

# **JEFFERSON ELEMENTARY**

***Home of the Jaguars!***



**Jefferson  
Assures  
Growth  
Uniqueness  
And  
Respect**

**2018-2019  
SCHOOL  
HANDBOOK**

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English

If you do not understand the information presented to you in this notice, please contact the ESL instructor through the main office of your child's school. Interpreter services can be provided for you.

Spanish

SI NO COMPRENDE LA INFORMACIÓN PRESENTADA EN ESTE AVISO, HAGA EL FAVOR DE PONER SE EN CONTACTO CON LA INSTRUCTORA DE "INGLES COMO SEGUNDA LENGUA" A TRAVÉS DE LA OFICINA PRINCIPAL DE LA ESCUELA DE SU HIJO/A. SERVICIOS DE INTÉRPRETES LES SERÁN FACILITADOS.

Waalidiinta

Haddii aadan fahmin akhbaartan, ku saabsan xaaladda ardaga fadlan la xiriir, dugsiiga carurtadu dhigato, amma macalink (ESL) Dugsiga Ayan ku diyaarinayo turjubaan wax ku fasiro

Nuer

Mi ci láári liŋ rɛy gɔɔra neme, jin we ká laat tin lát ká ESL, ke duɔp máktápä duel gɔr ká gaan. Ba luuc thuɔk riali ká ka kuii du.

Cambodian

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អ្នក (E.S.L) ព័ត៌មាន: ការិយាល័យ  
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## SECTION 1 – MISSION STATEMENT

Jefferson Elementary School exists to educate every child for today and the future in a safer environment.

At Jefferson we believe EACH student is:

- Special in his/her own way
- Benefits from positive role models
- Wants to be safe, be respected and have a sense of belonging
- Desires to learn and feel successful

## BEHAVIOR STATEMENT

Jefferson Elementary School is a community where we take responsibility for our learning, show respect for others and promote a positive and safe environment!

I AM A JEFFERSON JAGUAR.

I PROVIDE RESPECT.

I ACT SAFE.

I WORK HARD.

I SHOW RESPONSIBILITY.

I SHOW MY PAWS WITH PRIDE!

At Jefferson Elementary School we . . .

- Set high learning expectations for all students.
- Offer leadership, which allows these expectations to be achieved in a supportive, caring environment.
- Place a high priority on spending the most time possible on facilitating learning, while utilizing a relevant and continuous curriculum.
- Actively encourage parent and community involvement and support.

Ways You Can Help Your Child Have Success at School:

- Ask your child about his/her day at school
- Ask to see your child's homework
- Provide an appropriate place and time to do homework
- Check to see if your child did quality work
- Assist your child, yet encourage your child to do his/her work independently
- Help your child organize materials for the next day
- Make sure your child is well rested and arrives at school on time
- READ to your child, READ with your child, LISTEN to your child READ
- Communicate with your child's teacher

## SECTION 2 – ATTENDANCE

### Arrival and Dismissal Times

Classes begin at 8:15 a.m. and conclude at 2:55 p.m. Students who do not ride the bus should arrive at 8:00 a.m. Students will be greeted by their teacher each morning at their designated entrance. On inclement weather mornings, students will be allowed to enter the gymnasium at 7:45 a.m. Teachers are involved in meetings and preparation before school and are not available to provide supervision prior to the first bell. Playground supervisors are on duty from 7:45 a.m. to the opening bell in the morning. After school, students will be dismissed in an orderly manner by their classroom teacher. **Please do not leave your car unattended at the curb during drop-off/pick-up times.** Parents who prefer to come in and wait should enter ONLY through the main entrance and wait by the office. Parents should not wait outside their child's classroom. Children are expected to leave the school grounds and go directly home. If you are picking up your child(ren) after school hours, please respect our school hours and be on time. The Jefferson playground is not supervised after school. The bus-loading zone is supervised after school. An after-school childcare program is available from 3:00-6:00 p.m. For more information, call **KID'S WORLD** at 334-6724. Children that are not picked up by 3:15 p.m. may be brought to Kid's World which then will be the responsibility of the parents to pay the fee.

**School Hours**  
**First Bell is 8:00 a.m.**  
**Classes begin at 8:15 a.m.**  
**Dismissal is 2:55 p.m.**

**Attendance**

When your child is absent from school (i.e. illness, late due to an appointment), please remember to call us. To ensure that our students are safe, the office staff will be contacting families, at home or work, when we do not receive a call. Messages can be left on our 24 hour voicemail any time of the day or night. Please call the attendance line by 8:30 a.m., 333-6501. When your child returns to school, a note needs to be sent to the office, indicating the nature of the absence. Students must report to the office for a pass if, for any reason, they arrive at school after the 8:15 a.m. bell.

The Faribault Public Schools (FPS) Board believes that school attendance is important. Educators and parents must work together to prepare students to earn a living and to function as informed, critical citizens in a democratic and globalized society. The stakes are high. Regular attendance at school maximizes learning for all students. FPS has designed programs to support families and children in keeping children in school and combating truancy and educational neglect. It is the district's obligation to have systems in place to work with children and families when children do not attend school.

**Who is required to attend school?**

Minnesota law requires that every child between seven and 17 years of age must receive instruction (Minn. Stat. 120A.22, Subd 5). Once a child under the age of seven is enrolled in kindergarten or a higher grade in public school, the child is subject to compulsory attendance provisions.

***What is a tardy?***

A tardy is any time a student arrives to class after the bell. At the beginning of the day, a student who arrives within the first 25 minutes of the school day will be marked tardy. After 25 minutes the student will be marked absent.

**What is an excused absence? (per School Board policy 503)**

An excused absence is any absence that is reported by a parent or guardian to be due to:

1. Medical illness. \*
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction.
7. Official school field trip or other school-sponsored outing.
8. Removal of a student pursuant to a suspension.
9. Family emergencies.
10. Administrative preapproved absences.

\* A doctor's note may be required for absences due to illness that exceed four (4) consecutive day.

**What is an unexcused absence? (per School Board policy 503)**

An unexcused absence is any absence that does not meet the definition of excused absence. For example,

1. Leaving school without permission.
2. Any absence that does not meet the criteria specified in an excused absence.

**What about family vacations?**

Family vacations may be deemed as excused with prior authorization from the building administrator. Authorization forms need to be completed by the student's parent/guardian at least two weeks before the intended vacation. Administrators will review student progress and attendance before approving the absences. Parents may be requested to meet with Administrators prior to approval. Vacations not approved will be considered unexcused absences.

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed because of absence must be made up according to school guidelines. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

If a student misses fifteen (15) consecutive school days during the regular school year, without receiving instruction in the home or hospital setting, the School District must drop the student from its enrollment roll and classify the student as withdrawn. (Minn. Stat. 126C.05, Subd. 8). The School District may also be required to file an Educational Neglect or Truancy report with the student's county of residence.

### **What are the parent/guardian's' responsibilities?**

Parents of a school aged children are responsible for assuring that their child attends school. Parents are required to report absences to the school as soon as they know that their child is not going to be in school on a particular day.

### **What is truancy? (Minn. Stat. 260C.007, Subd 19)**

"*Habitual truant*" means a child under the age of 17 years who is absent from school without excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or high school or a child who is 16 or 17 years of age who is absent from school for one or more class periods on seven school days and who has not lawfully withdrawn from school.

### **What is Educational Neglect?**

Educational neglect refers to a child under the age of 12 years who is absent from school without excuse for more than seven school days and is in need of protection or services due to habitual truancy. For students under the age of 12 years, an absence from school without excuse is considered educational neglect by the parent rather than truancy by the child.

### **How will the district notify me if my child is absent from school?**

Parents are expected to notify the school when their child will not be in school for any reason. When parents do not notify the school, the schools have procedures in place for notifying parents of student absences on the same day they are absent from school.

### **What is the procedure for Unexcused Absences?**

Step 1: Parents report absences to the school attendance line if a student will be absent from school. If the parent does not notify the school the parents will be notified by the school on the day of the absence. An absence is considered unexcused until the parent has provided an explanation that meets the requirements of an excused absence.

Step 2: When a student has three unexcused absences a letter is sent to the parents notifying them of their child's attendance and the consequences of continued unexcused absences.

Step 3: After the fifth unexcused absence a second letter is sent to the parent/guardian. A phone contact is made by the School Social Worker/School Counselor to arrange a School Attendance Agreement meeting. The school may implement a number of interventions or impose a number of consequences as part of the School Attendance Agreement.

Step 4: Once the student reaches seven unexcused absence a final letter is sent to the parent/guardian notifying them that the student is considered *habitual truant* and the possible consequences of continued unexcused absences.

Step 5: Any further unexcused absences may result in an educational neglect report to the student's home county or a referral to the *School Attendance Review Board (SARB)* to discuss possible filing of truancy petition with the court.

### **What is the procedure for Excused Absences?**

Step 1: The parent/guardian reports absences to the school attendance line if a student will be absent from school. If the parent/guardian does not notify the school, the parent/guardian will be notified by the school on the day of the absence. An absence is considered unexcused until the parent/guardian has provided an explanation that meets the requirements of an excused absence.

Step 2: When a student has seven excused absences a letter is sent home to parents/guardian notifying them about their student's attendance and concerns about continued absences which may lead to requiring a doctor's note in order to excuse the student from school.

Step 3: When a student has eleven\*\*\* excused absences a letter is sent notifying the parent/guardian that a doctor's note may be required in order to excuse further absences. If the parent/guardian is unable to take the student to the doctor, the school nurse may be used to assess whether a child should attend school or remain home. If no doctor's note is not obtained the absence will be considered unexcused and the unexcused absence procedure will be followed.

\*\*\* Individual circumstances will be considered in regards to number of days missed and the need to require a doctor's excuse.

## SECTION 3 – STUDENT EXPECTATIONS

### Discipline Plan

The Jefferson Elementary discipline plan is based on a positive approach to discipline. Below you can see our behavior matrix.

### PAWS Behavior Matrix

	Hallway	Bathroom	Cafeteria	Playground	Bus	Computer Lab	Dismissal	Assembly
<b>P – Provide Respect</b>	Keep your hands and feet to yourself  Observe personal space  Listen to adults  Use appropriate language  Voice level 0	Respect privacy of others  Keep your eyes to yourself  Voice level 1	Follow directions  Listen to adults  Use good table manners  Keep food on your plate or in your mouth  Keep food in the cafeteria  Say "Please" and "Thank you"  Voice level 2	Follow adult directions  Use appropriate language  Share and take turns  Include others in play	Follow adult directions  Wait patiently in line  Listen to the bus drivers  Use appropriate language  Voice level 2	Use equipment appropriately  Raise your hand if you need help  Follow directions  Voice level 1	Keep personal space	Follow directions  Keep personal space  Keep eyes on the speaker  Voice level 0
<b>A – Act Safe</b>	Walk ALL of the time  Walk on the right side	Report problems to an adult	Use utensils appropriately  Wait in line for your turn  Report spills	Stay on the playground  Use equipment appropriately  Keep your hands and feet to yourself	Sit and stay in your seat  Allow personal space  Report any incident	Report any non-working equipment  Walk  Enter and exit in an orderly fashion	Walk  Hands and feet to self  Cross street with patrols	Walk
<b>W – Work Hard</b>	Stay together in line  Show your PAWS	Get in and get out	Eat your lunch  Be timely	Be a leader  Follow game rules  Show your PAWS	Show your PAWS  Be a role model	Do your own work  Work towards your goals  Log in and log out  Push in chairs	Follow your dismissal plan	Pay attention
<b>S – Show Responsibility</b>	Stay to the right  Stay in line  Use "Stop Spots"	Use one pump of soap  Throw trash in appropriate places  Wait in line outside for an open spot	Eat your own food  Raise your hand for help  Wait patiently for your food  Follow directions  Empty your tray  Pick up your area	Line up quickly and quietly  Bring in what you take out	Stand and stay in the correct line	Sit and stay in your assigned seat  Take care of materials and equipment	Line up  Go straight home	Sit on your bottom in your assigned area  Be a positive audience member  Face speaker  Listen  Quiet  Hands and feet to self

### Communication

Open communication between home and school is critical to your child's success. We will try to keep you informed through monthly newsletters, classroom weekly PEEKS, conferences, report cards and open houses. Classroom teachers send weekly peeks to communicate important information from the classroom.

### **Changes in Student/Family Information**

Emergency information cards, and family information sheets, are sent home at the beginning of each school year. They must be completed and returned by the end of the first week of school. It is critical that school personnel have current emergency/family information. Parents/guardians must notify the school office with changes in the information during the school year.

It is important for you to communicate important information with us, such as: change of address, telephone numbers, place of employment, and emergency contacts.

### **Interpreters/Translators**

Interpreters/translators are available for Deaf/Hearing Impaired and ESL parents as needed. Requests for any interpreter/translator services must be made BY THE PARENT/GUARDIAN, with the school's office, at least one week in advance. These services are provided at no charge.

### **Computer Lab**

Students have access to the computer lab throughout the school day. Use of this technology throughout the Faribault School District Technology Network and Internet Access is a privilege. Expectations for the use of technology are as follows:

- Follow all guidelines as outlined in the Faribault Public Schools Technology Network and Internet Access Student Registration and Policy Contract, which must be signed by students and parent/guardians. See school board policy 524, Internet Acceptable Use and Safety Policy, for more information.
- Access materials that are solely for education purposes.
- Utilize equipment in a respectful manner.
- Create materials or projects that enhance a student's education

### **Student Dress Code**

Articles of clothing advertising or promoting drug/tobacco use, violence, gang insignia/colors, sexual practices or containing profanity will not be allowed. Students may wear the article "inside out" or call home for a more appropriate garment. Clothing that reveals undergarments or the bare midriff or bare lower back will not be allowed. Flip flop type footwear is not allowed. Students are not to wear coats during the school day unless the classroom environment demands it. Caps and hats are not to be worn inside the school building.

**Preparations for winter months:** Students are expected to bring the following items to school every day in the winter months: warm winter coat, hat, mittens/gloves, scarf, snow pants, and boots. Our policy is that all students will go outside for recess in the winter months unless the temperature is below zero. Many of our students come to school not properly dressed to be outside for an extended period of time. We require these items because we want our student to be safe and remain healthy, so they can be in school. Please help us keep all of our students warm and safe this winter and send the proper attire to school each day.

### **Sodexo - Breakfast/Lunch/Milk Program**

A well-balanced and nutritious breakfast and lunch is available at school each day.

A computerized prepay system is used for payment of lunch and extra milk. Applications for reduced cost meals are sent home at the beginning of the school year and are available in the school office. **Applications must be made annually.** Meals are on a prepay system.

**Breakfast** will be available everyday in the classroom. Students who qualify for FREE or REDUCED priced meals, will receive their BREAKFAST at NO CHARGE.

Each student has their own account maintained by Sodexo. Payments can be mailed directly to the Sodexo Office at 925 Parshall St. or sent with your child to class to turn into the school office. Payments to include siblings from other schools cannot be accepted at the school office. PLEASE MAKE ALL CHECKS PAYABLE TO ISD. 656 Food Service and include the following information with your payment: the student's name, grade, and section. For information about your account, please call 333-6772.

The Food Service Office and schools will make reasonable efforts to notify families, students, and employees when the account balance is low (\$10.00 or less). Low balance account statements for elementary students will be sent home weekly. The employees, Middle School and High School students will be told verbally when their account balances are low.

Grades Kindergarten through 8th grade: No student will be denied a reimbursable breakfast or lunch if the food service account is negative, unless the account has been closed. The Food Service Staff may limit the reimbursable breakfast/lunch options to students with a negative account. Students will not be allowed to purchase any ala carte items if the account is negative.

Lunch times for individual classrooms vary. If you would like to visit school and have lunch with your child, please contact the school office at 333-6500 to make a reservation and find out what time your child's class has lunch. Due to federal guidelines we ask that the parent either purchases a school lunch or brings a home lunch. Outside vendor meals are strongly discouraged.



Please see school board policy 534 for further information.

### **Gifts & Parties/Snacks & Treats**

Deliveries of flowers, balloons, etc. will not be made to classrooms. Students will be called to the office at the end of the school day to pick up deliveries. Please be advised that balloons are not allowed on the bus.

Typically there are three classroom celebrations during the year. Teachers plan their parties individually. When providing a snack for students please make healthy choices. Healthy snacks, including birthday treats, are required. A list of healthy snacks can be provided and is located in the school office. Parents wishing to have birthday snacks for their children may choose one of the recommended snacks from the list or can choose non-food items to send in celebration of your student's day. You may either purchase the snack from Sodexo or on your own from a store. All snacks must be commercially packaged.

If your child is celebrating with a party at home, please send invitations to classmates/friends through the U.S. mail. Distributing invitations at school can create disruption in the classroom and hurt feelings for those students who may not be included.

### **Kid's World**

A fee based, before and after-school program is available for students in Grades K-5. Kid's World is open from 6:00-8:00 a.m. and 3:00-6:00 p.m., Monday through Friday. For more information, contact the program coordinator, Sara Siltana-Choban, at 333-6724.

### **Lost and Found**

Please label your child's clothing, backpacks, etc. Labeling items is the only way that we can return lost articles to the owner. Students and staff who find lost articles are asked to put them in the designated area. Lost articles, which are not claimed within a reasonable time, will be donated to organizations that provide free or low cost clothing. Students are advised to leave valuables (jewelry, Walkmans, Gameboys etc.) at home. Students are expected to be responsible for the safekeeping of their own belongings.

### **Telephone Use**

Each classroom is equipped with a telephone although students must have permission from their classroom teacher to make phone calls. There is not a student phone in the main office. At the risk of your child's teacher not retrieving an important voice mail message in time, arrangements for after school activities, transportation, etc., should be made prior to arriving at school and not at the end of the day. If a message must be passed on to your child, please call the office before 2:30 p.m.

Because use of personal telephones or pagers would interfere with the learning environment and may interfere with communications during emergencies, the administration reserves the right to restrict their use at school. Personal cell phones are not allowed to be used at school. If a cell phone is brought to school for use after school, it is to remain in the students backpack or coat. If the cell phone is brought out or used during school hours it will be confiscated and will need to be picked up at the school office by an adult.

## **SECTION 4 - STUDENT SAFETY**

### **Bike Safety**

Any child riding his/her bike to school must walk his/her bike once they are on school property. Bikes must be locked in the bike rack. The school assumes no responsibility for damaged or stolen bicycles.

### **Skateboards, Inline Skates, Heelys, Scooters**

Skateboards, inline skates, wheelies, and scooters are not permitted at school.

### **Severe Weather**

In the event of severe weather, schools may close for the entire day, dismiss early, or delay in starting. Radio stations KDHL (920 AM dial) and WCCO (830 AM dial) are notified immediately of any decision. You may also obtain information on school closings by calling our phone line dedicated to school emergencies at the Emergency Information Line - 333-6057. Please also look at the district website for weather information at [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us).

**PLEASE DO NOT** call the school or administrative office, as phone lines are needed to make calls to parents/guardians, the bus company, and radio stations.

Parents may pick up their children early at any time during inclement weather. Parents may keep their children home if they feel the weather is too severe to send them to school even though school may be conducted. **Please be sure your child knows what to do if there is no one home when school has been dismissed early.**

### **Early Release Procedures**

An Early Dismissal Procedure notice will be sent home with each child this fall. At that time, parents will be asked to discuss family procedures in case of early dismissal and return the completed form (to be maintained on file by the classroom teacher.) In the case of early closing, students will be expected to follow your families' early dismissal plan. Students will not be allowed to call home for instructions as we need to keep our lines open for emergency and incoming calls.

### **School Safety Patrol**

Students in 4<sup>th</sup> and 5<sup>th</sup> grade have the opportunity to gain leadership skills and safety training by serving on the school patrol. Forms are sent home in the fall for students to sign up for patrols. Morning school patrols must be at school by 7:45 a.m. Afternoon patrols need to remain on duty until 3:10 p.m. Those students that sign up to participate in school patrol are not able to ride the bus.

The school safety patrol is on duty from 8:00-8:10 a.m. and 2:55-3:10 p.m. Please discuss with your children the importance of crossing streets only at the corner or where the safety patrols are posted. **All students and adults are asked to please cross with our safety patrols before and after school.**

### **Pets at School**

Due to the Clean Air Act and because of health and safety concerns, **pets are not allowed at school.** Students are invited to share their pets via photographs or videotape. When the school curriculum calls for animals in the classroom, they will be allowed for the period necessary for study.

### **Safety Drills**

Fire and severe weather drills are practiced during the school year. Each year we will conduct 5 fire drills, 5 lockdown drills, and 1 tornado drill. A district-wide comprehensive emergency/safety plan is in place and will be followed for all drills and emergency situations. With the state-of-art fire/smoke detection devices and sprinkler system, "Defend in Place" procedures will be followed for fire drills. This plan is approved by the local and state fire marshals.

### **Transportation – Faribault Transportation Company**

Whether a student rides the bus to and from school or for special events/activities, they are expected to follow rules of good conduct and safety with regard to their bus ride in order that the ride is safe and enjoyable for everyone. Students are allowed to ride only their assigned bus.

**Riding the school bus is a privilege not a right. Specific consequences are outlined in policy 707 for school bus behavior which is available in the school office or at the district office. If you have questions or concerns, please contact Faribault Transportation at 507-334-5121.**

## **BUS RULES - CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

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 a bus or at a bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, serious misconduct will be reported to the District's Director of Operations and the Department of Public Safety.

### **A. School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school office in a timely fashion and in written form so parents may be notified.

### **B. Rules at Bus Stop and Boarding the Bus**

1. Go directly from your house to the bus stop; arrive at the bus stop five minutes before your scheduled pick up time.
2. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops and the door is opened before approaching the bus.
3. Stay off private property and out of the street.
4. Use appropriate language.
5. If you must cross the street to get to the bus stop, wait until the bus stops and the driver signals you to cross, look left, right, and left again. If clear, walk quickly across the street.
6. Get on the bus in a single file line and hold on to the rail to keep from slipping, falling, or tripping.
7. Go directly to your seat and sit down.
8. No fighting, harassment, intimidation, or horseplay.
9. No use of alcohol, tobacco, or drugs.

10. No pets, live insects, reptiles, or animals allowed on the bus.

### C. Rules on the Bus

1. Respect and obey the bus driver at all times.
2. Keep all your articles and school supplies in a backpack on your lap and sit in a seat facing forward.
3. Make room for others needing a seat. Respect other students and their property at all times.
4. Keep arms and legs out of the aisle to prevent tripping others while they board or exit. Do not push or shove for any reason.
5. Open windows only if the driver permits you to do so. Keep hands, arms, and head inside the bus.
6. Do not stand or move while the bus is moving.
7. Absolutely no tampering with the bus radio, controls, equipment, or exit door.
8. Talk quietly and use appropriate language.
9. Do not damage the bus; keep feet off seats and the backs of seats.
10. Do not bring weapons or dangerous objects on the bus.
11. No eating, drinking, or use of tobacco or drugs.
12. No fighting, harassment, intimidation, or horseplay.
13. Do not ignite matches or start a fire.

### D. Exiting the Bus

1. Stay seated until the bus is completely stopped and the door opens. Use handrail to exit.
2. When leaving the bus, if you drop something, DO NOT GO BACK TO PICK IT UP!
3. Walk 10 steps on the sidewalk or the side of the road away from the bus. Always walk in front of the bus.
4. 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.
5. Always cross in front of the bus.
6. Go directly home! Don't "hang around" the bus stop.

### Visitors

All daytime visitors to our school (including parents) are **required** to pre-arrange all visits and first report to the main office. All parents, visitors or volunteers have to be "buzzed in" at the main entrance and should report immediately to the main office where they will be given a name tag to wear while they are in the building. Parents picking up their child(ren) during the school day should do so from the office. All entrance doors other than the main entrance door will be locked once the students have arrived. Together we can ensure your child's safety. Please see school board policy 903 for further information.

## SECTION 5 - STUDENT PROCEDURES/HEALTH INFORMATION

The health office is open from 7:30 a.m. – 3:00 p.m. on school days. The school nurse can be reached at 333-6556. Parents have the primary responsibility for their children's health. The school nurse does not medically diagnose or prescribe. Parents who are in doubt as to the condition of their child should consult a physician. The school nurse should be informed of any health conditions the student may have and may request further documentation for the students health file.

### **Students should stay home and will be asked to go home if any of the symptoms below are present.**

A fever over 100 degrees (stay home 24 hours after temperature is back to normal)  
Vomiting or diarrhea (stay home 24 hours after last episode)  
Any undiagnosed rash  
Conjunctivitis-pink eye (return to school 24 hours after medication started or no drainage)  
Strep throat (return to school 24 hours after antibiotics are started)  
Any undiagnosed draining wounds

### **Parents must inform the school within 24 hours if their child has an infectious disease.**

These may include but are not limited to: head lice, ring worm, scabies, impetigo, chicken pox, and pink eye.

The school nurse may excuse a student one time from physical activity due to illness or injury. If a student requires longer or further restrictions from a class the nurse may require a doctor's note determining duration and specific restrictions.

All medication must be administered through the school health office. Tylenol and ibuprofen can be administered by the school nurse, with written parental authorization, up to a maximum of 5 times a month. Student will need to have their own supply in the health office. All other medications require Doctor's authorization and signed by a guardian. Inhalers and EPIPEN's may be carried by a student at the high school level if the proper forms have been completed, are on file in the health office and the school nurse has determined the student is able to administer them safely. **The school district will no longer furnish Acetaminophen and Ibuprofen.**

All other medications that are administered by school personnel must be 1) Accompanied by a physician order. The physician order will state medication, dosage, time, duration, and medical reason for medication, other medications this student is taking and side effects of medications. 2) Administered only if parent has signed a medication authorization form. 3) In the original

container marked with the student's name, medication name, dosage, times to be given, and route of administration. 4) The controlled substance medication will be brought to the school and picked up at the school by an adult. Please see school board policy 516 for more information.

If your child has a food or milk allergy we request a doctor's slip stating what foods they should avoid. We can then notify the kitchen staff so they can substitute the food items, or you can choose to send your child a cold lunch from home.

Faribault Public Schools are latex free environments. Please do not bring any latex containing products into any of the buildings. Only Mylar balloons are allowed inside the school buildings.

Minnesota Law requires that all students be up to date on their immunizations or have an exempt on file in the health office. The school nurse will send home requests for student immunization records as needed. If the student does not meet this requirement, they may be held out of school per the district immunization policy.

**If your child has a health or medical condition that could potentially cause a life threatening emergency while being transported by school bus, it is the parent's responsibility to notify the Faribault Transportation Company at 507-333-6001 or 507-334-5121.**

## **SECTION 6 - STUDENT CURRICULUM**

### **Reading/Language Arts**

The vision of the Language and Literacy framework is that the process of learning to read and write should be motivating, captivating, enjoyable, and rewarding so that all students read and write with passion and purpose. The classrooms are organized around a minimum of between 120 to 135 minutes of literacy instruction. This includes three major components of Reading Workshop, Writing Workshop and Language and Word Study. The entire Reading Workshop is co-taught. That means that there are two professional educators in the classroom for the entire 60 minute Readers Workshop. The students select their own books to read, at their level, and the teacher teaches the reading strategies to through whole group, independent reading (with conferring), and small group instruction. A complete summary of our Language Arts Curriculum can be found on our website under: Departments – Curriculum – School Curriculum.

### **Mathematics**

K-5 Math Curriculum incorporates the best practices as described in the MN Sci-Math Frameworks and embeds the Minnesota Preparatory Standards. The curriculum is supported by *My Math*. Classrooms spend 90 minutes per day in math instruction.

### **Social Studies**

The social studies goals are to develop an understanding of the relationships between human beings and their complex world. Students should develop competencies for solving problems and clarifying issues. The curriculum includes the study of the relationships of people with their environment using an interdisciplinary approach. The students study from local to international levels. The district has adopted **Social Studies Alive** curriculum.

### **Science**

The science program is a blend of hands-on science experiments and inquiry lessons. Students also have the opportunity to visit the Riverbend Nature Center for life science learning experiences.

### **Art**

The elementary art curriculum provides students with opportunities to develop the necessary skills for self-expression. An appreciation of art is taught with a hands-on approach to creating art. Both flat and dimensional projects are chosen to expose children to a variety of materials.

### **Library/Media**

The elementary media program is an essential element of the total education program. It is an extension and an integral part of the classroom instruction program. This is the beginning process, which leads students to a lifelong appreciation and critical use of print and non-print media as they begin the processes of inquiry.

### **Music**

The elementary music curriculum provides every student with an opportunity to experience singing, moving, playing instruments, the use of technology and composing. Students in grades K-5 have one performance/concert during the school year.

### **Physical Education**

Students strive for personal growth, development and fitness in the physical education classes. Each fall and spring, students in grades 1-5 participate in Presidential Physical Fitness testing. Physical Education contributes to the improvement of motor skills for efficiency in the activities of everyday living and leisure-time use. Students are required to have tennis shoes for Phy. Ed. classes as a safety precaution.

If, for some reason, a child is unable to participate in physical education class, specific written notification must be provided. If the student is unable to participate for more than one day, a doctor's statement identifying specific restrictions may be required.

### **Special Education**

Support services are available for students who meet State/Federal guidelines for Special Education services.

### **English as a Second Language**

Students with limited English proficiency will receive services to increase language and classroom skills.

### **Title I Services**

Title I reading support services is available to qualifying students in grades K, 1, 2 and 3.

### **ADSIS Reading Support Services**

ADSIS Reading Support Services are available to qualifying students in grades 3, 4 and 5.

### **ADSIS Behavior Support Services (Jefferson Success Coach)**

ADSIS Behavior Support Services are available to qualifying students in grades K-5.

### **Fernbrook Family Center/School-Linked Mental Health Services**

Partnership with community providers to offer mental health treatment at school sites.

### **School Social Work Services**

Social Work services are available to any and all students and families. These services are provided in order to improve and address issues regarding the social and emotional development of our students. These services may be provided at the classroom level, within small groups and on a one to one basis.

### **Gifted and Talented Services**

Gifted and Talented children and youth are those students with outstanding abilities identified at elementary and secondary levels. These are student who may require differentiated and challenging educational programs and services in collaboration with the general school program.

### **Testing**

The Minnesota Comprehensive Assessments are administered to all third through fifth grade students. Third and fourth graders are tested in Reading and Math. Fifth graders are tested in Reading, Math, and Science. The district also administers the NWEA Measures of Academic Progress test to all students K-5 grades, as well as the DIBELS fluency test in reading. These tests are done for school improvement purposes and are administered three times a year.

Please take the time to read the Parent/Guardian Guide to Statewide Testing that is on the next three pages of the student handbook. This will answer many questions you might have about testing. If you choose to opt out of state testing for your student, please make sure to return the required form as soon as possible.

# Questions and Answers about the MCA in Reading, Mathematics, and Science

## What is the MCA?

The Minnesota Comprehensive Assessments (MCA) are state tests in reading, mathematics, and science that are used to meet federal and state legislative requirements. The tests are administered every year to measure student performance relative to the Minnesota Academic Standards that specify what students in a particular grade should know and be able to do.

## Why do we give these tests?

We use the MCA to find out how well schools have aligned curriculum to and instructed students in the Minnesota Academic Standards in reading, mathematics, and science. The reading and mathematics assessments are also used in federal and state accountability measurements.

Schools use the information to improve classroom teaching and learning. Teachers and principals look for areas where students do well so they can reinforce the ways they teach these skills. They also look for areas that need improvement so they can increase instructional time or modify their instruction.

## Who must take these tests?

All students in public schools are required to participate in the statewide assessment program. Reading and mathematics tests are administered in grades 3–8 and high school (students in grade 10 take the Reading MCA, and students in grade 11 take the Mathematics MCA). The Science MCA is administered to students in grades 5 and 8 and in the high school grade when students take a life science or biology course. With very few exceptions, all public school students in the above grades take the MCA.

Students with an Individualized Education Program (IEP) or 504 plan may be eligible for accommodations. Some students with significant cognitive disabilities may be eligible to take the Minnesota Test of Academic Skills (MTAS) instead of the MCA. The MTAS is an alternate assessment based on alternate achievement standards in reading, mathematics, and science. For more information, see the [MTAS Eligibility Requirements on the MDE website](#) (Go to Districts, Schools and Educators > Statewide Testing > Minnesota Tests).

## How are tests administered?

All grades of the Reading, Mathematics, and Science MCA are administered online only. Paper accommodations are available for eligible students, including large print and braille.

The online Reading and Mathematics MCA are adaptive tests, which means that the test adjusts to each student's responses.

- For reading, the test adjusts at a passage level, so a student's responses to a set of items for a passage determine the next group of passages and items a student will receive.
- For mathematics, every time a student answers a question, his or her response helps determine the next question the student will answer.

## How can students prepare for the tests?

The [Test Preparation Suggestions for Parents and Teachers handout on the MDE website](#) (Go to Students and Families > Statewide Testing) is available on the MDE website with tips on content preparation and general test-taking strategies.

Item samplers help students become familiar with the format of the test and the types of questions that are on the test. Student tutorials for online tests provide information on using the online tools and describe navigation and item types. Go to the [Item Samplers page on the MDE website](#) (Go to Districts, Schools and Educators > Statewide Testing > Item Samplers) for information on accessing the item samplers and student tutorials.

## What does it take to pass the tests?

Students do not pass or fail the reading, mathematics, or science tests. Since the tests measure student performance relative to the Minnesota Academic Standards, each student receives a score that falls in one of four achievement levels—Does Not Meet the Standards, Partially Meets the Standards, Meets the Standards, and Exceeds the Standards.

## What skills are assessed by the MCA?

The MCA measures student performance on the [Minnesota Academic Standards](#) (Go to Districts, Schools and Educators > Academic Standards K-12).

- The Reading MCA is aligned to the 2010 academic standards.
- The Mathematics MCA is aligned to the 2007 academic standards.
- The Science MCA is aligned to the 2009 academic standards.

## How can I see the MCA results for my child, school, and district?

Your school will receive an individual student report for your child and will provide this information to you. This report shows your child's overall score in each subject, as well as scores for specific skill areas within each subject. It includes information about achievement level, comparisons to various groups, and comparisons to the student's performance in past years, when applicable.

School and district results are available in the [Minnesota Report Card on the MDE website](#) (MDE website > Data Center > Minnesota Report Card).

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*For more information, contact Statewide Testing at:*

[mde.testing@state.mn.us](mailto:mde.testing@state.mn.us)

### **What Does It Mean?**

Education incorporates many different acronyms and abbreviations into its vocabulary. This list may help you understand them better.

<b>ASD</b>	<b>Autism Spectrum Disorder</b>	<b>AOM</b>	<b>Assurance of Mastery Grades 4-5</b>
<b>DAPE</b>	<b>Developmental Adaptive Physical Education</b>	<b>DOL</b>	<b>Daily Oral Language</b>
<b>EBD</b>	<b>Emotional/Behavior Disorder</b>	<b>ESL</b>	<b>English as a Second Language</b>
<b>ELL</b>	<b>English Language Learner</b>	<b>IEP</b>	<b>Individual Education Plan</b>
<b>SLD</b>	<b>Specific Learning Disability</b>	<b>LEP</b>	<b>Limited English Proficiency</b>
<b>DCD-MM</b>	<b>Development Cognitive Delay- Mild to Moderate</b>	<b>DCD-SP</b>	<b>Development Cognitive Delay – Severe to Profound</b>
<b>OT</b>	<b>Occupational Therapy</b>	<b>PE</b>	<b>Physical Education</b>
<b>PT</b>	<b>Physical Therapy</b>	<b>Title I</b>	<b>Reading Support Grades 1-2</b>

## **SECTION 7 - STUDENT ACTIVITIES**

### **STEAM/ALC Targeted Services**

STEAM/ALC Targeted Services is an after school program which focuses on improved academic achievement in math and reading. For more information on the STEAM/ALC Targeted Services program, please call the main office.

### **Field Day**

All 5<sup>th</sup> grade students participate in our annual Elementary Track and Field Day. Students may participate in individual and group events. Field Day events include running events, relays, three-legged race, softball throw, long jump and tug-of-war. Field Day is designed to be a fun day for students with school pride and sportsmanship exhibited.

### **Orchestra**

Students in 4<sup>th</sup> and 5<sup>th</sup> grade are eligible to participate in the district's orchestra program. This includes weekly lessons with the teacher and various concerts throughout the school year.

### **Home Place Habitat**

Home Place Habitat is an environmental garden located on the Jefferson School grounds. It functions as an educational setting for our students as well as our neighborhood and community.

## **SECTION 8 - POLICIES**

**The following are a summary of some of our school policies. All policies are available on our district website at [faribault.k12.mn.us](http://faribault.k12.mn.us).**

### **Policy Prohibiting Harassment**

School District 656 has a duty to keep the school setting free of sexual, racial, and religious harassment and violence. Students, staff, and faculty, have a right to go to school, or to do their work, without this kind of interference. Harassment includes any unwelcome verbal or physical conduct, which has the intent of interfering with one's education and/or work performance.

Please see school board policy 413 for more information.

### **Policy Prohibiting Weapons**

Possession of a weapon is prohibited. A weapon is defined as any firearm, gun, knife or other sharp object, bludgeon, fighting stick or baton, brass knuckles, or any other object which by its design or use could cause bodily injury or property damage. The prohibition of weapons shall include any object, which could be reasonably mistaken for a weapon including a toy gun or toy knife. Violation of this policy will result in immediate referral to the building administrator. Parents will be contacted. Violations of the weapons policy may result in suspension or expulsion.



Please see school board policy 502.1 for complete policy.

### **Search of Student Lockers, Desks, Personal Possessions, and Student's Person**

The purpose of this policy is to provide a safe and healthful educational environment by enforcing the school district's policies against contraband. Desks – School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Personal Possessions and Student's Person – The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

Please see school board policy 502 for complete policy.

### **Policy Prohibiting Tobacco/Drugs**

School District 656 has a policy respecting a drug-free learning environment for all students and staff. Students are not to possess or use any tobacco/drugs on school grounds. (Prescription drugs are to be administered in the Health Office.) See Medication Section. Violation of this policy will result in an immediate referral to the building administration. Parents will be contacted. Violations of this nature will result in disciplinary action.

Please see school board policy 502.3 for complete policy.

### **Policy Prohibiting Bullying**

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

## **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

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

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

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

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

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

### III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school

personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

**VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

**IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

School Board Policy 514

**Policy for the Protection and Privacy of Pupil Records**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The procedures and policies regarding the protection and privacy of parents and students' are adopted by the school district, pursuant to the requirements of 20 U.S.C. 1232g, et seq., (Family Educational rights and Privacy Act (FERPA)) 34 C.F.R. Par 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

Please see school board policy 515 for complete policy.

**Policy Prohibiting Discrimination**

No person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, recruitment, consideration, or selection.

Inquiries regarding compliance may be directed to the Human Rights Officer at 333-6000, or the Minnesota Department of Human Rights at (612) 296-5633, or the Equal Employment Opportunities Commission at (612) 725-6101, and/or the Director of Civil Rights, Department of HEW, Washington, D.C.

Please see school board policy 522 for complete policy.

**Internet Acceptable Use and Safety Policy**

Use of the Faribault School District Technology Network and Internet Access is a privilege. Expectations for the use of technology are as follows:

- Follow all guidelines as outlined in the “Faribault Public Schools Technology Network and Internet Access Student Registration and Policy Contract”. A copy of our Internet Acceptable Use and Safety Policy is available under “district info” at [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us)
- Access materials solely for educational purposes.
- Utilize equipment in a respectful manner.
- Creation of materials or projects should enhance a student’s educational achievement and promote Jaguar respect.

## **Faribault Public Schools “Bring Your Own Device” (BYOD) Guidelines**

*Students using personal mobile devices on the Faribault Public Schools network are still subject to the District’s Acceptable Use Policy 524 (AUP). Violation of this policy may result in disciplinary action and/or loss of privileges.*

Faribault Public Schools recognizes that using digital technologies can enhance student learning experiences and facilitate the development of 21st century skills. The Faribault School’s BYOD program will provide an opportunity for students to bring their own mobile devices to school to use in the classroom. The purpose of allowing a BYOD environment is to continue to develop our digital learning initiative and to empower students to take a more active approach to their personal learning. Faribault Schools will provide Internet access to the ISD 656 guest network for the use of mobile devices. Students who choose to participate in the BYOD program must follow the Acceptable Use Policy and the Bring Your Own Device Guidelines.

### **Devices allowed**

All devices should have a web-browsing component that makes them suitable for educational use in the BYOD initiative. The device should be able to connect to a secured Wi-Fi network (802.11a/b/g or newer).

### **Acceptable Uses**

The use of devices in the classroom is at the discretion of Faribault staff. The classroom teacher shall exercise authority to allow or disallow the use of a mobile device. Staff will have the final decision if a device needs to be surrendered due to misuse. At this time student devices are *not required* for classroom work. Educators shall make clear their stances on student device usage in their classrooms verbally or through a class syllabus.

### **Staff guidelines**

Faribault Public Schools staff will be responsible for monitoring student use on the wireless network with either school owned or student owned devices. FPS staff will determine when mobile devices may be used in the classroom. Educators shall communicate appropriately with administrators and parents if students violate the Acceptable Use Policy (524) or this BYOD guideline.

### **Non-Acceptable Uses**

Personal devices must not be physically connected to the district wired network and cabling infrastructure. All non- district owned devices are recommended to use the “ISD 656 Public Access” while on school grounds. Mobile devices will be not given access to print to district printers and/or copiers. Users will not use electronic technologies to take photos or record video of person or persons on campus without prior consent from individual or teacher. Students may not print, post, transmit or distribute photos and video without prior consent. Personal devices are not allowed in bathrooms or locker rooms. Student users shall not access applications such as email, chat, blogs, or social networking (i.e. Facebook, twitter etc.) while at school unless specifically for educational use and when in the presence of school district staff.

### **Theft, Damage or Repair**

The Faribault Public School district shall **NOT** assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to school. The district shall not be held responsible for lost, stolen or damaged devices or for any malware acquired while on the guest network. All devices should have virus software installed with the latest virus definitions. Students should not leave mobile devices unattended and should keep them secured when not in use. The use of passwords and lock codes are strongly encouraged.

### **Technology support**

It is the student’s responsibility to connect to the network. FPS staff members shall not provide technical support for any non-district owned devices. The district will not be responsible for financial obligations arising through unauthorized use of the district’s educational technologies or the Internet. Faribault Public Schools reserves the right to inspect any personal device at any time if it is suspected of causing technology/network problems or if it is used inappropriately.

### **Etiquette**

Audio requirements – All device ringers must be off and sound must be muted or headphones/ear buds used. Student mobile devices should be fully charged prior to school and used in battery mode while on premises.

The Children’s Internet Protection Act (CIPA) requires all network access to be filtered while in a public school. All devices connected to our network will still abide by our Internet filtering policies. Any attempt to bypass the schools network filters will be a violation of our Acceptable Use Policy.

***All guidelines apply anytime on school grounds or during any school related activity. This includes before/after school, during classroom time, school related activity or field trips, sporting events and on school buses.***

Please see school board policy 524 for complete policy.

#### **Hazing Prohibition Policy**

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Please see school board policy 526 for complete policy.

#### **Immunization Requirements Policy**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

Please see school board policy 530 for complete policy.

#### **Multicultural/Gender-Fair Curriculum Policy**

The Board of Education of the Faribault Public Schools affirms its commitment to provide equal educational opportunities to all students attending District schools, regardless of their sex, race, disability, or socioeconomic background. The School Board and Administration will work with District Staff, community members and others to develop a written plan to assure that curriculum developed for use in District schools is done in conjunction with the State Board of Education adopted Multicultural/Gender-Fair Curriculum Rule (3500.0550), so that students and staff gain an understanding and appreciation of:

- The cultural diversity of the United States, which reflects the contributions by, and roles open to Americans of all races and cultures.
- the historical and contemporary contributions of women and men to society, and
- the historical and contemporary contributions to society by persons with disabilities

The curriculum developed shall provide learning experiences and appreciation of all cultural heritages's, human dignity, cultural diversity, and development of individual self-worth for students and staff; and shall promote experiences in multicultural, gender-fair activities which prepare the students to live productively in a multicultural, pluralistic society.

Please see school board policy 600.1 for complete policy.

#### **Retention Policy**

Parents will be notified as early as possible by school staff when students are having academic problems. Retaining a student based on unsatisfactory program throughout the school year is a viable option that will be considered. Staff members and parents may recommend that retention or promotion is in the best interest of the student. Each case will be considered on an individual basis and what are best for the student will be the determining criteria.

Please see school board policy 513 for complete policy.

#### **Policy for Visitors to School District Buildings and Sites**

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

Please see school board policy 903 for complete policy.



### **Non-Custodial Parental Rights to Information**

Custodial and Non-Custodial parents have the right to make inquiries and be informed about their child's educational program and progress in school. Custodial and non-custodial may visit school at any time and attend conferences as a matter of statutory right regardless of the desires or requests of the other parent.

The law states: Family Law-Chapter 668, Sec. 12, Subd 3 Custody Order (a) Upon adjudging the nullity of a marriage, or in a dissolution or separation proceeding, or in a child custody proceeding, the court shall make such further order as it deems just and proper concerning: (1) the legal custody of the minor children of the parties which shall be sole or joint; (2) their physical custody and residence; and (3) their support. In determining custody, the court shall consider the best interest of each child and shall not prefer one parent to the other solely on the basis of the sex of the parent. (b) The court shall grant the following rights of each of the parties unless specific findings are made under paragraph (c) and every custody order must include the following notice of the parties:

Each party has the right of access to and to receive copies of school, medical, dental, religious training, and other important records and information about the minor children. Presentation of a copy of this order to the custodian of a record or other information about the minor children constitutes sufficient authorization for the release of the record or information of the requesting party. Each party shall keep the other party informed as to the name and address of the school of attendance of the minor children. Each party has the right to be informed by school officials about the children's welfare, educational progress and status, and to attend school and parent-teacher conferences. The school is not required to hold a separate conference for each party.

In case of an accident or serious illness of a minor child, each party shall notify the other party of the accident or illness, and the name of the health care provider and the place of treatment. Each party has the right to reasonable access and telephone contact with minor children. The court may waive all or part of the notice required under paragraph (b) if it finds that it is necessary to protect the welfare of a party or child.

Staff at Jefferson Elementary will, on request, send report cards and hold conferences with a non-custodial parent, unless there is a court order or legally binding instrument prohibiting such contact. Our school complies with the family Education Rights and Privacy Act of 1974. If you desire to have a copy of your child's report card sent to a non-custodial parent, please notify us.

***Additional policy and information is available through our Faribault Public Schools web site.  
faribault.k12.mn.us***