Waterville-Elysian-Morristown Public Schools

Elementary Student & Family Handbook

2026-2027

WATERVILLE ELEMENTARY SCHOOL
500 EAST PAQUIN STREET
WATERVILLE, MINNESOTA 56096
(507) 362-4439

Principal: Mrs. Sarah Ertl

WEM MISSION STATEMENT

The mission of the Waterville-Elysian-Morristown schools is to inspire everyone who enters to develop academic, social, and personal skills to become career, college, and community ready.

WEM VISION STATEMENT

An innovative, leading school district in which communities come together to provide cutting edge, collaborative, and effective education.

Welcome to WEM Elementary (added principal message)

We are honored to partner with you in your child's educational journey. At WEM Elementary, we believe every child deserves to learn in a safe, supportive environment where they are known, valued, and encouraged to reach their full potential.

Guided by our district's mission to provide a safe and supportive school community with a shared responsibility for quality education for all, we are committed to creating meaningful learning experiences that foster academic growth, character, and a lifelong love of learning.

Our work is grounded in the WEM values of relationships, collaboration, opportunity, empathy, excellence, and pride. Together, these values shape a school culture where students, families, and staff work in partnership to help every child succeed.

Thank you for entrusting us with your children. I look forward to partnering with you as we continue building on the many strengths of WEM Elementary and creating a place where every student feels they belong.

Welcome to WEM Elementary—we're glad you're here!

Sarah Ertl
Principal

Purpose of Handbook

This handbook is designed to help families understand our routines, expectations, and resources so that we can work together to support every child. Please read through our handbook to ensure that we are aligned in how we are showing support to one another.

What Students Can Expect From Us (changed language but same message)

- **We will know your child.**
- **We will keep students safe.**
- **We will provide engaging learning experiences.**
- **We will communicate openly with families.**
- **We will celebrate growth and effort.**
- **We will partner with you.**

What We Ask of Students

- **Be safe.**
- **Be kind.**
- **Be responsible.**
- **Be ready to learn.**
- **Care for yourself, others, and our school.**

How We Can Partner Together

At WEM Elementary, we believe students are most successful when school and home work together. Thank you for partnering with us to create a safe, supportive, and engaging learning environment where every child can thrive.

Together, we can support your child's success by:

Encourage Regular Attendance

- Help your child arrive at school on time and ready to learn each day.
- Schedule appointments outside of the school day whenever possible.

Support Learning at Home

- Read with your child regularly.
- Encourage curiosity by asking about their learning each day.
- Provide a quiet space and routine for homework or reading when needed.

Stay Connected

- Read school and classroom communication.
- Reach out to your child's teacher with questions or concerns.
- Keep family emergency contact information up to date.

Foster Independence

- Encourage your child to solve problems, take responsibility, and learn from mistakes.
- Celebrate effort, perseverance, and growth—not just perfect outcomes.

Promote Healthy Habits

- Help your child get enough sleep.
- Provide nutritious meals and snacks whenever possible.
- Encourage outdoor play, physical activity, and balanced screen time.

Build a Positive School Community

- Speak positively about school and learning.
- Model kindness, respect, and responsibility.
- Partner with us to help every child feel safe, welcomed, and valued.

Thank you for being an important part of your child's educational journey.
Together, we can help every student grow academically, socially, and emotionally.

All policies can be reviewed in the Principal's Office and/or the Superintendent's Office. This Handbook gives the highlights of policies and is intended to inform students of their existence. Entire copies should be reviewed in the administrative office.

SCHOOL STARTING AND DISMISSAL TIMES
W-E-M Elementary Start: 8:25 Dismissal: 3:05

SCHOOL CLOSINGS/LATE STARTS will be communicated to you via JMC alert through text or email. Please ensure your contact information is current in the JMC student system.

HEALTH SERVICES
A school nurse and/or office personnel attend to student health issues during the day. In the event of illness or injury, school personnel will give only emergency care. Parents are responsible for any additional care that is needed. Parents of students with health concerns need to contact the school nurse at the beginning of the school year or when issues arise, to plan appropriate care for the student. Health concerns may include asthma, allergies, seizures, diabetes, recent surgery or any medication needed during the school day. All students must be in compliance with current Minnesota immunization laws to attend school. Please contact the school nurse if you have any questions.

TELEPHONE NUMBERS ARE: Please contact the office by 8:00 AM regarding student absences
Waterville Elementary ***Phone 362-4439*** ***Fax 362-4762***

MEDICAL PRESCRIPTIONS
Medication will be given by the school nurse or by school office personnel only when the situation meets the following requirements:

- A written prescription is submitted by a doctor indicating the necessity of administering the medication during school hours.
- A written statement is submitted by the parent/guardian authorizing school personnel to administer the medication prescribed by the doctor.
- Medication must be in the original pharmacy container which has the pharmacy's name, student's name, physician's name, medication and the dosage to be given.
- This policy also includes aspirin, Tylenol, and any over-the-counter drug. See Student Medication Policy 516 for more information.

ACCIDENTS AND ILLNESS
If students are injured during a class, the teacher should be notified immediately. If students are injured at any other time of the school day, they should notify the nearest school employee to help them.
When additional support is needed, contact the principal's office. Students are allowed to go home ill with parent/guardian and office/nurse permission. Before leaving school for illness or injury the school nurse will evaluate and contact the parents/guardians.

ATTENDANCE POLICY
The Board of Education, administration and faculty of School District #2143 believe that regular school attendance is related to success in academic work. In accordance with Minnesota Mandatory Attendance Law (MN Stat. 121.101) students are required to be full time students and attend assigned classes every day that school is in session. Attendance in educational settings is an important component of learning. Good attendance benefits students academically as well as socially. Group learning situations assist students to

communicate, to work together, to gain perspectives, and to accept responsibility, which are all important components of success. Regular school attendance is essential if the student is to receive maximum benefit from his/her classes and teachers. Attending school is a full-time job for all students.

Much of the information students receive, and many of the skills students learn in school are not found in textbooks, but are presented by the teacher. Much of what a student misses because of absence cannot be made up, such as direct instruction, and interaction with teachers and peers.

Please schedule appointments outside of the school day. We ask for cooperation in getting students to school on time and on a regular basis.

CLASS ATTENDANCE AND LEARNING

It is the child's right to be in school. It is the family and/or caregiver's responsibility to have their child attend school every day that school is in session. Families need to understand that in advocacy of our students, the school will follow the correct absenteeism procedures when students are absent from school. (MN Statute 121A.40-121A.56).

ATTENDANCE PROCEDURES

Students will be allowed nine excused absences per semester (10%). Absences will need to be called into the office the day of **or before** the absence for it to be excused. In the event that a parent/guardian does not call in the student and it is within the first nine absences the student will be marked an unexcused absence. On the tenth absence per semester the student will be unexcused unless a doctor's note can be provided to the office staff within 48 hours of the student returning to school.

If a student is sent home by the nurse because they have a temperature or are ill, it is excused. If a student comes to the nurse and it is not medically necessary for them to go home the nurse will not excuse the student. **Students should not call or text their parent(s) to excuse them from school, the nurse will contact the parent(s) and discuss the health situation and recommend if the student should leave school to go home.**

School sponsored events, bereavement and college visits are all considered excused, but a parent must call the office and follow protocol for the absence to be excused.

UNEXCUSED ABSENCES

The following are examples of absences that will not be excused **(but not limited to)**:

1. Educational Neglect. An absence by a student which was not approved by the parent and/or school district (forging note/pass) as in leaving class without the approval of the teacher.
2. An absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures as in leaving school.
3. More than **(5 minutes)** late to class without an excused pass, **all tardies will be marked unexcused unless a parent calls to excuse the student.**
4. Any other absence not included under the attendance procedures set out in this policy.
5. Removal of a student pursuant to a suspension. Students will complete make-up work and receive credit for that work. Work will be due the following day or upon returning to school.

CONSEQUENCES OF UNEXCUSED ABSENCES

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, MN. Stat. 127.26-127.319. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

A student with unexcused absences will be subject to discipline in the following manner:

- After the **(third/fifth)** unexcused absence, a student's parent(s) or guardian will be notified by mail and/or telephone to inform them of the absence. Students with educational neglect issues and their parents may meet with the principal and school counselor to discuss their situation and decide on corrective measures.
- The student or his/her parents or guardian may, within three regular school days after the first notice by telephone or letter, request a conference with the principal regarding the student's absence(s). Any notification will state that the school strongly urges the student's parent or guardian to request such a conference.

TARDINESS

Students are expected to be in their classrooms at the start of the school day (8:25). Failure to do so constitutes tardiness. The classroom teachers will report all tardies to the office through the attendance program.

REPORTING ABSENCE

Please contact the office by 8:00 AM regarding student absences. *When prompted please select the attendance line.*

TELEPHONE NUMBERS: WEM Elementary: *Phone 507-362-4439 Fax 507-362-4762*

If your child's absence will cause him/her to miss more than two days of school, arrangements should be made to get assignments, either through the office or your child's teacher. Students that will be gone from school for non-sick related reasons for extended periods of time need to get prior approval from the principal. Students that are absent, or go home sick during the school day, should not participate or attend school activities that evening. Teachers and secretaries will notify the principal of any questionable or unusual absences. Periodically, school officials will review each student's attendance record for excessive absences and tardiness. At that time, he/she may deem it necessary to meet with the parents of the student to discuss the student's future attendance.

After the third/fifth unexcused absence, a student's parent(s) or guardian will be notified by mail and/or telephone to inform them of the absences. Students with truancy issues and their parents may meet with the Principal and/or other school officials to discuss their situation and decide on corrective measures. Additionally, absences beyond three unexcused days are considered "continuing truant""educational neglect" under the law. (260C.007, subdivision 6(3) and 6(14) and Minn. STAT. 120A.22) and may be referred to county officials for further action.

Because of the number of extenuating circumstances that may exist, the administration has the authority to deviate from any of the above attendance regulations and/or procedures if it feels it is in the best interest of the student and/or school.

EXCUSING CHILDREN FROM SCHOOL EARLY

Parent/guardian requests to excuse a child early from school should be made in writing to the principal or secretary. Teachers are not allowed to release a child directly to any adult. Parents/guardians are requested to pick up their children in the office. If you are asked for identification before we allow a child to be released from

school, please understand that this is done for the protection of the child. **All parents/guardians must sign out their child from the elementary office if they will be leaving school early.**

INTERNET ACCEPTABLE USE POLICY

The purpose of this policy is to set forth policies and guidelines for acceptable use of the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The school district will provide guidance and instruction to students in its use; but is not responsible for the accuracy of information or its inappropriate use.

INTERNET USE AGREEMENT

- The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- This policy requires the permission of a designated school official before a student may use a school account or resource to access the Internet.
- All students must have on file the School Board approved Internet Use Agreement before they are allowed to use WEM school computers.
- The Internet Use Agreement form must be read and signed by the user, parent or guardian. The form must be filed in the student cumulative folder.

DRESS AND APPEARANCE (changed language but same message)

Students should come to school dressed in a way that supports their comfort, safety, and participation in learning. We recognize that clothing, hairstyles, and personal appearance can be meaningful forms of self-expression. Our goal is to maintain a welcoming environment in which all students are treated respectfully and can focus on learning.

To support a safe and positive school environment:

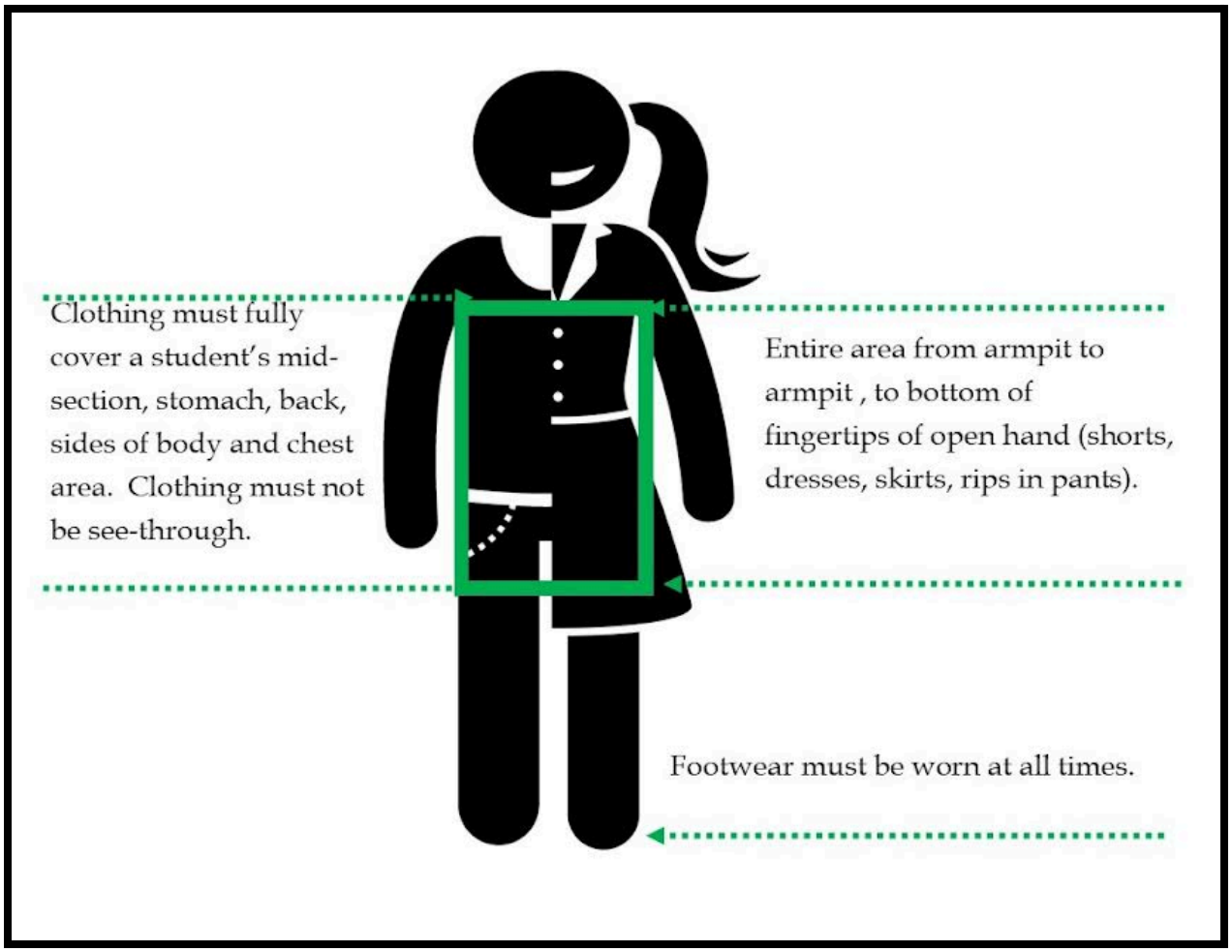
- Clothing must cover undergarments and the private areas of the body. Clothing may not be transparent in these areas.
- Clothing, accessories, or personal items may not display words, images, or symbols that are obscene, sexually explicit, threatening, discriminatory, or that promote alcohol, tobacco, vaping products, illegal drugs, or violence.
- Shoes must be worn at school. Athletic shoes or other appropriate footwear may be required for physical education and certain school activities.
- Clothing, footwear, and accessories must not create a safety concern or damage school property.
- Students must wear required safety equipment or protective clothing when participating in activities in which it is needed.
- Coats, backpacks, purses, and other outdoor or personal items should be stored in designated areas during the school day.
- Blankets should remain at home or be stored during class unless their use has been approved as part of a student's individual needs.
- Face paint should be reserved for school-sponsored activities or other occasions approved by school staff.

- Hats, hoods, and other head coverings may be worn unless they interfere with safety, identification, communication, or learning. Head coverings worn for religious, cultural, medical, or disability-related reasons are always permitted.

When a concern arises, a staff member will speak with the student privately and respectfully. Families may be contacted to help identify an appropriate solution. Any response will be handled consistently and in a manner that protects the student's dignity. The principal or administrative designee will make final decisions when clarification is needed.

Exceptions and accommodations may be made for religious, cultural, medical, disability-related, instructional, or school-sponsored purposes.

Visual Graphic of an example of the dress code is provided below.



DISCRIMINATION

It is the policy of the school board of School District #2143 to comply with federal and state laws (and all requirements imposed by or pursuant to regulations issued in support of such laws) prohibiting discrimination

against any person on the grounds of race, color, sex, natural origin, creed, religion, marital status, with regard to public assistance, age or disability.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school office of changes in address or phone numbers. It is particularly important that we have current phone numbers listed on student emergency cards.

LUNCH/SNACK PROGRAM

A lunch with milk will be provided for students free of charge for the **26-27** school year.

SNACKS

Students in grades K-5 may bring a snack to school. Snacks should be nutritious--examples would include: apples, bananas, oranges, celery, carrots, peanuts, raisins or cheese cubes. Candy, gum or pop will not be permitted. Milk is available for mid-morning breaks. WEM offers a nutritious snack cart to students in grades K-5. **Parents will need to pay in advance for the 1/2 year or full year.**

SCHOOL BUS RIDING

Riding the school bus is a privilege. Every student living more than one mile from the school may ride the school bus. The **WEM Transportation Policy** outlines safety rules for bus riding as well as consequences for not following those rules. The Transportation Policy will be shared with families at Entrance Conferences and available anytime in the Elementary Office. Students may lose the privilege to ride the bus if they do not behave responsibly, respectfully, safely, and positively. WEM's school buses are secure with surveillance video and film may be pulled to review any reported or suspected violations of school/bus policy and student conduct. Bus drivers will report violations of the safety rules to the school principal; who will determine the consequence, which may result in the loss of bus privileges. The bus driver will not pick up or discharge riders at places other than the regular bus stop.

CELL PHONES/SMART WATCHES/EARBUDS

Cell Phones and earbuds (wireless earphones) will not be allowed for classroom use and wear. Devices are to be left in backpacks or given to the teacher upon arrival at school and should be powered down completely. Electronics are not allowed out during school hours unless with approval from the teacher or administration. Other electronic devices will be allowed per staff's discretion. Some examples, but not limited to, Apple or Smart watches, iPods, iPads, etc.

Earbuds or headphones are not allowed in the instructional areas unless otherwise permitted within special circumstances. Examples include (but not limited to) IEPs, 504 Plan, MCA testing, etc. Any hearing device must be appropriate and approved for academic testing per guidance on a test to test basis.

ELEMENTARY TESTING

Students in grade 3 - 5 take the **Minnesota Comprehensive Assessments (MCA)**. These tests are used for Title 1 eligibility and measuring a student's academic growth.
Students in grades 4-5 may participate in **Capti ReadBasix** reading assessment, depending on their level. Capti ReadBasix is a computer-based diagnostic given to students to evaluate core reading skills like decoding, vocabulary, and comprehension, helping teachers to adjust instructional support and interventions.

EARLY DISMISSAL

Please inform your child where he/she is to go and what to do in case of an early dismissal due to the weather or other emergency which might necessitate the closing of school early. It is helpful to provide instructions to your child's classroom teacher as well.

COMPUTERS/CHROMEBOOKS

Every child has formal lessons in how to use the computer/Chromebook and what it can do. Students will learn to run software and keyboarding is taught. Students are required to have a signed Internet agreement permission form from their parents.

SCHOOL PICTURES

Individual pictures are taken in the fall. Pre-school children are welcome to have their pictures taken. Information will be sent home prior to picture day.

FIELD TRIPS

Occasionally your child's teacher will extend classroom instruction and concepts by way of a field trip. The teacher will request permission slips to be signed by the parent or guardian.

STUDENT ACCIDENT INSURANCE

Accident insurance is optional. Forms are sent home before school starts for parents to sign up for this insurance.

EMERGENCY DRILLS

State law requires every school to hold a minimum of five fire drills and five lockdowns per year. We comply with the law and record the date and time of each drill. In addition, we hold at least one tornado drill each year.

LOST AND FOUND

Lost and found areas are maintained in the entrance area of the school. Many items of clothing are left in the building each year. Please encourage your child to check the lost and found area for missing articles of clothing.

LABELING CLOTHING

Each year many children lose, misplace or exchange articles of clothing, such as boots, caps mittens, etc. We encourage you to permanently label each article of outer clothing to assist in locating the owner if they become lost or exchanged.

FORBIDDEN ITEMS

The following items have no place at school: knives, weapons of any kind, cigarettes, drugs, water guns, hard balls, laser lights and pornography. These items, plus anything else, which causes problems of control at school, will be taken from the students. Illegal substances will be turned over to the police. Detention and/or suspensions may be assigned to students bringing forbidden items to school. Also, School Board Policy will be followed concerning some items.

BIRTHDAY INVITATIONS

WEM District does not permit birthday, or other party, invitations to be distributed at school unless they are inviting the whole class. Please mail them instead.

ANIMALS

No pets or animals are allowed in school without expressed permission of the classroom teacher and principal.

LOCKERS

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. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

CLASSROOM PARTIES

Each school year the elementary students participate in parties, generally one in the fall, winter and spring. Parents who are interested in helping out will be cheerfully welcomed. We ask that no homemade treats be brought to school. Only packaged and bakery goods may be consumed.

STUDENT'S RECORDS (PARENT'S RIGHTS)

The Waterville-Elysian-Morristown Schools respect the privacy of student records, and recognize that only pertinent and factual information should be contained in the permanent records of the district's students.

COMMUNICATION WITH TEACHERS

WEM encourages parent communication. It is suggested that parents wishing to contact a classroom teacher through a phone call, be prepared to leave a message requesting the teacher to contact them at their availability. Teachers are typically not available to answer the telephone during school hours. All teachers are available through staff email.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. The principals or librarian will determine the cost of lost materials. Students will be expected to pay for lost or damaged books.

SPECIAL SERVICES

A variety of special services are available to meet the individual specific needs of children receiving special education services.. To fulfill its responsibility to the students qualifying for special services, the district employs specialists such as: special education, psychologists, speech clinicians, occupational therapists, DAPE, ELL and physical therapists. These services are available to all qualifying students.

COUNSELING SERVICES

The WEM School District's Counseling and Guidance program implements a comprehensive counseling and guidance program that supports the academic, career and personal and social developments of the 21st- century learners. The program components include classroom lessons, small groups and individual counseling. The school counselor:

- Provides individual counseling for students to help them better understand themselves and others, to develop self-control and take responsibility for their behavior, and to develop decision making skills.
- Facilitates group-counseling opportunities for students around a variety of issues: friendship skills, self-confidence, anger or worry management, etc.

- Consults with teachers to develop additional strategies and interventions to meet individual student needs.
- Provides support to parents with parent skills and facilitates access to community resources.
- Works collaboratively with community systems to develop resources to adequately meet the needs of students and families.

You may reach the K-5 school counselor by calling the office at **507-362-4439**

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist.

TITLE 1

Title 1 is federally funded supplemental reading and math program to increase student success. Children in Kindergarten through grade 5 may receive extra help in mathematics and/or reading through Title 1 program programming. Students are selected based on assessment tests and teacher recommendations. A Title 1 professional provides small group supplementary activities on a daily basis for 15-30 minutes. Parent involvement is important to the success of the program. A home-school compact is part of Title I. Special workshops to help parents work with their children are provided throughout the year.

CONFERENCES AND PROGRESS REPORTS

Parents will be invited to participate in parent-teacher conferences in the fall and spring each year. A progress report will be discussed and sent home at these conferences. Informal conferences are available for scheduling when either the teacher or parents feel a conference is necessary. The final report card will be sent home at the end of the year with students in K-5.

ELEMENTARY DISCIPLINE GUIDELINES

A responsible student demonstrates **BUCS PRIDE**

1. Acts in a **SAFE** and healthy way.
2. **RESPECTS** the rights and needs of all students, staff and property.
3. Takes **RESPONSIBILITY** for their behavior and learning.
4. Shows a **POSITIVE** and **KIND** attitude.

	Bathroom	Hallway	Lunchroom	Recess	Bus	School Activities
Respectful	Use polite language with controlled volume Privacy for all Keep bathroom clean	Use polite language with controlled volume Hands and feet to self Walk Remove hats and keep hoods down	Use polite language with controlled volume Wait patiently Be kind to everyone	Use polite language Ask permission to go back into the building Follow all adult directions Be kind to everyone	Use polite language with controlled volume Obey bus driver Hands and feet to self	Be attentive to speaker Display appropriate manner, sportsmanship, and school spirit Hands and feet to self Field and court is for players only
Responsible	Leave no trace Be quick Report spills and problems to staff	Go directly to where you need to be Keep hallways clean and uncluttered	One student at a time picks up tray and silverware Clean up your space Dump garbage into cans Stack your tray	Be a problem solver Dress for the weather Put equipment away Keep nature on the ground	Place all trash in garbage Be on time and wait patiently for the bus	Follow directions Arrange rides for after event
Positive & Kin	Use good manners Offer help Show appreciation Reach out to those in need Be Friendly	Allow for classroom learning Take pride in environment Offer help Show appreciation Reach out to those	Use good manners Take pride in environment Offer help Show appreciation Reach out to those in need	Help with equipment Take pride in environment Offer help Show appreciation Reach out to those in need	Take pride in environment Offer help Show appreciation Reach out to those in need Be Friendly	Use appropriate language and volume Take pride in environment Offer help Show appreciation Reach out to those in need Be Friendly

d		in need Be Friendly	Be Friendly	Be Friendly		
S **a** **f** **e**	Keep water in sink Wash and dry hands	Keep the hall passable Right is polite	Walk into cafeteria Eat your own food Remain seated until dismissed Walk when dismissed	Follow safety rules Go directly to assigned area	Look forward during the bus ride Stay seated	Stay in designated area

CONSEQUENCES FOR IRRESPONSIBLE BEHAVIOR

Minor infractions are minor rule violations that will result in an **immediate** verbal correction with a possible consequence. Students who engage in minor behaviors may be asked to identify the inappropriate behavior and describe the appropriate replacement behavior using a Fix It ticket. Students may receive a mild consequence delivered by the teacher or staff member designed to discourage the inappropriate behavior from occurring in the future. The incident may be documented using a Fix It Ticket. Consequences for minor infractions may include but are not limited to:

Verbal Correction	Action Plan	Detention
Apology	Loss of Privileges	

Progressive discipline for any proceeding infractions will be issued. Any detention issued will be served outside of the instructional student day, before/after school or lunch.

Major infractions will not be tolerated and will result in an office discipline referral. **Major infractions will result in a disciplinary consequence** and may result in suspension but may also be corrected using a variety of logical consequences. Students who engage in major infractions will be referred to the principal/administrative designee for corrective action. After consulting with the parents and/or appropriate school personnel, the principal will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behavior. Consequences for major infraction may include but are not limited to:

Verbal correction
Loss of privileges
Detention/ISS
Restitution
Police Referral
Action Plan
Apology
Suspension from school
Expulsion

OUTSIDE STUDENT VISITORS

Non-enrolled children are not allowed to spend the day visiting their friend's classroom.

POLICY AND PROCEDURE FOR PARENTS VISITING OR CALLING STUDENTS DURING THE SCHOOL DAY:

Independent School District 2143 recognizes the importance of providing a learning environment for its students that is free from distractions and disruptions. Whenever possible, parents should arrange to meet with and/or talk to their children outside of the school day. In the event of an emergency, which requires that parents contact their student, parents may either call or go to the office to reach their child. The policy outlined above applies to all parents, custodial and non custodial.

SEXUAL HARASSMENT, RACIAL HARASSMENT, OR VIOLENCE

Everyone at District 2143 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or adult. Harassment may include the following verbal, physical, or written actions:

- Name calling, jokes, or rumors
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters, pictures or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, please tell a teacher, counselor, the principal or the superintendent. You may also make a written report. It should be given to the teacher, counselor, the principal or the superintendent. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial, or sexual harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or takes actions to harm you because you reported.

SECTION 504

WEM does not discriminate on the basis of disability. Each student is provided a free and appropriate education. A grievance procedure is in place for the resolution of complaints alleging any action prohibited by Section 504.

PUBLIC NOTICE .

Independent School District No. 2143 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

    a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;

b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by*

Students] [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

2. Pursuant to applicable law, Independent School District No. 2143 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.

b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 2143 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *[DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL],* BY *[INSERT DATE]* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to

the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

514 BULLYING PROHIBITION POLICY

Policy legal references can found at https://www.wem.k12.mn.us/page/3276 under policy 514

Adopted: August 25, 2014 MSBA/MASA
Model Policy 51
Orig. 2003
Revised: 2/26/2024

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any

student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

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

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

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

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

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

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

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

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION
A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of
alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.
The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.
The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

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

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

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

VIII. NOTICE

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

B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.

C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

PUBLIC NOTICE- Parental Disclosure Notice

Independent School District No. 2143 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

    a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the

record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;

b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and

expulsion information pursuant to section 7165 of the federal No Child Left Behind Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

2. Pursuant to applicable law, Independent School District No. 2143 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.

b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 2143 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *[DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL],* BY *[INSERT DATE]* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

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