Stock Epinephrine

MN Statute 121A.2207 permits school districts to possess epinephrine injectors for a student or other individuals experiencing anaphylaxis, regardless of whether the student/individual has a prescription for epinephrine. Therefore, the Sleepy Eye Public School has adopted a protocol allowing School Nurse or trained staff to administer epinephrine in a life-threatening allergic reaction. The emergency epinephrine will be kept in the school health office and accessible during school instructional hours. It will not be sent out on a school-based field trip or available after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian provided individual medications for students with known anaphylactic reactions. Anaphylaxis is a rapid, life-threatening allergic response triggered by insect stings, foods, medications, latex, exercise, or in rare cases unknown cause(s). Anaphylaxis is a life-threatening allergic condition requiring immediate treatment; death has been reported to occur within minutes. It is well documented that it is safer to administer epinephrine than to delay treatment for anaphylaxis. If your child has a life-threatening allergic reaction at school and requires epinephrine administration, EMS, parent/guardians and School Nurse or trained staff will be called immediately to respond and administer epinephrine. The administration of epinephrine does have potential side effects. If your child has a heart condition or other condition that may be complicated by the administration of epinephrine, please talk to your healthcare provider about the safety of administration of epinephrine in the event of a life-threatening anaphylaxis and contact the Health Office.

Seizure Training and Action Plan

MN Statute 121A.24 requires schools to have a written Seizure Action Plan attached to a student's individualized health care plan to address the needs and care of a student with a diagnosed seizure disorder. The statute also requires the school, school nurse and parents of students to collaborate in developing and implementing the Seizure Action Plan. The plan must identify designated individuals at the school trained in recognizing, aiding, and administering the emergency seizure medication. The designated individuals are required to receive training that includes recognition of signs and symptoms of seizures and appropriate steps in responding to the seizure. The school is responsible for providing appropriate material for the school nurse to train and educate designated staff for the Seizure Action Plan.

Sleepy Eye Health and Safety Annual Notification 2025-2026

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 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.

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 ensure 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 Andrew Petty, 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 Understand

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. Lead

Sleepy Eye Public Schools, as part of the District's Health and Safety Program, has collected water samples from all fixtures used for drinking and/or cooking. Samples are taken and analyzed for lead content by a MDH certified laboratory every 5 years. Samples were last collected by Timothy Harbo of Harbo Consulting Agency and analyzed by Minnesota Valley Testing Laboratories(MVTL). Results are available for review at the District office. Sleepy Eye Public School is making every effort to eliminate or reduce building occupant's exposure to lead through the drinking water. If you have any questions or concerns regarding this issue, you may contact Tim Harbo, 507-351-5495.

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

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

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

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and

the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

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

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

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

WEAPONS POLICY

“Possession” of a weapon* may/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 replicas 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, bullets 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 the 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 party, or complainant to use the report form available from the principal's 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 Officer 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 requires 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 7-18-18

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.

533 WELLNESS POLICY

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal

programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and

procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.

2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.

2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.

2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's web-site and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

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 individuals in this district who are responsible for assuring that the district complies with Section 504 is:

Mr. John Cselovszki, 507-794-7903 ext. 1112

Mr. Shane Laffen, 507-794-7903 ext. 1131

Mr. Ben Westphal, 507-794-7903 ext. 1409

Brown County Truancy (12 years and older) & 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.
Disciplinary 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

Today's Date: _____

Note: The parent MUST complete this form one week prior to leaving and bring the form in to get Mr. Cselovszki's approval before this request will be allowed.

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:

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
2025-2026 SCHOOL YEAR CALENDAR**

August 12	Elementary Open House- 4:00 pm – 7:00 pm
August 12	Elementary LifeTouch Picture Day 4:00 – 7:00 pm
August 18	Classes Begin (1st-6th Grade) - Start time is at 8:00 am
August 18-19	Kindergarten assessment screenings
August 20	1st Day of Kindergarten
August 25	1st Day of Discover Time and Voluntary Pre-K preschool(VPK)
August 28	Early Dismissal at NOON
Aug 29–Sept 1	No School – Labor Day Weekend - Return on Sept. 2nd
September 3	High School / VPK-4YR, ECSE, Discovery Time-3 YR Picture Day
September 12	PLC Day- Early Dismissal at 1:00
October 8	Retake Picture Day for All Pre-K – 12 th grade
October 13	Elementary Parent/Teacher Conferences 3:30-5:00 pm
October 14	Elementary Parent/Teacher Conferences 3:30-8:00 pm
October 15	No School- Midterm – Staff Development Day
October 16 - 17	No School - Ed Minnesota Break (MEA)- Return on Oct. 20th
November 14	PLC Day- Early Dismissal at 1:00
November 26- 28	No School – Thanksgiving Break - Return on Dec. 1st
December 19	End of Semester 1 - Early dismissal at 1:00
December 22-Jan 2	No School- Christmas Break/New Year's Day
January 5	School is back in Session - Start of 2nd Semester
January 19	No School - Staff Development Day
January 23	5th-8th Grade School Spelling Bee
January 26	PLC Day- Early Dismissal at 1:00
February 11	Elementary Parent/Teacher Conferences 3:30-5:00 pm
February 12	Elementary Parent/Teacher Conferences 3:30-8:00 pm
February 13	No School
February 16	No School - Presidents' Day
February 18	Pre-K to 6 th Grade Spring Picture Day
February 27	PLC Day- Early Dismissal at 1:00
March 10	Kindergarten Roundup 4:00 – 6:30 pm
March 11	Midterm
March 23	No School- Staff Development Day
April 1-6	No School- Spring/Easter Break
May 20	6 th Grade Recognition Ceremony- 2 pm
May 22	High School Commencement
May 22	Last Day of School - 1:00 pm Early Dismissal - End of Semester 2



Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Updated April 21, 2022

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the
Statewide
Testing page
for more
information.

[education.mn.gov > Students
and Families > Programs and
Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

Check with your local school or district to see if there are any other consequences for not participating.

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022

