
SLEEPY EYE ELEMENTARY SCHOOL

STUDENT HANDBOOK



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

2026 - 2027

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***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 am honored to serve as your principal and to be part of a school community that is dedicated to helping every child learn, grow, and succeed.

At Sleepy Eye Elementary School, our mission is to provide engaging and individualized educational opportunities for every student. We are committed to ensuring that all students regardless of background, disability, language, or life experience—feel welcomed, supported, valued, and engaged in our school community. We recognize that every child brings unique strengths, talents, and challenges. Our responsibility is to nurture those gifts in a safe, respectful, and inclusive learning environment. Our staff is committed to meeting the diverse needs of every student and helping each child reach their full potential.

We believe that strong partnerships among students, families, school staff, and the community are essential to student success. Open communication, compassion, and trust are at the heart of our school culture. Together, we strive to create a learning community centered on academic excellence, meaningful relationships, and educational opportunities that meet the individual needs of every child. Achieving this vision requires teamwork, family involvement, and a shared commitment to supporting each student's educational journey.

This handbook is designed to help you understand the expectations, policies, and procedures that help keep our school safe, respectful, and running smoothly. Please take time to review it carefully and refer to it throughout the school year. If you ever have questions, concerns, or suggestions, my door is always open. You may also contact the school office at (507) 794-7903. I look forward to a wonderful 2026–2027 school year filled with learning, growth, and success for every student.

Sincerely,



*McKenzie Wagelie
Elementary School Principal*

SLEEPY EYE ELEMENTARY STAFF • 2026-2027

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

Elementary Principal	Ext. 1409	Mrs. McKenzie Wagelie
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
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
Title 1/PC/Interventions	Ext. 1316	Mrs. Samantha Whittington
DCD	Ext. 1317	Ms. Hana Schroeder
EBD	Ext. 1414	Ms. Emily Reding
ECSE - 3-4 year	Ext. 1321	Mrs. Alicia Beltz
ECSE - Kdgn-1 grade	Ext. 1413	Ms. Molly Riser
ELL	Ext. 1315	Ms. Alexis Garza
Family Facilitator	Ext. 1417	Ms. Kristen Forstner
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	Ms. Abigail Schmitz
Occupational Therapist	Ext. 1160	Mrs. Crissi Mangen
Physical Education	Ext. 1419	Mr. Zachary Kelly
School Nurse	Ext. 1412	Ms. Lindsey Connell
School Psychologist	Ext. 1416	Ms. Karlana 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	Ms. Lindsey Connell
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	Mrs. Samanth Eastvold
Mr. Jon Kopacek	Mrs. Julie Ludewig
Ms. Judy Maasz	Mrs. Brittany Scharpe

Special Education Paraprofessionals

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

ADMINISTRATION

Superintendent	Ext. 1112	Mr. John Cselovszki
High School Principal	Ext. 1131	Mr. Shane Laffen
Elem. School Principal	Ext. 1409	Mrs. McKenzie Wagelie

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 Reader (AR) is a supplemental reading program that supports students' independent reading and reading comprehension. The program encourages students to read books at their instructional level, practice comprehension skills, and develop lifelong reading habits. AR expectations are developmentally appropriate and vary by grade level. The guidelines below outline how the program is implemented in kindergarten through fourth grade.

Kindergarten:

Kindergarten students will be introduced to the Accelerated Reader (AR) program when they are able to independently read grade-level texts. Because students develop reading skills at different rates, some students may have the opportunity to use AR during kindergarten, while others may not yet be developmentally ready. Participation in the AR program is determined by each student's reading ability and the professional judgment of the classroom teacher, ensuring that students begin using AR when it is instructionally appropriate for their individual needs.

Grades 1-4:

Beginning in first grade, students will participate in the Accelerated Reader (AR) program as part of their independent reading instruction. AR is used in grades 1–4 to encourage regular reading practice, build reading stamina, and monitor students' comprehension of independently read books. Students and teachers work together to establish individualized reading goals based on each student's reading level, ability, and progress. Goals are reviewed and adjusted throughout the year using teacher judgment and student performance to support continued reading growth while fostering a lifelong love of reading.

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.

All students in grades 1 through 6 are expected to report to the cafeteria upon arrival. Immediately following the completion of their breakfast or starting at 7:45 am, students will be directed to the designated outdoor play area for a brief, supervised morning recess. This outdoor period serves as a transition to the instructional day and concludes promptly at 8:00 AM, at which time students must report to their respective classrooms.

Note: In the event of inclement weather, an alternative indoor supervision plan will be implemented.

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 appointments and to sign students out when leaving. A doctor's excuse or appointment card is required for all appointments 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. Students are absent more than 3 consecutive days within a week without an approved doctor's note.
2. Students are absent 7 total days within a 30 day period without an approved doctor's note.
3. The 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

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. Please see page 30 for our district policy on behavior.

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 2026-2027 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.

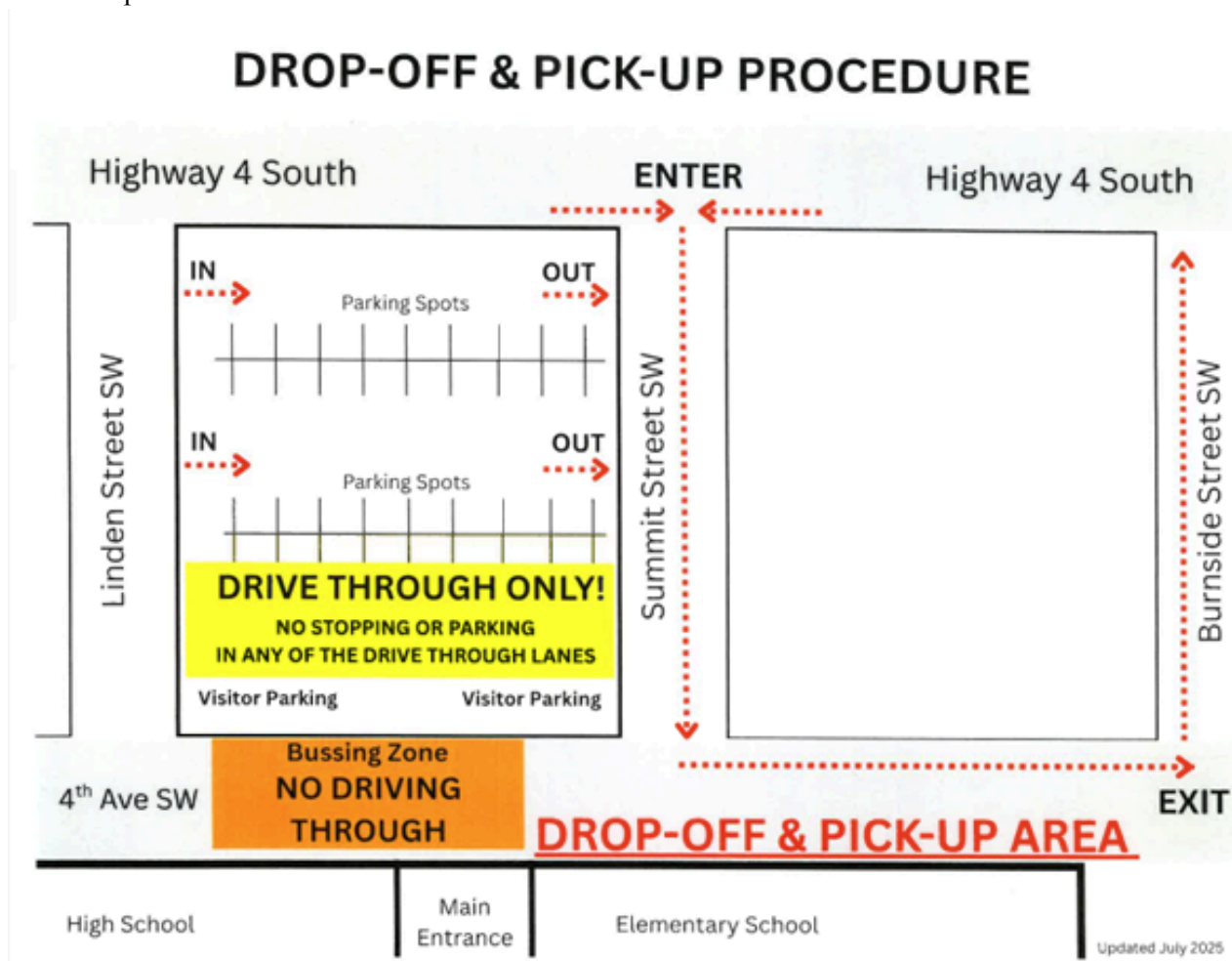
TORNADO: These drills are held in the course of the school year. All students have a designated area to go to with their classes and teachers for their safety.

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: 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.

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 page 30.

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:	Kdgn. Milk	FREE
	1-6 Grade Yearly	\$ 80.00
	1-6 Grade Semester	\$ 40.00

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

* Daily purchases are not available for milk break.

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

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

GIFTS

Gifts are discouraged for individual students and teachers. Feel free to send commercially wrapped nutritional treats for the entire class. Please contact the classroom teacher to make arrangements.

“Family” Birthday parties are discouraged during school. Balloons and gifts delivered to students during the school day are discouraged due to student/staff allergies and other student hurt feelings. Any gift items, balloons, flowers, candy, etc. received during the school day for student birthdays, etc. will remain in the school office until the end of the day. The student will be notified to pick up their items at dismissal time.

GUM

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

GYM SHOES

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

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

Morning Recess

Students have the opportunity for supervised outdoor recess each morning before the start of the school day, weather permitting.

Students who choose to eat breakfast should report directly to the lunchroom upon arrival. After finishing breakfast, they may exit through the west doors to the playground starting at 7:45.

Noon Recess

Students will participate in supervised outdoor recess during the lunch period each day, weather permitting.

Student Dress for Outdoor Recess

Children should come to school dressed appropriately for the weather. During the winter months, students are expected to have a warm winter coat, hat, gloves or mittens, boots, and snow pants. Students who do not have the appropriate winter clothing will be required to remain on the blacktop area and will not be permitted to play in the snow or other designated play areas. Parents are responsible for providing appropriate outdoor clothing. If obtaining these items creates a hardship, families are encouraged to contact the school. The school does not provide hats, gloves, coats, jackets, boots, or snow pants for student use.

Indoor Recess and Inclement Weather

Morning and noon recess follow the same weather guidelines. Students will remain indoors when the temperature or wind chill is below 0°F or when weather conditions are otherwise determined to be unsafe.

If morning recess is held indoors, students should report to the school lobby upon arrival. Staff will direct students to the gymnasium or their classrooms until the school day begins.

If noon recess is held indoors, students will remain in designated indoor locations under staff supervision.

Health-Related Requests

Students are expected to participate in recess unless there is a health-related reason to remain indoors. A written request from a parent or guardian will be honored for one school day and should include the reason the student needs to stay inside. Requests extending beyond one day require a written note from a healthcare provider. Requests made only by the student will not be accepted.

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).

VACATIONS

A vacation request form **MUST** be completed and returned to the Elementary Principal one week prior to the vacation departure. (See page 41) 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 40 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 students 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 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

Policy

Here is a quick reference guide to some of our District Policies

- 003 Indoor Air Quality Policy
- 514 Bullying Prohibition Policy
- 533 Wellness Policy
- 534 School Meals Policy

Scan the QR Code Below or check out our website <https://www.sleepyeyeschools.com/district-policies/>



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**

**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 part, 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 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.

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.

Title I

Title I Coordinator

Name: Samantha Whittington

Phone: (507)-794-7903 ext. 1316

Email: samantha.whittington@sleepyeye.mntm.org

Title I Program Services and Student Identification

The Title I program provides supplemental reading and math support to students who are not yet meeting grade-level benchmarks. Students are identified for Title I services based on multiple measures, including district benchmark assessments and teacher recommendation. Any student who is not meeting grade-level expectations in reading and/or math may qualify for support services.

Title I services are provided through targeted intervention in reading foundational skills and basic math concepts. Instruction is delivered by Title I teachers and paraprofessionals through small group or individualized support designed to strengthen student skills and improve performance in the general education setting.

Student progress is monitored regularly through ongoing assessment and progress monitoring data.

Students remain in Title I services until they demonstrate proficiency at grade-level benchmarks for three consecutive testing periods. Once students meet this criterion, they are exited from Title I services and continue to be monitored within the general education program to ensure continued success.

Services and placement may be adjusted throughout the year based on student performance data to ensure that instruction is aligned with current academic needs.

Title I Parent and Family Engagement

As a Title I school, Sleepy Eye Public Schools is committed to building strong partnerships with families to support student learning and academic success. Family engagement is an essential component of the Title I program, and families are encouraged to be active participants in their child's education.

Annual Title I Meeting

Each year, the district will hold an Annual Title I Meeting to provide families with information about the Title I program. This meeting includes an overview of Title I services, family rights under Title I, how students are identified for services, and how Title I funds are used to support student learning. Families are encouraged to attend and participate in this meeting.

Family Engagement Opportunities

The district provides ongoing opportunities for families to share input and participate in the planning, review, and improvement of the Title I program. Family feedback is valued and may be gathered through meetings, conferences, surveys, and other communication methods throughout the school year. Input from families is used to guide program development and strengthen student support services.

School-Parent Compact

As part of the Title I program, each school develops a School-Parent Compact in collaboration with families. The compact outlines shared responsibilities between the school, families, and students in supporting academic achievement. The compact is reviewed and updated annually with family input and will be shared with families during fall conferences.

Communication

The district communicates regularly with families regarding Title I services, student progress, and program updates. Information is shared through conferences, progress monitoring reports, and other school communication tools.

Parent Right to Know

As a Title I school, Sleepy Eye Public School is required to notify families of their right to request information regarding the professional qualifications of their child's classroom teachers and paraprofessionals who provide instructional services. Upon request, the district will provide timely information related to teacher certification, licensure, and paraprofessional qualifications.

Families have the right to know whether their child is being taught by a teacher who is state-certified for the assigned grade level and subject area.

In the event a student is assigned to or taught for four or more consecutive weeks by a teacher who does not meet applicable state licensing requirements, families will be notified in a timely manner.

The district is committed to transparency and ensuring that all students are instructed by qualified educators. Requests for educator qualification information may be made through the school office.

Students Experiencing Homelessness (McKinney-Vento Act)

As a Title I school, Sleepy Eye Public Schools is required to provide information to families regarding supports and protections available under the McKinney-Vento Homeless Assistance Act. The district is committed to ensuring that children and youth experiencing homelessness have equal access to a free, appropriate public education and to all school programs and services.

A student may qualify for services under the McKinney-Vento Act if the student lacks a fixed, regular, and adequate nighttime residence. This may include students who are:

- Living with another family due to loss of housing or economic hardship
- Living in a motel, hotel, shelter, or transitional housing
- Living in a vehicle, campground, or another temporary location
- Living in housing that is temporary or unstable

Student Rights

Students experiencing homelessness have the right to:

- Immediate enrollment in school, even if required records (such as proof of residency, immunization records, birth certificates, or previous school records) are not immediately available
- Attend either the school of origin (the school attended before losing permanent housing or the last school attended) or the local attendance area school, whichever is determined to be in the student's best interest
- Receive transportation to the school of origin when required by law
- Participate fully in all academic programs, extracurricular activities, meals, and other school services available to all students
- Receive assistance in obtaining school records and other required documentation

School Selection

The district will work with the parent, guardian, or unaccompanied youth to determine the school placement that best supports the student's educational success and stability. In making this determination, the district considers family preference, educational continuity, the student's academic, social, and emotional needs, safety, and other individual circumstances.

If the district determines that a requested school placement is not in the student's best interest, the parent, guardian, or unaccompanied youth will receive a written explanation of the decision, along with information about the right to appeal.

Questions or Assistance

Families who believe their child may qualify for services under the McKinney-Vento Act are encouraged to contact the district's McKinney-Vento Homeless Liaison.

District Homeless Liaison

Name: Nadia Crooker

Phone: (507)-794-7903 ext. 1104

Email: nadia.crooker@sleepyeye.mntm.org

**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

Mrs. McKenzie Wagelie, 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 Mrs. Wagelie'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
2026-2027 SCHOOL YEAR CALENDAR**

August 18

Elementary Open House- 4:00 pm – 7:00 pm

August 18	Elementary LifeTouch Picture Day 4:00 – 7:00 pm
August 24	Classes Begin (1st-6th Grade) - Start time is at 8:00 am
August 24-25	Kindergarten assessment screenings
August 26	1st Day of Kindergarten
August 31	1st Day of Discover Time and Voluntary Pre-K preschool(VPK)
September 2	High School / VPK-4YR, ECSE, Discovery Time-3 YR Picture Day
September 4-7	No School – Labor Day Weekend - Return on September 8
October 6	Retake Picture Day for All Pre-K – 12 th grade
October 7	PLC Day - Early Dismissal at 1:00
October 12	Elementary Parent/Teacher Conferences 3:30-5:00 pm
October 13	Elementary Parent/Teacher Conferences 3:30-8:00 pm
October 14	PLC Day - Early Dismissal at 1:00
October 15 - 16	No School - Ed Minnesota Break (MEA)- Return on October 19
November 18	PLC Day- Early Dismissal at 1:00
November 25	PLC Day- Early Dismissal at 1:00
November 26- 27	No School – Thanksgiving Break - Return on November 30
December 22	End of Semester 1 - Early dismissal at 1:00
December 23-Jan 4	No School - Christmas Break/New Year's Day
January 5	School is back in Session - Start of 2nd Semester
January 29	5th-8th Grade School Spelling Bee
February 12	PLC Day- Early Dismissal at 1:00
February 15	No School - Presidents' Day
February 17	Elementary Parent/Teacher Conferences 3:30-5:00 pm
February 18	Elementary Parent/Teacher Conferences 3:30-8:00 pm
March 1	Kindergarten Roundup 4:00 – 6:30 pm
March 10	Midterm
March 19	No School - Staff Development Day
March 24	PLC Day- Early Dismissal at 1:00
March 25-29	No School - Spring Break - Return March 30
April 12	No School Staff Development Day
May 19	6 th Grade Recognition Ceremony- 2 pm
May 21	High School Commencement
May 21	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

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.

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

Explore the
Statewide
Testing page
for more
information.

[\(education.mn.gov > Students
and Families > Programs and
Initiatives > Statewide Testing\)](#)

