

**2010-2011  
Lake Benton Elementary  
Student Handbook**



**Lake Benton Elementary School  
Lake Benton, MN**

**[www.lakebentonschool.org](http://www.lakebentonschool.org)**

# **Lake Benton Elementary Student Handbook Table of Contents**

Welcome	2
Staff Directory	3
Important Dates 2008-2009	4
Instructional Hours	5
County Wide Attendance Policy	5
Attendance	7
Visitors	8
School Closing Information	9
Behavior Expectations	9
Behavior Offenses	11
Health Services	12
Food Services	13
Grade Reports	14
Parent/Teacher Conferences	14
Lockers	14
Lost & Found	15
Non-Discrimination/Equal Opportunity	15
Recess/Physical Education	15
Pets	16
School Attire	16
Telephone Usage	16
Pagers/Cell Phones	16
Sexual Harassment/Violence Policy	17
Hazing Prohibition	17
Student Bus Safety	18
Technology Acceptable Use Policy	20
Bullying Prohibition Policy	22

## **MESSAGE FROM THE PRINCIPAL.....**

Welcome to the Lake Benton Elementary School. Home of the Bobcats! This handbook is a great resource for parents/guardians and students. Becoming familiar with the information in this handbook will allow you to have a successful and productive school year.

Please read through the handbook and familiarize yourself with the policies, procedures, and expectations that make Lake Benton Elementary a safe and productive learning environment.

Please contact the school at 507-368-4235 if you have any questions, or would like clarification on anything in the handbook. Your dedication toward creating a positive and productive learning environment for the students at Lake Benton Elementary School is appreciated.

**Ryan Nielsen**  
**Elementary School Principal**

## Lake Benton Elementary 2010-2011 Staff Directory

### **Board of Education**

Tony Schwing, Board Chair  
Virgil Becker  
LaDon Prosch  
Roger Rudebusch  
Mike Smith

### **Administration and Office Staff**

Loy Woelber, Superintendent  
Ryan Nielsen, Elementary Principal  
Donnita Bennett, Administrative Assistant

### **Faculty Directory**

Preschool  
Kindergarten  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6  
Title  
Music/District RTI/Testing Coordinator  
Special Education  
Occupational Therapist  
Speech/Language  
School Nurse

Amanda Drake  
Rochelle Drietz  
Deb Rouge  
Alissa Christianson  
Kris Benson  
Mary Haugen  
Tamara Kremin/Cynthia Duus  
Kelli Larson  
Cynthia Duus  
Marijane Borresen  
Janine Moberg  
Kim Heibult  
Mary Carmody  
Patti Peterson

### **Support Staff**

Sandi Dahl  
Pat Krog  
Shelly Finzen  
Lucy Jerzak  
Nieema Thasing  
Gary Rosenboom  
Gary Serie  
Brandee Miller  
Tinna Yockey  
Steve Bennett  
Teresa Bunkers  
Marla Speakman

Paraprofessional/Librarian  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Bus Driver  
Bus Driver  
Bus Driver – AM Route  
Bus Driver – PM Route  
Head Custodial Engineer  
Head Cook  
Assistant Cook

Lake Benton School Website  
Email

[www.lakebentonschool.org](http://www.lakebentonschool.org)  
[dist404@lakebentonschool.org](mailto:dist404@lakebentonschool.org)

### **Phone Numbers**

School Office 507-368-4235  
Administrative Office 507-368-4241

### **Fax Numbers**

School Office 507-368-4477  
Administrative Office 507-368-4477



## **Instructional Hours**

The school day for students at Lake Benton School begins at 8:00 a.m. and ends at 3:00 p.m. Elementary students should not arrive earlier than 7:45 a.m. Supervision of your child will be unavailable before this time. Students arriving early will wait outside of the building. Bus students will load beginning at 3:00 p.m.

The school office will be open each day from 7:30 a.m. to 4:30 p.m.

## **Dropping Off and Picking Up Students**

There is a great deal of activity at the beginning and end of the school day. Please be extremely careful if you are dropping off or picking up your child. Students picked up during the school day must be signed out with their classroom teacher.

## **Early Dismissal of Students**

Parents are urged to leave their children in school all day. Every attempt should be made to schedule doctor or other appointments outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, they should bring a note to their teacher stating time and reason.

## **Make-up Work Policy**

It is the student's responsibility to make up all assignments, projects, and tests missed during his/her absence within 2 school days after returning to school. Parents may call the school for homework assignments when a child is gone for more than one day. Please call early in the day so that we have time to gather the homework from the classroom teacher.

## **Lincoln County-Wide K-12 School Attendance Policy**

The Truancy Prevention Work Group of the Lincoln County developed this attendance policy, to be incorporated into the policies and procedures of all Lincoln-Lyon-Murray County schools, grades K-12. We have worked together to develop this policy because we believe it is necessary to be academically engaged in order to be successful in school. This policy only addresses unexcused absences. Unexcused absences are defined by MN Law and specifically within each school district's individual attendance policy.

## **K-12 Attendance Policy**

1. Attendance will be taken every half-day in elementary schools and every class period in secondary schools.
2. For purposes of this policy, unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within Lincoln County.

3. Every time a student is absent for any period of time the school will notify the parents on the day the absence occurs, if the parent has not called a note is to be sent.
4. After three periods of unexcused absences, a letter will be sent to parents. The purpose of the letter will be to document the student's unexcused absences.
5. Following the seventh unexcused absence, a face-to-face meeting with the parents and student will be required. If parents do not attend the scheduled meeting, the matter may be referred to Human Services. Working together, a Truancy Plan will be established to address the student's attendance. Under MN law, the student's unexcused absences now qualify as truancy, and the school may make formal referral to Human Services.
6. If the Truancy Plan that is developed is not followed and the child continues to have unexcused absences, the matter will be turned over to Human Services who will refer the matter to the County Attorney's Office to determine what action should occur. At this point, the parent or guardian can be criminally charged if they have not compelled their child's attendance. Judges have the authority to administer a variety of consequences, which can include the following.
  - a. A child may lose their driving privileges until he or she is 18 years old.
  - b. A child can be assigned community work service hours.
  - c. The Court can order that any necessary evaluations, treatment, and counseling services be completed by the child or family.
  - d. A child can be removed from their home and placed in a shelter or foster care or a short-term residential facility.

If you have any questions or concerns about this policy, please feel free to contact an administrator within your school district.

### **Absence Procedures**

A phone call from a parent or guardian should be made to the office each day a student is absent in the morning, prior to 9:00 a.m. Parents may call the attendance office at 368-4235 and clear the attendance issues with the office. Best hours to reach the attendance clerk are from 7:30 a.m. --- 4:00 p.m. Monday – Friday. Written excuses will be accepted, and we would prefer that the excuses were written in ink, signed, and dated. Extended or frequent illness may require a doctor's excuse. Medical and dental appointments should be made after school or during a student's study hall or recess if at all possible. All make-up work must be completed, after meeting with the teacher and in a reasonable length of time. The general rule of use to determine this should be 2 days of make-up time for an absence. This is the responsibility of the student. Homebound should be started when a student's anticipated absence is more than 10 consecutive school days. The school needs a written communication from the doctor stating the reasons.

If a call is not received, the school will attempt to contact a parent at home, at work during the school day, or that evening.

## **Vacations**

Parents are encouraged to schedule vacations according to the school calendar and at scheduled vacation times; absences from class may be detrimental to the learning process. Vacations may be allowed but will count in the Lincoln County attendance policy. In the event that a student will miss school due to a family trip or vacation, parent/guardian must notify the child's teacher at least 3 days prior to absence (if possible) and have work made up either prior to absence or within 3 school days after returning to school.

## **Attendance**

The School Board of Independent District 404 believes that success in academic work is directly related to regular school attendance. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience. Furthermore, excessive absences, as defined below, may result in a failing grade. Such experiences as class discussion and student-teacher interaction cannot be replicated outside of the classroom or at a later time. In addition, regular attendance develops habits of dependability important to the future of the student.

## **LINCOLN COUNTY HUMAN SERVICES SCHOOL TRUANCY PROCEDURES**

Lincoln County Human Services, in collaboration with schools and Lincoln County Courts, have developed this truancy procedure protocol, to be incorporated into the policies and procedures of local schools. We have worked together to develop this procedure because we believe it is in the best interest of the child to attend and be academically engaged in order to be successful in school.

1. Unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within Lincoln County.
2. According to Minnesota Law, "Habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days, and who has not lawfully withdrawn from school.
3. After five unexcused absences (as defined above), the student's attendance record will be reviewed by the School Attendance Review Board. A meeting maybe scheduled with the student and his/her parents to address the issue. An Attendance Plan will be developed to address the current issues.
4. If the Attendance Plan is not followed and the student continues to be truant, at seven unexcused absences the matter will be referred to Lincoln County Attorney's Office to be reviewed by Human Services.
5. Human Services will offer voluntary services to the family to assist in improving

the student's attendance. Human Services will also outline possible outcomes that may take place after the matter is referred to the county attorney's office, they include:

- A Child in Need of Protection or Services (CHIPS) petition may be filed with Lincoln County Court by Human Services. The student and his/her parent (s) will need to appear before a Judge regarding the truancy petition. At that time, the CHIPS petition may be granted or a trail will be scheduled to determine the basis of the petition.
- Judges can consider the following recommendations in a CHIPS hearing in regards to truancy:
  1. A child may lose their driving privileges until he or she is 18 years old.
  2. That any necessary evaluations, treatments, and counseling services be completed by the child or family.
  3. That attendance at summer school is mandatory.

In accordance with the regulations of the MN Department of Education and the MN Compulsory Attendance Law (Minn. Stat. 120.101), students ARE REQUIRED to attend all assigned classes and/or study hall every day school is in session. The responsibility for attendance is shared by student, parents, teachers, and the school administration.

### **Withdrawing Students**

The school should be notified at least two (2) days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, and fines must be cleared before the student secures a transfer record to another school.

### **Visitors to the Elementary Schools**

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits by parents and community members during the school day provided the visits are consistent with the health, education, and safety of students and are conducted within procedures established by the school district. Parents wishing to visit a classroom or to conference with a teacher should not expect to interrupt the teacher's class but should telephone the school in advance to arrange an appointment. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the learning process. School District policy requires all visitors to check in at the office upon their arrival and state their business at the school. A visitor badge will be issued for easy identification and to show that the visitor is authorized to be present in the school building. School District policy outlines procedures for dealing with complaints and grievances by parents and/or members of our community.

- **School District policy defines procedures and/or responsibilities for students, parents, community members, staff, administration, and school board members as they interface with activity programs.**

### **School Closing**

School closings are announced over the area radio and TV Stations.

KMHL 1400 AM, KKCK 99.7 FM, KARL 105.1 FM, KARZ 107.5 FM,

KNSG 94.7 FM --- Marshall

KLOH 10.50 AM, KISD 98.7 FM --- Pipestone

KBRK 93.7 FM --- Brookings

KELO TV --- Sioux Falls

KDLT TV --- Sioux Falls

KSFY TV --- Sioux Falls

KSTP TV --- Minneapolis

KARE TV --- Minneapolis

WCCO TV --- Minneapolis

Closetline --- Sioux Falls

Please turn on your radio or TV during stormy or extremely cold weather to find out if school is closed for the day or if there is going to be an early dismissal. You may also call the School at 368-4235 for up to date school closing information.

### **Lake Benton Elementary School Behavior Expectations**

Lake Benton Elementary Students will be responsible in the hallway by:

- Walking quietly without disturbing others.
- Cleaning off their shoes before entering the building.
- Removing hats when they enter the building.

Lake Benton Elementary Students will be responsible in the lunchroom by:

- Keeping the lunchroom clean.
- Eating their own nutritious lunches quietly and orderly.
- Treating lunchroom adults with respect.
- Remembering to use good table manners.
- Remaining seated unless given permission to leave.
- Putting all trash into the proper receptacles.

Lake Benton Elementary Students will be responsible in the classroom by:

- Listening carefully to all directions.
- Having all needed supplies and assignments ready for class.
- Treating classmates, assistants, and teachers with respect.
- Follow classroom rules.

Lake Benton Elementary Students will be responsible on the playground by:

- Using appropriate language.
- Playing fairly and safely at all times.
- Playing only with approved playground equipment.
- Respecting all others on the playground.

- Dressing properly for the weather – students will be outside if the temperature and/or wind chills are above 0 degrees.
- Not throwing things... rocks, snowballs, sticks, or walnuts.
- Avoiding name-calling, bullying, shoving, kicking, or fighting.
- Lining up when the whistle is blown.
- Looking both ways when crossing the streets.

Lake Benton Elementary Students will be responsible on the bus by:

- Riding in a safe, quiet manner.
- Using appropriate language.
- Respecting all other riders and the driver.
- Leaving the bus clean and undamaged.

### **Lake Benton Elementary Behavior Expectations Plan**

The staff at Lake Benton Elementary School recognizes the rights of all students and staff and understands their right to be respected. In order to insure these rights, certain disciplinary policies must be adhered to in order for a quality learning atmosphere to exist. Our staff strongly believes that the key components of discipline revolve around respect. Our basic ground rules are:

- ✓ Respect Yourself
- ✓ Respect Others
- ✓ Respect Property
- ✓ Be Responsible Your Own Behavior

In order for all of us to work successfully together each day, there must be accepted rules of behavior. Lake Benton School is a good place to be; every individual must feel respected, safe, and valued as a person.

When a child misbehaves, we will attempt to understand the behavior and help the child to determine if the chosen behavior got the response the child was seeking. At the Pre K to Grade 6 developmental level, kids are learning daily about how to handle situations that come up in their lives. Hopefully, with our guidance, our students will learn to explore options and choose the best actions.

The behavior offenses listed on the next page are in place to give children guidance on what behaviors are unacceptable. The classroom teacher, classroom assistant, and/or principal will quickly and consistently enforce consequences. Parents will be notified of any second or serious offenses by a note sent home with the pupil or a phone call from the school.

### **Lake Benton Discipline Model**

- Make them realistic, clear, with respect to students, be consistent!
- Be careful—they have feelings, too!
- Use every technique possible – exhaust everything!

- Don't embarrass students!
- Treat them the way you want to be treated!
- Send a child to the principal – when it is a disruption of instruction, when you have tried your best! (It is not a weakness, we are a team)
- Immediate Consequences

**Catch Students Being Good, Positive Communications with Home!**  
**Discipline for not following these rules are as follows:**

- 1<sup>st</sup> Offense – Warning and prompt to follow rules by teacher/supervisor  
 2<sup>nd</sup> Offense – Office referral with an incident report sent home to sign and return  
 3<sup>rd</sup> Offense – Office referral with behavior contract sent home to sign and return  
 4<sup>th</sup> Offense – Office referral, parent meeting and in-school suspension

Continued offenses lead to behavioral plans, hopefully positive, team meetings and continued in-school suspension.

**Behavior Offenses**

- 1) Interrupting Learning
  - a. Includes disrupting class, clowning, not having necessary assignments done, not coming to class prepared to learn, running in hallways, excessive noise, disrespect to school property, going in other student's lockers.
- 2) Verbal Abuse or Swearing
  - a. Under no circumstances will profanity (written, spoken, or gestured) or lying be tolerated.
  - b. Verbal abuse includes disrespectful words (or actions) towards another student or adult (Examples: Name-calling, talking back, or refusing to do as asked).
- 3) Physical Abuse or Fight (\*\*Serious Offense)
  - a. Physical violence toward one another is not expected or tolerated. Physical abuse includes aggressive acts causing deliberate injury. Fighting will carry a penalty of automatic detention.
- 4) Not Following Directions/Rules
  - a. All students are expected to do what is asked of them, in classrooms, hallways, playground, lunchroom, bathrooms, etc.
- 5) Vandalism and Theft (\*\*Serious Offense)
  - a. Defacing school property with paint, pencil, pen, chalk, etc.
  - b. Taking items that belong to school or others.
- 6) Chemical Substance (\*\*Serious Offense)
  - a. Students will not possess or use any chemical substances, including tobacco, snuff, alcohol, or drugs within the school properties or on buses.
- 7) Lunchroom
  - a. Throwing food, bothering other's food, failure to stay seated, excessive noise.
- 8) Playground
  - a. Includes roughhousing, abuse of equipment, playing in undesignated areas, not wearing proper clothing for weather conditions.

9) Sexual Harassment (\*\*Serious Offense)

- a. Any unwanted sexual words or actions and put-downs.

10) Weapon (\*\*Serious Offense)

- a. Includes any knives, guns (real, look alike, 1313, pellet). See Weapons Policy

### **Weapons**

Possession of a weapon in school, on school grounds, at a school activity, or in school busses is a violation of federal law. “Possession” refers to having a weapon on one’s person or in an area subject to one’s control.

- Confiscation of the weapon.
- Notification to the police.
- A recommendation to the Superintendent that the student be expelled from the school for 365 days.

According to the “Gun-Free Schools Act of 1994”; a “weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any instrument that is used to threaten or cause bodily harm or death. This includes 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. Some examples of weapons are: guns (including pellet/air guns, look-alike guns and non-functioning guns that could be used to threaten other), knives, clubs, metal knuckles, and numchucks, throwing stars, explosives, stun-guns, ammunition and mace.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon. Pocketknives are not allowed and will be confiscated.

### **Student Rights and Due Process**

Students enrolled at Lake Benton School are expected to follow high standards of personal conduct as laid out in the student behavior plan. Our school district works hard to insure the protection of student’s rights. Both school personnel and students must be responsible for making sure that each and every student feels safe and comfortable in our school environment. If an issue arises where a student or parent feels their human rights have been violated, the elementary principal should be contacted immediately. The school district’s Due Process Procedure will be followed.

### **Health Services Information**

#### **Immunization Certificate**

Minnesota law requires all students enrolled in a Minnesota school to have up-to-date immunization records pursuant to Minnesota law. This form may be picked up at the school health office.

## **Illness or Injury in School**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for a pass to come to the office. If necessary, we will try to contact his/her parents. All students who are injured or become ill must check out through the office before leaving school.

## **Medication Policy**

According to policy, students may not self-administer any medications in school. Medications should be brought to the office in a prescription container, appropriately labeled by a pharmacist. A physician's order and the parent/guardian permission form must accompany the medication. The medication will be kept in a locked cabinet and administered as prescribed by the nurse or designee.

## **Aspirin**

No Lake Benton School staff member may issue aspirin/Tylenol to any student unless there is a statement of permission signed by a physician and parent/guardian filed in the office. If the parent anticipates that the student will need aspirin/Tylenol and sends some with the student, they must be left in the office until medication time. The medication will be kept in a locked cabinet and administered as prescribed by the nurse or designee.

## **Food Services**

### **Breakfast**

The Lake Benton School will be offering a breakfast program to all of its students. All students are eligible to eat breakfast at school. Breakfast will be served at 7:45 a.m. to all students. Children who qualify for free or reduced lunch also qualify for free or reduced breakfast.

### **Lunch**

All students must go to the lunchroom with his/her class at the time the class is designated to be in the lunchroom. The eating area to which the class is assigned must be clean before students are dismissed. Students are to remain seated in the cafeteria until dismissed by the lunchroom assistants. Parents who wish to apply for free or reduced-price lunches for their children may do so by completing an application for each child returning it/them to the school. It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reasons why the child cannot drink milk. The school lunch menu will be sent home monthly. Milk break is part of the regular school day. We encourage students to bring nutritious snacks for this time.

**Milk and lunch costs for students are as follows:**

Milk with noon lunch is included with the price of the meal. If a student wants to buy a carton of milk to go with his/her sack lunch brought from home the cost is \$.30 per carton. The cost of a milk ticket is \$6.00 for (20) twenty days.

Lunch Prices	Single Meal	\$1.85 (reduced rate \$.40)
Breakfast Prices	Single Meal	\$1.10 (students on reduced rate=free)

**Cold Lunches**

Students will not be allowed to buy, sell, or trade gum, candy, pop, or juice at school. At no time will students be allowed to drink pop as part of their lunch. Students bringing cold lunch can purchase milk or bring juice, water, or milk from home. No glass containers please. All food is to be eaten in the lunchroom or during scheduled classroom snack breaks only.

**Deliveries to Students**

Gifts, flowers, balloons, and other items should be delivered to the office.

**Fire/Tornado Drills**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. Each teacher will instruct you regarding specific procedures. Teachers will take attendance once outside. In case of a tornado drill, the signal to move to shelter areas in the building will be a pulsating sounding of the emergency alarm. Each teacher will instruct you regarding specific procedures. Students who intentionally pull fire alarms will be suspended for one day. Parents will be immediately notified.

**Grade Reports**

Lake Benton School operates on a nine-week reporting system.

**Parent-Teacher Conferences**

Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss their child's progress or lack of progress. Elementary conferences are scheduled for November 4, 2010 and March 24, 2011. These are held in the teacher's classroom. All parents are encouraged to attend. Any parent wishing to discuss a problem can contact the elementary school at any time to arrange a special conference with the classroom teacher or principal. Call 368-4235.

**Lockers**

By State Law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of

students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Police or school officials may search the personal possessions of students within a school locker unless disclosure would impede an ongoing investigation.

### **Lost and Found**

Articles that have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be taken to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay.

### **Textbooks**

Teachers will maintain a record of all textbooks issued to students. This record will include text number, student name, and date issued. Students will be charged for any damage to books beyond regular wear and tear. Students will be charged for any lost books.

### **Non-Discrimination/Equal Opportunity**

We comply with applicable federal and state law prohibiting discrimination to the end, that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection therefore, whether full time or part time under any education program or activity operated by the district for which it receives federal financial assistance.

### **Parties**

School - Elementary students have class parties at Halloween, Winter Holidays, and Valentine's Day. Specific information is sent home at these times. All treats must be pre-packaged; home baked goods are not allowed.

Birthday – Students attending birthday parties after school must have contacted the school to notify the school/bus driver. Permission slips are required to allow us the knowledge of who is now being transported to this new destination and to provide documentation in case of weather and accidents as required by our insurance companies.

### **Recess and Physical Education**

Students will be expected to participate in recess and Physical Education (indoors or outdoors, depending on the weather) unless written parent permission is given. **No more**

**than three consecutive days can be missed without a note from a doctor.** Students need to dress properly for outside winter Physical Education and recesses.

### **Pets**

**Students should not bring pets to school unless they have prior approval from administration** (show and tell, science class, etc.).

### **School Attire**

Student dress should be comfortable and in good taste. Clothing advertising alcoholic beverages and tobacco products or containing inappropriate language and/or messages should not be worn. Dress for the weather! Parents are encouraged to make sure their children are dressed (caps, boots, mittens) appropriately as the weather can change fast in this area. Students not wearing appropriate clothing will not be allowed to participate in recess. Shorts may be worn in warm weather. Students wearing shorts that are inappropriate will lose this privilege. Students will be asked to remove hats as they enter the school building.

### **Student Use of Telephone**

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. These matters should be taken care of at home. Calls can be made from the office or classroom, with teacher permission.

### **Pagers/Cell Phones**

Students are not allowed to use pagers, cell telephones or similar calling devices in the classroom. If such devices are used they will be confiscated and returned to parents or guardians.

Cell phones, pagers, etc. will be allowed in the school building and can be used before school, during lunch break, and after school. Phones must be turned off or on vibrate at all times.

Lake Benton School prohibits the use or possession of any electronic devices, if not authorized by administration, in the classroom, bathrooms and/or locker rooms. This includes, but is not limited to: cell phones, PDA's, cameras, or any other electronic devices that may be used. Students or staff members using such devices will be disciplined appropriately for such action. Disciplinary action may consist or, but not limited to suspension or expulsion for unauthorized use or possession of any electronic devices.

### **Title IX**

It is the policy of Independent School District No. 404 not to discriminate on the basis of sex in its education programs, activities or employment policies as required by Title IX of

the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Mr. Ryan Nielsen, 101 South Garfield Street, PO Box 158, Lake Benton, MN 56149.

## **District #404 Sexual Harassment/Violence Policy**

### **General Statement of Policy**

- It is the policy of Independent School District No. 404 to maintain learning and working environment that is free from religious, racial, or sexual harassment, hazing, and violence. The School District prohibits any form of religious, racial, or sexual harassment and violence, including but not limited to student or staff hazing.
- It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)
- It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to conflict, threaten to inflict or attempt to inflict religious, racial or sexual violence, or hazing upon any pupil, teacher, administrator, or other school personnel.
- The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

## **District #404 Hazing Prohibition**

### **General Statement of Policy**

- No student, teacher administrator, volunteer contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- No teacher, administrator volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer contractor, or other employee of the school district who is found to have violated this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline of that act.

## **Bus Safety Rules**

### **Conduct on School Busses and Consequences for Misbehavior**

- ✓ Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.
- ✓ Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or Principal's designee. In addition, all school bus/bus stop misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

#### **At the Bus Stop:**

1. Be on time at the bus stop.
2. Board the bus only at your assigned pick-up point.
3. Stay back from the road so that you will not accidentally slip and fall into the traffic lane.
4. Wait for the bus to come to a complete stop; do not push or crowd when entering.
5. Take seat promptly.
6. At school always stay on the sidewalks.

#### **On the Bus:** (Obey and Respect the Driver at All Times)

1. Keep you head and hands inside the bus.
2. Remain seated while the bus is moving. Wait until the bus comes to a complete stop before you leave your seat.
3. Do not throw things, or spit inside or out of the bus.
4. Do not engage in teasing, tripping, or fighting.
5. Keep bus clean. (Food privileges will be taken away if abused.)
6. Do not shout or make disruptive noises.

7. Don't bring things on the bus that could be harmful. (Matches, lighters, rubber band, squirt guns, water balloons, knives, glass containers, live animals, harmful insects, etc.)
8. Possession of Alcohol, Drugs, Tobacco and Weapons is **prohibited**
9. Damage to the bus or property of others is not allowed. Students can be held responsible for paying damages
10. Threatening, profane or obscene language, spoken, written, or gestured toward the driver or another student is not allowed.
11. Conduct that degrades others will not be allowed.
12. School rules for conduct shall be followed.

**\*\* Remember that the Bus is an Extension of the School**

### **When Leaving the Bus:**

1. When it is time to leave the bus, remain seated until the bus has completely stopped.
2. Do not push or crowd to get off.
3. Use the handrail when you step off the bus.
4. When you step off, move away from the bus.
5. If you must cross the road, you should:
  - a. Walk ten steps ahead of the bus.
  - b. Stop and look back at the bus driver and wait until the bus driver gives you the signal to cross. Then look left and right.
  - c. Walk quickly across the road. Don't stop or turn back. Don't run.
6. Take all your belongings, as the school bus contractor or driver is not responsible for lost or stolen articles.
7. When riding the bus during the winter months always wear clothing which provides warmth if an emergency would occur.

**\*Students Who Do Not Obey These Safety Rules May Be Denied Transportation**

### **CONSEQUENCES**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, trips, or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

#### **Elementary**

- 1<sup>st</sup> offense - Warning or suspension if serious.
  - 2<sup>nd</sup> offense - 1 - 3 school day suspension from riding the bus.
  - 3<sup>rd</sup> offense - 3 - 5 school day suspension from riding the bus/meeting with parent.
- Further offenses - Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

## **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records will also be maintained in the transportation office.

## **Vandalism / Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

## **Criminal Conduct**

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

## **Lake Benton Public School District Acceptable Use Policy**

The Lake Benton School District's Computer Network, including Internet access, exists to promote the exchange of information to further education and research, and is consistent with the mission of the District. Staff and Students are encouraged to make use of the Computer Network for the education benefits that it provides; however, students also need to be aware that when accessing the Computer Network they are representatives of the Lake Benton School District, and are expected to act accordingly. While backups of the Lake Benton Network will be performed nightly, the District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Therefore, each individual is responsible for making back-up copies of critical documents and/or data.

### **The following activities are prohibited:**

- Use of the Internet to access obscene or pornographic material.
- Use of the Internet to send offensive or objectionable material or to harass other individuals.
- Attempting to access the accounts and files of others. Please keep all accounts and passwords confidential and not accessible to others.
- Improper use or distribution of information. This includes software copyright violations as well as plagiarism. Installation of software on District computers is prohibited without proper authorization.
- Using the Computer Network for commercial purposes or in support of illegal activities.

- Attempting to tamper with Lake Benton Network security or to damage other computing systems. Visiting sites containing known viruses or miscellaneous hacking programs will be viewed as an attempt to tamper with the Lake Benton Network.
  
- *Violations of the above activities will result in disciplinary action by the principal, or the principal's designee, based upon the current discipline policy.*

## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

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

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
  - 1. The developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, 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 and/or termination of services and/or contracts.

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

### **III. DEFINITIONS**

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

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which

substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
  2. damaging a student's property;
  3. placing a student in reasonable fear of harm to his or her person or property; or
  4. creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

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

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

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

## **VI. REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

## **VIII. NOTICE**

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



## **PARENT AND STUDENT AGREEMENT**

Having read the handbook, and with your signature you agree to abide by the policies and procedures of the Lake Benton School Board as outlined in this Elementary Student Handbook.

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_