

LAKEVIEW ELEMENTARY
SCHOOL #2167

STUDENT HANDBOOK



2023-2024



LAKEVIEW ELEMENTARY SCHOOL HANDBOOK

TABLE OF CONTENTS

Lakeview School District's Annual Notice to Parents	3
Lakeview School 2023-2024 School Calendar	4
Staff Directory 2023-2024	5
Accidents or Illness at School	6
After School Arrangements	6
Attendance	7
Birthdays/Treats	9
Books and Equipment	9
Classroom Placements	9
Curriculum	9
Cheating and Plagiarism	10
Data Privacy	10
Video Monitoring/Recording	10
Discipline	10
Dress for Indoors and Outdoors	10
Emergency Drills/ALICE	11
Enrichment Programs	12
Fundraising	12
Health Office	13
Internet Policy	14
Lost and Found	14
Lunch Program	14
Pest Control	14
Parent-Teaching Conferences	15
Pledge of Allegiance	15
Student Drug and Alcohol Policy	15
Report Cards	15
Safety and Security	16
Searches	16
School Hours	17
School Parties	17
School Portraits	17
School Visits	17
Special Announcements	17
Sportsmanship	17
Suicide Prevention Information	18
Technology	18
Telephone Use	18
Testing/Assessments	18
Transportation	18
Visitors to the Building	20
What to Bring to School	20
Withdrawal From School	21
Pets	21
APPENDIX A - POLICIES	22

LAKEVIEW ELEMENTARY SCHOOL

Cottonwood, Minnesota

Welcome to the 2023-2024 School Year!

We are excited to have our staff and parents on board for another successful year of education! Together, we will continue to work towards creating a supportive and engaging learning environment for our students. The pages of this handbook are filled with important information regarding school policy and procedures. Parents and students should review the content together.

Thank you for your help in reviewing these school rules and procedures with your child. If you have any questions about the Lakeview Elementary policies, please do not hesitate to call us. I look forward to working with you and to 2023-24 being a great school year!

Sincerely,

Corey Boe

K-6 Elementary Principal and K-12 Curriculum Director

Lakeview School District's Annual Notice to Parents

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student education records:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the parent, or eligible student, believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.
- Obtain a copy of the school district's policy on data practices.
- Prevent publication of any or all directory information, listed below, regarding a student by providing written notice to the building principal within 30 days of this notice.
- Students have the responsibility to follow established building and district procedures regarding access to their school records.

The information listed below may be made public as "directory" information. A parent may refuse to have any or all of the above directory information made public by notifying the building principal in writing within 30 days of this notice.

1) name, 2) gender, 3) address, 4) telephone listing, 5) date and place of birth, 6) dates of attendance, 7) grade levels completed, 8) participation in officially recognized activities and sports, 9) weight and height (if a member of an athletic team), 10) degrees and awards received, 11) most recent previous educational agency or institution attended, and 12) photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses.

Lakeview Public School has a policy of forwarding a student's educational records to other educational institutions which request them and to which the student is seeking to or intends to enroll or is currently enrolled. A copy of the district's policy regarding access to student records is available at the district office (875 Barstad Road, Cottonwood, MN 56229).

[Lakeview School 2023-2024 School Calendar](#)

August 15, 16, 22	Teacher Workshop Day
August 23	First Full Day of School
September 4	Labor Day – No School

September 22	Mid-Term (1 st Quarter)
October 18	MRVED Consortium - No School
October 19-20	Education MN Conference – No School
October 20	End of 1 st Quarter
October 23	First Day of 2 nd Quarter
November 2 & 9	K-12 Parent Teacher Conferences 4- 8 p.m
November 22	Mid-Term of 2 nd Quarter
November 22	1 p.m. Dismissal - Thanksgiving
November 23-24	Thanksgiving Vacation
December 22	1:00 p.m. - End of 2 nd Quarter
December 25-Jan 2	Winter Break – No School
January 2	Teacher In-Service—No School
January 3	First Day of 3 rd Quarter (2 nd Semester)
January 15	No School – MRVED Consortium
February 2	Mid-Term (3 rd Quarter)
February 19	President’s Day – No School
March 8	End of 3 rd Quarter, Classroom Requests Due
March 11	No School – Teacher In-Service
March 12	First Day of 4 th Quarter
March 28	No School – MRVED Consortium
Mar 29 - Apr 1	Spring Break - No School
April 4	12:30 p.m. Dismissal (Solo Ensemble Contest)
April 19	Mid-Term of 4 th Quarter
May 17	End of 4 th Quarter – Last Day of School 1:00 Dismissal
May 17	Graduation (Commencement) – 5:00 p.m.
May 20	No School – Teacher In-Service

This schedule is subject to change. Adverse weather conditions may alter vacation days. You will be notified of any change during the school year.

Staff Directory 2023-2024

Board of Education

Chairman	Mr. Jason Louwagie
Vice-Chairman	Mr. Dan Louwagie
Secretary	Mrs. Tracy Sterner
Treasurer	Mr. Al Grube
Directors	Mrs. Vicki Myers, Mr. Korey Herrick, Mr. Joel Timm

Administrative Staff

Superintendent	Mr. Chris Fenske
7-12 Principal	Mr. Scott Hanson
K-6 Principal/Curriculum Director	Mr. Corey Boe
Comm. Ed. Director/Lunch-MARSS Coordinator	Mrs. Karen Meiners
Business Manager	Mrs. Paula Geistfeld
Activities Director	Mr. Matt Konrad
Tech Coordinator	Mr. Darren Fransen and Mr. Joe Hafner
Counselor/Social Worker	Mrs. Shelley Buntjer
Counselor/Social Worker	Mrs. Sally Gniffke
School Psychologist	Mrs. Jill Przybilla
Superintendent's Secretary	Mrs. Heidi Beck
Elementary Secretary	Mrs. Desiree Caron
Cultural Liaison	Mrs. Sylvia Jimenez
School Nurse	Mrs. Tessa Bossuyt

Elementary Faculty & Staff

Physical Education	Mrs. Traci Olson, Mr. Erik Lundberg
Art Teacher	Mr. John Sterner
Computer Education	Mrs. Karen Gustafson
Check In/ Out Coordinator	Mrs. Kristen Boe
ELL /Math Intervention	Mrs. Karen Hartke
Preschool Teachers	Mrs. Diana Foy, Mrs. Kaitlyn Voss, Ms. Cassie Evans, Mrs. Anne Jo Voorhees
Title I Teachers	Mrs. Susanne Lee, Mrs. Peggy Peterson
Kindergarten Teachers	Mrs. Heidi Louwagie, Mrs. Shana Anspach, Ms. Angela Prokop
First Grade Teachers	Mrs. Billie Jo Varpness, Mrs. Lindsay Sabin, Mrs. Gina Huso
Second Grade Teachers	Mrs. Michelle Kurowski, Miss. Erin Geary, Mrs. Emily Enger
Third Grade Teachers	Mrs. Krista Isaacs, Mrs. Bree Smith, Mrs. Chelsey May
Fourth Grade Teachers	Mrs. Beth Kesteloot, Mrs. Chelsey Christensen, Mrs. Natalie Murphy
Fifth Grade Teachers	Mr. Cory Hendrickson, Mrs. Stephanie Lundberg
Sixth Grade Teachers	Mr. Andrew Dallmann, Mrs. Jennifer Schwankl
Special Ed. Instructors	Ms. Sarah Wahlstrom, Mrs. Danielle Benson, Ms. Heather Rinke, Ms. Heather Vyskocil, Mrs.Emily Boerboom
Instrumental Music	Ms. Illana Peter
Vocal Music	Mrs. Krishana Dempcy
Library Aide	Mrs. Sylvia Jimenez
Paraprofessionals	Mrs. Tara Viaene, Mrs. Liz Kurtenbach, Mrs. Marilyn Rosa, Mrs. Sandy Dovre, Mrs. Michelle Moseng, Mrs. Briana Nething, Mrs. Amy Manning, Ms. Janelle Sailer, Mrs. Crystal Louwagie, Ms. Molly Spaude, Mrs. Sam Vandelanotte, Ms. Lacie Truwe, Miss. Paige Viaene, Mrs. Linda Larsen

Food Service

Head Cook	Mrs. Marilyn Jarcho
-----------	---------------------

Maintenance Staff

Head Custodian	Mr. Darrell Dirckx
Custodians	Mr. Travis Olson, Mrs. Kayla Padfield, Ms. Susan Arends
Groundskeeper	Mr. Dennis Devereaux

School Hours

8:15 – 3:15. Please do not drop students off at school before 7:45 a.m. There is no supervision available at the school for students before 7:45 a.m. or after 3:15 p.m. Please note that athletic events do not start until later in the day. Elementary students should not stay in the building without adult supervision until athletic events start.

Accidents or Illness at School

School personnel will attend to children who receive injuries. Parents are called if a student requires more than basic first aid. If the parent cannot be reached, an adult named as an alternate contact will be called. A student will not be sent home without an adult taking responsibility. It is the parent's responsibility to arrange for transportation home. Please update family information whenever there is a change.

If a child has a fever of 100.5 degrees or more, vomited, or had diarrhea, he/she will be sent home and should stay at home for 24 hours after returning to normal. If your child has any rash, check with your family physician before sending the child to school. If your child has strep throat, ear infection, or impetigo, the child should stay home until he/she has been on antibiotics for 24 hours. If the child has head lice, please report it to the school immediately. The child may return to school after being treated with medicated shampoo. If you have any questions regarding the above information or your child's illness, please call the school nurse or your family physician.

Students who are ill and need to go home will remain in the Health Office until parents pick them up and **sign them out** of the building. When students return to school from a doctor's appointment, etc., they must **sign in** at the elementary office with a note.

Students with diagnosed chronic conditions (i.e. diabetes, asthma, seizures, heart conditions) must provide the school nurse with a physician's summary of the condition and any special instructions, such as limitations related to school activities (i.e. physical education, music, recess).

After-School Arrangements

If students are going to another student's home, on another bus, to an appointment, or any destination other than the place they normally go after school, the student must provide a permission note from the parent. If your child is having friends over, please make arrangements to pick the children up or call **Palmer Service at 507-423-6080 or 507-828-6548** to be sure there is room on the bus.

Attendance

All students are expected to attend school regularly. Regular school attendance is closely related to success in school and is part of your child's school record. **If your child is absent for any reason, contact the school office at 423-5164, extension 1150.** Please call the morning of the day they are absent.

Absences or tardies not confirmed by the parent will constitute an unexcused absence. All calls and notes must be received on the day of or the day following the absence. **Calls and notes after the second day will not be accepted, and the absence will be considered unexcused.** The school reserves the right to request verification on all calls and notes.

When an absence/tardy is anticipated, **please tell us in advance** so your child's teacher can help them plan for their absence. Whenever possible, please schedule a dentist, doctor, or other types of appointments after school hours.

On occasion, you may have to take your child out of class for a short period of time or before the end of the school day. **Please come to the office and sign them out.** No child will be allowed to leave his or her classroom early without clearance from the school office.

Because we want to be sure children are either at home or school, the following policy has been established for children who are absent:

1. We request that you call the school when your child will be absent for more than one day.
2. We will attempt to call those students from whom we do not receive calls.
3. If we are unable to reach the family by phone, the elementary secretary, principal, or social worker may call upon the home. Law enforcement may be called to make a welfare check if they are unable to make contact with a parent/guardian. Again, the intent of the policy is to ensure your child's safety.

Minnesota Compulsory Attendance Law requires that truancy be reported to law enforcement authorities. (Minn. Stat. 8120.103, subd. 5)

Subd. 19. **Habitual Truant.** "Habitual truant" means a child under the age of 16 years who **is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school** or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22, subdivision 8. *Referral to county attorney will be made if habitual truancy occurs.*

Excused Absences

1. Illness, injury, or hospitalization of the student.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For each absence, the student's parent must provide the building principal with a signed note verifying the reason for the absence.
3. Medical, dental, and other professional appointments (not haircuts) which cannot be scheduled outside of school hours.
4. Family emergency, serious illness of family member, or death in the family.
5. Work at home. A student may be excused to work at home only when the student's assistance is essential to the family's welfare. **No more than two days will be allowed as excused absences for work during a quarter unless the building principal has a conference with the parent/guardian and determines that extra days are justified.**
6. Religious holidays or trips associated with a religious organization.
7. Attendance at a course of religious instruction for up to three hours each week as provided by Minn. Stat. 120.101, subd. 9(3). Before attending such a program, the parent/guardian must obtain permission from the School Board.
8. Mandatory court appearances.
9. Family trips need prior notification and approval by school administration to be excused. Parents should inform the school in writing about an upcoming vacation at least 5 days before the trip. A maximum of five days in one quarter, not to exceed ten days in a school year will be excused as vacation days. Parents are strongly encouraged to schedule such trips during school breaks and vacations. At the building principal's discretion, an absence for a family trip which exceeds five days may be counted as excused.
10. Compliance with any provision of a disabled student's Individual Education Program Plan or Section 504 Accommodation Plan.

11. Special education assessment performed by or at the direction of School District personnel.
12. Pre-approved testing, including college testing and military testing. Approval must be sought from the building principal at least twenty-four hours prior to the absence.
13. Any pre-approved absence which, in the principal's opinion, will provide educational value to the student including state fair trips, 4-H events, etc. Approval must be obtained from the building principal at least twenty-four hours prior to the absence.
14. Participation in a school-sponsored activity. Examples include, but are not limited to, absence from class in order to participate in a school-sponsored field trip, foreign exchange program, student council, Knowledge Bowl, athletic contest, or fan bus for athletic contest. **The student must have been in attendance for the three class periods preceding the school-sponsored event in order to participate.**
15. Work on an educational assignment or exam with another teacher in the building which spills over into another class period. In this instance, a note from the teacher rather than from the parent is required.
16. Visits to the principal's or assistant principal's office and scheduled visits to the office of the counselor or school social worker.
17. Suspensions. Absence from class as a result of an in-school or out-of-school suspension is counted as excused.

Unexcused Absences.

Any absence which is not excused under this policy will be counted as unexcused. Oversleeping, a malfunctioning alarm clock, power outage, prom related activities, missing the bus, shopping, visiting friends, appointment at a tanning booth, haircuts, slow restaurant service, work, etc. are not a basis for an excused absence.

Excused Tardy

If a student is tardy to class but has a written note from a teacher, counselor, nurse, school psychologist, or school administrator, the tardy will be excused. If a student arrives to school late and has a valid excuse signed by a parent, a school administrator will provide the student with a written note excusing the tardy. An excuse signed by a parent will be deemed valid if it states that the student's tardiness was caused by one or more of the conditions, listed above, which give rise to an excused absence.

Unexcused Tardy

Any tardy which is not excused under this policy will be considered unexcused.

False Excuses

Any student who submits a false excuse or forges the signature of a parent/guardian or school personnel will be subject to disciplinary action.

Excessive Absences

Students who have been absent for a total of 10 days will receive a letter concerning attendance. After missing a class(es) on day 14, students may be required to present a physician's note to be considered excused; no other absences will be excused. All other absences will be unexcused and count towards habitual truancy. School activities do not count in absence total.

Returning to Class

Upon entering the building after being tardy or absent, students must sign in and pick up a pass or admit slip from the office before reporting to class.

Leaving the Building

Students must have prior permission to leave school. That permission is granted by the secretary, or the Principal's designated representative. Students are not allowed to come to the office and just "sign out". Notes from home must be brought to the Principal's office before class in the morning or a phone conversation must take place with a parent/guardian before a student is allowed to leave the building. Leaving the building without permission will result in disciplinary action.

Birthdays/Treats

Elementary students may bring treats for classmates as long as they bring a treat for everyone in the class. Homemade treats are not permitted. If your child is having friends over for a party see the AFTER SCHOOL ARRANGEMENTS section of this handbook.

Books and Equipment

Each student is responsible for taking good care of the books and for returning all books and equipment. Items, which are lost or destroyed, will be valued based on age. An appropriate fine will be charged to the student who has lost or misused the material.

Classroom Placements

Classroom placement requests will no longer be taken. Class lists will be created with the input of administration and your child's classroom teacher. In addition to student personality conflicts, classrooms are balanced in regards to teaching styles, academic and social needs, and gender balance. The staff thanks you for your continued trust in their work and placement of your child for his or her academic and social well-being.

Curriculum

Students at Lakeview Elementary are taught a balanced curriculum. Instructors regularly review the curriculum with guidance from the Minnesota River Valley Education District. Specific curriculum questions should be directed to your child's instructor. If you have concerns regarding the curriculum please address the instructor.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Data Privacy

Notice is hereby given that Independent School District #2167 pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as "Directory information" as said Act, and that information related to students may be made public if said information is in any of the following categories:

- Student's name
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Grade levels completed
- Date and place of birth
- Gender
- Dates of attendance
- Degrees & awards received

- The most recent previous educational agency or institution attended by a student
- Photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses

Video Monitoring/Recording

All individuals in the building, outside areas, and school transportation are subject to video monitoring/recording in the common areas and hallways.

Discipline

Please refer to the Lakeview School's Discipline Policy. A copy of the complete discipline policy that was adopted by the school board is available for your review in the elementary office. If you would like a copy of this policy, please contact the school.

Bullying

Bullying means intimidating, threatening, abusive or harming conduct that is objectively offensive and an actual or perceived imbalance of power exists; a pattern is formed over a period of time, or materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school functions or activities.

Instances of bullying must be reported immediately, meaning as soon as possible, but in no event longer than 24 hours. This reporting can be done to the school social worker, guidance counselor, building principal, or through our anonymous Care Card reporting system. Care Cards can be found on the homepage of our school website. Because bullying often includes a pattern of behaviors, initial instances of bullying may be categorized according to the behaviors listed above, i.e. inappropriate language towards students, etc.

A copy of the full bullying policy of Lakeview Public Schools is attached as an appendix 514.

Dress for Indoors and Outdoors

Lakeview takes pride in the appearance of our school and students; the responsibility for the appearance of our students rests with the parents and the students themselves. A person's dress affects the quality of the school or work, his or her conduct, and his or her work. Inappropriate dress is defined as any clothing that distracts from or disrupts education and learning, including but not limited to the following:

1. No article of clothing with alcoholic beverages, drugs, or tobacco advertisements, or inappropriate saying will be allowed. Instructional staff and school administration will be the judge of what is acceptable.
2. No article of clothing containing derogatory statements, sexual innuendos, etc. will be allowed. Instructional staff and school administration will be the judge of what is acceptable.
3. No hats or hoods will be allowed to be worn in the school building during school hours. Hats should be placed in lockers upon entering the building.
4. No bandanas or sunglasses will be allowed to be worn in the school building by girls or boys during school hours.
5. Any clothing that allows undergarments to be visible is not allowed.
6. Shoes or sandals need to be worn in the building.

Proper and appropriate dress not clarified in 1-6 will be at the discretion of the administration. In the event of an individual conference on student dress, parents will be notified. This notification will be for informational and educational purposes. Ongoing violations may result in further disciplinary action, including a parent conference.

It is important that your child comes to school dressed for outdoor activity as well as indoor activities. During winter recess, students are to wear boots, a hat, gloves or mittens, and a jacket. Boots should be simple and large enough so that the child can manage

them alone. Students in grades K-6 should also have snow pants available. All clothing should be marked with your child's name. Please help your child come to school dressed appropriately. Please be informed that students usually go outside on a daily basis. Hats are for outside only, not to be worn in classrooms.

Emergency Drills/ALICE

At Lakeview, the safety of our students, staff, and visitors is among our highest priorities. We work collaboratively to foster a safe, secure learning environment as we deliver on our mission to equip each student with the tools of life.. This is a less passive approach to a crisis situation that provides our staff with more options based on the circumstances of the incident. The ALICE acronym stands for Alert, Lockdown, Inform, Counter, and Evacuate. The threat of an active shooter or intruder in our schools is rare but a reality in today's society. Therefore, empowering our staff with proactive response strategies, rather than a passive one-size fits all approach, is a positive change to our district's emergency response and crisis management plans. Ultimately, we hope to never have to utilize an emergency response plan, but in the event we do, please be assured that staff will be well prepared to act in the best interests and safety of our students.

What is A.L.I.C.E.?

A.L.I.C.E. is a school safety program created in 2000 to offer additional options for students and staff dealing with an armed intruder situation. Two of the individuals who founded and developed the program are long-term law enforcement professionals. A 30-year educational professional is a member of the team and works to ensure that A.L.I.C.E. teaching/training materials are age-appropriate, psychologically sound, and address the issues of individuals with special needs.

A.L.I.C.E. is an acronym that stands for:

- **ALERT:** Get the word out that a threat exists.
- **LOCKDOWN:** Secure a place to stay as much as possible as a starting point to buy time.
- **INFORM:** Give constant, real-time information throughout the building using all available technology.
- **COUNTER:** This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape.
- **EVACUATE:** The goal is to move students out of the danger zone. It's important to be prepared to escape.

Fire Drill

The purpose is to get all students out of the building in an orderly fashion. Students should keep in line and follow their teacher. **DO NOT RUN!** Do not try to take coats, books, or materials with you. Further instructions will be given by your teachers and should be followed carefully. Fire drills will be held periodically without advance notice. All rooms have rules posted with instructions concerning fire exits.

Enhanced Lock Down Drill

A school lock down would occur when there is an intruder in the building, community emergency, or any other time administration feels it is necessary to keep students in their classrooms to ensure their safety. During a drill, students and/or staff in hallways enter the closest classroom, classroom doors are locked, and students will receive instruction from the staff in the classroom/area.

Secure Building Drill

A secure building would occur when there is a need to keep students in a classroom/area while something is occurring outside the rooms. (Examples: medical emergency, loss of power, law enforcement present)

Tornado Drill

In the event of a tornado, students will be directed to the interior areas of the building. Teachers are to escort their students quickly and calmly to the directed area, sit down quietly and wait for further instructions.

Shelter-in-Place

In the event of a need to shelter within the building, students will be directed to the large gym. Teachers are to escort their students quickly and calmly to the directed area, sit quietly, and wait for further instructions.

Enrichment Programs

Band – This program is available for 5th & 6th-grade students. They may sign up in the spring of fourth grade and start the next fall with lessons. Instruments must be rented or purchased by the family. As this is considered an academic area, students who are absent for non-medical reasons during the school day may still participate in the band or choir concert the night of, if approved by the music director.

Environmental Education – Activities and programs for students about our planet and its health, including a limited recycling program.

Field Trips – These are organized by grade level throughout the school year to coordinate with the present curriculum. Parents are requested to sign permission slips and return them to school. Some field trips may require a nominal fee to cover the admission fee.

Other Enrichment Opportunities – Each year, enrichment opportunities change. Please watch for information concerning enrichment in the notes sent home with your child.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by filling out the fundraising form from the main office and approved by the administration.



Health Office

The Minnesota Department of Health has requested that schools monitor certain illnesses and diseases. These include the following:

The Health Office is required to monitor Influenza Like Illnesses (ILI). When a parent calls in for a student absence due to illness, the school will ask these two questions: 1. Does the child have a fever? and 2. If the child does have a fever, is there also a cough or sore throat present? The responses to these two questions are critical to the monitoring of ILI in the school system. Timely pick up of students from the health office when sent home ill. Students are only allowed to go home ill if they are assessed by the school nurse or a sub nurse, and the nurse or the sub nurse will decide if the student should go home, **students should not call their parents/guardians to go home, this could result in an unexcused absence.**

Additionally, the Health Office is required to report any of the following diseases to the Minnesota Department of Health: student or employee diagnoses of Chicken Pox, Pertussis, Whooping Cough, Measles, Mumps or Rubella. The school is also to report any student who is diagnosed with Shingles. You may contact the Health Office with this information by phone or by email. It will be kept confidential and protected by HIPPA, though it will be reported to the Minnesota Department of Health as required. **Please do not send your child to school if they are ill or have a fever**, and contact the School Nurse if you have any questions or concerns about your student's health as well as what information you would like communicated to their teachers.

Please contact the School Nurse if you have any questions or concerns about your student's health as well as what information you would like to have communicated to their teachers. healthoffice@lakeview2167.com

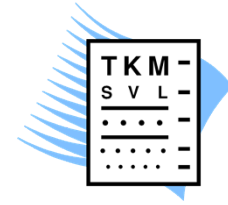
Office Hours 8:00 am-3:30 pm M-F

507-423-5164 ext. 1154.

SCREENING

Students are screened in the following grades:

Vision:	K, 1, 2, 3, 4, 5, 6
Hearing:	K, 1, 2, 3, 4, 5, 6
Scoliosis:	5-6 Girls Only



Children are screened for hearing and vision as recommended by the Minnesota Department of Health. If a student does not pass the screening procedure according to the MDH standards, the screening will be repeated. If the student does not pass the screening the second time, a physician referral notice will be sent to the parents. Also, the nurse will contact parents on any matters that appear to require medical attention. Parents may request screenings throughout the school year.

MEDICATION

Medications are most safely given in the home setting. Medications will be given and stored in the nurse's office. Medications will be given by the nurse or school staff members trained under the supervision of the nurse.

Your child can be medicated at home rather than at school for most acute illnesses. For example, if your child needs an antibiotic for an infection and the doctor has prescribed medication to be given three times a day, give one dose before school, one dose right after school, and one dose before bedtime.

Medications that must be given during school hours for some chronic conditions are asthma, diabetes, and ADHD, etc. Since the nurse is not present in the school at all times, only school staff members trained to administer medications will do so under the supervision of the nurse.

Any over-the-counter medications will be given only during the time the school nurse is on duty, from 8:00 a.m. to 3:30 p.m. The school medication policy must be followed in order for your child to receive medications in the school.

The following steps are required:

A. Complete a "Physician's Order for Giving Medications in School" form at the back of the handbook or obtained from the health office that includes the following information:

1. Physician signature (may be the physician's order form) and parent signature for prescription Medications.
2. Parent's signature (may be a written note sent with the over-the-counter medications)
3. Name of medication, dosage, time to be given, purpose, and any side effects.

Please indicate if any medication was given before school.

B. All prescription medications must be brought to the school by the parent/guardian and then picked up at the end of the school year or when the child no longer requires it.

C. All prescription medications and over-the-counter medications must be sent in the original container.

For your child's safety, medications will not be accepted in baggies or old medication bottles.

Medications will not be administered to your child at school if you do not follow the school medication policy.



IMMUNIZATIONS

All newly enrolled students must show dates of immunizations required by Minnesota law, including diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella, chickenpox (disease or vaccine), Hepatitis B, Hib (Haemophilus influenza type B), Hep A (when entering kindergarten).

Internet Policy

Please refer to the Lakeview Schools Internet policy. The teachers will also go over the policy with their class. If you would like a copy of this policy, please contact the elementary office.

Lost and Found

Unidentified items that are found at school are put in the lost and found area by the elementary office. Small and valuable items (such as watches, rings, etc.) are kept in the office, and students must identify the lost item before it is given to them. Items that are unclaimed at the end of the school year will be donated to a charity or thrown. PLEASE PUT YOUR CHILD'S NAME ON ALL CLOTHING AND EQUIPMENT BROUGHT TO SCHOOL. If there is a name on an item that is found, the item will be returned to them.

Lunch Program

All students may have their breakfast and noon meals at school. Each student will have a meal account number with an ID#. Payment on lunch accounts can be made online or at one of the school offices. Breakfast will be available from 7:50 - 8:10 am. The monthly lunch menu is available online at www.lakeview2167.com.

Unpaid Meal Charges:

Negative balances of more than \$10.00 times the number of enrolled Lakeview students in the family for sixty consecutive days will be turned over to the superintendent or superintendent's designee for collection. Collection options may include but are not limited to, the use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

Pest Control

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking, and screening, and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label instructions per Federal law. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for the application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Parent-Teaching Conferences

Parent-Teacher Conferences will be held once a year so teachers can confer with parents. This conference gives parents an excellent opportunity to discuss with their child's teacher his/her physical, emotional, social, and educational needs and concerns. A schedule of your child(ren)'s conference time(s) will be sent beforehand. Arrangements can be made with the classroom teacher if the designated conference time(s) cannot be attended. **Minnesota Law does allow parents to take time off from work to attend conferences.**

Pledge of Allegiance

Minnesota Statutes 121A.11 mandates that all public schools in Minnesota recite the Pledge of Allegiance weekly. "Anyone 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."

Student Drug and Alcohol Policy

No students shall distribute, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use, or be under the influence of any narcotic drug, tobacco, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1200.15, before, during or after school hours, at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the school district's discipline policy and may be suspended or expelled from school.

Report Cards

Report cards can be found on the school website through the parent portal under the school view. Paper copies will be sent home by request only. You will be given the dates the report cards will be viewable in the monthly newsletter. The purpose of a report card is to show academic growth throughout the school year. Lakeview uses a variety of methods to communicate this growth.

Our K-6 classes are standards-based. The efforts of the K-6 teachers in this curricular area are to better inform parents regarding exactly what students can do and at what level in regards to the Minnesota State Standards. Students will be scored as follows:

3	Achieves Standards	AG – above grade level
2	Approaching Standards	BG – below grade level
1	Needs Support	NA – not assessed

Supplemental reports providing a variety of information related to grade level and standard performances will also be used when appropriate.

Grade marks of S, N, and U are used in certain aspects of primary grades and areas where there is more subjective grading involved; indicate the following:

S	Satisfactory
N	Needs improvement

Safety and Security

In the summer of 2014, the Minnesota Legislation enacted the Safe and Supportive Schools Act; commonly, this is known as the bullying law. In compliance with this piece of legislation, the school board approved revised Policy #514 in July of 2014, which can be found on the school website as well as in this document as an appendix. A paper copy can be made available upon request; further supporting documents are posted in the offices of the school as well on administrative web pages. In addition to these changes, in consultation with local law enforcement, the following directives are issued:

1. Backpacks, drawstring bags, and coats will be left in lockers.
2. Earbuds/headphones are allowed in the building; however, due to safety recommendations, one ear should be uncovered/free at all times to hear teacher directives or public address announcements.

Searches

In the interest of student safety and to ensure that schools are drug-free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

• Lockers and Personal Possessions Within a Locker [*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

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

• Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

• Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

School Parties

Celebrations are an important part of life. Birthdays, holidays, and other special events are celebrated at Lakeview. During the year, notes will be sent home indicating the reason for the celebration and what if any, special treats students may bring. If your child has allergies to foods or is not allowed to eat certain foods, please let your child's teacher know.

School Portraits

Individual student pictures will be taken in the fall. Specific information will be sent to you before picture day.

School Visits

You are encouraged to visit your child's classroom. If you would like to visit your child's classroom, please make arrangements for the visit with the teacher or principal's office beforehand. This will enable the teacher to schedule activities that might be of particular interest to you. Please do not bring your preschool children with you when you visit. We have found that their presence disrupts the classroom. Whenever visiting the school, you must check in the main office to sign in and receive a visitor pass. Lakeview is also proud to sponsor a grandparents/special relative day in the spring. Information regarding this event will be sent home with your child.

Special Announcements

In the event that a snowstorm or emergency arises during the day requiring the school to be dismissed early, an attempt will be made to allow buses to leave soon enough to enable them to make their normal routes. If this is not feasible, children will stay at the homes designated on the Snow Home Form. All emergency announcements will be sent to families using the School Messenger System. Messages will be made by phone call and email. Announcements will also be made on local radio and TV stations. The announcements will include the closing of school due to inclement weather, blocked or impassable roads, or failure at school buildings causing shutdown.

Sportsmanship

It is important for reasons of safety and sportsmanship that students of the Lakeview Elementary School conduct themselves in an orderly and respectful manner while in attendance at athletic contests in which our school is involved. Just as it is important for our athletes and cheerleaders to be good ambassadors and representatives of the Lakeview Schools, the same is true of the spectators of these contests. All spectators should exhibit good sportsmanship and courtesy in attendance at all athletic events. For the safety of spectators and participants, we ask that student spectators adhere to the following guidelines:

1. Students are not allowed on the playing floor.
2. All students should cooperate with the cheerleaders when the cheerleaders are on the floor, and when they are leading a cheer.
3. Students should not "boo" the opposing team members or the officials of the contest. Such behavior is unsportsmanlike and in poor taste.
4. Students should treat visiting contestants and spectators as guests, not as enemies.
5. There shall be no running, shouting, or horseplay by students in the halls prior to, during, or after the athletic contest.
6. Once students enter the building, they are to remain in the building until the conclusion of the game unless they are leaving the building for the evening. If students leave the building, they will need to purchase a new ticket to get back in.
7. Parents are not to drop off or send their children to school activities and leave them unsupervised. We will be calling any parents that do and requesting they come and get their child.

Students should be aware that unruly or disrespectful behavior is unacceptable and will result in the following consequences: 1) Students will receive one warning. 2) Students will be asked to leave if they have to be talked to a second time, and they will not be allowed to attend the next home athletic event. Unruly or disrespectful behavior that is reported to the administration by a host school official when Lakeview is the visiting school for an athletic contest will be subject to disciplinary action by the administration of this school.

Suicide Prevention Information

Students will have availability from our School Nurse, School Counselor, and School Social Worker. For immediate assistance, please call the Suicide and Crisis Lifeline at 988, 24 hours a day.

Technology

iPads will be issued to all students in grades 2-12. These devices are leased by the school and function similarly to student lockers. They may be searched at any time by school personnel. Students are required to follow the district's Technology Acceptable Use Policy, a copy is available on the district's website, regarding individual use, not loaning them to other students, and academic integrity. In the event a student violates the policy, such as playing games during academic times, the device will be confiscated according to the schedule below:

1st occurrence: for the remainder of the period

2nd occurrence: for the remainder of the day

3rd occurrence: for two to three days

4th occurrence: student will be issued a PG version district iPad. Given the timing in the school year, the student may be reissued their original iPad. A PG version district iPad is one where the App Store is controlled by the district. No unauthorized apps, i.e. games, will be permitted on a PG version district iPad.

These time frames are at the discretion of the administration and may be subject to modification based upon the findings of an investigation.

Telephone Use

Students are allowed to use the phone with their **teachers' permission**. We ask that students only use the telephone for emergencies. There will be no phone use in the classroom. Students who need to use the phone will be sent to the office. Cell phones being used during class time is not permitted. Please see the discipline policy for specific discipline information.

Testing/Assessments

STAR assessments will be given to select students in the fall, winter, and spring. The tests measure student achievement in skills of reading, language, math, and science. Each year in the spring, students will also be required to take the Minnesota Comprehensive Assessments (MCA III's) which help benchmark student development. If you should choose to opt out of testing, please notify the assessment coordinator before the testing session begins. This is strongly discouraged as testing provides teachers with information in providing the best instruction for all students here at Lakeview.

Transportation

Bicycles: A bicycle rack is provided for parking bikes. It is a good idea to lock the bike when in school.

Skateboards: are not to be ridden on the sidewalk in front of the school.

Roller Shoes: Heelys and other "roller shoes" are not to be worn during school hours or in the school building.

TRANSPORTATION PROCEDURES AND RULES

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. Consequences for school bus/bus stop misconduct will be imposed by the school district's Contracted Transportation Manager under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the Principal. Serious misconduct may be reported to local law enforcement.

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. In most circumstances, 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 Contracted Transportation Manager and Principal.

Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Class I offenses:

- Spitting
- Excessive Noise
- Horseplay/mischief/distracting behavior
- Eating/Drinking/Littering on the bus
- Leaving Seat/Standing without permission from driver
- Use of liquid containers in any form
- Profanity, Verbal Abuse, Harassment,
- Obscene gestures, or possession of unacceptable material
- False Identification/Refusal to identify oneself
- Riding unassigned bus
- Opening window past the safety line
- Riding or attempting to ride any bus during a bus suspension
- Disobedient to the driver/para
- Inappropriate Cell Phone Use
- Other offenses as reported by driver, bus manager, or principal

Class II Offenses:

- Hanging out of window
- Throwing/shooting of any objects
- Bullying and/or physical aggression against any person
- Profanity/threats directed at driver/para
- Vandalism to bus (restitution will be made)
- Holding onto/or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement
- Lighting of matches, lighters, or any flammable object or substance
- Unauthorized entering or leaving bus through exit/tampering with bus
- Possession or threat of weapons/flammables
- Possession/use of laser pens or pointers
- Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttle) will carry a minimum penalty of a Class II first offense.
- Other offenses as reported by driver, bus manager, or principal

Consequence Summary (Bus Driver has the authority to assign seats at any time)

Class I:

1st offense

Warning

2nd offense:

1-2 day suspension from riding the bus

Class II:

1st offense:

3 day suspension from riding the bus

2nd offense:

4-6 day minimum suspension from riding the bus

Parent/Driver/Principal Meeting – Optional

3rd offense:

3-5 day minimum suspension from riding the bus
Parent/ Driver/ Principal Meeting-Optional

3rd offense:

10 day minimum suspension from riding the bus
Parent/Driver/Principal Meeting Required before riding resumes

4th offense:

6-10 day minimum suspension from riding the bus
Parent/Driver/Principal Meeting Required before riding resumes

4th offense:

Loss of bus service

5th offense: Loss of bus service

The bus and bus stop are extensions of the school day. The bus driver has the authority to assign seats. The harassment policy, the weapons policy, and bullying policy of District #2167 will be strictly enforced on the school bus. According to Minnesota Statute 123.801, "Transportation by a school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy."

Visitors to the Building

Parents and visitors coming into the building need to stop at the Elementary office to sign in and state their reason for the visitation. A visitor's pass must be visibly seen while in the building. Students wanting to bring a visitor into the building during the school day will need prior approval from the administration. If any disciplinary concerns arise during a student visitation the visitor will be requested to leave immediately. Full-day visitations from students who are not enrolled at Lakeview are discouraged.

What to Bring to School

A school supply list for each grade level is available at the school, in local stores, and on the school website.

Money & toys create learning distractions. Please do not allow your child to bring toys to play with or carry money on them. Toys will be confiscated and returned to the child to take home at the end of the day. Special toys may be brought for show and tell but will remain in the child's locker or on the teacher's desk until the end of the day following show & tell. The school is not responsible for lost or stolen articles or cash. When you need to send money for field trips or lunch please place it in an envelope with the child's name, grade, and teacher's name on it. If at all possible send a check unless otherwise indicated.

Pets

Please contact the school principal and classroom teacher for authorization. Students are not to bring animals to school without authorization as there is a risk of allergic reactions, student injury, and issues of cleanliness. Lakeview recognizes the benefit of educating children on animal care and the types of animals. This will be done through special programs and the spring FFA petting zoo. If your family has animals they would like to exhibit to school children please contact the FFA advisor and participate in the spring petting zoo.

Withdrawal From School

In the event that a student will be permanently withdrawing from the Lakeview Elementary School, a parent should contact the principal either by phone, in person, or in writing. Parents need to sign a release of records at the new school. Upon receipt of signed release, the cumulative records will then be forwarded to the new school.

APPENDIX A - POLICIES

1. Data Practices
2. Grievance Procedure for Non-Discrimination Policy
3. Hazing Prohibition
4. Non-Discrimination
5. Policy Prohibiting Harassment and Violence
 - A. Religious, Racial or Sexual Harassment & Violence Report Form
6. Pupil Fair Dismissal Act of 1974
7. Section 504 of the Rehabilitation Act of 1973
8. Student's Person, Lockers, Desks, Personal Possessions – Search Of...
9. Violence Prevention and Weapons Policy
10. Bullying Policy

DATA PRACTICES

Minn. Stat. 13.32 subd. 5a. has been amended to require that school districts release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiters within 60 days of a request unless parents and students refuse this release. The Lakeview School District will give parents and students notice of the right to refuse to release information to military recruiters. The notice will be provided in writing to inform parents and students of this right. Directory Information: "Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities and events."

GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION POLICY

- A. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Superintendent of Schools. The grievance must be filed within 7 calendar days of the alleged discriminatory act/conduct or it is waived.
- B. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated official and such decision shall be communicated to the complainant within 15 calendar days of the initial reception of the complaint.
- C. If the designated official finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision.
- E. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify. The designated official will present the findings of the investigation called for in step F. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.
- F. If the complainant is not satisfied with the decision of the Board, appeal may be made to one of the following offices:
 - 1) Commissioner of Human Rights, 2) Director of the Office for Civil Rights, or 3) Equal Employment Opportunity Commission (EEOC)

HAZING PROHIBITION

- I. **PURPOSE:** The purpose of this policy is to maintain a safe learning environment for students 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 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. This policy applies to behavior that occurs on or off school property and during and after school hours.
 - E. 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.
 - F. 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 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 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. "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 victim of hazing or any person with knowledge or belief of conduct which may constitute hazing should report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon 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 school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- A. Upon completion of the investigation, 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 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, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person 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 or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Legal References: Minn. Stat. 127.465(Hazing Policy)

Minn. Stat. 127.26 to 127.39(Pupil Fair Dismissal Act)

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 525(Violence Prevention, Applicable to Students and Staff)

NON-DISCRIMINATION POLICY

It is the policy of Lakeview Schools, Cottonwood, Minnesota 56229, not to discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, age, or disability, in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments and the provisions of Title VI and VII of the Civil Rights Act of 1964. Inquiries regarding compliance with this policy may be directed to the Superintendent of Schools Cottonwood, MN 56229, (507) 423-5164.

LAKEVIEW I.S.D. 2167 SCHOOL BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE

I. General Statement of Policy

- A. It is the policy of Independent School District #2167 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. Religious, Racial and Sexual Harassment and Violence Defined

A. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or (2) 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 (3) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. 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;
6. Unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race 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. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion 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.

D. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which 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, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: (1) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; (2) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; (3) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or (4) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to, race.

F. Religious; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to, religion.

G. Assault; Definition. 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.

III. Reporting Procedures

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial harassment.

IV. Investigation

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

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 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.

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.

In addition, the school District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

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.

V. School District Action

A. Upon receipt of a report, 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. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. Reprisal

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, 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 or harassment.

VII. Right to Alternative Complaint Procedures

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

VIII. 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 Minn. Stat. 626.556 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.

IX. Dissemination of Policy and Training

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

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. This policy will be reviewed annually for compliance with state and federal law.

INDEPENDENT SCHOOL DISTRICT NO. 2167
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE
REPORT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District #2167 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant _____ Home Phone _____ Work Phone _____

Home Address _____

Work Address _____

Date of Alleged Incident(s) _____

Circle as appropriate: sexual racial religious

Name of person(s) you believed harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc.

Attach additional pages if needed: _____

Where and when did the incident(s) occur:

List any witnesses who were present:

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

(Received By)

(Date)

THE PUPIL FAIR DISMISSAL ACT OF 1974

Pupils-Suspension, Exclusion and Expulsion - Chapter 572

An act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of public school pupils; repealing Minnesota Statutes 1971, Section 127.071.

Be it enacted by the Legislature of the State of Minnesota;

127.26 Citation of Sections 127.26 to 127.39

Sections 127.26 to 127.39 may be cited as "The pupil fair dismissal act of 1974" 127.27 Definitions

SUBDIVISION 1. As used in sections 127.26 to 127.39, the terms defined in this section shall have the meanings assigned them.

SUBDIVISION 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension.

SUBDIVISION 3. "District" means any school district.

SUBDIVISION 4. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

SUBDIVISION 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

SUBDIVISION 6. "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce, legal separation, or illegitimacy, the custodial parent.

SUBDIVISION 7. "Pupil" means any handicapped or non-handicapped student under 21 years of age eligible to attend a public elementary or secondary school.

SUBDIVISION 8. "School" means any school as defined in Minnesota Statutes 1971, Section 120.05, SUBDIVISION 2.

SUBDIVISION 9. "School board" means the governing body of any school district.

SUBDIVISION 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 10 cumulative school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days. The district will make a reasonable attempt to convene a meeting with the student and his parents/guardian prior to removing the student from school for the purpose of determining the student's need for assessment or other services.

127.28 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding may result in suspension, exclusion, or expulsion.

127.29 Grounds for Dismissal

SUBDIVISION 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to himself or other persons or property around him. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in special class or assistance from other agencies.

SUBDIVISION 2. A pupil may be dismissed on the following grounds:

a. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.

b. Willful conduct which significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in class or with the ability of students to learn.

c. Willful conduct endangers surrounding persons, including school district employees, the student or other students, or the property of the school.

127.30 Suspension Procedures

SUBDIVISION 1. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around him.

SUBDIVISION 2. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 127.26 to 127.39, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his parent or guardian by certified mail within 48 hours of the conference. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him, the written notice shall be served either personally or by certified mail upon the pupil and his parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.

SUBDIVISION 3. Notwithstanding the provisions of subdivisions 1 and 2, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

127.31 Exclusion and Expulsion Procedures

SUBDIVISION 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

SUBDIVISION 2. Written notice of intent to take action shall:

a. Be served upon the pupil and his/her parent or guardian by certified mail.

b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony.

c. State the date, time and place of the hearing;

d. Be accompanied by a copy of sections 127.26 to 127.39.

e. Describe alternative educational programs accorded the pupil prior to commencement of the expulsion or exclusion proceedings; and

f. Inform the pupil and parent or guardian of the right to:

1) Have legal counsel at the hearing.

2) Examine the pupil's records before the hearing.

3) Present evidence.

4) Confront and cross-examine all witnesses.

SUBDIVISION 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

SUBDIVISION 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

SUBDIVISION 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

SUBDIVISION 6. The pupil shall have a right to a representative of his own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

SUBDIVISION 7. The hearing shall take place before:

a. An independent hearing officer

b. A member of the school board, or

c. A committee of the school board, or

d. The full school board; as determined by the school board.

SUBDIVISION 8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

SUBDIVISION 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

SUBDIVISION 10. The pupil, parent or guardian or his representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee of any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

SUBDIVISION 11. The pupil, parent or guardian, or his representative, shall have the right to present evidence and testimony, including expert psychology or educational testimony.

SUBDIVISION 12. The pupil cannot be compelled to testify in the dismissal proceedings.

SUBDIVISION 13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

SUBDIVISION 14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

127.32 Appeal

An exclusion or expulsion decision made pursuant to sections 127.26 to 127.39 may be appealed to the commissioner of education. The commissioner or his representative shall make a final decision based upon a record of evidence presented at the hearing. Such ruling shall be binding upon the parties, subject to judicial review as provided in section 127.33.

127.33 Judicial Review

The decision of the commissioner of education made pursuant to sections 127.26 to 127.39 shall be subject to direct judicial review in the district court of the county in which the school district of the part thereof is located. The scope of the judicial review shall be as provided by Minnesota Statutes 1971, Section 15.0425.

127.34 Reports to Service Agency

The school board shall report any action taken pursuant to sections 127.26 to 127.39 to the appropriate public service agency, when the pupil is under the supervision of such agency.

127.35 Non application of Certain Law

The provisions of Minnesota Statutes 1971, Section 120.10, Subdivision 1, shall not apply to any pupil during a dismissal pursuant to sections 127.26 to 127.39.

127.36 Report to Commissioner of Education

The school board shall report such exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report shall include a statement of alternative programs of education accorded the pupil prior to the commencement of exclusion or expulsion proceedings.

127.37 Notice of Right to Be Reinstated

Whenever a pupil fails to return to school within ten days of the termination of dismissal, the pupil and his parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in the public school.

127.38 Policies to be Established

The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt policies and rules in writing to effectuate the purposes of sections 127.26 to 127.39. The policies will emphasize the prevention of dismissal action through early detection of problems. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal

period and help prepare him for readmission.

127.39 Application

SUBDIVISION 1 Sections 127.26 to 127.39 shall not be deemed to amend or otherwise affect or change Section 363.03, Subdivision 5, Clause (2)

SUBDIVISION 2. Sections 127.26 to 127.39 shall apply only to those portions of the school program for which credit is granted.

REPEALER. Minnesota Statutes 1971, Section 127.017, is repealed.

Approved April 11, 1974.

Chapter 183 – Student dismissal from School; Removal from class (Act effective August 1, 2001)

This Act revises the ground for Pupil Fair Dismissal Act for which a pupil may be dismissed from school. It provides that a pupil may be dismissed for willful conduct that significantly (rather than materially and substantially) disrupts the rights of others to an education, or disrupts the ability of school personnel to perform their duties, or disrupts school sponsored extra- curricular activities. It also makes for willful conduct that endangers the pupil of other pupils, or surrounding persons, including school district employees, or property of the school a ground for dismissal.

The Act provides that if a pupil's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district must make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to subsequently removing the pupil from school. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services.

The Act amends the law related to grounds for removal of a pupil from class. It provides that the required policy on removal from class must include a procedure for notifying and meeting with a student's parent or guardian to discuss the problem that is causing the student to be removed from class after the student has been removed from class more than ten (10) times in one school year. It also amends the grounds for removal from class to include willful conduct that significantly (rather than materially and substantially) disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn. It also makes willful conduct that endangers surrounding persons, including school district employees, the student or other students or the property of the school a ground from removal from class.

INDEPENDENT SCHOOL DISTRICT #2167

POLICY ON SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, speaking, breathing, learning, and working).
2. Has a record of such an impairment, or;
3. Is regarded as having an impairment.

It is the policy of Independent School District #2167 not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

Section 504 Coordinator.

If there are any questions concerning the District and buildings compliance with Section 504, please contact the respective administrator.

Formal Compliance with Section 504

In adopting this policy the school district states its commitment to nondiscrimination on the basis of handicap. Specific actions in implementing the policy include:

1. Public notice of the policy.
2. Notice of the policy in student and parent handbooks.
3. Provision of parent/student rights under the policy at all decision points or in response to any concern.

Section 504 Grievance Procedures

The grievance procedures for alleging violations under Section 504 are as follows:

Step 1: The grievance must be in writing and must be signed by the person making the complaint. The grievance must be filed with the 504 Coordinator within five (5) school days. The 504 Coordinator will promptly attempt to resolve the matter among the affected parties.

If the 504 Coordinator is unable to resolve the grievance, he/she shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) school days.

Step 2: If the complainant wishes to appeal the decision of the local Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) school days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) school days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) school days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the office for Civil Rights:

Office of Civil Rights, Region V
U.S. Department of Education
401 South State Street

Room 700C, 054010
Chicago, IL. 60605-1202
Phone: (312) 886-3456
FTS: 8-886-3456
TDD: (312) 353-3541

Education Services

Students with handicapping conditions consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and related services. People with handicaps or who are thought to have handicaps in accordance with Section 504, their parents or their guardians shall have the right to:

1. Have the student take part in and review benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise each person of his/her rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of the student;
4. Have the student educated in facilities and receive services comparable to those provided non-handicapped students;
5. Have the student be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
6. Have placement decisions made based upon a variety of information sources, and by a group of persons including persons knowledgeable about the student, the evaluation data, and placement options;
7. Have the student receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities;
8. Have the student receive special education and related services if he/she is found to be eligible under the Individuals With Disabilities Education Act (IDEA, Public Law 101-476);
9. Have transportation provided to and from an alternative placement setting at no greater cost than would be incurred if the student were placed in a program operated by the district;
10. Examine all relevant records relating to decisions regarding the student's identification, evaluation, education program, and placement;
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny access to the records;
12. Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records;
13. Request amendment of the student's education records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of the student. If the school district refuses this request for amendment, it shall provide notification within a reasonable time and provide procedural rights relating to the resolution of the issue;
14. Request conciliation, mediation, or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, education program, or placement. Parents, guardians, and the student may take part in the hearing and be represented by an attorney, at their own expense. Requests for due process hearings must be made in writing to the Superintendent; (See Section 504 Hearings below.)
15. Seek review of the results of the hearing; (See Review of Section 504 Hearings below.)
16. File a grievance under Section 504; (See Section 504 Grievance Procedures above.)

A. Section 504 Hearings

A student, parent or guardian, or the School District may request an impartial hearing with regard to actions involving the identification, evaluation, or placement of a student pursuant to Section 504. The procedures for such a hearing are as follows:

1. Request for a Section 504 hearing must be made to the Superintendent.
2. In each case for which has been requested, the Superintendent shall appoint an impartial individual to serve as the Hearing Officer.
3. The Hearing Officer shall determine the procedures for the hearing and set timelines for the same.
4. The parties have the right to representation, at their own expense, throughout the hearing process.
4. The Hearing Officer shall issue a written decision and submit the same to both parties.

A. Procedure for Review of Section 504 Hearings

Either party to a Section 504 hearing may seek review of the Hearing Officer's decision. The procedure for such review is as follows:

1. Notice of appeal must be made within thirty (30) days following receipt of the Hearing Officer's decision.
2. Notice must be given in writing to the other party. In the case of the School District, the written notice shall be directed to the Superintendent of Schools.

3. The School Board shall, upon recommendation of the Superintendent, appoint an impartial individual or individuals to serve as the Review Officer or Review Panel.
4. The Review Officer/Review panel shall determine the procedure for review and set timelines for the same.
5. The parties have the right to representation, at their own expense, throughout the review process.
6. The Review Officer/Review Panel shall issue a written decision and submit the same to both parties.

STUDENT'S PERSON, LOCKERS, DESKS, PERSONAL POSSESSIONS – SEARCH OF...

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions within a Locker. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks. Schools desks are property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person.

The personal possessions of students and/or student's person may be searched when school authorities have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for student(s) to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for student(s) to carry contraband on their person or in their personal possession.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes". Alcoholic beverages, controlled substances and "look-alikes", overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has reason or grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a student's suspicious behavior, a student's age and past history or record of conduct, both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

B. School officials may inspect the personal possessions of student's and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex.

E. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

E. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given us of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in locker, standards of cleanliness and care, posting pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If search yields contraband, school officials will seize the item, and where appropriate, turn it over to legal authorities of ultimate disposition.

VII. VIOLATION OF POLICY

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal references;

U.S. Const., amend. IV

Minn. Const., art. I, #10

New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 83 L.Ed.2d 720('85)

Minn. Stat. #127.47(school locker policy)

INDEPENDENT SCHOOL DISTRICT #2167 VIOLENCE PREVENTION AND WEAPONS POLICY

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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; 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.

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 non-student falls within one of the following categories:

1. Licensed peace officers, military personnel, or students participating in military training, who are on duty performing official duties;

2. Persons authorized to carry a pistol under Minn. Stat., 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;

3. Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with 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.
4. Firearm safety or marksmanship courses or activities conducted on school property;
 5. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 6. A gun or knife show held on school property;
 7. 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
 8. 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.

F. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. 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.

E. 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 non-student permit-holders authorized under Minn. Stat., 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 and the school takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students 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. Administrative Discretion

While the school district and the school takes a “Zero Tolerance” position on 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 non-renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non-renewal, 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 Non-students

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.

INDEPENDENT SCHOOL DISTRICT #2167 BULLYING POLICY 514

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 students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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 that 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 misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 1. The developmental 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 positive behavioral interventions up to and including suspension and/or expulsion. 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 and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying 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 any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. Harming a student or a group of students;
 - 2. Damaging a student's property or a group of students' property;
 - 3. Placing a student in reasonable fear of harm to his or her person or property; or
 - 4. Creating a hostile educational environment for a student or a group of students; or
 - 5. Intimidating a student or a group of students.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" 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.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- 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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or 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. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, 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; school district policies; and regulations.
- D. 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 involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. 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 retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. 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.
- C. 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 victim, and to make resources or referrals to resources available to victims of bullying.
- D. 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, and resourcefulness.

VIII. NOTICE

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.

Lakeview Independent School District 2167

PHYSICIAN'S ORDER FOR GIVING MEDICATIONS IN SCHOOLS



Name of Student _____ Birth Date _____

Parent or Guardian's Name _____

TO BE FILLED IN BY PHYSICIAN or PARENT IF 'OVER-THE-COUNTER' MEDICATION

Name of Medication: _____

Dosage and Route of Administration: _____

Time of Administration: _____

Purpose of Medications and why it is needed during school hours: _____

Possible side effects: _____

Termination Date for Administration: _____

Physician's Signature: _____

(for prescription medications only)

Date: _____

Telephone Number: _____

TO BE FILLED OUT BY PARENT/GUARDIAN

I request medication to be given at school as prescribed by our physician.

I request medication to be given at school for over-the-counter use.

Date _____

Signature of Parent/Guardian _____

Note: Medication must be brought to school in a container labeled by a physician or pharmacist. The Label must include the name of the pharmacy, the patient's name, name of prescribing physician, and directions for use.