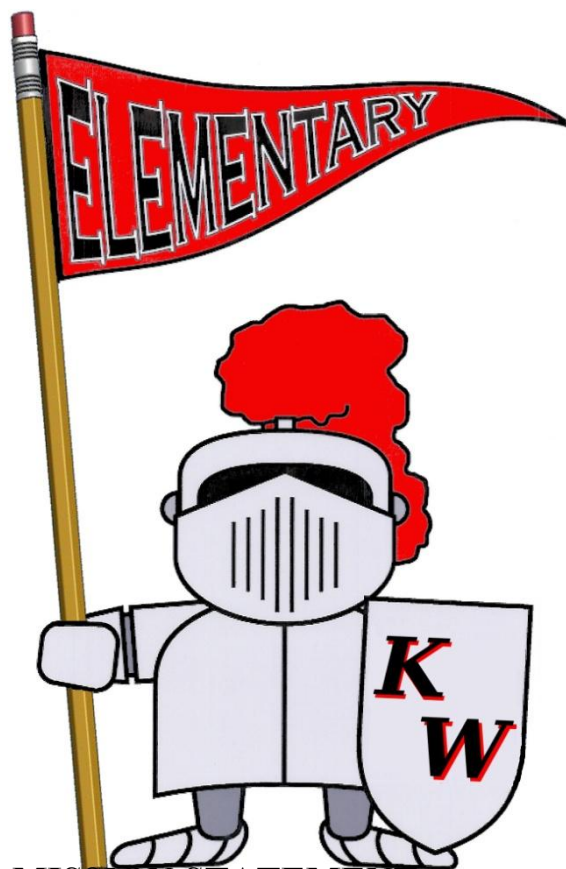


# KENYON-WANAMINGO ELEMENTARY SCHOOL

400 6<sup>th</sup> Street  
Kenyon, MN 55946

## STUDENT AND FAMILY HANDBOOK 2025 – 2026

INFORMATION ABOUT K-W ELEMENTARY SCHOOL AND ACTIVITIES



### MISSION STATEMENT

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

TABLE OF CONTENTS

ELEMENTARY STAFF DIRECTORY	Page 3
2025-26 SCHOOL CALENDAR	Page 4
SCHOOL HOURS	Page 5
ELEMENTARY BUS SCHEDULE	Page 5
SECURITY OF THE BUILDING	Page 5
EMERGENCY CLOSING	Page 5
CONTACTING THE SCHOOL	Page 5
HOT LUNCH PROGRAM	Page 5
FREE OR REDUCED MEALS	Page 6
PAYMENT INFORMATION	Page 6
MILK BREAK	Page 6
DRESS CODE	Page 7
REPORTS TO PARENTS	Page 7
ACADEMIC STANDARDS AND ASSESSMENTS	Page 7
ELECTRONIC EQUIPMENT/CELL PHONES	Page 7-8
USE OF TELEPHONE	Page 8
SHOES AND BOOTS	Page 8
INSURANCE	Page 8
LOST AND FOUND	Page 8
SCHOOL PARTIES	Page 9
BIRTHDAY CELEBRATIONS	Page 9
PLEDGE OF ALLEGIANCE	Page 9
INFINITE CAMPUS STUDENT CONTACT INFORMATION	Page 9
INVITING PEOPLE TO YOUR HOME	Page 9
ATTENDANCE REGULATIONS	Page 9-11
PHYSICAL EDUCATION	Page 11
SPECIAL EDUCATION SERVICES	Page 11
SCHOOL NURSE	Page 11
GOODHUE COUNTY EDUCATION DISTRICT	Page 12
BUS SAFETY REGULATIONS	Page 12-13
REGULATIONS REGARDING STUDENT DISCIPLINE ON SCHOOL BUSES	Page 13
PROCEDURE FOR PUPIL TRANSPORTATION INCIDENT REPORTS	Page 13
HEALTH	Page 14
MEDICATIONS	Page 14-15
IMMUNIZATIONS	Page 16
SCHOOL MEDICATION PHYSICIAN ORDER AND PARENT AUTHORIZATION	Page 17
ELEMENTARY BEHAVIOR EXPECTATIONS	Page 18
PBIS	Page 18-20
PARENT'S RIGHT TO KNOW	Page 20
PUPIL FAIR DISMISSAL ACT	Page 21
REASONABLE FORCE/ASSAULTS	Page 21
LOCKER USE, SEARCH AND SEIZURE	Page 21
OPEN ENROLLMENT	Page 21
STUDENT BEHAVIOR AT SCHOOL EVENTS	Page 21
TOXIC PESTICIDE	Page 22
VISITORS AT SCHOOL	Page 22
DRUG-FREE/WEAPON-FREE ZONE	Page 22
DATA PRIVACY	Page 22-23
VOLUNTEERING AT SCHOOL	Page 23
ISD 2172 SCHOOL BOARD POLICIES	Page 24
DRUG FREE ZONE	Page 53
MINNESOTA DEPARTMENT OF EDUCATION GUIDE TO STATEWIDE TESTING	Page 54
SCHOOL LUNCH APPLICATION	Page 60

## **2025-26 KENYON-WANAMINGO ELEMENTARY SCHOOL STAFF MEMBERS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EXT.</u></b>
Mr. Patrick Heiderscheit	Superintendent	7000
Ms. Carrie Anderson	PreK-4 Principal/School Social Worker	7017
Ms. Cyndi Sturgis	PK-6 Secretary	7004
Mrs. Sarah Christensen	School Nurse	7011
Mrs. Stacy Quam	School Counselor	7014
Mrs. Cheryl Dahl	Instructional Coach	7008
Mrs. Terra Haugen	Preschool	7016
Mrs. Tanya Short	Kindergarten	2235
Ms. Emma Kmoch	Kindergarten	2236
Mrs. Katie Benbrooks	Grade One	2238
Mr. Tony Donkers	Grade One	2246
Mrs. Debra Hinrichs	Grade Two	2250
Mrs. Megan Jordan	Grade Two	2249
Ms. Valerie Ashland	Grade Three	2254
Ms. Sandy Bohaty	Grade Three	2239
Mrs. Chloe Gohman	Grade Four	2233
Ms. Rhonda Thesing	Grade Four	2243
Ms. Tracy Erlandson	Physical Education	2230
Mr. Brent Lurken	Physical Education	3250
Mrs. Jan Strand	Vocal Music	2256
Mrs. Stephanie Ennis	ADSIS Coordinator	2249
Mrs. Amy Buchal	Special Education Coordinator	3276
Mrs. Rebecca Keller	Early Childhood Education	2255
Mrs. Meredith Johnson	Special Education	2247
Mrs. Megan Olson	Speech/Language	2251
Ms. Stacy Maki	Special Education	2223
Ms. Allison Hoseman	Multilingual Language Services	3404
Mrs. Heather Breyer	Paraprofessional	
Ms. Peggy Burow	Paraprofessional	
Mr. Corey Douville	Paraprofessional	
Mr. Tate Erlandson	Paraprofessional	
Mrs. Tracey Flom	Paraprofessional	
Mrs. Samantha Held	Paraprofessional	
Mrs. Natalie Jacobson	Paraprofessional	
Mrs. Stacey Peterson	Paraprofessional	
Mr. Frederick Rolstad	Paraprofessional	
Mrs. Diana Smith	Paraprofessional	
Mrs. Yvette Stevenson	Paraprofessional	
Mrs. Marla Walters	Paraprofessional	
Mrs. Mardell Way	Paraprofessional	
Mrs. Kay Benzick	Knights Kids Director	7028
Mrs. Tesha Archambault	Physical Therapy (Goodhue County Ed. District)	
Mrs. Nikki Yusten	Occupational Therapy (Goodhue County Ed. District)	
Mr. Tom Nemanich (Goodhue Cty. Ed. District)	School Psychologist	7013
Ms. Elyse Baker	Family Services Rochester	2242

School Board Approval:

2/24/2025, Revised 6/23/2025 Revised 7/28/2025

# Kenyon-Wanamingo 2025-2026 School Year Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July

Holiday/Non-Work Day

Flexible/Compensatory Day

Teacher Staff Development/Work Day

Parent Teacher Conferences

Early Release 1pm

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

28-29 Teacher Inservice

27 K-12 Orientation/Open House

0 Student Days 4 Teacher Days

September 2025						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September

1 Labor Day

2 First Day of School Grades 5-12

2/3 K-4 Get Acquainted Conferences

4 First Day of School Grades K-4

8 First Day of Preschool

21 Student Days 21 Teacher Days

October 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

8 Early Release

10 Mid-Term Gr 5-12, Mid-Term Gr 9-12

16-17 No School - Fall Break

21 Student Days 21 Teacher Days

November 2025						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November

3 No School - Staff Development

3 K-12 Conferences

25 Trimester 1 ends Gr 5-12, Mid-Term Gr 9-12

26 No School - Teacher Comp Day

27-28 No School - Holiday

16 Student Days 18 Teacher Days

December 2025						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December

10 Early Release

24-31 No School - Winter Break

17 Student Days 17 Teacher Days

January 2026						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

1/2 No School - Winter Break

5 School Resumes

16 End of Semester I, Mid-Term Gr 5-12

19 No School - MLK Day- Staff Development

20 Start of Semester II

19 Student Days 20 Teacher Days

February 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February

11 Early Release

16 No School - President's Day

27 Trimester 2 ends Gr 5-12, Mid-Term Gr 9-12

19 Student Days 19 Teacher Days

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

11 Early Release

23 No School - Staff Development

23 K-12 Conferences

19 Student Days 19 Teacher Days

April 2026						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

3 No School - Holiday

6 No School - Teacher Comp Day

8 Early Release

10 Mid-Term Gr 5-12, Mid-Term Gr 9-12

21 Student Days 22 Teacher Days

May 2026						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

13 Early Release

22 Last Day of School Prek-12

22 Trimester 3 ends, Semester 2 ends

25 Holiday

26 Teacher Work Day

31 Graduation

20 Student Days 21 Teacher Days

June 2026						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

19 Holiday

0 Student Days 0 Teacher Days

Semester I = 85 Days Semester II = 85 Days  
 Student Days = 170  
 Teacher Days = 180 (170 + 7 Work/Professional Development Days + 3 Flexible/Compensatory Days)

## **KENYON-WANAMINGO PUBLIC SCHOOLS MISSION STATEMENT**

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

### **ADMINISTRATIVE DISCRETION**

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

### **SCHOOL HOURS**

The K-W Elementary School hours are from **8:15 a.m. – 3:04 p.m.** The building opens at 7:45am.

### **SECURITY OF THE BUILDING**

All outside doors are locked by 8:15 AM. All visitors (parents included) are to buzz the office, and if admitted, are to go directly to the office, and sign in to get a name tag while school is in session. As an added safety measure, students will walk to their classrooms or to the Commons independently. Parents are asked to remain outside or in the entryway of the building when picking up for appointments, while students are released from the office.

### **EMERGENCY CLOSING**

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

### **CONTACTING THE SCHOOL**

You may contact the Elementary School Office by telephone at 507-824-2211 Ext. 7004. Feel free to call the office when you have a question or problem with which we can be of help. To speak with a teacher, please call the office and the secretary will connect you with the teacher's voicemail. You may also contact teachers by email. Teachers will make every effort to return your call or email within 24 hours.

### **HOT LUNCH PROGRAM**

Kenyon-Wanamingo Schools contract with Taher to serve breakfast and lunch each school day. Breakfast is served daily beginning at 7:45 a.m. All meals served by Taher meet the requirements established by the U.S. Department of Agriculture. If your child has dietary restrictions prescribed by a physician, please contact the school nurse.

## **FREE OR REDUCED MEALS**

Starting school year 2025-26, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Additional milk or a "second" entrée are not included. Additional ale Carte costs for the 2025-2026 School Year are as follows:

Student Breakfast	\$0.00
Student Entree	\$2.25
Adult Lunch	\$5.05
Milk	\$ .80

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

## **PAYMENT INFORMATION**

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

## **MILK BREAK**

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

## **Dress Code**

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

### **REPORTS TO PARENTS**

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

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

### **ACADEMIC STANDARDS AND ASSESSEMENTS**

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

### **PARENT GUARDIAN GUIDE TO STATEWIDE TESTING AND TESTING REFUSAL FORM**

The Parent Guardian Guide to Statewide Testing and Refusal to Test Form can be found on the school district website under District Office – Public Notices.

### **ELECTRONIC EQUIPMENT/CELL PHONE**

Cell phones can be a distraction, an interruption, and occasionally, a tool to exchange inappropriate information. Beginning on the first day of the school year, cell phones or other electronic devices including smart watches and earbuds/air pods will not be allowed during school. This guideline will help us create a more positive environment where uninterrupted learning can take place. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district

may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

- All technology use in the classroom will be aligned with planned instruction and under the direction of the teacher or other staff members.
- All personal technology items are the sole responsibility of the student.
- If an item significantly interferes with the educational mission of the school, it will be confiscated and held until a parent picks it up. It is strongly suggested that cell phones be powered off and stored in lockers or backpacks during the restricted times of the school day.

First violation – the student can pick up the phone in the office at the end of the school day. o  
Second violation – the student can pick up the phone in the office at the end of the school day and parents will be notified.

Third violation – a parent can pick up the phone in the office and additional consequences may be assigned including but not limited to detention.

Forth violation – a parent can pick up the phone in the office at the end of the school day and additional consequences may be assigned including but not limited to detention. A cell phone plan will be created such as the student will be required to check his/her phone into the office at the beginning of every day and then pick the phone up from the office at the end of the school day. Electronic equipment, including radios, personal cell phones, compact disk players, laser pens, iPods, and personal headphones are not permitted in the school building during the school day without permission from a supervising teacher. They can interfere with educational progress and serve as targets for theft. The above will be confiscated and held in the office.

### **USE OF TELEPHONE**

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

### **SHOES AND BOOTS**

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

### **INSURANCE**

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

### **LOST AND FOUND**

Our Lost and Found is located in the castle. Please mark clothing and personal items with your child's name and remind him/her to report lost articles promptly and to check the Lost and Found area to claim their missing item(s).

### **SCHOOL PARTIES**

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

### **BIRTHDAY CELEBRATIONS**

Birthday options could be stickers, pencils, a classroom book, board game, or DVD donated in your student's name and etc.

### **PLEDGE OF ALLEGIANCE**

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

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

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

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

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

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

### **ATTENDANCE REGULATIONS**

*Minnesota State Law provides that every child between seven and sixteen years of age attend a public school, or a private school during the entire time public schools are in session*

*unless excused from attendance by the board upon application of the parent or guardian on grounds specified in the laws.”*

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

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

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

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

### **Excused Absences**

The following reasons qualify as excused absences:

1. Illness
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family or of a close friend or relative
4. Medical, dental, or orthodontic treatment, or counseling appointment
5. Court appearances occasioned by family or personal action
6. Religious observance
7. Impassable roads or unsafe traveling conditions
8. Physical emergency conditions such as fire, flood, storm, etc.
9. Official school field trip or other school-sponsored outing
10. Removal of a student pursuant to a suspension
11. Family emergencies
12. A student's condition that requires ongoing treatment for a mental health diagnosis

**In order for an absence to be excused, a parent needs to call the school attendance line by 8:15 a.m. on the day of the absence and explain the reason for the absence.**

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

### **Tardiness**

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

**Valid excuses for tardiness are:**

1. Illness
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family
4. Medical, dental, orthodontic, or mental health treatment
5. Court appearances occasioned by family or personal action
6. Physical emergency conditions such as fire, flood, storm, etc.

7. Any tardiness for which the student has been excused in writing by an administrator or faculty member

### **Unexcused Absences or Truancy**

These are examples of absences that will not be excused:

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

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

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

### **Attendance Policy for Exemplary Attendance**

Students who demonstrate exemplary attendance will be recognized at the end of the school year. To qualify for exemplary attendance, students may not have more than two excused absences or tardies. Full school day attendance begins at 8:15 and ends at 3:04 pm.

## **PHYSICAL EDUCATION**

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

## **SPECIAL EDUCATION SERVICES**

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

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

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

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

### **SCHOOL NURSE**

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

### **GOODHUE COUNTY EDUCATION DISTRICT**

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

### **BUS SAFETY REGULATIONS**

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

1. Follow the driver's instructions
2. Remain seated until the bus comes to a complete stop
3. Speak in an indoor voice
4. Keep hands, feet, and objects to yourself
5. Don't throw objects- either on the bus or out the window
6. Be kind to the people around you
7. Do not harm the bus in any way

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

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

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

**A. Major Infractions:**

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

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

**B. Minor Infractions:**

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

1. Standing up while the bus is in motion.
2. Switching seats while the bus is in motion.
3. Walking about the bus.
4. Opening windows without authorization from the driver.
5. Swearing at other students.
6. Throwing objects about the bus (not in the direction of the driver or the driver's area.)
7. Throwing items out of the window.
8. Failure to comply with repeated requests from adult supervisors or driver.
9. Any infractions that are not considered causes for immediate suspension.

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

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

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

If the driver feels a discipline problem is serious enough to merit citation or suspension, he/she will contact the building principal. The principal will communicate with the parents and inform them of the violation and ensuing consequences, including suspension of riding

privileges when appropriate. Drivers will not remove a student while enroute. A student may be suspended from riding the bus until the student, driver, parent, school principal, superintendent and/or bus owner have discussed the situation and the student has agreed there will be no reoccurrence.

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

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

## **HEALTH**

### **Diseases**

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

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

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

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

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

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

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

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

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

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

## **MEDICATIONS**

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

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

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

- 1) Since giving medications to students presents some potential problems, it is preferred that medications be given at times OUTSIDE of school hours, if possible. If not possible, trained school staff will assist students and parents / legal guardians with this responsibility.
- 2) The ***Medication Physician Order and Parent Authorization Form*** must be completed by the parent / legal guardian AND physician BEFORE any prescription medication will be given in the school. Non-aspirin analgesics will be given by trained personnel if the School Medication Authorization Form is completed by the parent.
- 3) Nonprescription (over-the-counter) medications will be given by trained personnel if the School Medication Authorization Form is completed by the parent and the medication is provided in the original sealed container. Nonprescription (OTC) medications will only be administered according to the age/wgt appropriate dosing schedule on the label unless recommended otherwise by a written physician's order.
- 4) The parents / legal guardian of the student shall assume responsibility for informing the nurse of any change in the student's medication. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the nurse only. Verbal orders must be followed by written authorization.
- 5) For the parent / legal guardian and the child's protection, the medication will be brought to the school by an adult. At the end of the school year medications will need to be picked up by the parent or guardian. Medications are not kept at school over the summer.
- 6) All prescription medications must be brought to the school in a prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) The label on the duplicate bottle must match the doctor's order. Over-the-counter medication must be brought in the original, sealed, purchased container with the child's name written on it.
- 7) If the medication dosage means that pills need to be cut in half, the medication must be brought to school already cut (pharmacist or parents should cut the pills in half before bringing to school).
- 8) Some medications (ex: Ritalin, Adderall) are considered controlled substances and the bottle of medication will need to be counted with the parent.
- 9) All written medication authorizations are effective for the current school year only.
- 10) Medications will be kept in a locked cabinet, file, or drawer. Any exceptions to this rule must be cleared with the School Nurse.
- 11) Requests for self-administered medications for students with special health needs will be dealt with on an individual student basis. Approval will be determined on a case-by-case basis by the School Nurse. These students must have the Medication Request and Authorization Form filled out by parent and physician and on file in the health office and must administer under supervision of designated school personnel.
- 12) Students without prior approval observed by school personnel self-administering medications will be reported to the principal.

- 13) Any medication given by school personnel, other than oral or inhalers, must be dealt with on a one-to-one basis with the School Nurse, parents, physicians, and school personnel (ex: eye drops, ear drops, injections, gastrostomy tube medications, rectal medications, emergency medications). The school district retains the discretion to reject requests for administration of medication.
- 14) Field trips - Planning for students with conditions that require medication on field trips will be done on an individual basis PRIOR to the day of the field trip, with the help of the parent / guardian. It is the teacher and parent's responsibility to inform the Nursing Office in advance of a field trip. The teacher or other responsible adult can carry and administer the medication on the field trip, as necessary, following school procedure.

### **IMMUNIZATIONS – STATE LAW**

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

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

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

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

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

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

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

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

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

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

Kenyon-Wanamingo Schools  
**SCHOOL MEDICATION PHYSICIAN ORDER AND PARENT AUTHORIZATION FORM**

NAME \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ GRADE: \_\_\_\_\_  
(last) (first) (middle initial)

**PHYSICIAN'S ORDER**

I hereby request and authorize you to give:

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

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

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

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

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

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

Print Physician's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Clinic Name & Address \_\_\_\_\_ Fax No. \_\_\_\_\_

**PARENT / GUARDIAN AUTHORIZATION**

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

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

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

### **KW Elementary Behavior Expectations**

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

### **PBIS**

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

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

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

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

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

Our behavior expectations for students are outlined below.

#### **Line and Hallway**

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

#### **Safe Body**

- Keep your feet on the floor.
- Keep your hands to yourself.
- Stay quiet.

- Respect others' space.

### **Lunchroom Expectations**

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

### **Bus Expectations**

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

### **Restroom Expectations**

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

### **Playground Expectations**

- Have Fun
- Be Safe
- Be Fair

### **General Expectations**

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

### **Swings**

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

### **Slides**

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

### **Monkey Bars**

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

### **Sandboxes**

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

### **Games**

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

### **Snow**

- Snow must stay on the ground unless you're building with it.
- Stay off any ice or mud.

### **Clean-Up**

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

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

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

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

## **PARENTS RIGHT TO KNOW**

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

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

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

## **REASONABLE FORCE/ASSAULTS**

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

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

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

## **OPEN ENROLLMENT**

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

## **STUDENT BEHAVIOR AT SCHOOL EVENTS**

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

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

If necessary, supervisors will issue a warning and if a second contact is necessary, the violator will be asked to leave. The nature of the violation will determine the suspension from school sponsored activities. We appreciate parent support in making these events a fun and safe time that both students and adults can enjoy.

### **TOXIC PESTICIDE**

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

### **VISITORS AT SCHOOL**

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

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

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

### **DATA PRIVACY**

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

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

**DIRECTORY INFORMATION:** ISD 2172 may release what is termed student "Directory Information" which includes the following information: student's name, date and place of birth, sex, participation in officially organized activities and sports, weight and height, dates of attendance, grade levels completed, awards received, and previous educational institutions attended. If any parent or guardian does not want this information to be released without prior written consent, they must notify, in writing, the Superintendent's Office. The following information must be included: name of student, address, parent's legal relationship to student

and specific categories of information that is to be withheld. ***Any student who does not wish to have their picture in the school yearbook or electronic publications should notify the Principal by September 8<sup>th</sup> of the current school year.***

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

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

### **VOLUNTEERING AT SCHOOL**

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

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

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

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

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

1. **Confidentiality:** When volunteering, please remember that the behaviors and abilities of students, teachers and staff are never appropriate topics for discussions outside of school. Respect confidences of students and school personnel. Be alert to the need for confidentiality.
2. **Dependability:** The staff you work with will depend upon you to be present at your scheduled time. Their tasks are planned with your help in mind. The students will expect you and look forward to you coming to their class. Therefore, if you will not

be able to volunteer on a particular day, please notify the school office immediately and leave a message for the staff member. Also, please be prompt. Being punctual lets the students know they are important to you. If you must be late, notify the school office.

## **ISD 2172 SCHOOL BOARD POLICIES**

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

Adopted:2/22/2016

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

### **501 SCHOOL WEAPONS POLICY**

#### **I. PURPOSE**

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

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

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

#### **III. DEFINITIONS**

##### **A. “Weapon”**

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

pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, “flammable liquid” means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, “combustible liquid” is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
- 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  - 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  - 7. a gun or knife show held on school property;
  - 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  - 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

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

vehicle shall constitute a violation of this policy.

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

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
  - 1. immediate out-of-school suspension;
  - 2. confiscation of the weapon;
  - 3. immediate notification of police;
  - 4. parent or guardian notification; and
  - 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

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

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

- A. Employees
  - 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
  - 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  - 3. When an employee violates the weapons policy, law enforcement may be notified,

as appropriate.

**B. Other Nonstudents**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

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

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

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

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

Adopted:3/25/2004

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

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

**514 BULLYING PROHIBITION POLICY**

## **I. PURPOSE**

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

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
  - 1. on the school premises, at the school functions or activities, on the school transportation;
  - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

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

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

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

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

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

### **III. DEFINITIONS**

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is

repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .

- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

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

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use

evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

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

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of

students, independent contractors, and school employees.

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

## **IX. POLICY REVIEW**

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

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

Adopted:3/26/2001

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

## **417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

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

- A. Use or possession of controlled substances, toxic substance, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a school district chemical abuse program shall establish a

chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

- D. The school district shall establish a drug-free awareness program for its employees.

### **III. DEFINITIONS**

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

### **IV. STUDENTS**

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, and proposed for expulsion.
3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
  - b. If the team decides to provide the student and, in the case of a minor or a

dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

- c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

**V. EMPLOYEES**

- A. The school district shall establish a drug-free awareness program to inform employees about:
  - 1. The dangers of drug abuse in the workplace.
  - 2. The school district's policy of maintaining a drug-free workplace.
  - 3. Available drug counseling, rehabilitation, and employee assistance programs.
  - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Adopted by Kenyon-Wanamingo School Board  
Revised: 4/23/2012, 6/28/2021

**526 HAZING PROHIBITION**

**I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or

humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing 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 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.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to 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 a

primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing 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 hazing and the record of any resulting investigation.
- F. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials 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 hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing 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 hazing 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 behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable 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 or victims of hazing and the parent(s) or guardian(s) of alleged

perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where 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 hazing.

## **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 hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. 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.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

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

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### **III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
  - 1. "Disability" means, with respect to an individual who
    - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;

- b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
- 2. "Familial status" means the condition of one or more minors having legal status or custody with:
  - a. the minor's parent or parents or the minor's legal guardian or guardians; or
  - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
- 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- 6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
- 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
  - 1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

- c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
- 2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence 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. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to 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.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. 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 a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>[1]</sup>

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or

past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy 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 behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

### **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

### **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

### **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted by Kenyon-Wanamingo School Board

Revised: 4-23-2012

Reviewed: July 28, 2014

## **531 THE PLEDGE OF ALLEGIANCE**

### **I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

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

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

### **III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

#### **IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

**Legal References:** Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)  
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

**Cross References:**

Adopted: 2/26/2001

Revised: 4/26/2021, 10/24/2022

### **404 EMPLOYMENT BACKGROUND CHECKS**

#### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

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

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
  - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  - 3. the individual executes a written consent form giving the school district access to the results of the check; and
  - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school

district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:** None

<sup>[1]</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should

be designated by the school board.

### **DRUG-FREE ZONE**

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



# KENYON-WANAMINGO SCHOOLS

Independent District #2172  
400 Sixth Street, Kenyon, MN 55946  
507-789-6186 Fax 507-789-7032

Dear Parent/Guardian:

Our school offers healthy meals each day. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your application may help the school qualify for education funds.

To apply, complete the enclosed Application for Educational Benefits and return it to: K-W District Office, 400 Sixth Street, Kenyon, MN 55946

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

## COMMON QUESTIONS:

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

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

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

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

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

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

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

If you have other questions or need help, call 507-789-7001.

Sincerely,

Pat Heiderscheit, Superintendent

Patrick Heiderscheit  
Superintendent

Matt Ryan  
Principal 5-12

Carrie Anderson  
Principal PreK-4

## How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2025–26 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2025 through June 30, 2026.

**Maximum Total Income**

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	28,953	2,413	1,207	1,114	557
2	39,128	3,261	1,631	1,505	753
3	49,303	4,109	2,055	1,897	949
4	59,478	4,957	2,479	2,288	1,144
5	69,653	5,805	2,903	2,679	1,340
6	79,828	6,653	3,327	3,071	1,536
7	90,003	7,501	3,751	3,462	1,731
8	100,178	8,349	4,175	3,853	1,927
Add for each additional person	10,175	848	424	392	196

### Step 1: Children

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

### Step 2: Case Number

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

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

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

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

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

# 2025-26 Application for Educational Benefits

Mail or return completed form to: K-W Schools, District Office, 400 Sixth Street, Kenyon, MN 55946

List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

Definition: A Household Member is "Anyone living with you and shares income and expenses, even if not related." Read How to Complete the Application for Educational Benefits for more information. Adults over grade 12 living in the same household should be reported in Step 3. If children in the household attend different districts or charter/nonpublic schools, return an application at each one.

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

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

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

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

B. Child Income.

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

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

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

Names of All Adult Household Members (First and Last)				Gross Earnings from Working at Jobs				Are you Self-Employed or a Farmer?				Any Other Gross Income				
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.				Weekly	Bi-weekly	2x Month	Monthly	Net Income from Farm or Self-Employment. Do not duplicate elsewhere.				Weekly	Bi-weekly	2x Month	Monthly	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$	<input type="checkbox"/>

STEP 4: Contact information and adult signature. "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information I may be prosecuted under applicable State and Federal laws."

☐ I have checked this box if I do not want my information shared with Minnesota Health Care Program as allowed by state law.

Printed name of adult signing form \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address (if available) \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

SIGN HERE: Signature of Household Adult \_\_\_\_\_ Date \_\_\_\_\_

Do Not Fill Out: For School Office Use				Do Not Fill Out: For School Office Use				Do Not Fill Out: For School Office Use			
Conversions to Annualize All Income:				Conversions to Annualize All Income:				Conversions to Annualize All Income:			
Yearly	Bi-weekly	2x Month	Monthly	Yearly	Bi-weekly	2x Month	Monthly	Yearly	Bi-weekly	2x Month	Monthly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Total Income (include child and adult income)				All Total Income (include child and adult income)				All Total Income (include child and adult income)			
\$				\$				\$			
Determining Official Signature:				Determining Official Signature:				Determining Official Signature:			
Confirming Official Signature:				Confirming Official Signature:				Confirming Official Signature:			
Date:				Date:				Date:			