

ALBANY ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK

2017-2018

Board Approved: July 2017

September, 2017

Dear Albany Elementary Families,

On behalf of Independent School District #745 we would like to welcome you to our school. We are very proud of our students, our parents and our staff. We advocate for the members of our school and the residents of our community. We invite you to join us, to observe and participate in the educational instruction that takes place on a daily basis. Our staff is highly trained and experienced, providing excellent instruction with the District's Curriculum. Although our first priority is to provide quality instruction to your children, we are also aware of the societal changes that are occurring in the world and our community. To insure that the students feel safe in our school environment, it is necessary to ask that the following procedures be followed. Please:

- note that all doors of the school, except the main entrance, are locked during the school's instructional hours
- be aware that all guests visiting our school for any period of time, are required to stop at the office, sign in and secure a visitor's badge before moving about the school
- remember when bringing items to school for students, leave them at the school office, for delivery to the student. This will reduce the number of classroom interruptions each day.
- stop at the office to check your child out of school. You will be asked to wait in the office area for their arrival from the classroom. If you are going to have someone else (a relative, other family member, neighbor, etc.) pick up your child send a note to school with your child indicating that this will happen that day. This makes us aware that you have given your permission to have your child leave with this person. Your agreement to do this, helps the school staff and also reduces the number of classroom interruptions.
- send a note if your child is going to ride a different bus home and/or get off at a different location than their normal stop. This provides direction and gives permission to the office staff and bus driver to deviate from the normal process.

Cooperation by everyone in following the above procedures helps to insure that the children of Albany Elementary School will remain safe. We look forward to a successful year, working together to create a positive, caring and exciting atmosphere for your child.

Sincerely,

Ann Schultz
Albany Elementary Principal

This STUDENT/PARENT HANDBOOK has been prepared to help you become better acquainted with the Albany Elementary School facilities, policies and procedures.

Our goal is to provide experiences which will insure the full development of all children. Since this is also your goal for your children, we are anxious to establish understanding and cooperation in reaching that mutual goal.

We invite you to visit the school as often as possible and to consult your child's teacher or other school personnel when they may be of service in meeting the needs of your children.

DISTRICT #745 SCHOOL BOARD MEMBERS

**SCOTT HANSEN
JENNIFER MCLACHLAN
PATRICIA GERSCH
MATT KREUZER
DONALD WINKELS
OZZIE CARBAJAL
RON PAULSEN
GREG JOHNSON - SUPERINTENDENT**

DISTRICT ADMINISTRATIVE STAFF

Greg Johnson	Superintendent
Susan Clemen	Business Manager
Cassie Nentl	Community Education
Kelly Neu	Community Ed.Secretary
Sheila Mitchell	Secretary
Heather Marquardt	Asst. to the Business Mgr.
Krista Dirkes	Payroll Clerk
Bonnie Fritz	District Receptionist
Penny Hoops	Food Service Coordinator

ALBANY ELEMENTARY STAFF TELEPHONE DIRECTORY

Each certified employee at Albany Elementary has a telephone. Please refer to this directory and dial the direct number. If the person is unavailable, you may leave a voicemail message. Call the office for help as to whom you might call for a special situation otherwise, all calls can be directly dialed to the teacher.

<u>Staff Member</u>	<u>Position Held</u>	<u>Extension</u>
Schultz, Ann	Principal	845-5207
Noll, Diane	Administrative Assistant	845-5200 (call to report absences)
Droogsma, Mary Beth	Early Childhood	5360
Marthaler, Brittany	Early Childhood	
Radeke, Katie	Early Childhood Spec. Ed.	5361
Trehey, Nancy	Early Childhood	5359
Abraham, Jody	Kindergarten	5311
Boyer, Becky	Kindergarten	5355
Christine Manthe	Kindergarten	5354
Friedrichs, Sara	Grade 1	5211
Hoeschen, Anne	Grade 1	5203
Rubin, Lori	Grade 1	5212
Steve, Dana	Grade 1	5210
Croatt, Denise	Grade 2	5247
Moe, Tammy	Grade 2	5249
Navratil, Sharon	Grade 2	5248
Roelke, Laura	Grade 2	5202
DeGeest, Pam	Grade 3	5215
Habben, Lori	Grade 3	5349
Holbrook, Aleta	Grade 3	5213
Spohn, Kristi	Grade 3	5214
Koehn, Kim	Grade 4	5219
Myogeto, Nikki	Grade 4	5218
Pfeffer, Victoria	Grade 4	5220
Eibensteiner, Judy	Grade 5	5225
Feldewerd, Tom	Grade 5	5221
Snoberger, Nicole	Grade 5	5224
Resley, Ross	Music	5226
Nicoll, Lisa	Art	5201
Brewer, Annette	Physical Education	5251
Johnson, Grant	Physical Education	5251
Eibensteiner, Joan	Media/Computer Spec.	5233
Larsen, Anita	Special Education	5237
Jacobson, Jennifer	Special Education	5234
Bieber, Julie	Special Education	5235
VonWahlde, Rachel	Special Education	5231
Knopp, Jody	Special Education	5250
Radeke, Katie	Early Childhood Spec. Ed.	5361
Stoneburner, Ryan	Speech Clinician	5238
Noska, Sue	Speech Clinician	5364

Hommerding, Laurie	Title I Teacher	5241
Haynes, Angela	Title I Teacher	5241
Caughlan, Missy	English Language Learner	5239
Meyer, Kayla	School Social Worker	5240

ALBANY ELEMENTARY SCHOOL SUPPORT STAFF

Grebinoski, Dianne	Health Aide
Ramacher, Marlene	Lunch Clerk
Bauer, Carla	Para-professional
Bidney, Rebecca	Para-professional
Burg, Gina	Para-professional
Burg, Sue	Para-professional
Christen, Tami	Para-professional
Christopherson, Amanda	Para-professional
Doebler, Paula	Para-professional
Einyck, Heidi	Para-professional
Gill, Wendy	Para-professional
Imholte, Kristi	Para-professional
Kalthoff, Jane	Para-professional
Klemmer, Alissa	Para-professional
Klemmer, Jackie	Para-professional
Kohorst, Barbara	Media Center/Computer Assistant
Kollodge, Jean	Para-professional
Nierenhausen, Jan	Para-professional
Olmscheid, Stacy	Para-professional
Rolfes, Deb	Para-professional
Schaefer, Cheryl	Para-professional
Schneider, Nicole	Para-professional
VanOverbeke, Leah	Para-professional
Wolf, Diane	Media Center/Computer Assistant
Schaefer, Bob	Custodial Supervisor
Schmitt, Kathy	Custodian Assistant
Hadley, Shelley	Custodian Assistant
Bruemmer, Donna	Head Cook
Backes, Irene	Assistant Cook
Gerads, Deb	Assistant Cook
Lutgen, Donna	Lunch Clerk

DISTRICT-WIDE STAFF

Notch, Amy	Director of Curriculum, Assessment and Instruction
Buntje, Scott	Activities Director
Gregory, Asha	School Nurse
Nentl, Cassie	Community Education Director

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BASIC INFORMATION

School Hours

School begins at 8:15 A.M.

Students dismiss at 2:55 P.M.

Students should not arrive before 7:45 A.M. Students arriving at 7:45 may go to their lockers and may eat breakfast or go outside on the playground. When the weather is severely cold, rainy or stormy, students may go to the gym. The students are supervised during this time. We have a closed campus; students must remain on the school grounds or in the school building once they arrive and during lunch hour.

Phone Number

The office phone number is 845-5200. Feel free to call if we can be of assistance.

Visitors

For your child's safety, all visitors must be buzzed into the office upon entering the building. We will issue you a visitors pass. Parents are welcome, but we request that they call ahead when they wish to meet with a teacher or the principal, or to visit their children's classes. **Visitor passes must be worn and visible to school personnel. All visitors must follow the district/school policies and procedures.**

Building Security

For safety reasons during the school hours, building access is limited to the main entrance.

Visitors may enter the front door and must wait to be buzzed into the main office.

School Closing

If school is closed, delayed or being dismissed early due to an emergency SCHOOL MESSENGER will be used to notify parents and guardians of the change in schedule. KASM (1150 on your radio dial), KCLD, WCCO, WWJO, WJON, and KCCO TV channel 7 will be contacted by the superintendent and the announcements will be made. If school is closed during a school day, the superintendent will notify the principals as to departure time and procedures. Principals will relay the message to the teachers and students.

Early Dismissal

When early dismissals are scheduled, we will dismiss at 12:10 and the busses will leave at 12:20.

ATTENDANCE, TARDINESS and TRUANCY and MAKE-UP WORK

Regular attendance in school is important for all students and is expected at Albany Elementary School. Student attendance is critical because it gives each child an opportunity to do their very best academically and socially. The Board of Education Policy is used in the administration of school attendance. In this policy, guidelines are provided to assist the school staff in nurturing daily school attendance by all students.

Albany Area Schools Elementary Attendance Guidelines

ABSENCES

A notice will be sent home to parents/guardians when:

September-December

- 5 or more excused absences
- 2 or more unexcused absences

January-May

- 7 or more excused absences
- 2 or more unexcused absences

At any point in the school year

- 3 unexcused absences
- 5 unexcused absences a letter will be sent to the county
- 3 unexcused tardies

TARDIES

- A student is tardy if he/she arrives between 8:15-9:30 a.m. Students who arrive after 9:30 will be marked absent for 1/2 day.
- A student is tardy if he/she leaves between 2:00-2:55 p.m. Students who leave before 2:00 will be marked absent for 1/2 day.

A notice will be sent home to parents/guardians when there have been 8 excused tardies.

After 8 excused tardies, each tardy will be considered unexcused.

Note: Three unexcused tardies are equal to one day unexcused absence

Absences Due to Illness

A parent/guardian should call the school (845-5200) between 7:45 and 8:30 a.m. if their child is going to be absent that day. Following the period of absence, parents are asked to provide a written excuse/explanation for their child's absence. Absences without parent notification are unexcused.

Parents/guardians should note that requests to have the child(ren) stay indoors following an illness will be honored for one day only. If a parent wishes to have their child(ren) stay indoors more than one day following an illness, a doctor's note prescribing that alternative is required.

Absences Due to Vacation

Parents should send written verification or call the school office to notify us of the situation at least (4) days prior to the departure date. The student and the office will notify the teachers at that time. All assignments will then be due the first day of his/her return, unless other arrangements have been made with the classroom teacher.

Release of Child During School Hours

When you wish to have your child dismissed early, it is necessary for the parent/guardian to come directly to the office and check the child out. The child will then be called to the office. This will keep classroom disruptions to a minimum. **This procedure will be strictly adhered to for the early release of every/any child.**

Tardiness Policy

Parents are asked to notify the school office when your child is going to be tardy. Let us know how late your child will be and indicate the reason for the tardiness. Students are considered tardy if they are not in their seats when their classes begin. If students are not in school by 8:15 they should report immediately to the office to sign in. Students who leave school early (before 2:30) will be marked tardy as well. Tardiness to school will be handled through the office. When a student reaches three (3) unexcused tardies it will equal one day of unexcused absence for truancy purposes.

Truancy

State law requires students to attend school each day that it is in session. If a parent does not call in regarding an absent student, the student is considered truant. Truancy is an unexcused absence from school. In line with Minnesota State Statute, after 5 unexcused absences, a truancy report is filed with the county. The case may then be referred to the county attorney or other social agencies.

Make-up Work

All work missed or assigned because of absence must be completed to receive credit. The general rule for makeup work due to absence is a student has twice the time to makeup work that he/she missed during the absence. For example, if a student was absent one day, the teacher will allow two days to make up work missed after the student's return. Work missed due to an unexcused absence or tardy could result in a 0 (zero) being assigned for that specific assignment. **IT IS THE CHILD'S RESPONSIBILITY TO CONTACT THE TEACHER BEFORE OR AFTER SCHOOL TO GET A LIST OF THE ASSIGNMENTS THAT HAVE BEEN MISSED.**

ART SHIRTS

There will be times when the students will be engaging in art activities. Perhaps you would like to send an old shirt for your child to keep in his/her locker to help protect school clothes.

SAFE ROUTES TO SCHOOL

Biking, walking and other forms of active transportation promote student and adult well-being by integrating more physical activity into a daily routine and providing active living skills and healthy habits that will last a lifetime. In supporting active transportation to and from school the

district supports biking and walking as transportation as long as students can do so safely. Crossing guards are on duty before and after school. Crossing guards are out on ALL school days, no matter the weather from 7:45-8:15 a.m. and 2:55-3:15 p.m. on Co Rd. 54 and State Hwy 238.

BICYCLE SAFETY

Students are required to put their bicycles in racks upon arriving at school and must leave them there until they go home. Pupils should not "buck" others. The school cannot be responsible for bicycles. We encourage those students who ride bikes to school to purchase a locking system to insure their safekeeping. We would also like to request that you remind your children to walk their bicycles through the intersections and when they are on school property. All students are to cross the street where the safety patrols and crossing guards are located.

BUS TRANSPORTATION

Occasionally, students request permission to ride a different bus than they do regularly. The bus drivers have been instructed not to allow students who are not assigned to their bus, to ride unless they have a written request from their parents and approved by the office staff. Also, students will not be allowed to get off the bus at locations other than their designated stop unless they have a parent request approved by the school. A state law requires that students not bring distracting items on the bus. This would include live animals and pets. These rules are employed to ensure the welfare and safety of your child(ren). Please assist the school by having your child comply with the rules to insure their safety.

BUS DISCIPLINE POLICY

Students are responsible for their behavior on the bus; their behavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain the importance of proper behavior on the bus. They also are expected to support disciplinary actions that are necessary to help their child change his/her behavior. Please read and explain the attached bus rider rules and procedures to your child(ren).

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions.

BUS RIDER RULES AND PROCEDURES

1. Follow the driver's directions the first time they are given.
2. Keep hands, arms, legs and objects inside the bus and to yourself.
3. Pupils must stay seated while bus is in motion.
4. No profanity, name calling or undue loud talking.
5. Students must be on time at bus stops.
6. No horsing around while waiting at bus stop.
7. After school, students are to load the bus promptly. There is no walking to the Senior High.

8. Students must cross at least 10 feet in front of the bus; never in back of the bus.
9. Students should always wait for driver's signal before crossing the roadway.
10. Students must wait until the bus is at least 300 feet from your stop before going to the mailbox.
11. Help keep the bus clean and orderly.
12. Students must have written permission from parents to ride on a bus if they are not assigned to that bus. This is dependent on the availability of seating. Written permission is also required for the student to leave the bus at other than their regular stop. The permission note should include the student's name, date, location the student wishes to be transported to and the parent signature.

CHANGE OF CONTACT INFORMATION

Please contact the school office when you have a change of address, telephone number, family structure or job and contact information. This information can also be changed on line using parent access to our JMC system. Please contact the office for more information. It is important that the school office have the most current contact information for each child during the school day.

WAKANHEZA COUNCIL

The Albany Elementary School has an organization called the Wakanheza Council. This organization is made up of representative from each classroom in grades 3-5.. They come together at the beginning of the school year and periodically throughout the year to plan "Special Days" or complete service projects for the school.

As part of their Special Days we have declared every Friday in the Albany Elementary School as "Spirit Day". On that day all students and staff are encouraged to wear purple and white. Any purple and white clothing is appropriate; socks, T-shirts, slacks, sweaters, etc.. This isn't mandatory; it is an optional event.

CLOTHING

We believe that neat and proper dress contributes to desirable attitudes and behavior. Students should wear clothing that is neat, clean and appropriate. Extremes in dress are not considered appropriate. Student dress which disrupts or distracts from the teaching and learning function is not acceptable (examples of some inappropriate attire are clothes showing the midriff, showing undergarments, etc.). Strapless shirts or "spaghetti straps" are not allowed. Tank shirts should be "3 fingers" wide. Shorts or skirts should be as long as student's fingers when placed down by their side. Shoes with wheels will not be allowed in school. Clothing (shirts, hats, or other) that contain profanity, sexual innuendo, slogans that are degrading to any group or which promote alcohol, tobacco or other chemicals will not be allowed. Students who are reported to the office as having inappropriate clothing will be asked to correct the problem. Students are not allowed to wear sandals on the playground. Boots and warm clothing are especially important in cold weather. Students not dressed appropriately for cold weather may be required to stay in the office during recess.

RECESS

Weather permitting, all students have 20 minutes of recess/reteach every day. Students will go outside if the temperature and windchill is zero degrees or warmer. Please be sure students are prepared for the weather with boots and warm weather clothes.

DISCIPLINE

The philosophy and specific rules for behavior are spelled out in the School's Behavior Plan. Standards of expectations are posted in each classroom of the school building. Details will be explained early in the school year to the children by the principal and classroom teachers.

Behavior Plan

Appropriate student behavior is a top priority at Albany Elementary. Our main focus is to create an appropriate safe atmosphere for our school. The information shared below is the result of work completed several years ago by a District Wide Behavior Committee commissioned by the Board of Education.

PRINCIPLES -

The Principles are the values or beliefs that we want to have our school represent. The staff and students met and decided on these Principles for our school:

1. We will have an environment of mutual respect
2. We will have a cooperative spirit
3. We will be responsible toward the class, school, and community
4. We will provide an opportunity to grow and develop
5. We will create a learning atmosphere

GUIDELINES -

The Guidelines are the rules that help us achieve the Principles for our school. The students and the staff worked together to formulate these Guidelines.

1. We will walk to the right side of the hallways with quiet voices.
2. We will be good role models by being willing to learn and do our best in
 - . accepting people for who they are
 - . being good sports
 - . using proper manners
 - . giving compliments and appreciation
3. We will be responsible for our actions by
 - . being honest
 - . making the school a safe place
 - . keeping the school clean
 - . respecting and listening to all people
4. We will have positive, friendly attitudes by working as a team and including everyone.
5. We will treat others the way we want to be treated.
6. We will all work together to have a fun, learning atmosphere.

The goal of all staff of the Albany Elementary School is student growth in responsibility and self control. However, as we continue to work toward this goal, the staff feel a need to protect the

principles and guidelines for all the students by having some set consequences that insure the safety of everyone in the school community. While we continue to work together to help children achieve greater responsibility and self control;

Our school will not allow:

1. Physical aggression
 - . kicking/tripping
 - . hitting/punching
 - . pushing/shoving
 - . biting
 - . spitting
 - . pinching
2. Verbal Abuse
 - . name calling
 - . teasing
3. Other type behavior (individual/group)
 - . threatening/intimidating
 - . bullying
 - . etc.
4. Harassment - (See Harassment Policy in the back of Student Handbook)
 - . sexual
 - . racial
 - . gender
5. Destruction or theft of property
 - . books
 - . equipment
 - . building
6. Disrespectful behavior
 - . refusal to follow directions
 - . cheating
 - . inappropriate language

In cases determined to be severe, where children choose to violate the school's Behavior Principles and Guidelines, the following Bottom Line Consequences will be implemented to assist the student:

BOTTOM LINE CONSEQUENCES:

1st Offense:

1. Principal Guidance
 - a. a call home by the student
 - b. the student will write a plan to address an appropriate reaction,
 - c. restitution for their action, either written or face to face;
 - d. 1/2 hour after school with parent pick up

2nd Offense:

1. Principal Guidance
 - a. a call home by the student
 - b. the student will write a plan to address an appropriate reaction,
 - c. restitution for their action, either written or face to face;
 - d. time after school will be determined by the teacher and principal

3rd Offense:

1. Principal Guidance
 - a. a call home by the student
 - b. the student will write a plan to address an appropriate reaction,
 - c. restitution for their action, either written or face to face;
 - d. a conference with parent, principal, teacher, and all parties involved will be held. In school suspension will be determined by the severity of the action

In addition to the information outlined above, our school has implemented the Wakanheza Principles in our school. The principles are: protect, support, cherish, and respect. Our focus is for students and staff to follow these principles when interacting with others.

EMERGENCY PROCEDURE DRILLS

Fire, tornado, and emergency drills will be held during the year to instruct the children in proper procedures for leaving the building or appropriate procedures in case of fire or emergency. Children are instructed regarding the alarm system, proper exits, where to go after leaving the building, and which part of the building to go to in the event of a tornado or in school emergency.

ENTRANCE REQUIREMENTS

Under existing state and school policy, a child must be 5 years of age on or before September 1st of the current school year to enter kindergarten. Updated immunizations and a copy of an official birth certificate are required for each student. **All immunizations must be completed by the first day of school. Parents of elementary students will have until the end of the first trimester December 1, 2017) to complete all immunizations or the student will be excluded from school until the immunizations are complete.**

FEES

Because of a change in State law, it may be necessary to charge a nominal fee for some classroom activities, especially in the area of art and crafts. The school cannot charge for materials used for instruction, however, if the item is to be taken home and become the property of the students, then a fee may be charged for materials.

FIELD TRIPS/ CAMPUS EXTENSIONS

Campus extensions are scheduled when learning can be enhanced outside the classroom. Most trips are taken locally. You will receive a form advising you when a lesson of this nature is planned. Whenever a campus extension is scheduled taking students out of town, a separate permission slip is sent home for you to sign. By law, we cannot allow the children to go without your permission. A nominal fee may be charged for these activities.

HEALTH OFFICE

Illness

When your child becomes too ill to remain in school, the nurse/health assistant or secretary will call you at work or home to request arrangements for you to take your child home. It is essential that we be able to contact you or a designated emergency contact on every school day. Keep the school office informed of your current home, work and cell numbers. Remember to inform them if it changes.

Sometimes your child is sent home ill before we are sure what the illness is. If your child is diagnosed with any of the following contagious diseases, ***please call the school nurse to be sure she knows***. It will help to understand how widespread the condition is when she sees other children. These are contagious diseases we often see in school:

- | | | |
|----------------|------------------|------------------|
| - pink eye | - Influenza | - head lice |
| - strep throat | - plantars warts | - whooping cough |
| - chickenpox | - impetigo | - ringworm |

****A student must stay out of school for 24 hours after his/her last episode of vomiting or diarrhea. Students must also be fever free for 24 hours without the use of fever reducing medications before returning to school**

Injuries & Emergencies

If your child has an injury at school that requires immediate medical care, we will attempt to contact you. If we cannot reach you, we will take whatever action we deem appropriate to protect your child's health. That includes calling 911 and/or transporting your child to the hospital emergency department. Parents or guardians are responsible for medical bills related to these decisions.

Physical Education Excuses

School policy authorizes a parent or the school nurse to excuse a child from physical education class for one day for a legitimate health reason. Beyond the first day, a written physician's statement is required.

Immunizations

All students in Minnesota are required to comply with school immunization laws. Parents and guardians are responsible to supply immunization records to schools. When your child sees a physician, ask if they are up to date on their immunizations.

Families choosing not to vaccinate students are required to provide a notarized conscientious exemption form indicating each immunization declined. Exemption forms are available from the school Health Office.

All immunizations must be completed by the first day of school. Parents of elementary students will have until the end of the first trimester (December 1, 2017) to complete all immunizations or the student will be excluded from school until the immunizations are complete.

Health screening

Nurses supervise screening for hearing, vision and scoliosis. Screening is a way to identify possible problems that require further evaluation. We will contact you by letter to inform you when your child is referred for further evaluation following screening at school.

Scoliosis is a progressive condition of the spine that is important to identify early, evaluate and determine treatment. Vision and hearing problems affect learning, even more acutely in young learners. Parents are expected to follow up promptly when nurses refer students for hearing and vision deficits. If medical care is a financial hardship, please ask the school nurse to help you with resources.

- Hearing screening: grades 1, 3, & 5 (8 & 11 in high school)
- Vision screening: grades 1, 3 & 5 (7 & 10 in high school)
- Scoliosis screening:
 - Girls
 - fall of 5th grade
 - spring of 6th grade

If parents or guardians want their child screened when their grade level is not scheduled, call your school nurse/health assistant. Color vision is screened in boys in grade 1.

Medication at school

There are many circumstances under which students benefit from taking medication during the school day. **New medication consent forms are required at the beginning of each school year.** For questions about medications at school, call our school nurse.

Medication Administration

1. Only prescribed medications can be administered at school.
2. Each medication, including nonprescription (over the counter) will be administered only when accompanied by a physician order, parent consent and in a pharmacy or physician labeled container.
3. Pharmacists will provide you with an extra labeled bottle for use at school at your request. Medication will be administered to the student at the designated time under supervision of authorized school staff.
4. When medication dosage or time changes, the nurse will assist you to obtain a revised medical order from the physician.
5. Parents or guardians are responsible for notifying the school nurse by the next school day if there is a change in the medication or dosage.
6. Parents may bring a medication to school for their child and administer it in the Health Office when there is no medical order on file in the Health Office.

Head Lice

Lice have existed for over 2,000 years. They are hardy and resistant to all our attempts to eradicate them. Lice usually occur among young children who play closely together. Lice are extremely fast as they move through hair. They cannot fly, jump, or even crawl great distances.

They need close proximity to their host to survive. They feed on blood, like mosquitoes. It is their bites that make the scalp itchy. We understand that the largest impact head lice has comes not from the condition itself, but from our reaction. A case of lice often arouses feelings of anxiety and fear to a much greater extent relative to the actual threat it poses. This can lead to teasing and affect a child's self esteem. It affects parents too, with lost work time. As a community, we can de-escalate our reaction to lice and treat it for what it is, an opportunistic infestation.

Our goals are to protect confidentiality, prevent and control transmission, minimize children's school absences and prevent recurrence. Students are allowed one day as an excused absence for treatment.

School Policy for Head Lice

Families and school staff spend innumerable hours and expense attempting to eradicate head lice. Millions of dollars are spent annually nationwide on lice shampoos, physician visits and parent time away from work to deal with head lice. In an effort to prevent and manage head lice outbreaks in our classrooms, we have revised our school policy.

- The policy revisions highlighted below clarify responsibilities of the school and parents or guardians.
- Students with live lice or nits 1/4-1/2 inch from the scalp will be sent home for treatment and/or nit removal.
- Students with nits farther than 1/2 inch from the scalp and no live lice can remain in the classroom.
- When students return to school after treatment with a pediculocide (lice shampoo), Health Office staff will conduct a 4-5 minute check to determine if there are live lice or nits 1/4-1/2 inch from the scalp. Health Office staff will not remove nits.
- Mass screenings for head lice will not be a part of prevention. They interrupt the education process and as a tool, they have not demonstrated a decrease in the incidence in head lice cases during an outbreak.
- Students will be taught not to share items like hairbrushes, caps, headsets or other personal headgear.
- Parents are responsible for treatment and daily nit removal, treatment of other family members and treatment of the home environment to prevent re-infestation.
- Lice infestation that is repeatedly unresponsive to treatment will be referred to the District Nurse for evaluation and intervention.

The school Health Office can provide you with a copy of the full policy.

LOST, MISPLACED OR STOLEN ITEMS

During the course of the year, students lose, misplace or have items stolen. Loss of a student's personal or valued property in school, is a very difficult and emotional issue to deal with. Because many times we are unsuccessful in recovering these items of value, we offer the following suggestions:

1. mark all items clearly if at all possible
2. leave items of value at home, or if it is necessary to have them in school, make arrangements with the teacher to keep them in a secure location in the classroom, or keep them in the school office for the day
3. report all lost items to the teacher

NEWSLETTERS/CALENDARS

The Huskie Howl is a District Newsletter that outlines past and future events. This quarterly newsletter is available on our district website. A monthly newsletter will be emailed to parents which will outline events happening at Albany Elementary; this is also available on our website. Parents without email access should contact the school office and paper copies of the newsletter will be provided.

PARENT VOLUNTEERS

For the last several years we have had a number of parents who have helped in many ways. This year we hope to enlist more parent volunteers so if you are at all interested, please contact your child's teacher or the school office. Everyone has some talent that would be valuable in the education of the children. The general purpose of volunteers is to enrich and enhance our students' curriculum and to strengthen school/community relations. We encourage and welcome all volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at Albany Elementary, as a volunteer, is an important contribution to a child's educational experience. As a volunteer, you will be expected to follow privacy/disclosure of information procedures. Depending on the activities in which the volunteer is involved, a background check may need to be completed before volunteering may begin.

PHYSICAL EDUCATION REQUIREMENTS & CLOTHING

All students in grades K-5 have Physical Education 4 days per week. In order to participate safely, students must wear tennis shoes to physical education class. (Tennis shoes with non-marking soles are encouraged.) Students who wear dresses to school are encouraged to bring a pair of shorts or long pants to wear under the dress during physical education class. In case of illness or injury a parent note can excuse a child from physical education class for one (1) day. In more serious cases where your child needs to be excused for longer than one day, a doctor's medical excuse is required.

PLEDGE OF ALLEGIANCE

All public school students are requested to recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher. Anyone who does not wish to participate in reciting the pledge may elect to do so and students must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and patriotic exercises throughout the school year.

PRESCHOOL PROGRAMS

There are a number of preschool programs available to residents of the district. If you have any questions regarding these programs call the school office at 320-845-5200.

PUPIL PROGRESS

Progress reports of children's individual growth and development in all school activities are sent to the parents. His/her growth in health, social adjustment, work habits and attitudes is considered as well as his/her progress in reading, writing, math, science, and other subjects.

Parent Teacher Conferences will be held two times per year for all students. This contact gives the parents and teachers a chance to discuss the child's growth and plan cooperatively to meet his/her needs. Parents are encouraged to ask for additional conferences at any time. Conferences result in a better understanding and an improved relationship between the home and school. Free childcare is provided at Albany Elementary during parent teacher conferences.

SCHOOL CALENDAR & MAP

Parents, guardians, and residents of the district will find a school calendar near the front of this Handbook. There is a school map on back of this booklet.

FOOD SERVICE PROGRAMS

We encourage all children to take part in our hot lunch program. The menus are planned and prepared by qualified personnel. To qualify for the government aids that are required to support the lunch program at a minimal cost to parents, we "encourage" each child try all the foods that are served. Payments can be made online or by check. If payment is made by check, it should be made payable to Albany Area Schools. You will be notified as to cost of school lunch at the beginning of each school year.

Free breakfast is offered to all students at Albany Elementary every day. Breakfast is served from 7:45-8:10.

SCHOOL PARTIES & TREATS

We are asking your cooperation in a matter which concerns the health of our children. On special holidays or when your child has a birthday, we would appreciate it if you would not send sweet foods or soft drinks. When you wish to send a treat, would you kindly send popcorn, fruits, raisins, or any light snack that is not concentrated sugar. Always check with your child's teacher beforehand to address any food allergies that may exist in the classroom. Law requires that all items must be commercially packaged. Foods prepared in the home cannot be used as classroom treats due to hepatitis threat and other communicable diseases.

Parents are now able to purchase daily snacks and/or birthday treats through our food service program. Contact the school office with questions.

TEACHER REQUESTS

If parents have an educational concern about class selection for their child, they should submit a written request to the building principal by April 1st, as stated by the district's policy 3.404, Policy for Requesting a Teacher. Parents are asked to state specific educational reasons for the request. Our goal is to create classrooms with an even number of boys and girls, an academic balance, and a positive social atmosphere. The previous year's teachers and principal will finalize the class list.

TRANSFER

Please inform the school if you move from the district. Parents must sign a request for release of their child's records when they enroll in their child's new school.

VALUABLES IN SCHOOL

Students are asked not to keep money or other valuables in their desks or lockers. Money sent to school should be placed in an envelope with the student's name and purpose written on the envelope. If it is necessary to have money or valuables in school, students are again reminded to make arrangements with the teacher or the office for temporary safe keeping. Students following these guidelines will prevent loss and possible heartbreak due to the theft of their money or treasured possessions.

CELL PHONES ETC.

Cell phones, personal radios, digital video or camera, iPod, mp3 player and like devices are not to be used at any time during schools hours unless requested by a teacher for educational purposes. Any student seen using a cell phone will have it taken away and/or parents notified. Possible disciplinary action may be taken for repeated violations. CELL PHONES ARE NOT TO BE TAKEN INTO THE LOCKER ROOM/BATHROOM UNDER ANY CIRCUMSTANCES.

VISITATION BY CHILDREN

Students are not permitted to bring other children with them to school as visitors, unless special permission is granted by the teacher and Principal.

PARENT TEACHER ORGANIZATION

The mission of the Albany Elementary Parent Teacher Organization (PTO) is to promote and encourage communication between parents, teachers, administration, and the community. The PTO also sponsors and organizes Albany Elementary School fundraising and Albany Elementary School events, which deepen our community spirit and enrich our children's educational, social, and developmental experiences. For information about joining the PTO, contact the school office.

JOINT EFFORT

Educating children is a major undertaking and requires home and school to work closely together. Insuring childrens' emotional, physical, and academic needs are being met is crucial to the success of our students.

You can help by:

- checking your child every morning before he/she leaves for school to be sure that he/she is well
- insisting that he/she receives adequate rest
- having him/her eat a good breakfast
- preparing him/her for bad weather with rainwear, boots, appropriate clothing and mittens on cold days
- talking over your child's problems and interests with him/her on a regular basis and communicating with the school personnel if we can be of assistance
- enriching his/her vocabulary through reading, the use of the libraries, providing reading opportunities in daily life, and broadening his/her experiences by taking trips
- making your child responsible for certain tasks in the home
- reading the lunch menu on a weekly or daily basis. This process will help your child make selections more quickly on days they eat hot lunch or if they wish to bring a lunch from home on certain days

STUDENT EXPECTATIONS AT ALBANY ELEMENTARY

1. We take responsibility for learning. This means:
 - We arrive at school on time.
 - Homework is carefully and thoughtfully completed and on time.
 - We demonstrate a serious and responsible attitude in daily work.
 - We are prepared for class.
2. We try to settle our differences in a peaceful manner. This means:
 - We respect other people's property.
 - We do not physically or verbally fight with other children.
 - We do not take anything that does not belong to us.
3. We follow the directions of adults in charge, the first time directions are given. This means:
 - We look at the speaker.
 - We do not talk back to teachers, paraprofessionals, or other supervising adults.
 - We practice the qualities associated with being a person of good character each day.
4. We are sensitive to the needs and feelings of others. This means:
 - We use appropriate language at all times.
 - We do not bully or tease other children.
 - We practice good sportsmanship in school in all areas (gym, lunchroom, classroom, etc.).
 - We are willing to help each other.
 - We are friendly and courteous.

SCHOOL BOARD POLICY AGAINST RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE

(The following is a summary of the district policy, complete copies of the policies are available upon request from the Superintendent of Schools.)

1. Everyone at District 745 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.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request.

DISCRIMINATION IS AGAINST THE LAW.

ALBANY SCHOOL'S WEAPONS POLICY

(The following is a summary of the district policy, complete copies of the policy are available upon request from the Superintendent of Schools.)

Students and non-students, including adults and visiting youths are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school sponsored activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. According to Minnesota State Law, effective August 1, 1993 it is a felony to possess a dangerous weapon within 300 feet of a school building.

A. ZERO TOLERANCE

The district takes the position of "Zero Tolerance" on the following objects:

- 1. All firearms (whether loaded or unloaded)**
- 2. Other guns of all types including pellet and B-B**
- 3. Lead pipes**
- 4. Bows and arrows (except authorized for instruction)**
- 5. Knives**
- 6. Switch blades or automatically opening knives with blades of any length**
- 7. Black jacks, clubs, numchucks, throwing stars, daggers, metal knuckles, and like objects**
- 8. Explosives**

Zero Tolerance will also be the position of the district when any object (whether real or look-alike) is used to injure, strike terror or threaten personal injury at or on those places or vehicles listed in the upper paragraph of this document.

THE PROCEDURE FOR ALL OFFENSES IS:

- 1. Call police and request assistance**
- 2. Confiscate the weapon (if it can be done safely)**
- 3. Hold an administrative hearing with students, which will include:**
 - a. Notification of parent/guardian**
 - b. Involvement of police with recommendation to charge**
 - c. Suspension for up to five days**
 - d. Recommendation of student expulsion**

B. POSSESSION OF OBJECTS WHICH MAY NOT BE CONSIDERED WEAPONS

While this policy represents a firm "Zero Tolerance" position on weapon and/or look-alike weapons there are several objects which are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this

policy. The administrator may use his/her discretion when interpreting use and intent with such objects. Such objects may include but are not limited to:

1. Pocket knives and edged weapons or other knives with blades less than three inches
2. Fireworks, firecrackers, and smoke bombs
3. Throwing darts
4. Nuisance items (lighters/matches) and unauthorized tools

THE PROCEDURES FOR OFFENSES IS:

1. Confiscation of object or weapon (if it can be done safely)
2. Notification of parent/guardian
3. Administrative hearing with students, which may include:
 - a. Involvement of police with recommendation to charge
 - b. Suspension for up to five days
 - c. Recommendation of student expulsion.

ALBANY SCHOOLS BULLYING PREVENTION POLICY

Albany Area Schools Policy #514

Orig. 2003

Rev.2014

Revised: July 9, 2014

514 Title: 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 teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, 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 district property or 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. 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, and 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. 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 communications, 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 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.

III. 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 student 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 from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor (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 or the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. 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 fails 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 official 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 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; school district policies; and 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 parents or guardians of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident and of 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.

Acceptable Use Policy (Albany Elementary School)

***Student Contract**

Use of the Internet & Technological Devices

I, _____, accept and agree to abide by the rules set forth by Independent School District No. 745 and contained in the Internet Computer / Equipment Usage Policy. I further agree my use of the Internet, Computer and/or Equipment of the School District are subject to additional rules and directives issued by the instructor.

I realize the primary purpose of the District Internet connection is educational and I will limit my usage to educational purposes only.

I realize the use of the Internet, Computer and Equipment is a privilege, not a right. My access may be revoked at any time by the School District, as it shall see fit. I also acknowledge inappropriate behavior may lead to penalties, including disciplinary action, reduction in my grade or loss of credit for assignments and/or legal action.

I understand my use of School District equipment, computers and Internet access is not private and all of my activity, transmissions, documents, etc., are subject to review and monitoring by School District personnel for any reason, without notice.

I agree not to participate in the transfer of inappropriate or illegal materials through the School District's Internet Connection. I realize in some cases, the transfer of such material may result in legal action against me.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.

I release the School District and all organizations related to the District's Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of Internet access, Network, Computers and Equipment of the District.

I understand the Internet contains information that is inappropriate and unrelated to educational purposes. I recognize it is impossible for the District to prevent access to all forms of inappropriate information and my responsibility to avoid such information. I will not hold the School District responsible for materials found or accessed on the District's Internet access. If I should come across, accidentally, any information that seems inappropriate and makes me uncomfortable, I will inform my teacher immediately.

Digital Citizenship

Students must follow the conditions of being a good digital citizen.

- *Respect Yourself and Others:* I will show respect for myself and others through my actions. I will post appropriate content online and carefully consider what I share. I will not use online means to bully, harass, or antagonize other people. I will not abuse my rights of access and will not enter access accounts or sites owned by other people.
- *Protect Yourself and Others:* I will ensure information, images, and other materials posted online will not put me or others at risk. I will not publish personal information, contact information, or schedules of myself or my peers. If I come across abusive or inappropriate material online, I will

inform a teacher or administrator right away.

- *Respect Intellectual Property*: I will request permission to reuse copyrighted resources. I will follow fair use guidelines, and cite websites, books, and other media properly. Above all, I will act with integrity while using online resources and materials.

Dated: _____

Student Signature _____

***Parent Contract (Elementary School Version)**

Parents of students are required to review the Internet, Computer and Equipment Usage Policy with their child and to sign the consent form prior to access being granted to the student.

I, _____ as the parent/legal guardian of,



(print your name above)
name)

(print child's

state I have read the Internet, Computer and Equipment Usage Policy and the Student Contract for Use signed by my child. I understand and accept the responsibilities and liabilities stated that are placed on me and my child/ward as a result of signing this contract should my child/ward violate the rules.

I understand the Internet contains some material that is inappropriate for minors. I support the School District's position that students are individually responsible for not accessing such material. Unacceptable use of the School District's Internet access will result in possible suspension of privileges or other discipline. I will not hold the School District liable for any inappropriate information my child may encounter by using the School District's Internet access and expressly agree to the disclaimer provisions contained in the Internet, Computer and Equipment Usage Policy.

The items below detail separate permissions for students' use of digital education tools, the district Internet and computers, and district use of student pictures. **Please read each carefully and initial to give your consent.**

Initials		
	I give permission for my child to use the School District Internet connection, computers, equipment and networks and specifically agree to the terms stated in this document.	
	I understand occasionally my child's picture, work and/or projects may be published publicly by the School District. Such publication is intended to further the educational mission of the school district. Various web tools used by the classroom teacher allow online collaboration, enhancing both students' digital skills as well as the curriculum. I grant the School District copyrights and privileges to reproduce, adapt, publish and display my child's work and picture (names will not be displayed).	

Dated: _____

Full Parent/Guardian signature: _____

Adopted by Albany Area Schools, School Board June 15, 2016