

2016-2017
Lake Benton Elementary
Student Handbook



Lake Benton Elementary School
Lake Benton, MN

www.lakebentonschool.org

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WELCOME

Dear Student,

Welcome to Lake Benton Elementary School! **Home of the Bobcats!** Here at Lake Benton Elementary students, faculty, staff, parents and community take pride in providing a high quality education. These efforts have been recognized by the state of Minnesota by designating our school as a “REWARD” school. Congratulations to all of you for your hard work and dedication to learning. This is a great accomplishment for everyone and it represents all of the great things that are taking place here at Lake Benton Elementary.

This handbook is a great resource for you and your parents to help answer any questions you may have about our school. 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.

If you have any questions about this handbook please ask your teacher for their help. If they cannot answer your question please stop by my office and I will be happy to help you.

Sincerely,

Dale Weegman
Principal

Lake Benton Elementary 2016-2017 Staff Directory

Board of Education

Tony Schwing, Board Chair
Heath Houselog
LaDon Prosch
Roger Rudebusch
Steven Hurd
Janell DeVries

Administration

Elementary Principal
Superintendent

Dale Weegman
Luther Onken

Faculty Directory

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

Amanda Drake
Rochelle Drietz
Deb Rouge
Alissa Christianson
Angela Coe
Sandy Carpenter
Jennifer Castle
Kelli Larson
Kris Benson
Marijane Borresen
Janine Moberg
Kim Heibult
Mary Carmody
Julie Nelson and Kathy Weber
Louise Sandro
Brian Malady

Lake Benton School Website

www.lakebentonschool.org

Phone Numbers

School Office 507-368-4235
Superintendent Office 507-368-4241

Fax Numbers

School Office 507-368-4477

Hours of Operation

Arrival Time: 7:45-8:00
School Day: 8:00-3:00
Breakfast: 7:45-8:00

The school office will be open each day from 7:30 a.m. to 3:30 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.

Attendance Policy

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.

- I.** As required by current statutes, regulations of the State Department of Education and the School Board of this District, students shall be in attendance each

school day that school is in session. **The authority to decide whether an absence is excused or unexcused rests with the building principal.**

2. 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 days 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. After five unexcused absences the district will refer to the Lincoln County Truancy Procedures stated below.

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 may be 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 trial 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.

Absence Procedures

- A phone call from a parent or guardian should be made to the office (507-368-4235) each day a student is absent in the morning **prior to 9:00 a.m.**
- Best hours to reach the attendance clerk are from 7:30 a.m. --- 3:30 p.m. Monday – Friday.
- Written excuses will be accepted and prefer they are 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 recess if at all possible.
- Homebound should be started when a student's anticipated absence is more than 10 consecutive school days. The school requires 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.

Tardiness

Any student who is not in his/her assigned classroom by 8:00 AM will be considered tardy unless school personnel have received proper notification. Tardiness is included in our attendance records.

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 Closing

School closings are announced over the area radio and TV Stations and through the K-12 Notification System.

KMHL 1400 AM, KKCK 99.7 FM, KARL 105.1 FM, KARZ 107.5 FM,
KLOH 10.50 AM, KISD 98.7 FM --- Pipestone
KELO TV --- Sioux Falls
KSFY TV --- 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.

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.



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, the district has adopted and implemented the Positive Behavior Intervention System (PBIS). Lake Benton Elementary has the expectation all students will:

- ✓ Be Respectful
- ✓ Be Responsible
- ✓ Be Positive
- ✓ Be Safe

When a child does not meet these behavior expectations 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.

Lake Benton Elementary places inappropriate behaviors into two categories. These categories include Minors and Majors. Below are a few examples of each category.

Major

- Abusive Language
- Fighting/Physical Aggression
- Overt Defiance
- Harassment/Bullying
- Tardy
- Lying/Cheating
- (3 Minor Offenses)

Minor (3 Minor Offenses is Equal to a Major)

- Inappropriate Language
- Physical Contact
- Defiance
- Assignment Completion
- Running in Halls
- Excessive Talking

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. Below are a few examples of consequences that may be assigned by the principal for major offenses.

Major Consequences: The following consequences are examples of what the principal may assign to students for major offenses.

- After School Detention 3:00-4:00 pm
- In School Suspension
- Loss of Privileges

-
-
-

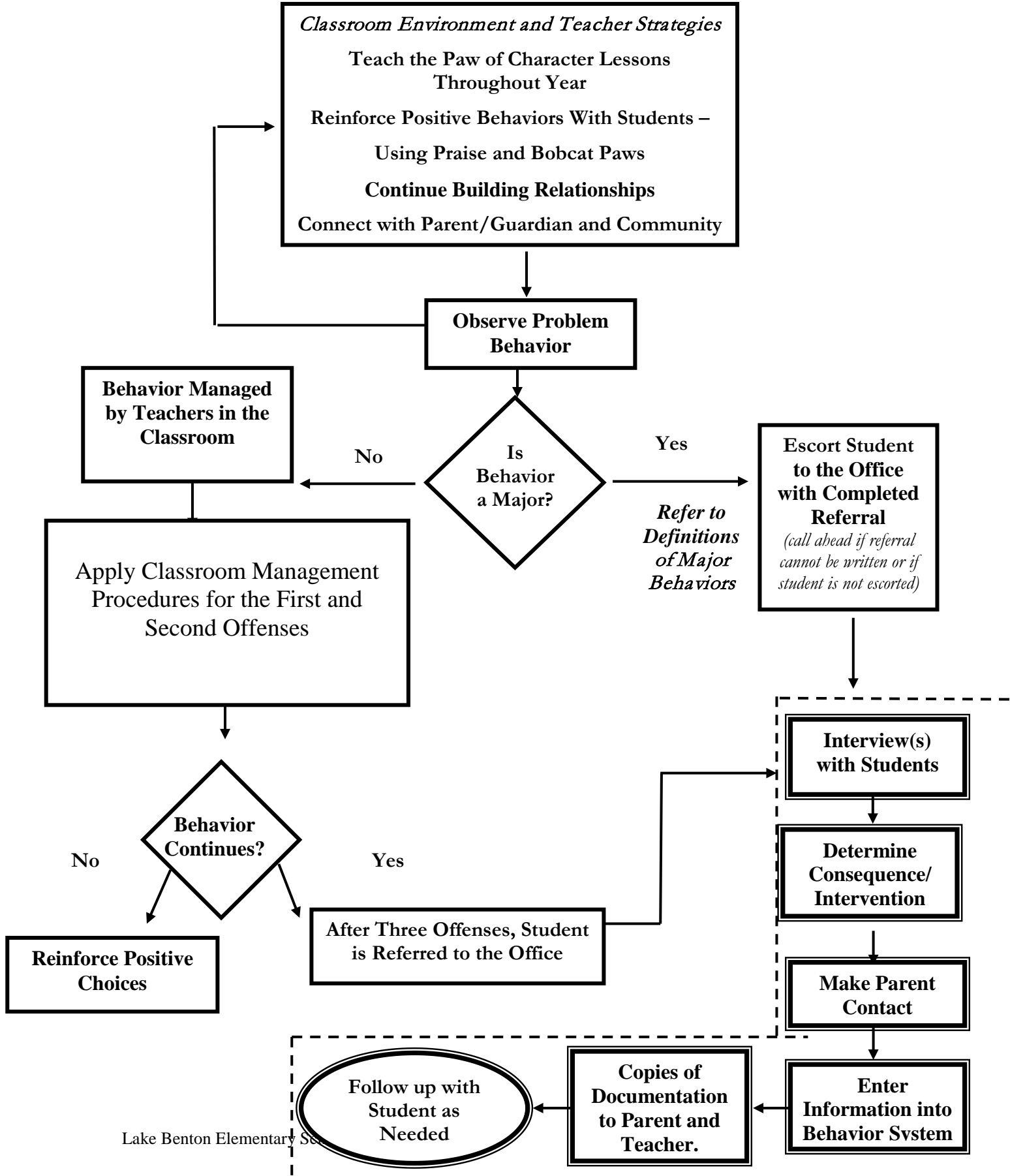
Field Trips

Class Celebrations

Other Classroom/School Functions

District Student Discipline Policy (#506)

Bobcat PRRS Paw Behavior Referral Procedure



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. District Policy (#501)

Student/Parent Rights Under FERPA

Lake Benton Public Schools recognizes its responsibility in regard to collection, maintenance and dissemination of public records and the protection of the privacy rights of students as provided in federal law and state statutes.

The procedures and policies adopted by ISD#404 regarding the protection and privacy of parents and students are pursuant to the requirements of 20 U.S.C. & 1232g, et seq., (Family Educational Rights and Privacy Act), 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act. Minn. Stat. Ch. 13 and Minn. Rules. Pts. 1205.0100 to 1205.2000. (Policy #515)

A complete copy of the Student/Parents Rights under FERPA policy is on file in the office or district office. Policy (#515)

Health Services Information

If a student becomes ill in school, he/she should report to the school nurse (or office, if nurse is not available). Presently the district follows these procedures:

A student complaining of feeling ill and having a temperature of 100 degrees will be sent home. This temperature may indicate a minor illness but it could be early symptoms of a severe illness with the risk of exposing others to a contagious disease. Occasionally a below normal temperature with symptoms will also be an indication that a student should be sent home.

Any student with inflamed eyes will be excluded until the possibility of conjunctivitis or pink eye can be eliminated. Any student having a lesion that resembles impetigo (staph infection) or ringworm must be excluded until medical attention is received. All students with questionable rashes must be excluded until the possibility of a contagious disease can be decided upon.

The school nurse or office personnel will call parents as needed and students are not to leave the building without permission.

All prescription medication given at school must be stored in the nurse's office. The prescription must be in the original, labeled container and be accompanied by 1) a doctor's written order, 2) a signed written permission from the parent/guardian to dispense medication, 3) a slip enclosed in the bottle indicating the number of pills sent.

Children who have prescribed inhalers for asthma or reactive airway disorders may possess and use as prescribed in school, provided the following requirements are met: 1) parent must provide an annual written authorization, 2) the inhaler must be properly labeled for the student, and 3) the school nurse must annually assess student's knowledge and skill level to possess and use in school settings.

Over the counter medications must be stored in the nurse's office and may only be dispensed by the school nurse or office personnel. These medications must be in the original container and accompanied by written authorization from the parent/guardian.

Any medications and medication permission forms transported to school should be left in the office upon entering the building. For safety reasons, students should not be carrying or storing medications in their lockers, school bags, or pockets (asthma inhalers excluded).

Distribution of prescription medication by a student is illegal and will result in suspension and police referral. (Policy #516)

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.

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:

Prices had not been set yet at the time of the publishing of this handbook.

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 TBD per carton. The cost of a milk ticket is TBD for (20) twenty days.

Lunch Prices	Single Meal	TBD at July Board Meeting
Breakfast Prices	Single Meal	TBD at July Board Meeting

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. Parents have the ability to monitor student progress using the district's on-line parent portal. For access to the portal please contact the district office.

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. These are held in the teacher's classroom. All parents are encouraged to attend. Any parent wishing to discuss any topic of concern may 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. Since locks are not issued, and students are not to bring locks from home, students are not to bring valuables to school or leave money in lockers. District Policy (#502)

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. District Policy (#102)

Equal Educational Opportunity

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Marshall Public Schools. Marshall Public Schools does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, students with regard to public assistance, disability, sexual orientation or age.

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.

Out of respect of others and to help reduce distractions in the classroom 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.

Cell Phones/Electronic Devices

Please leave electronic devices at home. The school is not responsible for lost, damaged, or stolen items that are brought to school. The best way to ensure they are safe is to keep them home.

The use of personal electronic devices is not permitted during the school hours unless given permission by a teacher or administrator. The school is not liable or accountable for the security of electronic equipment brought to school. Students are not allowed to use cell phones or similar electronic devices in the classroom unless given permission by the teacher or principal. If such devices are used without permission they will be confiscated and returned to parents or guardians.

Lake Benton School prohibits the use of 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.

Pledge of Allegiance

Lake Benton Elementary School students shall recite the Pledge of Allegiance. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students and employees shall respect another individual's rights to participate in the pledge (Policy #531).

Alcohol or Controlled Substances

Students are prohibited from using, possessing, selling, or distributing alcoholic beverages, or other controlled substance on school grounds, in school vehicles, or at school sponsored activities.

Disciplinary action may include, but is not limited to: students and/or parent conference; loss of school privileges; suspension from school and/or school activities; referral to in-school support services; referral to police or other law enforcement for criminal action; referral to court services; and expulsion from school.

District Policy(#417)

Tobacco-Free Environment

The purpose of this policy is to maintain a learning environment that is tobacco free. It shall be a violation of this policy for any student, teacher, administrator, and other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-site school district sponsored events.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy. A copy of the District Policy #419 regarding the Smoke/Tobacco Free Environment policy is available in the district office.

Student Sex Discrimination 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. Policy (#522)

District #404 Sexual Harassment/Violence Policy (#413)

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.

Hazing Prohibition District Policy (#526)

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.

Fire Alarm / Fire Extinguisher / Dialing 911

Tampering with a fire alarm, fire extinguisher, or dialing 911 is dangerous and against the law. Anyone turning in a false alarm will be prosecuted under Minnesota State Statutes. Matches or lighters are not to be in the building or on school grounds.

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, Bus Company 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 and bus company. Parents or guardians will be notified of any suspension of bus privileges.

1st offense - Warning or suspension if serious.
2nd offense - 1 - 3 school day suspension from riding the bus.
3rd 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.
For the safety of all bus riders, the School Board has adopted a Pupil Transportation Safety Policy (#709)

Lake Benton Public School District Acceptable Use Policy (#524)

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.*

BULLYING PROHIBITION POLICY (#514)

Adopted: June 18, 2014

MSBA/MASA Model Policy 514

Orig. 2003

Revised: June 2014

Rev. 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school

functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

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

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

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

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable

statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The

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

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

conduct, and to make effective prevention and intervention programs available to students.

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

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

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

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

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

VIII. NOTICE

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

IX. POLICY REVIEW

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of 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. § 124D.10 (Charter School)
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)

<i>Cross References:</i>	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 (Student Sex Nondiscrimination) 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)
Policy)	MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

A copy is also available on the school web site at www.lakebentonschool.org or can be viewed in the district office.

Release of Directory Information

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records will be released and made public without the written consent of the parents or students 18-years-of-age or older. This information is called "directory information." Directory information includes name, address, telephone, date, and place of birth, major field of study, participation in officially organized activities and sports, weight and height of athletic

team members, dates of attendance, degrees and awards received, previous school attended, and photos for school-approved publications, newspapers or district web site.

These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media including weekly community newspaper, may ask to take photos of district students.

Parents of a minor student of majority age who do not want directory information released must notify the district in writing by August 29th. They must specify which types of directory information they do not want released.

Student Disability Nondiscrimination/Section 504

It is the policy of Independent School District No. 404 is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need special services, accommodations, or programs in order that such learners may receive a free appropriate public education. Inquiries, complaints or grievances regarding section 504 may be directed to Mr. Ryan Nielsen, Director of Federal Programs, 101 South Garfield Street, PO Box 158, Lake Benton, MN 56149. 507-368-4241 Policy (#521)

PARENT AND STUDENT AGREEMENT

Please Return This Page To Your Child's Teacher

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 _____

RELEASE OF INFORMATION

At various times throughout the year, the school may publish school year books (Memory Books) containing pictures of our students and activities. We may also release (to the newspaper) information regarding a student's involvement in activities. Please check the appropriate statement below indicating your preference as to the release of this information.

YOU HAVE PERMISSION TO RELEASE INFORMATION []

DO NOT RELEASE ANY INFORMATION []

FIELD TRIP PERMISSION

During the school year, students may be provided with field trip opportunities. Rather than sending a permission slip home for you to sign each time, your signature covers the entire school year. If you would like to have your child take part in these out-of-school field trips, please sign below and return the form with your child to the teacher. We reserve the right to determine if a student's behavior merits a field trip opportunity. ***We will not take any child without a signed permission slip.***

____ YES, permission is given for my child to participate in field trips.

____ NO, permission is not given for my child to participate in field trips.

SIGNATURE _____ DATE _____