MELROSE AREA
ELEMENTARY SCHOOL

STUDENT/PARENT/GUARDIAN
HANDBOOK
2017-2018
Dear Students and Families,

We are excited and look forward to working with you at Melrose Elementary! In preparation for the upcoming school year, we present to you our handbook. This resource provides you with a lot of important information on our policies and procedures. I hope you take the time to review what is included in this manual, as it serves as guidelines for the school and you at home in keeping everyone informed and safe as we navigate through the school year.

If you have any questions or concerns during the school year, please don’t hesitate to contact me in the elementary office. Let’s have a wonderful school year together!

Jim Conrad
Elementary Principal
ACCIDENT INSURANCE
Your school does not provide insurance for all students. The school would only be liable for accidents or injury in case of proven negligence. School policy requires athletic participants to have insurance coverage. All accidents must be reported to the supervising teacher, Principal’s office, or Nurse’s office as soon as possible.

AGE REQUIREMENT FOR ADMISSION
Under existing state law, a child must be 5 years of age on or before September 1st of the current school year to enter kindergarten.

ATTENDANCE PROCEDURE (TRUANCY POLICY)
Good attendance contributes greatly to a child’s academic achievement in school. Regular attendance is directly related to the students’ success in academic work; benefits students socially, provides opportunities for important communication between teacher, student, and parent/guardian; and establishes regular habits of dependability important to the future of the student.

The purpose of our student handbook policy is to encourage regular school attendance; it is intended to be positive and not punitive. Minnesota Statute requires that all children between the ages of seven and sixteen must receive instruction unless excused according to law. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minnesota Statute 120.101, the students of the school district are REQUIRED to attend school every day school is in session, unless the student has a valid excuse for absence. Perfect attendance indicates that a student has not been absent from school during a given period of time. We will not allow any variances from the policy. If a student is not present during the school day he/she will be marked absent. We realize that circumstances occasionally arise that force a student to be absent when he/she does not wish to be gone (doctor appointments, funerals, etc.) and this will jeopardize their perfect attendance. A perfect attendance record is commendable, but should not be sought at the expense of the child’s or other’s health. We understand their concern but our policy will be “either you are in school or you are absent” which follows the typical attendance policies in the workplace.

Arrangements should be made by the parent with student’s teacher, principal or administrative assistant if it is necessary for the child to be away from the classroom during the course of the school day.

A note should be sent with the child explaining his/her absence when he/she returns to school.

If you have a need to pick up your child during the regular school day, please inform the office. We will have your child wait in the office for you to pick up.

The following will be the practice of Melrose Area Elementary School:

**Excused Absences:**

1. Illness. After repeated absence due to illness, the school may choose to require a doctor’s note for any further excused illness.
2. Serious illness in the student’s immediate family.
3. A death in the student’s immediate family or of a close friend or relative.
5. Court appearance occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Catastrophic emergency conditions such as fire, flood, storm, etc.
8. Family trips or vacation days, up to ten days per year, which include hunting trips, need to be requested at least 3 days before trip is to begin. Current and prior attendance history will be used to determine approved amount of days. Days not approved are unexcused.

9. Removal of student pursuant to a suspension. Suspensions will be handled as excused absences and students will be expected to complete make-up work/assignments.

** Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 127.26-127.39.

** Special Note: If a child is absent because of a communicable disease, the school should be notified as soon as possible. Contact school nurse at 256-5160, then press *

It is the responsibility of the parent/guardian to call the school (256-5160) or the info/attendance line (256-5160) if your child will be absent from school. A phone call home will be made if your child is absent from school and we do not hear from the parent/guardian.

** Unexcused Absences:**

1. Truancy. An absence by a student, which was **not approved** by the parent/guardian and/or the school.

2. Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures.

3. Failure to present a doctor’s note after being notified to do so by the school regarding any further absences.

4. An absence excused by the parent but **not** excused according to the handbooks excused absences.

5. Any other absence not included under the attendance procedures set out in this policy.

6. Principal has sole discretion on excusing/not excusing absence.

** Consequences of Unexcused Absences:**

In cases of three (3) unexcused absences, the administration may request the County Attorney to file a petition with the Juvenile Court, pursuant to Minnesota Statutes, or may seek the assistance of Stearns County Human Services in regards to educational neglect.

A student’s parent/guardian will be notified by mail that his or her child has a total of three (3) unexcused absences and that, after the fifth (5th) unexcused absence, the student will be reported to the County Attorney for truancy or Stearns County Human Services for educational neglect.

** Tardiness:**

Students are expected to be in school, in their classroom ready for class by 8:15am. A student is considered tardy when:

- Arrive to school between 8:15-9:30am
- Leave school between 1:40-2:55pm

When a student is tardy he/she must report to the office before going to class; parent(s)/guardian(s) should contact the school when their child is going to be late.

Parents/guardians of habitual tardy students will be notified. Excessive tardiness may be counted towards full day absences and handled as unexcused absence(s). The following are examples of excused, unexcused and repetitive tardies; this is not an all-inclusive list.
**Excused Tardies:**
- Appointments
- Late bus
- Illness of the student
- Weather conditions
- School Business

**Unexcused Tardies:**
- Overslept (student or parent/guardian)
- Missed bus
- Car problems
- Out of class without a pass or permission from teacher
- In hallway or cafeteria rather than classroom at beginning of class time

**Repetitive Tardies:**
- Defined as 3 or more tardies, students may receive detention, and/or parent conference, and/or suspension at the discretion of the principal.

**BICYCLES**
Children may ride their bicycles to school, but are not to ride during school hours. Bicycles are to be parked in the bike racks in front of the school. Also, students riding bicycles are required to walk their bicycles to the corner crossings at the end of the school day to prevent accidents with all students leaving the building, and cross at the designated intersection with the School Patrol.

**BREAKFAST/LUNCH**
Breakfast and lunch are served in the cafeteria. **Breakfast is served from 7:45-8:15 am** for all students. Students eligible for free and/or reduced meals are eligible for free breakfast. All kindergarten students are eligible for free breakfast. **In the event of a late start, breakfast will not be served.** All students eligible for free and/or reduced meals receive free lunch.

Breakfast Price: $1.75
K – 5 Daily Lunch Price: $2.50
Adult Lunch Price: $4.25
Extra Milk: $0.35
(Prices are subject to change by Melrose School Board)

Students will have individual pin numbers. The school utilizes the finger biometric scanner to enter students’ pin numbers which alleviates students having to memorize their pin number and accelerates the lunch line resulting in more time to eat. All meals and extra milk will be charged to the student’s account. When a student’s account reaches a balance of $7.00, an automated call is made to the parents/guardians notifying them of low balance. **It is the parent’s responsibility to make a deposit as soon as possible so the account does not become negative.** Parents can send payment with their child(ren), pay it personally in the main office, or send it by mail. **It is recommended that cash payment not be sent with students.** If you have any questions, please contact Aaron Schmitz, Director of Food Service.

Students with a negative balance are offered a reimbursable cold lunch that is of no cost to the student and consists of a sandwich with 2 oz. protein, fresh vegetables or fresh fruit and a milk. When negative balance has been taken care of, the student may resume the hot meals.
Students are expected to behave appropriately in the cafeteria. This includes the following rules:

1) Students will be permitted to sit in their choice of seats at an assigned table unless a problem arises.
2) Students will be permitted to talk in a conversational tone. Unnecessary noise or high volume will necessitate a change in seating or removal from lunchroom.
3) Students are expected to leave their eating area, including floor, neat and clean.

It is strongly recommended that parents, students, adults or siblings not bring in lunches from outside establishments (i.e.: McDonalds, Subway, etc.) to have during lunch time with their child. Many times parents plan to bring in special lunches for student birthdays. If an outside lunch is brought into the school, it must be in an unmarked bag to not promote advertising. You are encouraged and welcomed to order a school lunch and dine with your child.

BYOD POLICY

Melrose Area Public Schools

Adopted: 5-28-13

Policy 524.1

Revised: __________

524.1 ACCEPTABLE STUDENT USE OF PERSONALLY OWNED DEVICES (BYOD)

I. Purpose

The purpose of this policy is to set forth policies and guidelines for students to bring personally owned devices into school or use district owned devices for educational purposes only.

II. General Statement of Policy

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other table PC’s; laptop and netbook computers; personal digital assistants (PDA’s), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

III. Limited Educational Purpose

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

IV. Acceptable Uses

A. Non Disruptive Uses

1. Non-Disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disruptive devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, and (e) audio players.

3. The devices may be used:
   a. During classroom instruction and in the Media Center as permitted and directed by school personnel.
   b. In study hall/labs and other educational areas as permitted and directed by school personnel.

B. Cell/Smart Phones (Educational Use)

1. Use of phones by students must be used strictly for educational purposes.
2. Phone calls, texting, and many phone applications are not considered appropriate uses for educational purposes.

V. Unacceptable Uses

A. Disruptive Uses

1. Use of electronic devices to take pictures or videos, is not permitted on school grounds, at school sponsored events, including transportation areas, unless under the direction and supervision of school personnel.
2. The misuse of permissible electronic devices in a manner distracting to students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
   a. Use of any electronic device in a classroom or other area of Melrose Area Public Schools not authorized by school personnel.
   b. Violation of the Melrose Area Public Schools Acceptable Use Policy or other District Policies.
   c. Use of a BYOD device for Cheating or Plagiarism is strictly prohibited.

3. Cell/Smart Phones (Personal Use)

   a. Phone calls, texting, and many phone applications are not considered appropriate uses for educational purposes.
   b. Cell phones are not to be used until after the school day unless approved by school personnel.

VI. Limitation of school liability, maintenance, and general use.

A. Melrose Area Schools reserves the right to monitor, inspect, or review a personally owned device or file when school personnel have a reasonable suspicion that a violation has occurred.
B. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.
C. The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events.
D. Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted.
E. The use of personally owned devices in lockers rooms, restrooms, and nurse’s office is strictly
prohibited.

**F.** Students are not permitted to use any electronic devices to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

**G.** Personally owned devices must access the internet via the District’s content filtered wireless network.

**H.** Lost or damaged device:
1. Melrose Area Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school.
2. Students bring these devices to Melrose Area Schools at their own risk.

**A. 1.** Responsibility

1. Families must stress the responsibilities that their children have when bringing their own computers/devices to school. Any devices students bring to school are their responsibility at all times. Students are encouraged to shut off their devices when not being used or stored to help save band width.
2. BYOD devices are purchased by and remain the property of the family.
3. Melrose Area Public Schools will not provide repair, software installation services, or technical support to any BYOD device.

**VII.** BYOD Use Agreement

**A.** The proper use of BYOD devices and the educational value to be gained from proper BYOD use is the joint responsibility of students, parents, and employees of the school district.

**B.** This policy requires the permission of and supervision by the school’s designated teacher/staff before a student may use a BYOD device for educational purposes.

**C.** The Acceptable Student Use of Personally Owned Devices (BYOD) form for students must be read and signed by the student and a parent or guardian. Students/parents or guardians need to sign a new form for each school year to be able to use BYOD devices.

**Cross References:**
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- District Policy 524.2 Employee Use of Social Media
- MSBA/MASA Model Policy 603 (Curriculum Development)
- MSBA/MASA Model Policy 604 (Instructional Curriculum)
Students and parents/guardians participating in BYOD must adhere to the student code of conduct, as well as the Internet Acceptable Use & Safety Policy and other District Policies. Furthermore the student/parents agree to the following conditions:

1. The student takes full responsibility for his or her technology device. The school is not responsible for the security of the student-owned technology.
2. The technology must be on silent mode while on school campuses and while riding school buses.
3. The student will maintain confidentiality of usernames and passwords and protect the confidentiality and safety of others when sharing work or images.
4. The student will refrain from sending any form of communication that harasses, threatens, or is discriminatory.
5. The student will refrain from using social network tools for personal use.
6. The student must comply with all teacher/staff requests regarding technology, such as shutting down, closing the screen, storing, etc.
7. The student realizes that printing from personal BYOD devices will not be possible at school unless directed by teacher/staff member.
8. The student may only access files on the BYOD device or internet sites which are relevant to the Classroom curriculum as determined by teachers/staff.
9. BYOD devices must access the internet via the District’s content filtered wireless network (cell phones or other internet providers are not approved to be used).
10. The student understands that bringing on the school premises or infecting the network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information is in violation of the BYOD Policy and will result in disciplinary action and/or be liable for damages.
11. The student realizes that processing or accessing information on school property related to hacking, altering, or bypassing the District’s network security, policies, or the District’s network filters is in violation of the BYOD Policy.
12. Each teacher/staff member has the discretion to allow and regulate the use of BYOD devices in the classroom and for use during specific projects or other classroom activities.
13. Devices may not be used to cheat or plagiarize on assignments, tests, other educational activities, or non-instructional purposes (such as making personal phone calls or electronic messaging, etc).
14. The District will not provide repair, install software services, or provide technical support to any BYOD device.
15. The District has the right to collect and examine any BYOD device that is suspected of causing problems or being the source of an attack or virus infection.

I understand and will abide by the BYOD Policy and guidelines. I further understand that any violation may result in the loss of my network and/or BYOD privileges as well as other disciplinary or legal action.

Print Student Name: ______________________________    Grade: ______________
Student Signature: ________________________________    Date: ______________
Print Parent/Guardian Name: __________________________    Date: ______________
Parent/Guardian Signature: ___________________________
BUILDING POLICY

ELEMENTARY POLICY: Use of illicit drugs and the unlawful possession and use of alcohol and tobacco is wrong and harmful. A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, and not be under the influence of narcotics, drugs or alcohol, materials/substances represented to be a drug or controlled substance, or use chemical substances which can affect psychological functioning or affect the educational system of the school. Students shall not engage in drug use/abuse not possess paraphernalia specific to the use of chemicals. E-cigarettes are considered part of paraphernalia. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the appropriate school policies. (“Under the influence” is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath of person, reddened eyes, nervousness, restlessness, falling asleep, memory loss or inappropriate behavior.)

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the appropriate school policies. (“Under the influence” is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath of person, reddened eyes, nervousness, restlessness, falling asleep, memory loss or inappropriate behavior.)

The building principal will:

A. Make a factual written report of the violation
B. Inform the student’s parents or guardian of the violation.
C. Suspend the student in school for the remainder of the day and at home until a readmittance conference has been held with the parents or guardian, the student’s classroom teacher and the building pre-assessment team.
D. Convene a meeting of the members of the building pre-assessment team including a district guidance member to go over the known facts and to develop an intervention strategy.
E. Contact law enforcement.

The building pre-assessment team will:

A. Meet with the building principal in order to gather data on the student and develop intervention strategies.
B. Meet with the parents or guardian at the readmittance conference and relay intervention recommendations.

The district guidance member will:

A. At the request, the building principal or the pre-assessment team spend time with the student to assess the extent of the chemical usage and develop intervention strategies.
B. File a written evaluation and recommendation to the principal and the pre-assessment team.

BULLYING

Melrose Area Public Schools

Adopted: 2-23-09

MSBA/MASA Model Policy 514
Orig. 2003
514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

   1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

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

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

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

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

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
   1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
   2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
   3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

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

H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

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

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

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

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

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

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

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

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

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

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

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

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

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

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

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

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

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students’ knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding
to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

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

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

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

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

VIII. NOTICE

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

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly
interacts with students at the time of initial employment with the school district.

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

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

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

IX. POLICY REVIEW

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

Legal References:

- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § 124D.10 (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy 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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 423 (Employee-Student Relationships)
- MSBA/MASA Model Policy 501 (School Weapons Policy)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
BUS CONDUCT

*School transportation 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.

It is the school bus driver’s responsibility to report unacceptable behavior to the school district’s transportation office. Consequences for school bus/bus stop misconduct will be imposed by the school district under the adopted administrative discipline procedures. Serious misconduct may be reported to local law enforcement.

1. **School Bus and Bus Stop Rules.** The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district’s discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges.

2. **Rules at the Bus Stop**
   a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
   b. Respect the property of others while waiting at your bus stop.
   c. Keep your arms, legs and belongings to yourself.
   d. Use appropriate language (no swearing or use of negative language).
   e. Stay away from the street, road or highway when waiting for the bus.
   f. Wait until the bus stops before approaching the bus.
   g. After getting off the bus, move away from the bus.
   h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
   i. No fighting, harassment, intimidation, horseplay, bullying, or hazing.
   j. No use of alcohol, tobacco or drugs.

3. **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 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.
k. No movement from seat to seat or standing while the bus is in motion.

A. Consequences for school bus/bus stop misconduct will apply to all regular and late routes.

B. 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.

1st Notice - Warning
2nd Notice - Assigned Seats
3rd Notice – 3 days Suspension of Riding Privileges
4th Notice – 5 days Suspension of Riding Privileges
5th Notice – 10 day Suspension of Riding Privileges
6th Notice – Suspension of Riding Privileges for remainder of year

PLEASE NOTE: Depending upon severity of the behavior, administrative discretion may be used with regard to issuing consequences.

C. In cases where an assault or other serious situations that require a law enforcement investigation, a student will have a suspension of riding privileges until the investigation has been completed. Further loss of riding privileges or disciplinary action may result depending on the results of the investigation. The administration reserves the right to modify or expand this requirement pending the circumstances of each individual incident.

CELL PHONES
Students are highly discouraged from bringing cell phones to school. Use of cell phones by students in case of an emergency, outside of normal school hours, or to make transportation arrangements will be considered acceptable reasons for student use of a cell phone. Student cell phone use during school days is PROHIBITED without specific permission of a school staff member. Students who bring cell phones to school are to leave them in their regular school locker with the power turned off. Cell phones MAY NOT be brought into a school restroom at any time INCLUDING before/after school hours.
Parents/Guardians wishing to contact their child during school hours should phone the school office.

**CHILD ABUSE/MANDATED REPORTERS**
Minnesota statute requires that school employees, as mandated reporters, report to the Stearns County Human Service department any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. Once a report has been made, official representatives of the county Human Service department have the right to and may come to the school to interview the child. The department need not obtain parent/guardian permission.

**CLASSROOM/SCHOOL SAFETY**
Backpacks, book bags, duffel bags and other similar items are not to be taken to your classes. You may use these items to bring your books to and from school. Keep backpacks, book bags, duffel bags and other similar items in your locker during school time. Plan ahead and use your lockers. Exceptions may be made at the discretion of administration (Students with an accommodation plan, injury, disability).

**CUSTODY AND/OR CHANGE OF ADDRESS**
If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. It is the parent/guardian responsibility to notify the school office if you have a change of address or telephone number without a change of school.

**DISCIPLINE POLICY**
The current discipline program at Melrose Area Elementary School is Dutchmen Pride, or “The HANS Way.” HANS way stands for Honesty, Attitude, Neighborly and Safety. Dutchmen Pride is a PBIS framework school wide system of positive behavior support that focuses on taking a team based system approach and teaching appropriate behavior to all students in all settings in the school. It is our responsibility to teach expectations and the students’ responsibility to be held accountable. It takes partnerships to enhance and maximize instructional opportunities. Through The HANS way, students are also recognized and positive behavior choices are acknowledged and promoted.

The PBIS framework categorizes infractions through the Tiered System, with inappropriate behavioral responses correlated to aligned tiered consequence.

The students receive approximately 30 minutes minimal of Olweus Bullying Prevention each week. This time is spent building a community within the classroom, while working on communication skills and learning respect for all.

The goal of our discipline policy is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. These behaviors are taught in all areas of the school including the classroom, playground, hallways, cafeteria, gym, bathroom and library through positive support for all students.

Students are **expected** to demonstrate Positive Behaviors. An infraction of either a “Minor” or a “Major” offense will be handled accordingly. A major infraction will include an Office Disciplinary Referral, (ODR). The student will be expected to assume responsibility for the behavior and complete assigned consequence. Parents/guardians will be contacted with a major infraction.
CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

The following guidelines will be used when dealing with behavior that does not meet the building expectations:

**Offense**- an offense that does not meet the expectations or severely interferes with another person’s rights. All major offenses will be reported to parents, teachers, and administration using the Office Disciplinary Referral form. Severe infractions (See Zero Tolerance) will be dealt with by the administration.

- **First offense**- Disciplinary Referral is issued requiring parent/guardian signature and returned to elementary office the next school day.
- **Second offense**- Disciplinary Referral is issued requiring parent/guardian signature and returned to elementary office the next school day. May result in loss of 1-3 days of noon hour.
- **Third offense**- Disciplinary Referral is issued requiring parent/guardian signature and returned to elementary office the next school day. Student and principal make phone call to parent/guardian. May result in up to 1/2 day of In-school suspension (ISS) which includes loss of noon hour recess. As an educational preventative measure, the student may meet with the school social worker and/or school psychologist to discuss strategies deemed appropriate for correcting the student’s behavior.
- **Fourth offense (and each thereafter)**- Disciplinary Referral is issued requiring parent/guardian signature and returned to elementary office the next school day. Student and principal make phone call to parent/guardian. May result in one or more day(s) of In-school suspension (ISS) or possible Out of school suspension (OSS). Parent conference may be arranged.

The parent conference team may consist of:
- Student
- Parent/guardian
- Classroom teacher
- Social Worker and/or EBD teacher
- Principal
- School Psychologist

This parent conference team will decide the strategies for correcting the behavior. Disciplinary actions may include, but are not restricted to:

- Restitution
- Apology
- Removal from classroom
- Loss of reward/motivational activity
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Additional educational sessions with school social worker and/or school psychologist

A parent/guardian may request a meeting to discuss their child’s behavior. Discipline Referralss and consequences will be delivered respectfully and in a timely fashion.

*The District Administrator reserves the right to increase or diminish consequences according to the severity of the problem.*
**Zero Tolerance** - The examples of behaviors listed below are considered unacceptable under any circumstance at school. These behaviors can be a violation of state law, district policy, or any totally unacceptable behavior. When a student demonstrates one of these behaviors, it will require involvement by the principal, parent(s)/guardian(s) and possible legal authority. These unacceptable behaviors warrant immediate and severe action.

- leaving school grounds without authorized permission
- extreme defiance and/or refusal to follow directions
- use or possession of tobacco, alcoholic beverages, or drugs at any school function (see District Policy)
- weapons - (see District Policy)
- assaulting, violent or harassing behavior - (see District Policy)

***The behaviors listed above are not all inclusive. Other unlisted behaviors that occur may result in disciplinary action.***

The goal of a positive, safe learning environment takes all of us working together.

**STUDENT RESPONSIBILITY**

1. **THE STUDENT IS EXPECTED TO DEMONSTRATE POSITIVE BEHAVIOR.**

2. **THE STUDENT NEEDS TO TAKE THE DISCIPLINARY REPORT HOME TO BE SIGNED BY THEIR PARENT/GUARDIAN.**

3. **THE STUDENT NEEDS TO RETURN THE SIGNED DISCIPLINARY REPORT THE NEXT DAY TO THE CLASSROOM TEACHER OR ELEMENTARY OFFICE.**

4. **THE STUDENT WILL BE RESPONSIBLE TO COMPLETE ASSIGNED CONSEQUENCES.**

**PARENT RESPONSIBILITY**

1. **REVIEW THE SCHOOL DISCIPLINE POLICY IN THE HANDBOOK WITH YOUR CHILD AT THE BEGINNING OF THE SCHOOL YEAR.**

2. **DISCUSS REASONS WITH YOUR CHILD FOR RECEIVING A DISCIPLINARY REPORT AND WAYS TO MAKE APPROPRIATE CHOICES TO AVOID FUTURE CONFLICT.**

3. **PARENT/GUARDIAN WILL SIGN AND REMIND THEIR CHILD TO RETURN THE DISCIPLINARY REPORT TO THE CLASSROOM TEACHER OR ELEMENTARY OFFICE THE NEXT SCHOOL DAY.**

4. **PARENT/GUARDIAN WILL MEET WITH SCHOOL STAFF WHEN THEIR CHILD HAS RECEIVED FOURTH (AND EACH THEREAFTER) DISCIPLINARY REPORT.**

**TEACHER/STAFF RESPONSIBILITY**

1. **HELP STUDENTS CHOOSE POSITIVE BEHAVIORS.**

2. **RESPECTFULLY FACILITATE THE WRITING OF DISCIPLINARY REPORT WITH A STUDENT WHO HAS BEHAVED INAPPROPRIATELY.**
3. Distribute copies of disciplinary report to student, office, and classroom teacher.

4. Remind or help student return disciplinary report to office the next day.

5. Immediately report “major” behaviors to the administrator by completing a disciplinary report. The report will be complete and detailed with the events that occurred.

6. Deliver a minimum of 30 minutes Olweus bullying prevention each week.

**Administrator’s Responsibility**

Students will only be referred to the administrator for major behaviors or zero tolerance behaviors.

1. The administrator will deliver a consequence to the student for these behaviors. The consequence will depend on the severity of the behavior. District policy will be followed for violation of these behaviors.

2. A disciplinary report will be completed by the teacher/staff indicating which inappropriate behavior was demonstrated.

3. The administrator will indicate on the disciplinary report what action was taken for the violation. A copy will be sent home, kept on file, and given to the classroom teacher.

4. Administrator will be responsible for maintaining records of disciplinary reports returned to office.

5. Administrator will assist in supervising students assigned in-school suspension (ISS).

**Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees**

I. **Purpose**

The purpose of this policy is to protect the exercise of students’ and employees’ free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. **General Statement of Policy**

A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

A. “Distribute” or “Distribution” means circulation or dissemination of material by means of handing out free copies, sending electronic copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.

B. “Nonschool-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, including electronic copies, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

C. “Obscene to minors” means:
   1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
   2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
   3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. “Minor” means any person under the age of eighteen (18).

E. “Material and substantial disruption” of a normal school activity means:
   1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption, which interferes with or impedes the implementation of that program.
   2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;

2. the extent to which distribution is likely to cause disruption of or interference with the school district’s educational objectives, discipline, or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;

5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;

7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

C. No one shall coerce a student or staff member to accept any publication.

D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.

3. Location where material will be distributed.
4. If intended for students, the grade(s) of students to whom the distribution is intended.

B. Within five (5) school days, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within five (5) school days, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within five (5) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district’s Student Discipline Policy.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

*Legal References:* U. S. Const., amend. I
**Tinker V. Des Moines Indep. Sch. Dist.**, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
**Bystrom v. Fridley High School**, 822 F.2d 747 (8th Cir. 1986)

**Cross References:**  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**DRESS CODE**  
The appearance of students is primarily the responsibility of parents. Students are expected to dress and groom themselves in clothes that are appropriate for a school/work environment and weather conditions. Clothing must be in good taste, following community and school standards at all times.

Inappropriate clothing is defined as anything that disrupts or distracts from the teaching, educational process, threatens the learning environment, or endangers the health or safety of students or any other person. Clothing or accessories bearing a message that is lewd, vulgar or obscene is not permitted. Therefore, hats/headgear (unless the headgear pertains to the students’ religion or medical condition), bandanas, hoods, spaghetti-strap tank tops and clothing that exposes the navel/midriff/undergarments, short short and/or skirts, and jewelry that could be potentially harmful (wallet chains) are not allowed to be worn during normal school hours.

Clothing and accessories promoting tobacco products, alcoholic beverages, illegal drugs/activities, weapons, profanity, racist, sexist, derogatory, or having sexual innuendo is not allowed for school wear. Gang affiliated signs, symbols, jewelry, tattoos, and clothing that represent acknowledged gangs or gang activity is prohibited. Students will be required to change or turn their shirts inside out if they wear improper clothing to school. Parents may be contacted by the principal, or school staff, to bring appropriate clothing to school. If in doubt, don’t wear it! The school administration reserves the right to determine whether the students’ attire or appearance is acceptable. Finally, repeated violations of the dress code may result in further disciplinary action.

**DRESS CODE - WEATHER RELATED**  
Due to unpredictable changes in weather, students need to be prepared for outside recess/activity every day with appropriate weather gear. During spring and fall seasons, students are expected to wear a light jacket or sweatshirt outside if necessary.

During winter months, students will be going outside unless the temperature is 0 degrees or below, including wind chill factor. Students must wear winter jacket, hat, gloves, boots and snowpants. If students forget boots or snowpants, they will be required to remain on the sidewalk/blacktop during recess time.

**DRILLS**
Evacuation Drills - The signal for an evacuation drills is an announcement over the intercom and/or a European police siren. Everyone must report to the pre-designated evacuation site in an orderly manner, with his/her class. Keep away from dangerous situations. Return to the classroom when instructed to do so by administration.

Fire Drills - The signal for a fire drill is a continuous blast of the fire alarm system. Everyone must leave the building. Close doors and windows as you leave. Please check the fire exit sign in your classroom as to what exit you should use.

Lock Down Drills - The signal for a lock down drill is an announcement over the intercom. There are two types of lock down drills that are used.

- **Soft Lock Down**: Everyone must be in a locked room and no one should leave the room until directed to do so by administration and/or law enforcement. No one should be allowed to enter a secured room, phones should not be used and teachers should continue teaching.

- **Hard Lock Down**: Everyone must be away from doors and windows, as best as possible and everyone must be in a locked room. No one should leave the room until directed to do so by administration and/or law enforcement. No one should be allowed to enter a secured room and phones should not be used. Lights should be turned off and the room should be quiet. Teaching should not occur.

Tornado Drills – The signal for a tornado drill is a three minute continuous ringing of the bells. Check the tornado exit sign in the classroom so you know where to go in the event of a drill. When you reach your shelter area, sit on the floor with your hands covering your head. An “all clear” announcement will be given when you are to return to your classrooms.

**EARLY CHILDHOOD SCREENING**
A pre-school screening will be done for four year olds during the school year. Minnesota Department of Education recommends screening to be done just before, or at the age of 4. Please note, this is NOT a kindergarten screening. This important event helps determine any health or developmental concerns your child may demonstrate. The screening process includes motor, concepts and language/speech development, along with hearing, vision, height and weight assessments. **It is important that parents make sure their child(ren, including infants) are registered in the Melrose School District system by contacting the elementary secretary.** Parents will be contacted close to their child’s 4th birthday for this important screening appointment.

**EXTRA-CURRICULAR ACTIVITIES**
School rules apply to extra-curricular activities. Failure to comply may result in removal from activity and/or future extra-curricular activities.

**FIELD TRIPS**
Field trips are an important part of the instructional program. There are times during the school year when the school may decide to utilize a field trip. Each child must then have written permission from his/her parents. A form for this purpose is sent home with the student at the beginning of school to cover permission for all trips during the school year. As details of the specific field trips are planned, classroom teachers will send information home.
HARASSMENT AND VIOLENCE POLICY 413 (ADOPTED 2-25-08)

I. General Statement of Policy

It is the policy of Independent School District 740 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.

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 a 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.

It shall be a violation of this policy for any pupil, teacher, administrator 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, teacher, administrator other school personnel.

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 violate this policy.

II. Religious, Racial and Sexual Harassment & 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, or 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 individuals’ 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; or
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 reasonably related to race.

F. Religious Violence
Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably 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

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 or sexual
harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. 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. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the District Human Rights Officer, a Principal, or to the Superintendent.

A. In each school building
The building principal or the Human Rights Officer are the persons responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. In the senior high building, the Human Rights Officer and members of the guidance team may receive this initial complaint if the complaint is from a student and involves another student. If the complaint involves a staff member, the complainant must file the report with the building principal or the superintendent.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 3 days and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the district
The School Board hereby designates the building principals as the School District Human Rights Officers to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a staff member, the complainant must file the report with the building principal. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a good faith complaint or report of religious, racial or sexual harassment and violence will not affect the complainant or reporter’s future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

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 will be conducted 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 alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

The Human Rights Officer will then give the written report to the building principal who will read the report and reach a decision whether the conduct constitutes sexual, racial, or religious harassment.

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 racial, 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 agreement, Minnesota and federal law, and the School District policies.

B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary Action taken as a result of the complaint.

VI. Reprisal
The School District will discipline or take appropriate action against any pupil, teacher, administrator other school personnel who retaliates against any person who reports alleged religious, racial, or sexual harassment or violence or any person 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 which 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
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.

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 appear in the student handbook.
C. The School District will develop a method of discussing this policy with students and employees.
D. This policy shall be reviewed at least annually for compliance with state and federal law.

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

II. General Statement of Policy
A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
C. Apparent permission of 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 a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other 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 to 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 shall 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 of 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.

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 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 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 hazing 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.

A Simple Test
If you aren’t sure if something is hazing or not, try answering the following questions:

Does this activity promote or conform to the values of the school or organization? Will this activity increase respect for the school or the organization?

Is everyone equal in this activity?

Would you be able to defend this activity in a court of law?

Does the activity have value in and of itself?

Would you be willing to allow parents to witness this activity? (Keep in mind that many activities are tradition” that parents themselves have experienced. Would you still be willing for all parents to witness this activity?)

**HEALTH SERVICES**

**Staff Hours:** The health office is located within the elementary office and is staffed by a licensed school nurse. Parents are encouraged to contact the school nurse with any health concerns of their child(ren). You can reach the nurse at 256-5160 then press 1020

**Health Screenings** conducted according to Minnesota Department of Health (MDH) recommendations:

**Vision:** Grades K-5, 7, 10

**Color:** Grade 1 boys

**Hearing:** Grades K-5, 7, 10  A school audiologist, provided through the West Central Education District is also available for referrals.

**Scoliosis Screening:** Girls: fall of 5th grade & Spring 6th grade

**Height and Weight:** Annually grades 1-5

Following screenings, referral letters will be sent home to parents/guardians of students who do not meet the within normal limits standard of screening guidelines. Screenings are also conducted on new students, students with suspected problems or by parent request.

**Immunizations:** State Law requires students receive immunizations as required for their age, a signed exemption from the child’s health care provider, or signed **notarized** conscientious objection from the parent, in order to attend school. It is the parent’s responsibility to meet the criteria. The school nurse keeps a record of each student’s health and immunization information. Any questions can be directed to the school nurse.

**Individual Health Plans** will be developed in cooperation with parent/guardian, health care provider, staff and student for students with chronic health issues including but not limited to diabetes, asthma, seizure disorders and food allergies.

**Medications:**

**Nonprescription/over-the-counter (OTC) medications:** the school will not provide OTC medications. Parents/guardians will provide OTC medications for student in original bottle with official container label and directions. The student’s name will be legibly placed on a label in permanent marker, attached to the bottle, not obstructing drug name, dose, official instructions, or expiration date. Parents will sign a permission form for school staff to administer OTC medication. Designated school staff will administer the medications as directed by the permission form.

**Prescription medications:** The administration of prescription medication at school requires a completed signed request from the student’s parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is
received. A “Prescription Medication Administration” form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent or as specified in an individual health plan.

**HOMEBOUND INSTRUCTION**

This service provides instruction to students who are absent from school due to a prolonged (15 days) illness or disability. The primary purpose of home or hospital instruction is to offer students a program of study that will permit them to complete a school year successfully. Upon request of a parent, and accompanying a doctor’s certification, such instruction can be initiated by contacting the principal.

**INTERNET ACCEPTABLE USE AND SAFETY POLICY #524**

The District is pleased to offer students access to the district computer network for Internet, and with teacher permission, electronic mail. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return a form to the Media Specialist. Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further the educational goals of the district, students (with some extra effort) may find ways to access inappropriate materials as well. The District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. However, parents and guardians of minors ultimately are responsible for setting and conveying the standards that their children should follow when using media and information services. To that end, Independent School District 740 supports and respects each family’s right to decide whether or not to apply for access.

**District Internet and E-mail rules**

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege—not a right. Access requires responsibility. Individual users of the district computer network are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed.

Independent School District 740 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD 740 will not be responsible for any damages a student/parent suffers. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or a student/parent or guardian error or omission. Use of any information obtained via the Internet is at student/parent or guardians’ own risk. ISD 740 denies any responsibility for the accuracy or quality of information obtained through its services.
Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files on district servers would always be private. Messages relating to or in support of illegal activities may be reported to legal authorities.

Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they interact with information sources such as television, telephones, movies, and radio.

**The following uses of E-mail and Internet are not permitted:**
* Sending or displaying offensive messages or pictures
* Using obscene language
* Harassing, insulting, or attacking others
* Damaging computers, computer systems or computer networks
* Violating copyright laws
* Using another’s password
* Trespassing in another’s folders, work, or files
* Intentionally wasting limited resources
* Using the network for commercial purposes or non-curricular political lobbying
* Student use of Hotmail is not permitted on campus unless it is teacher approved and pertains to class work

Violations may result in loss of access as well as other disciplinary or legal action. (Students who violate these policies during 4th quarter may have the penalties carried over to the 1st quarter of the following school year.)
The full district internet policy is available in the elementary office.

**INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**
Students may not be interviewed during the school day by persons other than the student’s parents, school district officials, employees and/or agents except, as otherwise provided by law.

**LEAVING SCHOOL GROUNDS**
Students may not leave school district property without permission.

**LOST AND FOUND**
Every effort is made to return lost and found articles to the rightful owner. Children are especially uncertain in this matter. It is particularly helpful to have all possessions, especially those of younger children, plainly marked with the child’s name. Money or valuables should not be left in desks or lockers. Parents are asked to check the lost and found table often for missing items.

**NON-DISCRIMINATION**
It is the policy of school district #740 that no person within the jurisdiction of this school district, shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap, status with regard to public assistance, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices.
Inquiries regarding compliance may be directed to the director of the office for civil rights, department of health, education and welfare, Washington, D.C.

**NUISANCE ARTICLES, TOYS, AND ELECTRONICS, (PERSONAL BELONGINGS)**

Nuisance articles including, but not limited to, toys and other distracting personal belongings such as radios, tape/CD players, electronic games, Beyblades, Fidget spinners, iPods, trading cards, laser pointers, rollerblades, skateboards, and cameras may not be brought to school unless the student’s classroom teacher has given prior permission. Possession of such articles will result in confiscation with disciplinary action pending administrative discretion. Items that are confiscated will be returned to the student or parent/guardian at the discretion of the administrator. The student resumes responsibility if items are lost or stolen. **The school administration reserves the right to determine whether other items, not mentioned above, are considered nuisance articles.**

**PARENTS’ REQUESTS FOR TEACHERS**

Parents appreciate having an opportunity for input into the classroom placement of their child(ren). For those who would like to participate in this process, parent request forms are available in the office during the month of April and are due back in the office by the first week in May.

Though you will not automatically get the teacher you request, your request will be highly considered, and if at all possible, the request will be granted. The final decision in student classroom placement is made by the principal.

**PARENT/STUDENT/TEACHER CONFERENCES**

Parent-teacher conferences are held in the classroom in November. The purpose of conferences is to share ideas in order that the child may profit the most from the instructional encouragement. When, additional conferences are desired, they may be arranged either by parent or teacher. Teachers and the principal are always willing to discuss the child’s progress.

**PARTY TREATS**

Any party treats that are brought to school need to be individually wrapped and commercially produced by a licensed vendor or parents/guardian’s can select party/birthday treats from a list provided by the District and found in the Board approved Wellness Policy # 533 in Appendix D. There is an approved list of treats available to order and purchase for the class from the district Nutritional Services.

In support of the Wellness Policy, ideas other than food treats would be welcomed, such as a classroom birthday book or game shared with class.

**PESTICIDE APPLICATION**

School District 740 personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the applications of such pest control materials, or the class of materials to which they belong, may not be fully understood.

Parents may contact the District Office for further information on pesticide applications. Parents of
students may request to receive, at their expense, prior notification of any application of a pest control material.

**PETS/ANIMALS**
No pets/animals are allowed in school unless approved by building principal/administrator.

**PICKING UP STUDENTS**
Parents should pick up students along the curb nearest door #1 since the loop in front of the school is blocked for safety purposes. This area is supervised by school district personnel. Parents waiting in vehicles may park along the curb facing north just outside door #1. This allows students easy, safe access to their rides since they can exit door #1. It also allows parents easy access out of the parking lot it they use the far north exit as they will not have to compete with incoming or outgoing busses.

It is important to note that vehicles parked along the curb must remain occupied because this is a fire lane which is well marked with a sign. Parents who wish to enter the building to meet their children can park anywhere in the designated lot spaces and enter the school.

Students who have been waiting for a pick up at end of the day will be sent to the elementary office after the buses have left and parents will have to pick up child(ren) at this location.

**PLEDGE OF ALLEGIANCE**
As per Minnesota Statute 121A.11, the Pledge of Allegiance will be recited at least once a week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and other students must respect another person’s right to make that choice.

**PROTECTION AND PRIVACY OF PUPIL RECORDS**

**PUBLIC NOTICE**
Independent School District No. 740 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

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

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

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

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

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

e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student’s history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

2. Independent School District No. 740 has adopted a school board policy in order to
comply with state and federal laws regarding education records. The policy does the following:

a. It classifies records as public, private or confidential.

b. It establishes procedures and regulations to permit parents or students to inspect and review a student’s education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

c. It establishes procedures and regulations to allow parents or students to request the amendment of a student’s education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 740 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address and telephone number of the student’s parent(s). “Directory information” does not include identifying information on a student’s religion, race, color, social position or nationality.

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

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

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

1. NAME OF STUDENT AND PARENT, AS APPROPRIATE;
2. HOME ADDRESS;
3. SCHOOL PRESENTLY ATTENDED BY STUDENT;
4. PARENT’S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
5. SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT’S OR ELIGIBLE STUDENT’S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 740 hereby gives notice to parents of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

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

1. NAME OF STUDENT AND PARENT, AS APPROPRIATE;
2. HOME ADDRESS;
3. STUDENT’S GRADE LEVEL;
4. SCHOOL PRESENTLY ATTENDED BY STUDENT;
5. PARENT’S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION, WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT;

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION, WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

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

PUPIL PROGRESS
Melrose Area Elementary School reports student progress to parents through quarterly report cards and parent-teacher conferences.

REMOVAL FROM CLASS
Students who participate in the following conducts may be removed from class:

A. Willful conduct which materially and substantially disrupts the rights of others to an education.

B. Willful conduct which endangers school district employees, the pupil, other pupils, or the property of the school.

C. Willful violation of any rule of conduct specified in the discipline policy adopted by the board of education.

REMOVAL FROM CLASS PROCEDURE
A teacher may remove a pupil from class for violation against a person, violation against property and violation against school administrative procedure.

The following procedure will be utilized to implement the removal:

A. The teacher will notify the school principal of intent to remove student from class to insure that adequate supervision is available.

B. The student will be sent to the school office when it is determined that adequate supervision is available.

C. The student will be monitored by office personnel until the teacher and administrator, or his or her designee, will discuss the length of removal.
D. Parents/guardians may be notified of the removal from class by either the teacher involved or office personnel. The principal will decide the appropriate course of notification.

E. In cases involving special education students, special education staff will be notified of the incident to determine if further assessment or a change in the IEP is necessary.

REPORT CARDS
Report cards will be sent home at the end of each school quarter. There are four quarters to a school year.

RETENTION POLICY
It is expected that most pupils will adjust well in school, and under competent instruction will move through the adopted course of study at the rate of one grade each year. Occasionally, because of health problems, irregular attendance, immaturity for age, or other reasons, children have difficulty in mastering the requirements of the grade. These children may profit by repeating the same grade level. The classroom teacher, the principal, and the parent will determine if this is necessary.

SCHOOL AUTHORITY
All employees of Melrose Area Schools have the responsibility and obligation to enforce school rules, regulations, and procedures. The principals, teachers, secretaries, nurse, librarian, social worker, school psychologist, cooks, custodians, bus drivers, paraprofessionals, and fellow students have the right to correct students who are violating school rules, regulations, or procedures.

SCHOOL CLOSINGS
Please listen to the following to determine if school may be closed or delayed due to weather, etc.: KASM – 1150 AM Albany, KEYL – 1400 AM Long Prairie, KIK – 100.7 FM Alexandria, WCCO – 830 AM Minneapolis and KCLD – 104.7 St. Cloud, at 7 a.m. or earlier. Closings/delays will also be broadcast on television stations WCCO 4, KSTP 5, KMSP 9, and KARE 11. The district uses a parent notification system called School Reach to notify parents regarding closings, late starts, early outs and other important information. Any of the phone numbers (home, cell or work) that parents provide the school will be called.

SCHOOL LOCKERS
Students will be assigned a locker for use during the school year. Students should not switch lockers without teacher permission, and any change in locker assignment should be reported to the office. DO NOT STORE VALUABLES IN LOCKERS. They are to be used for coats, boots, hats, etc.

Lockers should not be adorned with pinup pictures that may be offensive to any group. Students should also use good judgment in the choice of material that may be taped inside their locker. The same standards that apply to dress are also applicable to lockers. The use of locks are discouraged. However, if a student chooses to use a lock they should be aware that 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. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.
The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as 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 (Minn. Statute 121A.72). District 740 is NOT responsible for lost or stolen items.

**SCHOOL TIME SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 A.M. - 2:55 P.M.</td>
<td>Melrose Area Elementary School (Grades Kndg.- 5)</td>
</tr>
<tr>
<td>8:15 A.M. - 10:45 A.M.</td>
<td>Early Childhood Special Needs (AM Preschool)</td>
</tr>
<tr>
<td>12:15 P.M. - 2:50 P.M.</td>
<td>Early Childhood Special Needs (PM Preschool)</td>
</tr>
</tbody>
</table>

**SCHOOL WEAPONS POLICY**

Melrose Area Public Schools

*Adopted: 1-26-09*  
*MSBA/MASA Model Policy 501*  
*Orig. 1995*  
*Revised: 2005*

501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Weapon"

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

1. active licensed peace officers;

2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;

3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 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 §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

7. a gun or knife show held on school property;

8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 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 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 takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent/administration 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. The information will be shared with the Board Discipline Advisory Committee before a final course of action is taken.

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

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References:  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
SEARCH OF STUDENT OF LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

Melrose Area Public Schools

Adopted: 6-22-09

MSBA/MASA Model Policy 502

ORIG. 1995

Revised: __________________  Rev. 1999

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 officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school 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 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

School desks are the 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 officials 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 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.
D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

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, bookbags, packages, and clothing.

C. “Reasonable suspicion” means that a school official has 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 school official’s personal observation, a report from a student, parent or staff member, 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 a student 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 officials 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. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

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

G. 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 use 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 lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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 suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

STUDENT RECORDS

Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA), protects confidentiality of student records and gives students and/or parents/guardians certain rights regarding their educational records.

1. Allow the parent or eligible student to review and inspect the student’s record.
2. A right to challenge the record in a hearing to make sure there are no misleading statements.
3. The school must have written permission from the student or parent before release of the student’s transcript to other people.

The exception to number three above is that school personnel may show or turn over records without permission to the following people.
1. Other officials of the same school.
2. Officials of the other school in which the student seeks to enroll or intends to enroll.
3. Certain federal, state, and local authorities performing functions authorized by law.
4. To organizations in connection with a students’ application for or receiving financial aid. To organizations in connection with a students’ application for or receiving financial aid.
5. To show law enforcement officials if the school is given a subpoena or court order.

If you are under 18, we must have your parent’s signature before we will release your transcript. A cumulative record and folder is started for each child as he/she enters school. This information follows each student throughout his/her school career. The purpose of this record is to furnish information leading to a better understanding of the child. It will also help the teacher(s) to work with the student as an individual. The cumulative records include items such as:

- Student name, number, and address
- Names and ages of siblings
- Health record
- Attendance record
- School grades
- Standardized test scores
- Classroom work files
- Special education work files (if appropriate)

If you wish to look at your child’s records you must contact the building principal.

STUDENT DIRECTORY INFORMATION
Includes the following information relating to a student: the student’s name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency of institution attended by the student; and other similar information. It does not include identifying information on a student’s religion, race, color, social position, or nationality.

RELEASE OF DIRECTORY INFORMATION
The school district may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student. The parent(s) or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student designated as directory information. The request must be made to the building principal within thirty calendar days from the first date of student enrollment. The request must include the following information:

1. Name of student;
2. Home address;
3. School presently attended by student;
4. Parents legal relationship to student, if applicable;

Specific category or categories of directory information which is not to be made public without the parent’s or eligible student’s prior written consent.

STUDENT SAFETY
Students safety is of highest priority. The staff has been trained and instructed to follow the District’s Crisis Policy for emergencies.
STUDENT SURVEYS

Melrose Area Public Schools

Adopted: 12-21-09  MSBA/MASA Model Policy 520
Orig. 1995  Rev. 2003
Revised: ________________

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student’s returning a survey will be maintained.

B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.

C. Surveys containing questions pertaining to the student’s or the student’s parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance
IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student’s parent;
2. mental and psychological problems of the student or the student’s family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

   a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent’s request for reasonable access to such survey within a reasonable period of time after the request is received.

   “Parent” means a legal guardian or other person acting in loco parentis (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, et seq.).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

(a) college or other postsecondary education recruitment or military;

(b) book clubs, magazines, and programs providing access to low cost literary products;

(c) curriculum and instructional materials used by elementary and secondary schools;

(d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
(e) the sale by students of products or services to raise funds for school-related or education-related activities; and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

   a. The notice will be provided at least annually in student handbooks, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

   b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

      (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

      (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

      (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

         “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

   c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

   d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law,
including physical examinations or screenings that are permitted without parental notification.

D. The school district shall give parents and students notice of their rights under this section.

**Legal References:**
- 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
- 20 U.S.C. 1232h (Protection of Pupil Rights)
- 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)


**Cross References:**
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

**SUSPENSION FROM SCHOOL**
Students who violate rules as outlined below will be suspended. Depending on the severity of the incident, suspension will take place in-school or in the care of parents. Some causes for suspension may be as follows:

- **Truancy** (Absence from school without permission, skipping class, or failure to report for detention.)

- **Insubordination** – willful refusal to obey directions of any member of the school staff while in the school, on the school grounds, or the site of a school sponsored, chaperoned activity.

- The use or possession of tobacco, alcoholic beverages and drugs at any school function.

- Leaving school grounds without authorized permission.

- **Vandalism** – any student that has been found guilty of a serious crime or any vandalism in the school will have his/her case and status as a student reviewed by the elementary school administration. This review board will determine whether this student should remain a pupil of this district.

- **Use of abusive or profane language**

- **Stealing**

- **Physical Assault**

Students who are suspended must make up the work assigned by their teacher.

Student shall be readmitted to class after a conference between parent/guardian, teacher, principal, student and other support staff as warranted. This conference shall clarify the student’s correct classroom behavior.
**Technology:** Beginning the 2016-17 school year, the district incorporated a one to one device initiative for 5th and 9th graders each school year. Please refer to the district Technology Device User Agreement (Policy 524.2) for more information.

**TELEPHONE CALLS**
The office phone is for business purposes. Children are not to use the phone except in an emergency or given consent from an adult.

**TENNESSEAN WARNING TO STUDENTS AND PARENTS**
Parents and student are advised that:

1. Students attending school in the school district, or their parents, will be asked from time-to-time to supply information to school personnel in the ordinary course of school business. These instances may include information requests such as homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student’s participation in school-related athletic or extra-curricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student’s behavior or academic performance.

2. The information will be collected by the school district for many reasons including to evaluate the student’s current level of performance with respect to educational programs, to determine compliance with the school district’s student conduct policies, to maintain discipline within the school and determine disciplinary consequences, to determine eligibility for extra-curricular activities, and to determine the student’s needs and preferences relating to the education program. The education program includes clubs, and athletic or extra-curricular activities, for purposes of this notice.

3. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to academic performance, athletic or extra-curricular activities, or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district investigation into the student’s behavior, may result in action being taken without information provided by the student.

4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, including school board members and district representatives, and to state and federal authorities having statutory rights of access to the data.
**TESTING PROGRAM**

The testing program in the Melrose Public Schools helps meet the needs of the pupils by providing information concerning their ability and achievement.

Data from all these tests are kept in a cumulative folder which is an essential part of the pupil’s school records. When a pupil leaves this system, his/her records are mailed to his/her new school at the school’s request.

**TOBACCO FREE GROUNDS**

Melrose District 740 is a tobacco-free school district. This means that the use of any tobacco products, including e-cigarettes, will not be allowed by anyone on any District 740 grounds, including the football field area, parking lots, and school buildings or any other District 740 property. The Melrose Area Elementary appreciates your help and support concerning this policy.

**VISITORS POLICY**

The School Board encourages parents and citizens to visit the schools. Parent-teacher conferences, visitation days, open house and other special occasions are held for this purpose. Visits by individuals must have the approval of a teacher, building principal or the superintendent of schools.

All visitors must sign in and out in the office. **Enter door #2** by the office.

All visitors must wear a visitors badge with the date and time of their visit. **School personnel are directed to politely escort or show those visitors without badges to the office.** If deemed necessary or requested, visitors may be escorted to the area sought to be visited.

Student visitors are not allowed during school hours except for educational type purposes as approved by administration.

Visitors who wish to visit teachers will be restricted to hours in which teachers are not with students. Visitors are encouraged to schedule an appointment in advance.

The administration has the discretion to deny a request to visit the school.

The administration has the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.

Visitors who fail to comply with the Visitors Policy may be: denied future visits, detained by the school principal pending the arrival of the police, and charged and found guilty of trespassing on school property under Minn. Statute 609.605, subd. 4.

**WALKING**

Students in grades PreK-5 are permitted to walk to school in the morning or home in the evening. However, students are required to walk with the designated adult and cross the street with the School Patrol at the designated crosswalk intersection. Bikes need to be walked to the street.
WITHDRAWALS
If you are moving, the principal or teacher should be notified at least a day in advance so that proper transfer records can be prepared and the child’s supplies and records can be collected for transfer. All school property and equipment must be returned to district. Please come to the elementary office to sign a release form for your child’s records.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 28-31</td>
<td>Staff Inservice</td>
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<tr>
<td>August 30</td>
<td>Open House 4-7pm</td>
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<tr>
<td>September 4</td>
<td>No School – Labor Day</td>
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<tr>
<td>September 5</td>
<td>First Day of School</td>
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<tr>
<td>September 25</td>
<td>No School – Staff Workshop/Inservice</td>
</tr>
<tr>
<td>October 19-20</td>
<td>No School K-12 (Education MN)</td>
</tr>
<tr>
<td>November 2</td>
<td>End of Quarter 1</td>
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<tr>
<td>November 3</td>
<td>No School – Staff Workshop/Inservice</td>
</tr>
<tr>
<td>November 9</td>
<td>Parent/Student/Teacher Conferences – PK-12 – 5:00pm-8:00pm</td>
</tr>
<tr>
<td>November 10</td>
<td>No School – Parent/Student/Teacher Conferences – PK-12 – 8:00am-11:00am</td>
</tr>
<tr>
<td>November 14</td>
<td>Parent/Student/Teacher Conferences – PK-12 – 5:00pm-8:00pm</td>
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<tr>
<td>November 23-26</td>
<td>No School – Thanksgiving</td>
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<tr>
<td>December 4</td>
<td>No School – Staff Workshop</td>
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<tr>
<td>December 23-January 1</td>
<td>No School – Winter Break</td>
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<tr>
<td>January 2</td>
<td>School Resumes</td>
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<tr>
<td>January 18</td>
<td>End of First Semester</td>
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<tr>
<td>January 19</td>
<td>No School – Teacher Workshop</td>
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<tr>
<td>February 16</td>
<td>No School – Staff Inservice</td>
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<tr>
<td>February 19</td>
<td>No School – 1st weather make up day if needed</td>
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<tr>
<td>March 28</td>
<td>End of Quarter 3</td>
</tr>
<tr>
<td>March 29</td>
<td>No School – Teacher Workshop</td>
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<tr>
<td>March 30-April 2</td>
<td>No School – Spring Break</td>
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<tr>
<td>May 25</td>
<td>Graduation</td>
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<tr>
<td>May 28</td>
<td>No School – Memorial Day</td>
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<tr>
<td>June 6</td>
<td>Last day of school – day ends at 12:30pm</td>
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<tr>
<td>June 7</td>
<td>Teacher Workshop</td>
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</tbody>
</table>
FIELD TRIPS

My child, _____________________________, grade______, has permission to participate in field trips planned by the school for educational purposes within the Melrose School District during the 2017-18 school year. It is understood that our permission is to remain effective for the current school year, provided we do not notify the school of any changes.

PARENT/GUARDIAN SIGNATURE_________________________________ DATE____

MEDIA RELEASE

On occasion, students have the opportunity to be photographed and/or interviewed by radio, newspaper, or television personnel. Please indicate below whether you grant or deny permission for your son/daughter to participate in such opportunities should they occur during the 2017-18 school year.

I GIVE my child, _____________________________, permission to be photographed and/or interviewed for radio, newspaper, or television media releases related to school activities during the 2017-18 school year.

I DO NOT give my child, _____________________________, permission to be photographed and/or interviewed for radio, newspaper, or television media releases related to school activities during the 2017-18 school year.

PARENT/GUARDIAN SIGNATURE_________________________________ DATE____