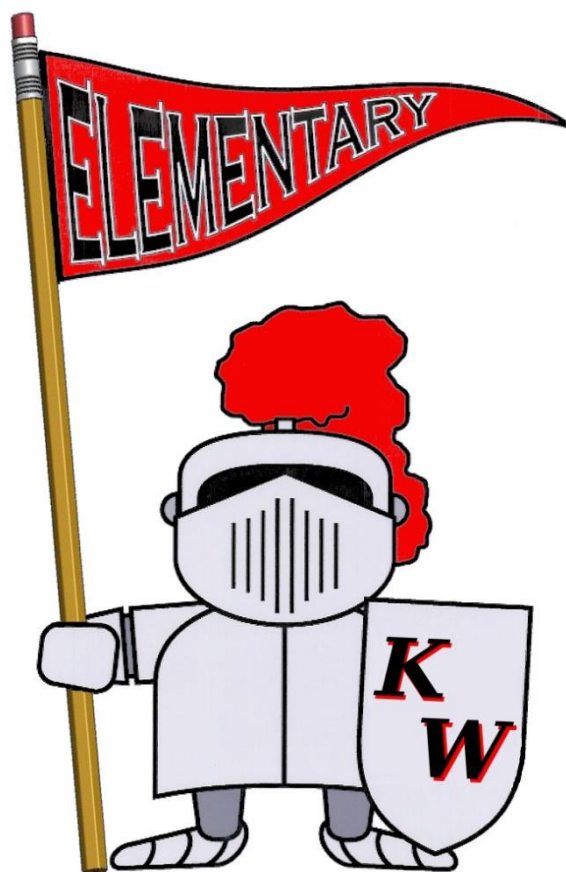


# KENYON-WANAMINGO ELEMENTARY SCHOOL

225 3RD AVENUE  
WANAMINGO, MN 55983

## STUDENT AND FAMILY HANDBOOK 2023 – 2024

INFORMATION ABOUT K-W ELEMENTARY SCHOOL AND ACTIVITIES



### MISSION STATEMENT

*TO CREATE A CARING PARTNERSHIP AMONG STUDENTS, FAMILY, AND  
COMMUNITY TO MAXIMIZE EACH LEARNER'S ACADEMIC, PHYSICAL,  
AND SOCIAL DEVELOPMENT.*



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## 2023-24 KENYON-WANAMINGO ELEMENTARY SCHOOL STAFF MEMBERS

<u>NAME</u>	<u>POSITION</u>	<u>EXT.</u>
Mrs. Beth Giese	Superintendent/K-4 Principal	7000
Mrs. Tricia Bauer	Administrative Assistant	7001
Mr. Jake Wieme	Dean of Students/Instructional Coach	2258
Ms. Cyndi Sturgis	Elementary Secretary	7004
Mr. Todd Lechtenberg	Business Manager	7002
Mr. David Carlson	Bookkeeper/Payroll	7003
Mrs. Sarah Christensen	School Nurse	2225
Ms. Madison Andrist	Kindergarten	2237
Mrs. Tanya Short	Kindergarten	2235
Mrs. Katie Valek	Kindergarten	2236
Mrs. Katie Benbrooks	Grade One	2238
Mr. Tony Donkers	Grade One	2246
Mrs. Debra Hinrichs	Grade Two	2250
Mrs. Megan Jordan	Grade Two	2249
Ms. Valerie Ashland	Grade Three	2254
Ms. Sandy Sahl	Grade Three	2239
Ms. Rhonda Thesing	Grade Four	2243
Mrs. Chloe Gohman	Grade Four	2233
Ms. Tracy Erlandson	Physical Education	2230
Mrs. Rebecca Keller	Art	2252
Mrs. Jan Strand	Vocal Music	2256
Ms. Carrie Anderson	School Social Worker	2241
Mrs. Stephanie Ennis	ADSIS Coordinator	2249
Mrs. Amy Buchal	Special Education Coordinator	3276
Mrs. Stephanie Wunderlich	Early Childhood Special Education	2255
Mrs. Meredith Johnson	Special Education	2247
Ms. Megan Olson	Speech/Language	2251
Ms. Stacy Maki	Special Education	2223
Ms. Rebecca Quelle	English Language Services	2224
Mrs. Yvette Stevenson	Media Center Assistant	2226
Mrs. Heather Breyer	Sp. Ed. Management Aide	
Ms. Peggy Burow	Sp. Ed. Management Aide	
Ms. Samantha Macho	Sp. Ed. Management Aide	
Ms. Arely Ramirez	Sp. Ed. Management Aide	
Mrs. Holly Schaefer	Sp. Ed. Management Aide	
Mrs. Amanda Starkson	Sp. Ed. Management Aide	
Mrs. Marla Walters	Sp. Ed. Management Aide	
Mr. Tate Erlandson	Gen. Ed. Management Aide	
Mrs. Tracey Flom	Title I Aide/Shuttle Bus Aide	
Mrs. Deanna Lurken	Title I Aide/Shuttle Bus Aide	
Mrs. Lynette Nerison	Early Childhood Sp. Ed. Aide	
Mrs. Mardell Way	Title I Aide/Shuttle Bus Aide	
Mrs. Becky Vukelich	Early Childhood Aide	2245
Mrs. Terra Haugen	Early Childhood Teacher - Kenyon	3292
Ms. Morgan Burow	Early Childhood Teacher - Wanamingo	2245
Mrs. Kay Benzick	Knights Kids Director	7028
Knights Kids Classrooms		7018, 2257
Mrs. Bernis Johnson	Knights Kids Aide	7018
Mrs. Tesha Archambault	Physical Therapy (Goodhue County Ed. District)	
Ms. Arely McLaren	Occupational Therapy (Goodhue County Ed. District)	
Ms. Kelsey Lemmon (Goodhue Cty. Ed. District)	School Psychologist	7013
Ms. Elyse Baker	Rochester Family Services	2242

**Kenyon-Wanamingo 2023-2024 School Year Calendar**

July 2023							January 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	2	3	4	5	6	7	1	No School - Holiday					
	8	9	10	11	12	13	2	School Resumes					
	14	15	16	17	18	19	15	No School - MLK Day- Staff Development					
	20	21	22	23	24	25	19	End of Semester I					
	26	27	28	29	30	31	22	No School -Staff Development					
							23	Start of Semester II					
								20 Student Days	22	Teacher Days			

August 2023							February 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	6	7	8	9	10	11	14	Early Release					
	12	13	14	15	16	17	19	No School - President's Day					
	18	19	20	21	22	23							
	24	25	26	27	28	29							
	30	31											
								20 Student Days	20	Teacher Days			

September 2023							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	3	4	5	6	7	8	13	Early Release					
	9	10	11	12	13	14	18	No School - Staff Development					
	15	16	17	18	19	20	18	K-12 Conferences					
	21	22	23	24	25	26	18/21	K-4 Conferences					
	27	28	29	30	31		29	No School - Holiday					
								19 Student Days	20	Teacher Days			

October 2023							April 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	6	7	8	9	10	11	1	No School - Teacher Comp Day					
	12	13	14	15	16	17	10	Early Release					
	18	19	20	21	22	23							
	24	25	26	27	28	29							
	30	31											
								21 Student Days	22	Teacher Days			

November 2023							May 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	5	6	7	8	9	10	8	Early Release					
	11	12	13	14	15	16	24	Last Day of Preschool					
	17	18	19	20	21	22	27	No School - Holiday					
	23	24	25	26	27	28	30	Last Day of School					
	29	30	31					Teacher Work Day					
								21 Student Days	22	Teacher Days			

December 2023							June 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	3	4	5	6	7	8	2	Graduation					
	9	10	11	12	13	14							
	15	16	17	18	19	20							
	21	22	23	24	25	26							
	27	28	29	30	31								
								0 Student Days	0	Teacher Days			

Semester I = 85 Days Semester II = 85 Days  
 Student Days = 173  
 Teacher Days = 164 (173 - 9 Work/Professional Development Days + 2 comp days)  
 Weather Make-up = Distance Learning Days

**KENYON-WANAMINGO PUBLIC SCHOOLS MISSION STATEMENT**

*Our mission at Kenyon-Wanamingo Public Schools is to create a caring partnership among students, family, and community to maximize each learner's academic, physical, and social development.*

**ADMINISTRATIVE DISCRETION**

While the school district and the school takes a position on disciplinary consequences via the handbook or accepted policies, the administration, including the superintendent, may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified below is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline

**SCHOOL HOURS**

The K-W Elementary School hours are from **8:05 a.m. - 2:45 p.m.** Local town students are asked not to arrive before 8:00 a.m. unless eating breakfast. Bus students begin arriving at 7:55 a.m.

**K-W ELEMENTARY BUS SCHEDULE**

7:30 a.m.	Kenyon area buses arrive at Kenyon site
7:35 a.m.	Shuttle buses leave Kenyon with K-4 students
7:55 a.m.	Wanamingo area buses arrive at Wanamingo site
7:57 a.m.	Shuttle buses arrive at Wanamingo with K-4 students
8:05 a.m.	School starts
2:45 p.m.	Dismiss K-4 shuttle bus students and Wanamingo town students
2:55 p.m.	Shuttle buses leave Wanamingo with K-4 students
3:00 p.m.	Wanamingo area bus students report to the playground
3:40 p.m.	Regular route buses leave

**SECURITY OF THE BUILDING**

*All outside doors are locked by 8:00 AM. All visitors (parents included) are to buzz the office, and when admitted, are to go directly to the office, sign in and get a name tag when school is in session. All staff will insist that visitors comply.*

**EMERGENCY CLOSING**

Announcements will be made as early as possible. The District uses the Infinite Campus Alert System to notify parents/guardians of school closings, early dismissals, and late starts. In addition, we will post any changes will be posted to our website. Please keep your parent profile up-to-date. You may check the contact information listed for your family by going to the school website at [www.kw.k12.mn.us](http://www.kw.k12.mn.us) and choosing the Infinite Campus icon.

**CONTACTING THE SCHOOL**

You may contact the Elementary School Office by telephone at 507-824-2211 Ext. 7004 or by Fax 507-789-7032. Feel free to call the office when you have a question or problem with which we can be of help. To speak with a teacher, please call the office and the secretary will connect you to the teacher's voice mail or, in case of an emergency, directly to the teacher. You may also contact teachers by email. Teachers will make every effort to return your call or email within 24 hours. After school hours you may call teachers directly by calling 507-824-2211 and entering the extension number found on the directory page.

## HOT LUNCH PROGRAM

Kenyon-Wanamingo Schools contract with Taher to serve breakfast and lunch each school day. Breakfast is served daily from 7:45-8:15 a.m. Students arriving on the shuttle bus have 15 minutes to eat breakfast in the cafeteria. Breakfast is not available on late-start days. All meals served by Taher meet the requirements established by the U.S. Department of Agriculture. If your child has dietary restrictions prescribed by a physician, please contact the school nurse.

## FREE OR REDUCED MEALS

Starting school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Additional milk or a "second" entrée are not included.

Meal costs for the 2023-2024 School Year are as follows:

Student Breakfast	\$1.90
Adult Breakfast	\$2.35
Student Lunch	\$2.90
Adult Lunch	\$4.95
Milk	\$ .80

For this reason, you may want to keep a few dollars in your child's lunch account. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts and other meal programs. All personal information is confidential and students who receive benefits are not identified in any way. You may apply at any time during the school year. The form is located at the back of this handbook. In the operation of child nutrition programs, no child will be discriminated against because of race, gender, color, nationality, age, or disability. If you are on the free/reduced program and your income changes during the school year, please complete a new application form.

## PAYMENT INFORMATION

Meal payments may be mailed or sent with your child to the school. If sent with the student, we ask that payments be sent in a sealed envelope with the student's name and "Lunch Account" clearly marked on the outside of the envelope. The responsibility for maintaining an adequate balance lies with the parent/guardian. You may also make payments to your family lunch account online. Before you can access this system, you must request a username and password by calling the Elementary School office. Once you have these two codes, you may access your family lunch account by going to the Kenyon-Wanamingo website at [www.kw.k12.mn.us](http://www.kw.k12.mn.us) and signing in to your parent portal. **You will be notified when your family account has a balance of \$10.00 or less. Notifications are sent in paper form and also via Infinite Campus email alert. Please make sure you have updated your contact information in Infinite Campus. Details on negative account balances and unpaid meal charges can be found in the policy section of this handbook. Please reference Policy 534 Unpaid Meal Charges.**

## **MILK BREAK**

Kindergarten milk break is supported by a state program, so a half pint of milk is provided at no charge to interested students each day. Grades 1-4 have the option to purchase a carton of milk for .80 cents. One half-pint carton is included with each breakfast and lunch purchased.

## **DRESS**

Responsibility for student dress rests with parents and their judgment about what is acceptable grooming and dress practice. We ask parents to assist the school in ensuring student dress is appropriate to advancing learning. Dress is acceptable if it does not constitute a health hazard, a safety hazard, or cause an interruption in normal classroom procedures. Shirts with profanity or suggestive graphics will not be accepted. The neatness of our students has been commendable in past years. Thank you for your support!

## **REPORTS TO PARENTS**

Academic progress is reported quarterly during the school year. We provide conference reports to parents during our parent-teacher conferences in the fall and the spring. These conference reports update parents on academic progress during Quarter 1 and Quarter 3. Report cards are sent home at the close of Semester I (Quarter 2) in January and the close of Semester II (Quarter 4) in June. Parents are encouraged to attend parent-teacher conferences and to communicate regularly with teachers about academic questions or concerns. Additionally, parents may initiate a conference with their classroom teacher or principal at any time.

Non-custodial parents must request copies of report cards and conference times each year. Please update your contact information when making the request.

## **ACADEMIC STANDARDS AND ASSESSEMENTS**

The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. The Minnesota Comprehensive Assessment (MCA) is one of the assessments given to measure whether students, schools and districts are meeting academic standards and that grade level standards are part of daily instruction. It also helps districts and schools align and assess curriculum to teach the standards. For more information about state-wide assessments and your right as a parent to request for your child not to participate in state testing, please follow the link below to our district webpage public notice page: [https://www.kw.k12.mn.us/district\\_office/public\\_notices](https://www.kw.k12.mn.us/district_office/public_notices)

## **ELECTRONIC EQUIPMENT**

Electronic equipment, including radios, personal cell phones, compact disk players, laser pens, iPods, and personal headphones are not permitted in the school building during the school day without permission from a supervising teacher. They can interfere with educational progress and serve as targets for theft. The above will be confiscated and held in the office.



### **USE OF TELEPHONE**

Students may use the office telephone only in case of emergency and with permission from their teacher and/or office staff. It is not to be used for a child to arrange to stay with a friend. Those arrangements must be done by parents prior to the school day.

### **SHOES AND BOOTS**

Students need tennis shoes to participate in physical education classes. Boots are required at recess when the playground is wet or covered with snow. It is up to K-W staff members to determine when boots are no longer needed.

### **INSURANCE**

The school district **does not** carry student accident insurance. Student accident insurance information from a private carrier may be circulated at the beginning of the school year and will come home one of the first days of school.

### **LOST AND FOUND**

Our Lost and Found is located in the hallway across from the computer lab. Each year we have items turned in to Lost and Found that are never claimed. Please mark clothing items with your child's name and remind him/her to report lost articles promptly and to check the Lost and Found area to claim their missing item(s).

### **SCHOOL PARTIES**

Teachers plan and organize two parties. The Holiday party is scheduled during the afternoon of the last school day before Holiday break. The Valentine's Day party is scheduled during the afternoon of February 14th or a selected day if the 14th is on the weekend.

### **BIRTHDAY CELEBRATIONS**

The District COVID Policy prohibits food treats at this time. Other options could be stickers, pencils, a classroom book, board game, or DVD donated in your student's name and etc. Teacher handbooks further explain grade level traditions for celebrating student birthdays.

### **PLEDGE OF ALLEGIANCE**

Recitation of the Pledge of Allegiance is conducted as part of daily morning announcements. MS 121A.11 mandates that "anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so." Please contact the classroom teacher or principal to make arrangements for excusal from reciting the pledge.

## **INFINITE CAMPUS** **STUDENT CONTACT INFORMATION**

Infinite Campus Student Management System is used to house student contact information. Please keep this information updated with current and complete address information, phone numbers and emergency contacts. This system is also used to notify students and parents of school closings, late starts, lunch balances, emergencies and non-emergency reminders. *We recommend parents receive alerts via both email and text.* You may update your communication settings online at [www.kw.k12.mn.us](http://www.kw.k12.mn.us).

### **INVITING PEOPLE TO YOUR HOME**

Party and playdate invitations are to be handled outside of school. We work hard to create an inclusive, respectful community at school and in our classrooms. Passing out invitations at school to a select group of students is not respectful to the children who are not invited. Please use the student directory or give the other child your contact information to speak with the other parent..

Changes in after school plans must be communicated in advance to your classroom teacher. Students will not be allowed to visit a friend unless parents have notified the school of the change and have obtained permission from the bus driver.

### **ATTENDANCE REGULATIONS**

*Minnesota State Law provides that every child between seven and sixteen years of age attend a public school, or a private school during the entire time public schools are in session unless excused from attendance by the board upon application of the parent or guardian on grounds specified in the laws."*

Uniform Child Accounting for Minnesota School Districts, published by the State Department of Education.

Kenyon Wanamingo Elementary School values attendance! We want every student in class every day. Regular school attendance is directly related to academic success and student connectivity. It also provides opportunities for communication between teachers and students and establishes good habits of dependability. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, students are required to attend all classes unless prior excusal by the school board has been granted.

#### **Late Arrival/ Early Departure**

Parents of students arriving late or leaving early must call the attendance line. The message should include the parent/guardian's name, student name, and reason for absence. Excused reasons for being late or leaving early will follow the same listing as excused absences.

#### **Excused Absences**

The following reasons qualify as excused absences:

1. 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 counseling appointment
5. Court appearances occasioned by family or personal action
6. Religious observance

7. Impassable roads or unsafe traveling conditions
8. Physical emergency conditions such as fire, flood, storm, etc.
9. Official school field trip or other school-sponsored outing
10. Removal of a student pursuant to a suspension
11. Family emergencies
12. A student's condition that requires ongoing treatment for a mental health diagnosis

**In order for an absence to be excused, a parent needs to call the school attendance line by 8:00 a.m. on the day of the absence and explain the reason for the absence.**

Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students who accumulate excessive absences, even when excused, will work with the school staff and parents to develop a plan to assure attendance at school daily.

**Tardiness**

Students are expected to be in their assigned area at the start of the school day. Failure to do so is considered tardiness.

**Valid excuses for tardiness are:**

1. Illness
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family
4. Medical, dental, orthodontic, or mental health treatment
5. Court appearances occasioned by family or personal action
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Any tardiness for which the student has been excused in writing by an administrator or faculty member

**Unexcused Absences or Truancy**

These are examples of absences that will not be excused:

1. Truancy - which is an absence not approved by the parent and/or the school district
2. Any absence where the family failed to follow the reporting requirements of the school district's attendance procedures
3. Unlawful detention – which is pupil absence from school with the consent of parents/guardians but for reasons considered unacceptable by school authorities.
4. Any other absence not included under the attendance procedures set out in this policy

**Consequences of unexcused/excessive excused absences:**

1. Notification of absences will be mailed to the student's primary caregivers.
2. A doctor's note will be required for additional absences.
3. School administrators will request a problem solving conference with parent.
4. If unexcused absences continue after the problem-solving conference, referral to the Goodhue County Health and Human Services Office will be made.
5. Absences resulting from out-of-school suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56. (Days during which a student is suspended from school will not count in a student's total cumulated unexcused absences.

## **Attendance Policy for Exemplary Attendance**

Students who demonstrate exemplary attendance will be recognized at the end of the school year. To qualify for exemplary attendance, students may not have more than two excused absences or tardies. Full school day attendance begins at 8:05 and ends at 2:45.

## **PHYSICAL EDUCATION**

Physical education is required daily in grades Kindergarten – 4<sup>th</sup> grade. Daily participation is expected. However, if your child has an injury or an illness that prevents participation, please send a doctor's note with activity restrictions and the specific length of time for the restrictions.

## **SPECIAL EDUCATION SERVICES**

The K-W School District is a member of the Goodhue County Education District. We receive the following services from the Education District:

1. Teachers of hearing and visually impaired
2. Occupational Therapist
3. Physical Therapist
4. Psychologist

The K-W District offers the following Special Education Services:

1. EBD - Emotional Behavioral Disability
2. LD - Learning Disabilities
3. DCD – Developmentally Cognitive Delayed
4. Speech/Language
5. Early Childhood Special Education Classes
6. School Social Worker

## **SCHOOL NURSE**

Mrs. Sarah Christensen serves Kenyon Wanamingo Schools as the School Nurse. Contact the school with questions for the nurse, and she will return your call during her scheduled time at the elementary school.

## **GOODHUE COUNTY EDUCATION DISTRICT**

Through a collaborative arrangement between Goodhue County Education District (including its member school districts) and Goodhue County Social Services, students on Individualized Education Plans (IEP's) and in crisis, have several options available to them. Goodhue County Education District contracts with Goodhue County Social Services and Goodhue County Mental Health for children's mental health social workers and therapists to work with students in crisis. These social workers and therapists can be contacted by calling the intake worker at 651-385-3232 or the Mental Health Center intake worker at 651-385-6180. In addition, Goodhue County Social Services provides crisis shelters and crisis foster homes for severe crisis situations that deal with safety and security issues,. These can be accessed by calling Goodhue County Social Services. Law enforcement may be involved in crisis situations involving safety and security.

## **BUS SAFETY REGULATIONS**

School bus transportation is a privilege, not a right, for eligible students. (Minnesota Statute #123.801) Eligibility to ride the bus is dependent on students following school bus safety and conduct regulations. Students who do not obey the bus driver and/or do not comply with behavior expectations may be denied bus privileges. School bus expectations are outlined below:

1. Follow the driver's instructions
2. Remain seated until the bus comes to a complete stop
3. Speak in an indoor voice
4. Keep hands, feet, and objects to yourself
5. Don't throw objects- neither in the bus or out the window
6. Be kind to the people around you
7. Do not harm the bus in any way

All students are educated on bus safety and bus behavior expectations. The first several weeks of September are designated for school bus safety and students participate in a variety of learning activities, including emergency evacuation drills and evaluations of how well they understand safety and conduct regulations.

### **SCHOOL BUS SAFETY RULES -- K-W SCHOOLS** **Regulations regarding student discipline on** **school buses and at loading areas**

Please review the following materials and assist your child in understanding bus and conduct regulations.

#### **A. Major Infractions:**

Violations of the following rules may result in immediate suspension of riding privileges:

1. Throwing objects at the driver or in front of the bus so as to distract the driver.
2. Opening or tampering with the emergency exit door on the bus.
3. Swearing or using obscene language at the driver or treating the driver with disrespect.
4. Use of tobacco, alcoholic beverages, and/or use of unprescribed drugs.
5. Fighting with other students or the intimidation or threatening of other students.
6. Vandalism to bus property or property of other students, not only will result in suspension from riding the bus, but also requires repayment for the damages at the direction of the bus operation and the transportation director.
7. Igniting a match or fire.
8. Any other serious infraction that endangers other students on the bus, persons outside of the bus, or the driver, which could affect the safety on the bus.

#### **B. Minor Infractions:**

Violations of the following rules will result in issuance of a citation by the bus driver for the first violation and suspension of riding privileges for repeated violations:

1. Standing up while the bus is in motion.
2. Switching seats while the bus is in motion.
3. Walking about the bus.
4. Opening windows without authorization from the driver.

5. Swearing at other students.
6. Throwing objects about the bus (not in the direction of the driver or the driver's area.)
7. Throwing items out of the window.
8. Failure to comply with repeated requests from adult supervisors or driver.
9. Any infractions that are not considered causes for immediate suspension.

C. School Policies in the Student Handbook apply to all bus trips.

D. Students in Grades K-12 are responsible to get to class if they miss the transporting bus when the reason for being late is no fault of the bus company.

### **ADMINISTRATIVE PROCEDURES FOR ISSUING PUPIL TRANSPORTATION INCIDENT REPORTS**

If the driver feels a discipline problem is serious enough to merit citation or suspension, he/she will contact the building principal. The principal will communicate with the parents and inform them of the violation and ensuing consequences, including suspension of riding privileges when appropriate. Drivers will not remove a student while enroute. A student may be suspended from riding the bus until the student, driver, parent, school principal, superintendent and/or bus owner have discussed the situation and the student has agreed there will be no reoccurrence.

- In all cases relating to disciplinary matters, an incident report will be issued by the driver.
- In cases when the incident requires immediate suspension, the report should be filled out by the driver and given to the superintendent or building principal. The length of suspension in major offenses shall be determined by the owner, superintendent, and/or building principal.

Upon completion of each route, the bus driver will turn in reports to the bus owner. When necessary, the bus owner will contact the building principal for a signature and/or a conference with the parents.

### **HEALTH**

#### **Diseases**

Parents are encouraged to report symptoms and any diagnosed illnesses when they report a student absence. The following guidelines apply to school exclusion for illness:

Chicken Pox: Exclude from school until all blisters have dried to scabs, usually about 6-10 days after the rash appears.

Impetigo: Student will be excluded from school until the child has been treated with antibiotics for at least a full 24 hours or until lesions are dry or improving.

Pink Eye: Exclusion if student is unable to keep hands away from their eyes. Call your healthcare provider if your student has pus, eye pain and/or eyelid redness. Once antibiotic treatment is started, students may return to school unless they are unable to keep their hands away from their eyes and therefore pose a risk to other students.

Lice: Exclusion from school is not required unless treatment is refused. If you need help procuring supplies please contact the nurse.

Influenza-Like Illness: Influenza-Like Illness (ILI) is defined as fever  $\geq 100.0^{\circ}\text{F}$  and cough or sore throat (in the absence of a known disease other than influenza). Exclude until child is without a fever for 24 hours (without the use of fever-reducing medications such as Tylenol) and is well enough to participate in activities.

Vomiting or Diarrhea: The child should remain at home until 24 hours after the last episode.

Ringworm or Scabies: Exclude from school until 24 hours after treatment begins.

Strep Throat: Exclude from school 24 hours after the antibiotic treatment is started and is without fever for 24 hours (without the use of fever-reducing medications).

Fever: If 100 degrees or more, keep the child at home until 24 hours after temperature returns to normal and remains there without a fever-reducing medication.

## **MEDICATIONS**

Administration of medicine should be given at home when possible, and doctors should be encouraged to order medications on schedules that would avoid school hours. However, there are times when students may require prescribed medication during school hours in order to function at the maximum potential possible, to control a health condition, or to control a health problem and prevent a crisis situation. Should your child need to take medication during school hours, the following form must be completed and the policy/procedures listed below must be followed for your child's safety.

**PURPOSE:** To assure safe and proper dispensing of medication to the student at school in accordance with Minnesota Statute 121A.22.

### **MEDICATION POLICY/PROCEDURES:**

- 1) Since giving medications to students presents some potential problems, it is preferred that medications be given at times OUTSIDE of school hours, if possible. If not possible, trained school staff will assist students and parents / legal guardians with this responsibility.
- 2) The ***Medication Physician Order and Parent Authorization Form*** must be completed by the parent / legal guardian AND physician BEFORE any prescription medication will be given in the school. Non-aspirin analgesics will be given by trained personnel if the School Medication Authorization Form is completed by the parent.
- 3) The parents / legal guardian of the student shall assume responsibility for informing the nurse of any change in the student's medication. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the nurse only. Verbal orders must be followed by written authorization.
- 4) For the parent / legal guardian and the child's protection, the medication will be brought to the school by an adult. At the end of the school year medications will need to be picked up by the parent or guardian. Medications are not kept at school over the summer.
- 5) All prescription medications must be brought to the school in a prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) The label on the duplicate bottle must match the doctor's order.

Over-the-counter medication must be brought in the original, sealed, purchased container with the child's name written on it. If the medication dosage means that pills need to be cut in half, the medication must be brought to school already cut (pharmacist or parents should cut the pills in half before bringing to school). Some medications (ex: Ritalin, Dexidrine) are considered controlled substances and the bottle of medication will need to be counted with the parent.

- 6) All written medication authorizations are effective for the current school year only.
- 7) Medications will be kept in a locked cabinet, file, or drawer. Any exceptions to this rule must be cleared with the School Nurse.

- 8) Requests for self-administered medications for students with special health needs will be dealt with on an individual student basis. Approval will be determined on a case-by-case basis by the School Nurse. These students must have the Medication Request and Authorization Form filled out by parent and physician and on file in the health office and must administer under supervision of designated school personnel.
- 9) Students without prior approval observed by school personnel self-administering medications will be reported to the principal.
- 10) Any medication given by school personnel, other than oral or inhalers, must be dealt with on a one-to-one basis with the School Nurse, parents, physicians, and school personnel (ex: eye drops, ear drops, injections, gastrostomy tube medications, rectal medications, emergency medications). The school district retains the discretion to reject requests for administration of medication.
- 11) Field trips - Planning for students with conditions that require medication on field trips will be done on an individual basis PRIOR to the day of the field trip, with the help of the parent / guardian. It is the teacher and parent's responsibility to inform the Nursing Office in advance of a field trip. The teacher or other responsible adult can carry and administer the medication on the field trip, as necessary, following school procedure.

### **IMMUNIZATIONS – STATE LAW**

It is Minnesota state law that in order to go to school, students must show they have had the following immunizations or file a legal exemption with the school.\*\*

The following vaccinations are required upon entering school for **Kindergartners**:

- 5 DTaP-(5th not needed if 4<sup>th</sup> was after the age of 4)
- 4 Polio (4<sup>th</sup> not needed if 3<sup>rd</sup> was after the age of 4)
- 2 MMR
- 3 Hepatitis B
- 2 Varicella (or verification chickenpox disease)

The following vaccinations are required upon entering school for **1-6<sup>th</sup> graders**:

- At least 3 DtaP/DT/Td (diphtheria, tetanus, pertussis/whooping cough)
- At least 3 Polio
- 2 MMR
- 2 Varicella
- 3 Hepatitis B

The following vaccinations are required upon entering school for **7-12<sup>th</sup> graders**:

- At least 2 DtaP/DT/TD **AND 1 Tdap shot required entering Grade 7** unless a Tdap shot was given after the 7<sup>th</sup> birthday.
- At least 3 Polio
- 2 MMR
- 1 Meningococcal at beginning of 7<sup>th</sup> grade and booster at age 16
- 2 Varicella
- 3 Hepatitis B

*\*\*Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by parent/guardian and notarized.*

<https://www.health.state.mn.us/people/immunize/basics/imzform.pdf> - link to student immunization form from MDH

<https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf> - link to list of immunization requirements from MDH



**SCHOOL MEDICATION PHYSICIAN ORDER AND PARENT AUTHORIZATION FORM**

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
(last) (first) (middle)  
SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

**PHYSICIAN'S ORDER**

I hereby request and authorize you to give:

	<u>Medication</u>	<u>Dosage</u>	<u>Time</u>	<u>Duration</u>
1)	_____			
2)	_____			
3)	_____			

Allergies: \_\_\_\_\_

Diagnosis / medical reason for medication: \_\_\_\_\_

Other medications this student is taking: \_\_\_\_\_

Other recommendations / UNUSUAL side effects: \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Print Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Clinic Name & Address \_\_\_\_\_ Fax \_\_\_\_\_

**PARENT / GUARDIAN AUTHORIZATION**

- 1) I request that the above medication be given during school hours as ordered by this student's physician / licensed prescriber. I also request the medication to be given on field trips, as prescribed.
- 2) I release school personnel from any liability in relation to this request when the medication is given as ordered.
- 3) I will notify the school of any change in the medication (dosage change; medication is discontinued, etc.)
- 4) I give permission for the nurse to communicate with the student's teachers about the student's health condition and the action and side effects of this medication.
- 5) I give permission for the nurse to consult with the above-named student's physician regarding any questions that arise with regard to the listed medication or medical condition being treated by this medication.
- 6) I give permission for the medication(s) to be given by designated personnel as delegated by the school nurse.

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Relationship to student \_\_\_\_\_ Daytime Phone No. \_\_\_\_\_

## **KW Elementary Behavior Expectations**

Kenyon Wanamingo Knights treat each other with **Respect**, take **Responsibility** for their learning, and strive for a **Safe** and positive school for all. We use PBIS (see below) to help foster a learning environment that maximizes each learner's academic, physical and social development.

### **PBIS**

## **Positive Behavior Interventions and Systems of Support**

### **What is School-wide PBIS?**

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

### **Why is it so important to focus on teaching positive social behaviors?**

In the past, schoolwide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of schoolwide PBIS is to establish a climate in which appropriate behavior is the norm.

Our behavior expectations for students are outlined below.

#### **Line and Hallway Basics**

- Walk.
- Stay quiet.
- Stay behind the person in front of you, keeping your place in line.
- Keep your hands and feet to yourself.

#### **Body Basics**

- Keep your feet on the floor.
- Keep your hands to yourself.
- Stay quiet.
- Respect others' space.

### **Lunchroom Expectations**

- Talk to people next to or across from you in an appropriate volume.
- Keep your hands and feet to yourself.
- Use good manners.
- Each class will be dismissed back to class by a lunchroom supervisor.

### **Bus Basics**

- Walk to the bus on the sidewalk only.
- Enter the bus one at a time.
- Obey the rules of the bus driver.
- Stay seated.
- Keep your hands and feet to yourself.
- Talk quietly to the person next to you.
- Respect the belongings of others.

### **Restroom Expectations**

- Keep your hands and feet to yourself at all times.
- Wash your hands with soap and dry them with paper towels before you go back to class.
- Throw away your used paper towels in the trash can.
- Keep the restrooms clean and undamaged so others can use them.
- Respect the privacy of others.

### **Playground Expectations**

- Have Fun
- Be Safe
- Be Fair

### **General Expectations**

- Avoid all behavior that could cause others harm such as pushing, wrestling, fighting, throwing things at others, etc.
- Stay on the blacktop area when directed to do so by the playground supervisors.
- Wear caps, coats, mittens, snow pants and proper footwear during the cold, snowy days.
- Play touch football only.
- If you need to leave the playground you must get permission from a playground supervisor.
- Equipment brought from home should have your name on it and be approved by a playground supervisor. You are responsible for things brought from home.

### **Swings**

- Sit on the swing on your bottom only.
- Stay on the swing until it stops – jumping off is not allowed.
- Swing forward and back.

### **Slides**

- Use the ladder to climb to the top of the slide.
- Slide down on your bottom, feet first, one at a time.

### **Monkey Bars**

- Hand-over-hand only.
- Stay off the top of the monkey bars.

### **Sandboxes**

- Keep the sand in the sandbox.
- Sandbox toys are for the sandbox only.

### **Games**

- All organized games (football, kickball, 4-square, tag, etc.) will follow Mrs. Erlandson's Rules.

### **Snow/Sledding**

- Sledding
  - One or two per sled at the most.
  - One sled from each line at a time.
- Snow must stay on the ground unless you're building with it.
- Stay off any ice or mud.

### **Clean-Up**

- When the whistle blows, stop playing and get lined up.
- Please help put toys/equipment away when the whistle blows.

## **Behavior Consequences For K-4 Learners**

First Step	Warning
Second Step	Two Minute Interaction
Third Step	Loss of Privilege
Fourth Step	Call Parents
Fifth Step	Meet With Principal, complete a Think Sheet

**Severe Infraction:** Include, but are not limited to: fighting, threatening school staff, vandalism, theft, sexual harassment, forgery, physical attack, extortion, swearing/gesturing in obscene manner, possession/use of tobacco, alcohol or drugs, selling of alcohol or drugs, false alarms, use of smoke-bombs or explosives, possession of weapons, arson.

## **PARENTS RIGHT TO KNOW**

As a parent of a student in the Kenyon Wanamingo School District, you have a right to request information from your school district regarding the professional qualifications of your child's classroom teachers and paraprofessionals. Pursuant to the ***Every Student Succeeds Act***, schools receiving federal education funds under Title I, Subpart1, section 111(h)(6)(A), ESEA are required to provide a timely response in an easily understood format. If you wish to receive this information, please contact Superintendent/Elementary Principal Mr. Bryan Boysen at 507-824-2211.

## **PUPIL FAIR DISMISSAL ACT (PFDA)**

The act provides definitions and guidelines for schools to administer disciplinary consequences including suspension, expulsion and exclusion, as well as the Due Process elements necessary for proceedings in these areas. The Act provides that one of the grounds for dismissal is the “willful violation of any reasonable school board regulation” and “such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.” (MS 121A.45). All students exposed to such proceedings will be given a copy of the PFDA along with a description of the violating behavior that encompasses the provisions of this Act.

## **REASONABLE FORCE/ASSAULTS**

“Reasonable force” may be used by a teacher or other school employees when necessary to restrain a student or prevent harm to another. Student assaults or aggressive behavior toward staff will be reviewed on an individual basis. Most cases will result in a 1-3 day suspension from school and/or removal from class for 2 days or more.

## **LOCKER USE, SEARCH AND SEIZURE**

Some students are issued a locker for personal possessions during the school term. Inspection of lockers may occur at any time, without notice, without student consent and without search warrant. Personal possessions within the locker may only be searched where school authorities have reasonable suspicion to believe that search will uncover evidence of violation of law or school rules. The school principal and other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, knapsacks and other personal property including an automobile or other vehicle parked on school grounds. The school district will provide a copy of the Board Policy on Student Search when given use of a district locker.

## **OPEN ENROLLMENT**

District #2172 is not required to accept students who have been expelled from another district. Students may apply to the Alternative Learning Center.

## **STUDENT BEHAVIOR AT SCHOOL EVENTS**

School Spirit is important and students and families are encouraged to attend district-wide sporting events, band and choir concerts and fine arts events. District supervisors ask parents to share the following expectations with their child(ren) and to supervise their activity during the event.

1. Do not bring balls and toys to the events.
2. Come to support the team by watching the sporting event.
3. Get snacks - then return to watch the contest.
4. Respect your schoolmates and adults in your language and attitude.
5. Stay off the field or court when an activity is in session.

If necessary, supervisors will issue a warning and if a second contact is necessary, the violator will be asked to leave. The nature of the violation will determine the suspension from school

sponsored activities. We appreciate parent support in making these events a fun and safe time that both students and adults can enjoy.

### **TOXIC PESTICIDE**

Parents will be notified by September 15th if the district is using any toxic pesticide.

### **VISITORS AT SCHOOL**

Parents are welcome to join their child for lunch at school! Please call the office by 9:30 a.m. to notify the secretary if you wish to purchase a school lunch. Parents are also welcome to visit their child's classroom. Please coordinate in advance with the classroom teacher if you wish to visit. **All visitors must check in to the office to receive a name tag before entering the learning areas of the school.** Visiting school-age children may not attend classes with friends or relatives who attend Kenyon-Wanamingo Schools.

### **DRUG-FREE/WEAPON-FREE ZONE**

School, park, public housing, and drug treatment center zones begin at the boundaries of the property and extend 300 feet, or one city block, from that point (whichever is greater.) Those who sell or use drugs or possess a dangerous weapon in or around these areas face penalties under Minnesota statute 152.01, 1997. This extends the realm of the law from school zones to areas surrounding school property.

### **DATA PRIVACY**

**CONFIDENTIALITY:** The Principal shall be responsible for maintaining and securing the privacy and/or confidentiality of student records. Student records may be reviewed only with the written permission of the parent or the student except:

- When school officials have a legitimate educational interest in the student's records,
- When student records are forwarded to other schools or post-secondary education institutions to which the student transfers, applies for admission, or enrolls.
- When it is for educational research, with the permission of the Superintendent. Researcher may review records and report information, which does not identify individual students.
- To federal, state, and local authorities when such student information is specifically required by law.

**DIRECTORY INFORMATION:** ISD 2172 may release what is termed student "Directory Information" which includes the following information: student's name, date and place of birth, sex, participation in officially organized activities and sports, weight and height, dates of attendance, grade levels completed, awards received, and previous educational institutions attended. If any parent or guardian does not want this information to be released without prior written consent, they must notify, in writing, the Superintendent's Office. The following information must be included: name of student, address, parent's legal relationship to student and specific categories of information that is to be withheld. ***Any student who does not wish to have their picture in the school yearbook or electronic publications should notify the Principal by September 8<sup>th</sup> of the current school year.***

**PERMANENT STUDENT RECORDS:** In addition to one's scholastic record, a file is kept for each student with important information including grades, attendance, and standardized test scores that enable staff to meet the needs of individual students. Parents and students have the right to examine the school records, but you are not permitted to take the file out of the office. The request should be made to either the Principal or School Counselor. Although 45 days is legally allowed for a response to such a request, ISD 2172 can generally honor a request in a more timely manner.

Student records cannot be transferred in writing or verbally without written consent of parents or legal guardians, with the exception of another public school in the state in which you have already enrolled after transferring from this school. All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

### **VOLUNTEERING AT SCHOOL**

We value parent volunteers and their investment in K-W Schools. Volunteers help promote and maintain a supportive relationship between students, teachers and school staff. Volunteer work also adds greatly to the educational experience of our students. Expectations for volunteers are outlined below:

1. Encourage children to do their own thinking.
2. Give students plenty of time to answer.
3. Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviors.
4. Respect children's privacy. If a child or teacher reveals personal information, regard it as a confidence.
5. Help build student confidence and keep a positive attitude.

#### **What a volunteer can expect from teachers and school staff**

1. Specific instructions to the volunteer.
2. Space for the volunteer to do their work.
3. Necessary materials and equipment.

#### **What a Teacher Can Expect from Volunteers**

1. **Confidentiality:** When volunteering, please remember that the behaviors and abilities of students, teachers and staff are never appropriate topics for discussions outside of school. Respect confidences of students and school personnel. Be alert to the need for confidentiality.
2. **Dependability:** The staff you work with will depend upon you to be present at your scheduled time. Their tasks are planned with your help in mind. The students will expect you and look forward to you coming to their class. Therefore, if you will not be able to volunteer on a particular day, please notify the school office immediately and leave a message for the staff member. Also, please be prompt. Being punctual lets the students know they are important to you. If you must be late, notify the school office.

## ISD 2172 SCHOOL BOARD POLICIES

The following policies are KW School District Board Policies. This handbook does not include all School Board Policies. Additional policies can be found on the district website at [www.kw.k12.mn.us](http://www.kw.k12.mn.us) under the “District” tab and “School Board Policies”.

Adopted: 2/22/2016

Revised: 8/28/2017, 8/22/2022, 7/24/2023

### **501 SCHOOL WEAPONS POLICY**

#### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

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

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

#### **III. DEFINITIONS**

##### **A. “Weapon”**

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- ##### **B. “School Location”**
- includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.



- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or

(3) a handgun carried in compliance with Sections 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
1. immediate out-of-school suspension;
  2. confiscation of the weapon;

3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

- A. Employees
1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
  2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Nonstudents
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
  2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

**Legal References:** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted:3/25/2004

Revised:6/23/2014, 3/28/2022, 7/24/2023

Reviewed:8/27/2018, 8/26/2019, 8/24/2020, 8/23/2021, 8/22/2022

### 514 BULLYING PROHIBITION POLICY

#### I. PURPOSE

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

## II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation;
  2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. 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. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.
- Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. 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.

- J. 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, malicious and sadistic conduct, and sexual exploitation.

- 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. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "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.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .
- H. "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.
- I. "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 Minnesota Statutes section 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 must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- 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. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota 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 Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter Schools)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted:3/26/2001

Revised:2/27/2012, 4/26/2021, 12/12/2022

## **DRUG-FREE ZONE**

School, park, public housing and drug treatment center zones begin at the boundaries of the property extending 300 feet, or one city block from that point, whichever is greater. Those who sell or use drugs in or around these areas will now face tougher penalties (MS 152.01, 1997). This extends the realm of the law from school zones to areas surrounding school property.

# Kenyon-Wanamingo Public Schools



**District 2172 Office**  
225 Third Avenue  
Wanamingo, MN 55983  
Phone 507-789-7001  
Fax 507-789-7032

**Middle-High School**  
400 Sixth Street  
Kenyon, MN 55946  
Phone 507-789-6186  
Fax 507-789-6188

**Elementary School**  
225 Third Avenue  
Wanamingo, MN 55983  
Phone 507-824-2211  
Fax 507-789-7033

August 2023

Dear Parent/Guardian:

Our school offers healthy meals each day. Starting school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs.

To apply, complete the enclosed Application for Educational Benefits and return it to: Kenyon-Wanamingo Schools, District Office, 225 Third Ave, Wanamingo, MN 55983

**Who should complete this application?** Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children qualify without reporting household income. Alternatively, children can qualify if their household income is within the maximum income shown for their household size on the instructions.

## COMMON QUESTIONS:

**I get WIC or Medical Assistance. Can my children qualify?** Children in households participating in WIC or Medical Assistance do not automatically qualify. Children may be eligible depending on other household financial information. Please fill out an application.

**Who should I include as household members?** Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

**May I apply if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens for you to complete an application.

**What if my income is not always the same?** List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.

**Will the income information or case number I give be checked?** It may be. We may also ask you to send written proof.

**How will the information be kept?** Information you provide on the form, and your child's approval, will be protected as private data. For more information, see the back page of the Application for Educational Benefits.

**If I don't qualify now, may I apply later?** Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

If you have other questions or need help, call 507-789-7003.

Sincerely,  
Beth Giese  
Superintendent/Principal K-4

Beth Giese  
Superintendent/Principal K-4

Matt Ryan  
Principal 5-12

*"An Equal Opportunity Employer"*

## How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2023-24 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2023 through June 30, 2024.

### Maximum Total Income

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Add for each additional person	9,509	793	397	366	183

### Step 1: Children

List all infants and children in the household, their school and grade if applicable, and birthdate. Attach an additional page if needed to list all children. Check the box if a child is in foster care (a welfare agency or court has legal responsibility for the child).

### Step 2: Case Number

If any household member currently participates in SNAP, MFIP or FDPIR, write in the case number and then go to Step 4. If you do not participate in any of these programs, leave Step 2 blank and continue on to Step 3.

### Step 3: Adult and Child Incomes / Last 4 Digits of Social Security Number

- **Social Security Number/Total Household Members.** An adult household member must provide the last four digits of their Social Security number or check the box if they do not have a Social Security number. Report the total number of household members and ensure all household members are listed individually on the application in the child or adult section as applicable.
- **Child Income.** If any children in the household have regular income, such as SSI or part-time jobs, list the total amount of regular incomes received by all children, and check the box for the frequency: weekly, bi-weekly, twice a month, or monthly. Do not include occasional earnings like babysitting or lawn mowing.
- **Adult income.** Report the names of adult household members and income earned in this section.
  - List all adults living in the household not listed in Step 1, whether related or not, such as grandparents, relatives, or friends.
  - **Gross Earnings from Work.** This is usually the money received from working at jobs where a paycheck is received. For each income, check the box to show how often the income is received: weekly, bi-weekly, twice per month, or monthly.
  - List gross incomes before deductions, not take-home pay. Do not list an hourly wage rate. For adults with no income to report, enter a '0' or leave the section blank. For seasonal work, write in the total annual income.
  - **Are you Self-Employed or a Farmer?** List the net income per month or year after business expenses. Do not list the same income twice on the application. A loss from farm or self-employment must be listed as 0 income and does not reduce other income.
  - **Any Other Gross Income.** List gross incomes before deductions from all other sources, such as SSI, unemployment, child support, public assistance, social security, rental income or annuities.

**Step 4: Signature and Contact Information** An adult household member must sign the form. If you do not want your information to be shared with Minnesota Health Care Programs, check the "Don't share" box in Step 4.

**Optional:** Please provide the information on ethnicity and race that is requested on the second page of the form. This information is not required and does not affect approval for school meal benefits. The information helps to ensure we are meeting civil rights requirements and fully serving our community.



## 2023-24 Application for Educational Benefits

Complete one application per household for all children. Please use pen (not a pencil). Mail or return completed form to: (School/District Information) K-W Schools, District Office, 225 Third Ave, Wamamingo, MN 55983

**STEP 1: List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).**  
**Definition:** A Household Member is "Anyone living with you and shares income and expenses, even if not related." Read *How to Complete the Application for Educational Benefits* for more information. Adults over grade 12 living in the same household should be reported in Step 3. If your children attend different districts or charter/nonpublic schools, return an application at each one.

Child's First Name (list all children in household)	MI	Child's Last Name	School	Grade	Birthdate	Foster Child (V)
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

**STEP 2:** Do Any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, MFIP or FDIPIR? Medical assistance **does not** qualify. If **NO** > Go to STEP 3. If **YES** > Enter SNAP, MFIP or FDIPIR Case Number (between 4-9 digits, do not report EBT card number) \_\_\_\_\_ then go to STEP 4 (Do not complete STEP 3)

**STEP 3:** Report income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

**A. Last Four Digits of Social Security Number (SSN) of Adult Household Member:** XXX-XX- Or Check if Adult has No SSN:  **Total Number of All Household Members (Children + Adults)**

**B. Child Income.**  
 Sometimes children in the household earn or receive income, such as from a part time job or SSI. Please include the TOTAL income received by all children listed in STEP 1. Do not include income received by adults in the box to the right.

Total Income Received by All Children	Weekly	Bi-weekly	2x Month	Monthly
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C. All Adult Household Members (including yourself).** For each Household Member listed, if they do receive income, report total gross income only. If they do not receive income from any source, write '0' or leave any fields blank. You are certifying (promising) that there is no income to report. Not sure what income to include here? Flip the page and review "Sources of Income" for information. "Sources of Income" will help you with the Child Income section and All Adult Household Members section.

**Names of All Adult Household Members (First and Last)**


**Gross Earnings from Working at Jobs**

Weekly	Bi-weekly	2x Month	Monthly	Report income before deductions or taxes in whole dollars (no cents).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

**Are you Self-Employed or a Farmer?**

Monthly	Yearly	Net income from Farm or Self-Employment. Do not duplicate elsewhere.
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	\$

**Any Other Gross Income**

Weekly	2x Month	Monthly	SSI, Unemployment, Public Assistance, Child Support, and others on Page 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

**STEP 4: Contact information and adult signature.** "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is give in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."  
 I have checked this box if I do not want my information shared with Minnesota Health Care Program as allowed by state law.

Printed name of adult signing form \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 Address (if available) \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
**SIGN HERE: Signature of Household Adult** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Do Not Fill Out: For School Office Use**  
 Conversions to Annualize All Income:

X52	Weekly	Bi-weekly	2X Month	Monthly	Annualize	X12	X24	X26	X1	Verified? Attach Tracker	Free After Verified	Reduced After Verified	Denied After Verified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**All Total Income**  
 (Include child and adult income)  
 \$ \_\_\_\_\_

**Household Size:** \_\_\_\_\_ **Category:** \_\_\_\_\_ **Household Size:** \_\_\_\_\_ **Free:** \_\_\_\_\_ **Reduced:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Determining Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Confirming Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

See Page 2 for Additional Information. Return completed form to the school at the address listed at the top of the form. Do not mail to the Minnesota Department of Education or United States Department of Agriculture.

