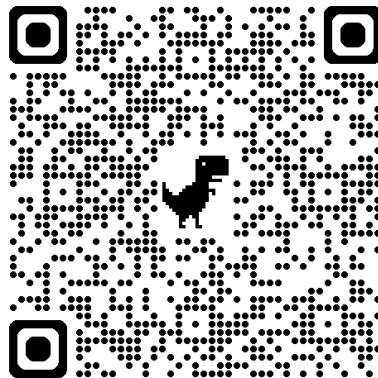


Oshawa Learning Academy

at Hoffmann Learning Center

Student Handbook

2026-2027 SCHOOL YEAR



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Program Description and Objectives

Mission

The mission of the Oshawa Learning Academy is to facilitate the progress of children with identified mental health needs toward healthy, positive, and responsible functioning in a school setting. We strive to provide the opportunities for children in an atmosphere that is inviting and inclusive regardless of disability, behavior, or cultural differences and that is responsive to each child's strengths and needs.

Our goal is to have all students experience success by providing opportunities for students to grow academically, socially, and emotionally. We are fortunate to have a committed staff of professionals who offer a comprehensive elementary, middle and high school curriculum in areas such as reading, writing, social studies, science, and physical fitness/wellness.

Objectives

1. To establish a child-centered program in cooperation with the Leo A. Hoffmann Center that operates under conditions of mutual accountability, trust, and professional respect.
2. To assist each child in becoming more confident in his ability to learn and become more positive in his attitude toward school.
3. To provide each student the opportunity to improve academic skills necessary to be successful in school.
4. To participate in a system of communication between the Oshawa Learning Academy and the Leo A. Hoffmann Center that maximizes the opportunities for working together to benefit students.

Program Description

The Oshawa Learning Academy is an on-site educational program located within the Leo A. Hoffmann Center serving students identified with severe mental health issues requiring treatment in a Psychological Residential Treatment Facility (PRTF). The program is designed to serve male students in grades 4-12 who are in the PRTF program. The program is staffed with certified teachers from the Saint Peter Public School District (ISD 508) with Special Education oversight provided by the Minnesota Valley Educational District (ISD 6027).

Educational programming is individualized to the students educational and mental health needs but based on the curriculum and standards used at the other Saint Peter Public Schools buildings that serve students in the same grades. Core subjects of math, science, social studies, and English language arts are delivered each day. Specialists in the area of physical education, health, and electives are delivered on a rotation as staffing allows. Students in grades 9-12 earn credit towards graduation for their classroom achievements. Students receive educational and career planning services through educational services appropriate for their grade level. Students participate in benchmark and state assessments (MCA's) that other students in Saint Peter Schools participate in.

The Oshawa Learning Academy works in close collaboration with the Minnesota Valley Education District (MVED) to provide special education services for students with IEP's in the program. All available records are evaluated when students enroll and special education team meetings are held when students are enrolled to review accommodations and services to ensure they are receiving a free appropriate public education (FAPE).

The Oshawa Learning Academy works in close collaboration with the Leo A. Hoffmann Center, which is delivering the mental health program of treatment to address the mental health needs of the students in the program. Collaboration efforts include participation in intake meetings and weekly collaborative meetings between Oshawa and Leo A. Hoffmann program leaders to discuss student needs and educational programming, and brief, daily collaboration between teachers and supervision staff to discuss the immediate, daily mental health needs of the students in the program.

As recommended by the Leo A. Hoffmann Center as part of each student's plan: students will be released during the school day once per week for one hour of therapy and once per month for a one hour progress monitoring conference. Every effort will be made to schedule these release times to minimize the impact on the student's education. Additional schedule modifications may be made based on the student's IEP plan and recommendations from the care team at the Leo A. Hoffmann Center.

All teachers are licensed and every effort is made to hire highly qualified licensed teachers in the content area they are assigned to. The program principal will oversee the daily operations of the educational program and program faculty and staff. The principal will be responsible for recruiting, hiring, and evaluating the program faculty and staff. The general oversight of the program will include, but not be limited to: instruction, curriculum, testing, special education, student discipline, and serve as a liaison to the Leo A. Hoffmann Treatment Center.

The school calendar will mirror the calendar used by the Saint Peter School District. It will include approximately 170-175 instructional days and 185 teacher contract days. The Oshawa calendar will be expanded to include 18 days of ESY and/or summer school to meet the needs of students with IEPs and those receiving treatment in a PRTF facility.

Program Staff

Jana Sykora, Principal

Deb Wenner, Special Education Case Facilitator

Holly Hanson, Administrative Secretary

Doug Boyer, Special Education Teacher

Lisa Senear, Special Education Teacher

Karla Johnson, Special Education Teacher

Chelsey Crary, Communication Arts / Literature Teacher

Dave Nixon, Math / PE / Health Teacher

Beth Day, 4-6 Elementary Teacher

Keith Hanson, Phy Ed / DAPE Teacher

Paraprofessionals: Jackie Krakow, David KelseyBassett, Aisha Sheikomar

SECTION I: Academics

Curriculum & Instruction

Our highly qualified teachers are responsible for the development of the curriculum and for planning the delivery of the curriculum. Classroom paraprofessionals assist in the delivery of the curriculum (carrying out the teacher's plan) and differentiation and support for individual students.

Marking and Reporting Procedure

- Students may receive the full range of marks A-F and I (incomplete) or NC (no credit), provided that the level is identified and recorded.
- Marks are earned on a nine-week basis. Final marks are awarded at the end of each grading period and credit will be determined utilizing the 120 hours = 1.0 credit equation.
- Marks are awarded for academic achievement only. Marks are not to be used in a punitive manner nor are marks to be lowered because of misconduct. This does not mean that points cannot be awarded for performance.
- Teachers must be able to explain to students and parents/guardians the reasons for a particular mark given.
- The teacher should give a reasonable explanation for an abnormal mark distribution.
- Teachers must explain how marks are determined and what is expected of a student who is to receive each of the marks. A handout to students is recommended.
- Students and parents/guardians are to be notified of student progress periodically, as provided by School Board Policy.
- Incomplete marks may be given at the teacher's discretion, but they must encourage students to complete all outstanding work.
- Teachers are to allow appropriate time for daily make-up work or tests that were assigned while the student was absent.
- A student who gives forth to the best of her/his capacity to learn as judged by the professional staff shall be promoted through the school program at the normal rate and shall be given passing marks.
- Teachers record all marks in an electronic class record book that is organized, accurate, and legible. This book becomes the official source for the school for student marks.

Academic Integrity

At the Oshawa Learning Academy, we act responsibly, live with integrity, and show respect. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain these standards and strive for continuous improvement. We expect our students to take responsibility for their actions and thus maintain academic integrity and a respectful learning environment for our school.

To act with academic integrity, students must value and demonstrate positive regard for:

- Intellectual honesty
- Personal truthfulness

- Learning for its own sake
- The creation and work of others

Academic integrity is achieved when a student:

- Takes full credit for his own work and gives full credit to those who have helped or influenced him.
- Represents his own work honestly and accurately.
- Collaborates with other students only as specifically directed or authorized.

Student behaviors that promote genuine student achievement include:

- Organization - Keep class notes and materials in a folder that is easily accessible.
- Self advocacy - Seek help from teachers. Ask for clarification.
- Take risks - Learning is difficult work and students must be willing to try new things in order to learn skills and obtain new knowledge

Academic Integrity Violations

Violations may result in earning a zero on an assignment.

- Cheating: Seeking to obtain credit or improved scores through the use of deception.
 - Ex: copying homework, looking at another student's quiz or test
- Facilitation: Helping another student obtain credit or improved scores through the use of deception.
 - Ex: Allowing another student to copy your homework, reporting to other students what is on a test or quiz, working together with another student and submitting the same answers without instructor approval.
- Falsification: Fabrication.
 - Ex: Misrepresenting yourself in any way to your teacher regarding the work you have done, saying you turned in an assignment when you have not, making up information or data in a paper or project.
- Plagiarism: Representing the words or ideas of another as one's own in a paper or assignment.
 - Ex: Copying information from printed or digital sources and pretending the words are your own writing.

Graduation Requirements

The Minnesota Graduation Standards define what it is students should know and be able to do as a result of a Kindergarten through 12th grade education. The Graduation Standards provide the goal towards which both teachers and students are working. They become the focus on which assessment, curriculum and instruction are designed to ensure that all students receive a variety of educational opportunities which move them closer to the goals of being: purposeful thinkers, effective communicators, self-directed learners, productive group participants and responsible citizens.

Saint Peter High School requires students to earn 27 credits for a diploma. All students must satisfactorily complete all credit and course requirements before they will be allowed to participate in the commencement ceremony for graduation. These requirements include:

- Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- Four credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;

- An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- Four credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts;
- One credit of Physical Education sufficient to satisfy all of the state or local academic standards in Physical Education;
- One-half credit of Health sufficient to satisfy all of the state or local academic standards in Health; and
- A minimum of nine elective credits.

The basis of a credit course (1.0 credit) in grades nine, ten, eleven, and twelve shall be the satisfactory completion of a course on the secondary level covering a minimum of 120 clock hours.

If students leave Oshawa Learning Academy prior to graduation, academic records, including clock hours and credits, will be sent to the transfer district.

Students that earn a minimum of 2.0 credits in a state approved alternative program are eligible to waive the following credits and meet the requirements of graduation.

- One math credit may be waived. The state requirements are three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
- One science credit may be waived. The state requirements are three credits of science, including at least: (1) one credit of biology; (b) one credit of chemistry or physics, and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- Two elective credits may be waived; a minimum of seven elective credits must be earned.

Diploma

In order to earn a diploma, students must have completely finished all credit and graduation requirements set forth by the state of Minnesota and ISD 508. Oshawa Learning Academy will recognize the students that earn a diploma with a celebration but the school does not conduct a formal commencement ceremony. All obligations (books returned, fines paid, detention completed, etc.) must be cleared at the time students get their diploma.

Assessments

State Testing

The Minnesota Comprehensive Assessments (MCA) are state tests in reading, mathematics, and science that are used to meet federal and state legislative requirements. The tests are administered every year to measure student performance relative to the Minnesota Academic Standards that specify what students in a particular grade should know and be able to do.

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form is available online: <https://education.mn.gov/mde/fam/tests/>

Students at Oshawa Learning Academy participate in the following required state assessments:

- MCA Reading: Grades 3-8 and 10
- MCA Mathematics: Grades 3-8 and 11
- MCA Science: Grades 5 and 8

College Admission and Prep Exams

Oshawa Learning Academy strives to prepare students for their individual goals and aspirations. For many students, this includes post-secondary education. Students in grades 8-10 may take the PreACT one time each year. PreACT assessments are multiple-choice and provide students an early measure of College and Career Readiness while serving as a practice opportunity for the ACT® test.

Students in grade eleven will have the opportunity to take the ACT on a designated district-testing date if they are enrolled at time of assessment registration. The cost of the exam is covered for students who qualify via the MN Educational Benefits Application.

Students may also have the opportunity to take the ASVAB during the school day. The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success.

SECTION II: Attendance

Importance of Attendance

Regular attendance is absolutely essential to progress in schoolwork. Students should develop the habit of being on time and prepared for the day's work. The Leo A. Hoffmann Center, families and students are expected to cooperate and communicate in the matter of attendance.

Leo A. Hoffmann Center staff must communicate with the school if a student is going to be absent from school for one or more days.

Valid Absences and Exceptions

If a student must miss school, the unit supervisor must make contact with the school office in order to verify/excuse the absence. If no answer, leave a message with a short description of who you are and why the student will be absent from school (a written description will also be accepted). Please do your best to call the school the morning of the absence. Doing so will help us ensure that all students are safe and accounted for. Absences will be marked unexcused until a parent/guardian has contacted the school.

Although excusing absenteeism and tardiness is at the discretion of the principal, the following reasons are valid and should be used by unit staff and students as guidelines:

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 a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Observance of religious events
8. Physical emergency conditions such as fire, flood, storm, etc.
9. Official school field trip or other school- or Leo A. Hoffmann- sponsored outing.
10. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
11. Family emergencies.
12. Active duty in any military branch of the United States.
13. A student's condition that requires ongoing treatment for a mental health diagnosis.
14. The building principal can/may make exceptions for unusual situations.
15. Family vacations with prior Principal approval; personal trips to schools or colleges.

Early Dismissal Procedure:

Students frequently have appointments for medical, dental and mental services during the school day. Staff members from the Leo A. Hoffmann Center also have the authority to remove a student for behavior or potential escalation of emotions or behavior. If a student needs to leave for an appointment or by recommendation of Leo A Hoffmann Center staff, students must sign out in the office. The Leo A. Hoffmann Center staff member must sign students out and in. This is managed in the main school office.

Absence Procedure:

1. Unit staff call (507-934-9820) or email (hhanson@stpetersschools.org) the school office the morning of absence to verify/excuse the absence.
2. Upon his or her return to school, the student will collect their assignments from their homeroom teacher.

Release Time for Therapeutic Services

As recommended by the Leo A. Hoffmann Center, students will be released during the school day once per week for an hour of therapy and once per month for an hour-long progress monitoring conference. Every effort will be made to schedule these release times to minimize the impact on the student's education. Additional schedule modifications may be made based on the student's IEP plan and recommendations from the care team at the Leo A. Hoffmann Center.

Truancy and Unexcused Absences

Definition of Truancy: A child's willful absence without lawful excuse from one or more class periods on seven different school days.

- For a child ages 12-17, the absence from school is presumed to be truancy, due to the child's willful intent to absent themselves from school.

Absence from school without parent's/guardian's or school's permission is truancy. Truancy of students under the age of 18 will be reported to the county, and students will be classified as "Habitually Truant" unless lawfully withdrawn from school.

Tardiness

Students who are more than 15 minutes late to a class will be marked absent, not tardy.

Elopement

Elopement (leaving school without permission) is an unexcused absence. If a student elopes from the classroom, unit staff will follow him. If unit staff are not present, a classroom paraprofessional will follow the student and school staff will call for back-up. This person or another adult in the classroom should immediately alert the support team of the student's elopement through a call or walkie talkie. This communication should include what is happening (where the student is located, if they are walking, running, crying, etc.). When communication is initiated, the principal or principal's secretary will immediately go to the front doors of the building.

1. The team will communicate when the student is secure and debrief if the plan was effective.
2. Unit staff and teachers will discuss a plan for safe return to school. Students should return at the start of a class period to minimize disruption to learning.
3. The incident should be documented and parents/unit staff should be informed,

Medical Excuses for Physical Education

In order for a student to be excused from PE class, he must bring a signed excuse from a doctor or nurse (including the treatment center medical staff) explaining the nature of the injury, and how many days the student should be excused from class. This communication may also be sent directly to the Phy Ed teacher via email.

If the student does not have a signed excuse from a doctor or nurse, they will be expected to go to the PE class and participate to the best of their ability. It would be helpful if the unit staff would let the case manager know if a student has been having problems with an injury that the nurse or a doctor has not seen, so that the PE teacher can be notified before class.

SECTION III: Expected Behavior & Policies

Student Rights

All students have the right to an education and the right to learn.

Student Responsibilities

All students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
2. To attend school daily, except when excused, and to be on time to all classes and other school functions;
3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
4. To make necessary arrangements for making up work when absent from school;
5. To assist the school staff in maintaining a safe school for all students;
6. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
7. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
8. To be aware of and comply with federal, state, and local laws;
9. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
10. To respect and maintain the school's property and the property of others;
11. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
12. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
13. To conduct themselves in an appropriate physical or verbal manner; and
14. To recognize and respect the rights of others.

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in

any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The School Board considers the following behaviors to be unacceptable behaviors that may be subject to disciplinary action.

1. Acts of dishonesty.
2. Any criminal activity or violation of the law.
3. Attendance issues, including failure to attend class, tardiness, and leaving class without permission.
4. Cheating and plagiarism.
5. Damage to or misuse of property, including misuse of technology or use of technology in a way that causes property damage
6. Failing to follow the instructions of an administrator, teacher, or other School District representative.
7. Gang activity.
8. Inappropriate physical contact with another person, as well as acts of physical aggression, fighting, horseplay and play fighting.
9. Possession, distribution, or use of alcohol, drugs, and tobacco (including look alike substances and synthetic substances) or paraphernalia.
10. Possessions of weapons (as defined in School Board Policy 501) explosives, incendiary devices, or any type of combustible substances.
11. Substantially interrupting the learning environment.
12. Sexual misconduct and sexual assault.
13. Theft.
14. Threats of violence.
15. Trespassing.
16. Using language that is not appropriate in a school setting or possessing materials containing language that is not appropriate in a school setting. Inappropriate language includes abusive, profane, obscene, or threatening language. Inappropriate language also includes language that constitutes cyberbullying, bullying, discrimination, harassment, or hazing. Teasing and name-calling may also be considered inappropriate language.

Anti-Discrimination Policy

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

The School District has a written plan to help assure that curriculum and materials, which are used in the district educational program, are designed to insure that staff and student gain an understanding and appreciation of diverse persons. In addition, special emphasis is placed on understanding the cultural diversity of the United States of America. A complete copy of this plan is on file at the district office.

Bullying Prohibition

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

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

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

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

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

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.

Harassment and Violence

The policy of the school district is to maintain a learning and working environment that is 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, including gender identity or expression, or disability. The school district prohibits any form of harassment or 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, including gender identity or expression, or disability.

Hazing Prohibition

Hazing activities of any type performed by students, teachers, administrators, volunteers, contractors, or other employees of the school district are inconsistent with the educational goals of the school district and are prohibited at all times.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin,

sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs or activities. The school board has designated school social worker, Kelly Jensen, 2121 Broadway Ave, St. Peter, MN 56082, 507-934-4212, as the district human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Drug Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Tobacco-Free Schools

Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see full board policy. Contact the building principal if you have questions or wish to report violations.

A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Bus Transportation Policy

The development of this policy is based on the state law that says riding a school bus is a privilege and not a right. This policy will be a part of the Oshawa Learning Academy Student Handbook although students are rarely transported by the school district.

School Bus Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

Expectations while boarding the bus

1. Respect the property of others while waiting at the bus stop.
2. Keep your arms, legs and belongings to yourself.
3. Use appropriate language.
4. Stay away from the street, road, or highway when waiting for the bus.
5. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassing, intimidating, or horse playing.
9. No use of alcohol, tobacco, or drugs.

Expectations on the Bus

1. Follow the driver's direction right away.
2. Sit in the seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidating, or horse playing.
7. Do not throw any object.
8. No eating, drinking, or using tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

Consequences

School bus misconduct or any incident that affects the safety of individuals on the bus, including the driver and the supervising adults, the student responsible will be given a written warning by the bus driver. Copies of the written warning will be distributed to the student's case manager and unit supervisor.

1. The first time an incident occurs the student may be suspended from riding the bus for one ride. He may be transported by the Leo A. Hoffmann Center.

2. The second time an incident occurs the student may be suspended from riding the bus for up to five events. He may be transported by the Leo A. Hoffmann Center.
3. The third time an incident occurs the student may be suspended from riding the bus for the remainder of the quarter or until the multidisciplinary team has determined that the student can behave on the bus in a manner that does not endanger the safety of other bus riders.

Student Appearance

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

1. Clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in the district's harassment and violence policy.
5. Any apparel or footwear that would damage school property.

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

Violations of School Board Policies

Violations of School Board Policies may also result in disciplinary action. Full policies can be found online.

- A. School Board Policy 102, Equal Educational Opportunity;
- B. School Board Policy 417, Chemical Use and Abuse;
- C. School Board Policy 419, Tobacco-Free Environment;
- D. School Board Policy 501, Weapons;

- E. School Board Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student's Person;
- F. School Board Policy 505, Distribution of Non-School Sponsored Materials on School Premises by Students and Employees;
- G. School Board Policy 521, Student Disability Nondiscrimination;
- H. School Board Policy 527, Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches;
- I. School Board Policy 528, Student Parental, Family and Marital Status Nondiscrimination;
- J. School Board Policy 536, Student Internet Acceptable Use and Safety Policy;
- K. School Board Policy 627, Academic Honesty;
- L. School Board Policy 709, Student Transportation Safety.

SECTION IV: Guidelines & Procedures

Visitors and Building Security

In our continuing efforts to keep students safe, all exterior entrances are locked during the school day. Visitors are required to present a valid photo identification (driver's license or state-issued ID), sign in, and wear a visitor badge while in the building during the school day.

Visitors must receive approval from the principal before visiting classrooms during instructional time. Permission to visit the school or school property may be denied or revoked if school procedures are not followed or if the visit is not in the best interests of students, staff, or the school district. Students may not bring visitors to school without prior approval from the principal.

Maintaining a safe and secure learning environment is a shared responsibility. The principal is responsible for implementing the school's safety and security plan and ensuring appropriate emergency procedures are in place.

Classroom Assignments

Classroom assignments are within the school district's discretion. Classroom assignments are designated as directory information and can be listed publicly. (Example: school yearbook)

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits.

- Items of personal use or products that a student has an option to purchase, such as yearbooks.
- Field trips considered supplementary to the district's educational program.
- Students will be charged for textbooks, workbooks, and library books that are lost or destroyed.

The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school principal.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the School Board. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Holiday Celebrations and Parties

Our focus is on providing inclusive learning experiences for all of our students. Unit supervisors will be notified of celebrations taking place within our school via classroom or school communication,

Interviews of Students by Outside Agencies

During the school day, students may only be interviewed by parents/guardians, school district staff, or authorized agencies as permitted by law or school district policy.

Messages for Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. All messages should go through the office.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Special Programs Administrator Ytve Prafke, 100 Lincoln Drive, 507-934-4211, yprafke@stpetersschools.org as the Title IX Coordinator and as the Americans with Disabilities ACT Coordinator.

Notice of Violent Behavior

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Student Searches

To help maintain a safe, drug-free school environment, school officials may search a student's desk, school property, personal belongings, or person when there is a reasonable suspicion that a violation of school rules or the law has occurred. Any search will be conducted in a manner that is reasonable and appropriate for the student's age and the circumstances.

Student desks and other school-owned storage areas are the property of the school district and may be inspected at any time, with or without notice.

Any prohibited or unauthorized items ("contraband") found during a search may be confiscated and, when appropriate, turned over to law enforcement. Students may be subject to disciplinary action in accordance with the district's Student Discipline Policy.

Distribution of Non School-Sponsored Material on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy (Appendix).

Video and Audio Recording

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

Phone Calls to Teachers

If a parent wishes to speak to a teacher, it is best to call before school begins or after school ends. If this is inconvenient, a message may be left on voicemail for the teacher to return your call. Oftentimes, voicemail may not get checked until after the students are excused. For this reason, please do not leave urgent messages regarding dismissal on a teacher's voicemail. If your child's end of the day plans change, please

call the office by 2:00 pm. This will allow us adequate time to convey the message to both the teacher and the student and aid in a smooth dismissal.

Dress Code

Gym shoes will be required for each day that your child has physical education. In the event that it is a hardship for your family to provide adequate clothing for your child, please contact the school counselor or the office. Hats may be worn inside school at the discretion of the classroom teacher.

Dress for Weather

It is important that students dress appropriately for the weather. Because of our continually changing weather, please make sure that students are sent to school dressed appropriately and with proper footwear during extreme weather temperatures/conditions. If you need assistance with these items, please let your teacher know.

Off-Campus Walks

Throughout the school year, students may participate in supervised walks off campus as part of educational, recreational, or community-based activities that support classroom learning and student development.

These walks occur during the school day and are considered part of the instructional program.

To help ensure student safety, all off-campus walks are supervised by school staff. When appropriate, Leo A. Hoffmann Center staff may also accompany students to provide additional support and supervision.

Emergency Drills and Emergency Action Plans

Minnesota law requires schools to conduct emergency drills throughout the school year. At the Leo A. Hoffmann Center school, students and staff participate in required safety drills, including fire, lockdown, and other emergency response drills. These drills help ensure everyone is prepared to respond safely in the event of an emergency.

Staff review expectations with students before each drill and provide support as needed to help students participate successfully. Emergency response procedures have been developed in collaboration with Leo A. Hoffmann Center staff to promote the safety and well-being of all students and staff.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America at least once per week within their classroom. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Elopement Plan

If the need should arise, a specific elopement plan will be developed in collaboration with parents, case manager, teacher, principal, social worker, nurse and others as identified by the student's needs.

Closing School

Schools may be closed by the Superintendent of Schools in the event of extreme weather conditions or emergency circumstances. The district will use the district messaging system for official announcements along with the district website and social media. Flexible Learning Day plans will be utilized when full day closures occur.

Flexible Learning Days

The term “Flexible Learning Day” refers to a day when school is canceled due to inclement weather and students participate in curriculum-aligned learning opportunities on the unit.

1. Student folders will be delivered to the Leo A. Hoffmann Center Administrative office by 10:00 am for pick-up.
2. Teachers will be available by email for questions from 10:00 am - 3:00 pm.
3. Flexibility on assignment deadlines will be granted for students with limited or no access.

Address/Phone Changes

Guardians are responsible for updating any change of address, telephone number or email addresses during the school year using the infinite campus family portal. Questions regarding this process can be directed to the District Registration Office, 507-934-4210.

Treats

In accordance with state law, homemade treats are not allowed at school. If your child wishes to bring a birthday or celebration treat, it must be store-bought and in original packaging.

To help us keep all students safe and ensure everyone can enjoy the celebration:

- Please notify your child’s teacher in advance—especially for half-birthdays or celebrations near long weekends or school breaks. This helps avoid overlapping celebrations and gives teachers time to plan around food allergies, dietary restrictions, or other classroom needs.

Soliciting and Trading

Students may not trade personal items or solicit for individual profit. This inevitably results in peer-to-peer conflict and is distracting to learning.

Valuables

The school cannot be held responsible for items lost or broken at school. Please do not allow your child to bring valuable or treasured items to school. This includes toys, game cards/trading cards, video games, and personal tablets. If you feel that it is an absolute necessity to allow your child to bring a mobile phone to school, please let them know that their phone should stay in their backpack throughout the school day. Items brought to school are the student's responsibility. Please mark all of your child's personal items that will be sent to school (using a permanent marker). This will help us identify these items and get them returned to their owner in the event they are lost.

Volunteers

We welcome parent and community volunteers into our school and appreciate their willingness to share their time with us. Individuals interested in donating time to the school should contact the office to complete a free background check annually.

Response to Intervention Team & Student Assessment Team

The Multi-Tiered Systems of Support Team meets to initiate and direct the intervention process for at risk students. The team works with classrooms teachers & support staff to provide support, document interventions, and monitor progress for students. Students demonstrating little growth may be referred for further assessment.

Background Checks

Background checks are completed on all employees and anyone that provides an extended service involving students in our school district. This includes chaperoning field trips where individuals will be independently responsible for supervising students.

Animals in the Classroom

Requests for bringing animals to the classroom require prior approval from the building principal. The request should include the educational purpose, proof of animal health records, as well as guardian consent for each student in the classroom. The consent form will be distributed prior to approval and will include acknowledgment of any known student allergies. If consent is not granted, reasonable accommodations will be made when appropriate. If the animal is staying for an extended time, the teacher is responsible for submitting an animal care plan, which should include allocated responsibility in the event of an absence. The school reserves the right to deny an animal request at any time.

Gifts to Employees and School Board Members

The School District appreciates the desire of students, parents, and others to recognize staff. However, the District discourages gift-giving and instead encourages letters or notes of appreciation. A gift includes money, property, services, loans, or anything of value given without receiving equal value in return.

Reporting to Parents

It is School District policy to inform parents at regular intervals of their student's attendance, academic, and disciplinary matters. Consequently, the following reports will be available at appropriate times to parents:

Attendance

Notices of irregular attendance practices will be forwarded to parents/guardians at appropriate intervals. Should poor attendance continue, a conference with the student's parents/guardians will be necessary. Continued poor attendance could result in the student's forfeiting credit in the particular class.

Academic Reports

The grading system is A, B, C, D, F, No Credit and Incomplete. Report cards will be mailed to parents/guardians at the end of each grading period. Academic progress reports are available throughout the school year by request.

Parent conferences will be held during each school year. The dates for parent conferences are noted in the school calendar.

Discipline Referrals

Whenever any form of disciplinary action is necessary, a discipline referral will be sent to the parents/guardians informing them of the misconduct as well as the administrative action taken.

Parents Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional licensing status through which the state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

SECTION V: Health and Medication

Illness: What happens if a child becomes ill at school?

If a child becomes ill at school and would need to go back to the unit, school personnel will call the unit supervisor or nurse on duty.

Sick Child: When should a child stay home?

Children with the symptoms listed below should be excluded from school until symptoms improve; or a health care provider has determined that the child can return; or children can participate in routine activities.

How Sick is Too Sick?

Symptom	Is the Child Too Sick?!
Unknown Illness	Depends. The child should stay home if they are unable to participate in routine activities or need more care than can be provided by the school staff.
Diarrhea Increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus	Yes. Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline, the child should stay home. Exclude until 24 hours after diarrhea stops or follow specific disease exclusion if the pathogen is known; or until a medical exam indicates that it is not due to a communicable disease.
Fever 100.4°F or greater	Yes. The child may return to school if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer.
Flu-like Symptoms Fever Sore throat Runny nose or congestion	Yes. Children may return to school as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness. In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.
Coughing severe uncontrolled coughing or wheezing, rapid or difficulty breathing	Yes. Medical attention is necessary
Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, mild cough	No. The child may attend if able to participate in school activities
Rash with Fever or Behavior Change	Yes. Student should be excluded from school for any undiagnosed rash until a medical exam indicates these symptoms are not those of a communicable disease
Vomiting/Throwing Up	Yes, if the child has vomited <u>two or more times</u> in the previous 24 hours. Exclude for 24 hours after the last episode of vomiting, unless it is determined to be caused by a noncommunicable condition and the child is not in danger of dehydration.
Chicken Pox	Yes. Children should stay home until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period.

Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No. Children do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
COVID-19	Yes. Children should remain out of school until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Fifth's Disease (parvovirus)	No. The illness is no longer contagious once the rash appears.
Hand Foot & Mouth (Coxsackie virus)	No. The child may come to school unless the child meets other exclusion criteria, is drooling uncontrollably and has mouth sores or is not able to take part in usual activities.
Head Lice	No. However, treatment is highly recommended before returning to school
Impetigo	Yes. Children need to stay home until 24 hours after treatment has started and sores are drying and improving
Influenza	Yes. Children should remain out of school until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Norovirus	Yes. Children should remain out of school for at least 24 hours after their last episode of vomiting and/or diarrhea have stopped
Ringworm	Yes. Children should remain out of school for 24 hours after treatment has been started
Respiratory Syncytial Virus (RSV)	Yes. Children should remain out of school until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes. Children should remain out of school for 12 hours after starting antibiotics and the child is without a fever.
Other Symptoms of illnesses not listed	Contact the school health office staff to see if the child needs to stay home

Emergency Information

Parents and guardians have access to make phone and address changes on our district's Infinite Campus information system. Each child is required to have emergency information on file. Please notify the school office your family's information changes. It is the parent/guardian's responsibility to make arrangements for proper care in the event of illness/injury. If the parent is unable to be reached, other contacts will be called and asked to assume temporary care of the child or make decisions in regard to the care of the child. In the

event of an emergency or serious illness, it is the policy of the Saint Peter Public School District #508 to provide appropriate medical response and to contact the parent/guardian in a timely manner.

In a life-threatening emergency, the school will contact emergency response personnel immediately. The parent/guardian, or designated emergency person will be contacted at the same time. If the situation is not life-threatening, but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport the student to the Saint Peter Clinic or Saint Peter's River's Edge Hospital for care. When parents arrive at the clinic or hospital, they will be able to change health care providers at that time if they so desire. It is the responsibility of the parent/guardian to pay any incurred medical expenses.

Injuries or Illnesses/Accident Reporting Procedure

Injuries and Illnesses

1. Students should notify the nearest teacher in case of injury, illness or emergency.
2. Students who become ill should go to the principal's office or the nurse's office. Students who become ill while at school should NOT go to the restroom and sit for the class period. Students who do this will be marked as absent unexcused and detention will be assigned.
3. When they are due in a class, students should report to class and obtain a pass before going to the nurse's office. This applies to all visits to the school nurse except emergencies.
4. Students may not leave the school building for illness without first reporting to the principal's office and obtaining a leave school permit. The nurse or principal's office will telephone the parents/guardians to obtain their permission for the student to leave the building.
5. Attendance in the nurse's office counts as an absence from class.

Accident Reporting Procedure

Students who suffer injuries from any particular accident should report to their teacher or immediate supervisor. If the supervisor is not available, the student should report to the principal's office, at which time the proper action will be taken.

Medication

Any medication a child takes during the school day needs to be kept within the clinical program. Exceptions to this are inhalers for asthma and epi-pens for allergic reactions. In the event that a child will be carrying an inhaler or an epi-pen it is required that the school office is informed of the condition and that the child is carrying these medications. These medications will require a health care provider's written statement for the administration of medication as well as a parent's written consent to use these medications in school.

All medications require the following to be administered in the school setting.

1. A statement from the physician for the administration of medication
2. Written parent consent for the administration of medication in the school setting.
3. Medication must come in its original container from the pharmacy with the accurate pharmacy label and instructions.

Over the counter medications will also be distributed through the LAHC health office.

Health Forms can be found on the district [health services page](#).



Communicable Disease

If a child develops a communicable disease throughout the school year, we encourage you to notify the school office. This will help us to identify other students with similar symptoms. Some examples of common communicable health concerns are chicken pox, pink eye, strep throat, head lice, impetigo, COVID, and influenza. Please call the school nurse if you have questions regarding your child's illness or have questions about returning to school. Staff and students are encouraged to get an annual influenza vaccine to prevent influenza.

Immunization Law

Minnesota State Law requires all children attending schools to be fully immunized against diphtheria, tetanus, pertussis, (DTaP), polio, and measles, mumps, and rubella (MMR), Varicella, and Hepatitis B. A student entering grades 3-6 should have the following vaccines if they are fully immunized: Five dtap, four polio, two measles mumps and rubella vaccine, two varicella vaccine, and three hepatitis B vaccines. These vaccines are required to be on file in the school health office for a student to be in school. Students who are not fully immunized will need to update their vaccinations to remain in school. Parents who hold medical or conscientious objections to the vaccine law will need to submit the vaccine exemption portion of the immunization form for their students to be in school. Students who do not provide documentation or conscientious objection paperwork by the identified deadline, will not be allowed to attend until such paperwork is provided. The school nurse will assist families to identify low cost vaccines in the community if needed.

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found in the Operations and Maintenance Director's office.

Pesticide Notification

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the district office), and the long-term health effects of the class of pesticide on children can be requested by contacting the district building and grounds supervisor.

SECTION VI: Technology

Through the Saints Digital Learning Initiative, Saint Peter High School continues its commitment to offering students and teachers access to best-practice strategies and modern equipment to improve the classroom experience.

Acceptable Use of Computers

It is the general policy that all computers used throughout Saint Peter Public Schools are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines of the use of computers will result in the revocation of access privileges.

Students who intend to utilize the Saint Peter School District network and Internet connection will need to sign an Acceptable Use Statement at the beginning of their enrollment. This statement will be on file and can be found on the district website.

Devices & Internet

If Chromebooks or iPads are utilized, teachers must make frequent rounds to check on students' activities. Teachers will sit where they can be watching students on devices at all times.

Protocols for Classroom iPad/Chromebook Use

- Student is assigned numbered Ipad
- Student chooses game, teacher puts on guided access
- While in use, the screen is visible to the teacher or the teacher is monitoring through a program like Securely.
- Teacher collects devices and history is checked before placed back in charging station
- Teacher wipes down screen to remove fingerprints
- No website that has access to the internet can be used (i.e. Cool Math)

SECTION VIII: POLICY

APPENDIX: POLICY

The following outlines district policy required by district policy or state statute to be included in student handbooks. All of the district's policies can be found at <https://www.stpetersschools.org/page/school-board>

Contents:

• <u>Employment Background Checks: Policy 404</u> • <u>Harassment and Violence: Policy 413</u> • <u>Tobacco-Free Environment: Policy 419</u> • <u>Student Attendance: Policy 503</u> • <u>Distribution of Nonschool-Sponsored Materials: Policy 505</u> • <u>Student Discipline: Policy 506</u>	• <u>Bullying Prohibition: Policy 514</u> • <u>Student Records: Policy 515</u> • <u>Student Surveys: Policy 520</u> • <u>Hazing Prohibition: Policy 526</u> • <u>School Meals: Policy 534</u> • <u>Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information</u>
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View policies above digitally by scanning the QR code below:

