

MISSION OF NORMAN COUNTY EAST SCHOOLS

WE WILL PROVIDE A SAFE POSITIVE LEARNING ENVIRONMENT THAT PROVIDES OUTSTANDING ACADEMIC AND SOCIAL DEVELOPMENT FOR EACH STUDENT

GOALS OF NORMAN COUNTY EAST SCHOOLS

Each year for the next three years in the subject area of reading, we will increase the proportion of students in each grade who score at or above proficiency, and decrease the proportion who score below proficiency on district assessments.

The staff and administration would like to welcome you and your child to the Norman County East Elementary School. We hope it will be a challenging and rewarding experience.

We regard the education of our students as a training ground for their future. The good habits formed early will affect them positively throughout their lives. For this reason, we as educators will promote an attitude of excitement and eagerness toward learning, diligent student habits, punctuality and personal responsibility in performing tasks.

It is our hope that each student will learn to respect him/her and others, as he/she grows in knowledge and self –esteem.

Best wishes for the 2014-2015 school year!

Table of Contents

Norman County East School Board, Administration and Elementary Staff	Page 4-5
General Information	
1. Building	Page 5
2. Absences	Page 5
3. Truancy	Page 6
4. Permit to Leave	Page 6
5. Illness	Page 6
6. Medication	Page 6
7. Communicability Period	Page 6
8. Cell Phones and Other Electronic Devices	Page 6
9. Textbooks	Page 7
10. General Information	Page 7
11. Internet Policy	Page 7
12. Technology	Page 7
13. Cheating	Page 7
14. Classroom Rules	Page 7
15. Property Damage	Page 7
16. Pledge of Allegiance	Page 7
17. Lost and Found	Page 7
18. Dressing and Grooming	Page 8
19. Winter Wear	Page 8
20. Recess	Page 8
21. Breakfast/Lunch	Page 8
22. Lactose Intolerant	Page 8
23. Visitors	Page 8
24. Classroom Visitation	Page 8
25. Pet Policy	Page 8
26. Student Suspension	Page 9
Rules on the Bus	Page 9
Bus Conduct	Page 9
Bus Policy	Page 10
Discipline Policy	Page 10
Student Responsibilities	Page 10
Productive Person Behavior	Page 10
Rules of Conduct	Page 10-12
1. Truancy	
2. Damage to School Property	
3. Physical Assault	
4. Verbal Assault	
5. Threats and Disruptions	
6. Dangerous, Harmful and Nuisance Substance and Articles	
7. Unacceptable Behavior	
Disciplinary Action	Page 12
Office Referral	Page 12-13
Alcohol, Tobacco and Drugs	Page 13

Rule Violations	Page 14
Emergency School Closing	Page 14
Extra Curricular Events	Page 13
Field Trip Participation	Page 14
Fire Drill	Page 15
Civil Rights Statement	Page 15
Retention	Page 15
Resolution Providing a Title IX Grievance Procedure	Page 15-16
Procedure for Students to Student Harassment/Disagreement	Page 16
Procedure for Students Complaint about Teacher's Actions	Page 16
District Policy	Page 16-18
1. #504 District Policy	
2. #501 Weapons	
3. #417-417 Locker Policy	
4. #526 Hazing	
5. #506 Discipline Policy	
6. #514 Bullying	
Harassment and Violence	Page 18
General Statement Policy	Page 18
Religious, Racial and Sexual Harassment Violence Defined	Page 18-20
Grievance Procedures	Page 20
Investigation	Page 21
School District Action	Page 21
Retaliation	Page 22
Conflict of Interest	Page 22
Dissemination Policy	Page 22
Right to Alternative Complaint	Page 22
Dissemination of Policy and Training	Page 22
Discrimination/Harassment	Page 22
Legal references	Page 23
Cross Reference	Page 23
Coordinators	Page 24
District Fees	Page 25-26
Sexual Harassment and Violence Report Form	Page 27

Norman County East Board of Education District # 2215

Board of Education

Ross Opsahl, Chair Person	Elena Thronson
Mike Nelson	Tracy Stene
Nathan Sather	Jason Douville

Administration

Mark Lundin	Superintendent /Principal	584-5151 Ext. 104
Pam Gunnerson	Dean of Students	356-8221 Ext. 204

Elementary Office

Tammy Ramstorf	Administrative Assistant	356-8222 Ext. 203
----------------	--------------------------	-------------------

Elementary School Faculty

Andersen, Kathy	Paraprofessional	ext. 285
Anderson, Diane	Physical Education	ext. 255
Anderson, Jon	Grade 6	ext. 208
Aune, Ramona	Special Education	ext. 209
Boman, Sandy	Paraprofessional	ext. 280
Bommersbach, Kim	Music/Band	ext. 240
Brouillard, Lori	Paraprofessional	ext. 281
Brule, Taylor	Grade 4	ext. 217
Ellingson, Erin	Special Education	ext. 243
Habedank, Rhoda	School Counselor	ext. 219
Hoven, Stacey	Grade 2	ext. 234
Jenson, Kim	Paraprofessional	ext. 288
Knutson, Randy	Grade 5	ext. 206
Liebl, Marcia	Grade 3	ext. 207
Lisburg, Monica	Paraprofessional	ext. 287
Mickelson, Sarah	Paraprofessional	ext. 283
Nogowski, Sherrie	Kindergarten	ext. 218
Nelson, Terri	Psychologist	ext. 205
Reardon, Jeanne	Title 1	ext. 224
Sather, Julie	ECFE/Eagles Nest Preschool	ext. 253, 242
Skaurud, Jackie	Art/Computer	ext. 245, 236
Siegert, Corrie	Speech	ext. 237
Sirjord, Kristen	Social Worker	ext. 222
Strum, Beth	Para/ Librarian	ext. 249
Stuhaug, Laurie	Grade 1	ext. 233
Thordal, Diane	Paraprofessional	ext. 286

Custodian Staff

Dennis Jacobson	Maintenance Engineer	ext. 270
Margie Krueger	Custodian	ext. 270

Cafeteria Staff

Belinda Thronson	Head Building Cook	ext. 238
Heather Wichern	Cook	ext. 238

Transportation

Dean Bentley Bus #4	Mike Vigum Bus #3
Terry Gullingsrud Bus #6	Norman Gullingsrud Bus #7
Lou Arends Bus #10	

GENERAL INFORMATION

For a complete explanation of District Policies, a copy of the District Policy Manual can be obtained from the Superintendent's office for your review.

BUILDING

- Keep your voice at an even keel at all times.
- Please use the wastebaskets provided. Dropping paper and other debris around the halls and school grounds only mat the appearance of the school.
- No students are to be in the school building after school hours unless you're involved in a faculty supervised activity.
- Use care in closing your locker doors and keep them neat.
- Please walk in the hallways.
- Please do not loiter in hallways or lavatories.

ABSENCES

If absent from school, parents **MUST** call the office by 9:00 A.M. or the school will call them or their emergency contact number. If you don't call your child will be unexcused.

EXCUSED ABSENCES

Examples: Illness, professional appointments (medical, dental, eye...) family emergencies, physical disaster, school sponsored field trip, court appearance, instruction up to 3 hrs/wk and suspensions. If you are concerned whether or not an absence will be excused, call the elementary office in advance to inquire.

UNEXCUSED ABSENCES

Examples: Truancy, shopping trips, hair appointments, sleeping in and auction sales. These absences will be considered skipping school and be treated according to the discipline policy and/or truancy laws. This may result in zero credit for the class time missed. It is the parent/guardians responsibility to call the school if your child will be absent. Failure to do so will result in an unexcused absence.

TRUANCY

A child is considered truant if under 18 years of age and absent from school without a valid excuse for three or more class periods on three separate days. Habitual truant cases, are which a student is absent from school seven days without a valid excuse. They will be referred to county authorities. Unauthorized absence from class or for the day, skipping class or school, will be handled in the manner described in the discipline policy.

PERMIT TO LEAVE

Any student that wishes to leave the building **anytime** during the day must have a written request from a parent or call from home. Present this request to the principal's office **before school starts. This permit must be arranged before school begins. THE OFFICE WILL NOT CALL PARENTS TO OBTAIN PERMISSION TO LEAVE OR TO GO HOME WITH A FRIEND.** Parents must sign students out and in at the principal's office. The policy is enforced for all students regardless of age.

ILLNESS

Students who become sick at school are to report to the nurse's office or the principal's office. Only more severe cases will be allowed to go home. If your child is running a temperature, you will be called to come and pick them up.

MEDICATION

The school is unable to give medication to any student, unless a doctor's order is signed by a medical doctor and the parent. This includes prescription, cough, ibuprofen, Tylenol, etc.... At the beginning of each school year, a doctor's order is mailed to each student's home with the information letter. The doctor's order needs to be updated every year.

COMMUNICABILITY PERIOD

Chicken Pox is contagious one (1) day before to seven (7) days after rash appears. Students may return to school on the eighth day.

Mumps is contagious one (1) to six (6) days before symptoms appear and during the time the gland is still swollen. Students may return to school when the fever and swelling are gone.

Red Measles are contagious from four (4) days before until five (5) days after the rash appears. Students may return to school only after complete recovery has been made. (Extra precaution must be taken here.)

Green Measles are contagious from the time the rash appears until three (3) days afterward. Students may return on the fourth (4) day.

Whooping Cough is contagious from three (3) weeks after the onset of symptoms. Students may return to school on the fourth (4) day.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not to bring cellular phones, other communication devices, beepers, radios, tape/CD players, iPods, and MP3 players, hand held video games or any other music playing/game devices into the school. The school district does not assume responsibility for loss or damage to any of these devices.

TEXTBOOKS

Textbooks are furnished to each student at district expense. Textbooks that are abused or lost the student will be fined to cover expense of replacing the book. This policy pertains to library books also. If your child has checked out library books and they are damaged or lost, the student will be fined to cover the replacement of the book.

GENERAL INFORMATION

No students are to be in the building before 7:45 A.M. or after 3:30 P.M. unless you are involved in a faculty supervised activity.

INTERNET POLICY

Student use of the internet should be for educational purposes. Students that use the internet (in school or off property) for the inappropriate use directed at students, staff or faculty will be disciplined according to school district policies. The discipline could range from detention, suspension, expulsion or matters could be turned over to law enforcement.

TECHNOLOGY

Access to the Parent Portal you can log on to the School Web Site at www.nce.k12.mn.us. Parent Portal is for parents with children in grades 3rd-6th. Lunch account can also be accessed at the Parent Portal for all students.

CHEATING

Copying other students work is considered cheating. This will not be tolerated. No credit will be given if cheating occurs and further consequences may be imposed.

CLASSROOM RULES

Each teacher will have a set of classroom rules/consequences will be placed in the classroom, handed out to the students, or placed in the class syllabus.

WILLFULL DAMAGE TO PROPERTY

Any student who willfully cuts, defaces, or otherwise destroys property in anyway; real or personal, belonging to the school district, or any individual, including other students or employees shall be disciplined. The discipline will be at the discretion of the principal. The discipline could include restitution, suspension, detention, expulsion, and exclusion, notification of the police, juvenile authorities, and other possible legal action.

PLEDGE OF ALLEGIANCE

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

LOST AND FOUND ARTICLES

Any student who finds a misplaced article should turn it into the office. Likewise, any student missing a book or other items should check at the office. Money or other valuables should not be left in coat pockets or lockers. Students may store valuables in the office. The school district is not responsible for lost or stolen articles or money.

DRESSING AND GOOD GROOMING

Students are expected to observe standards of dress and grooming which emphasize neatness and appropriateness. Any dress that is disruptive to the education process is considered inappropriate. Any clothes that contain drug, tobacco, alcohol or pornographic materials are prohibited. All shirts worn by students must cover their belt line, such that no skin is visible at any time. All shorts, skirts and dresses must be at least mid thigh length. Only jersey style muscle shirts that have seams on the straps (no spaghetti straps) will be allowed. No undergarments of any sort should be visible at any time. No hats, scarves, bandanas or winter coats are to be worn during school hours. Every staff member will be at liberty to decide what clothing is inappropriate.

WINTER WEAR

All students should have a hat, winter coat, gloves, snow pants and winter boots. This is very important when children go outside for noon recess. The students need to have warm clothing while waiting for the morning bus and for walking home before/after school. Please make sure your child is dressed for "Minnesota Weather".

RECESS

Recess will be indoors when the outside temperature is zero or below. (including wind chill factor).

BREAKFAST

Breakfast for grades PreK-6 begins at 7:45 P.M. and ends at 8:15 A.M. at the elementary site. **Students should not be tardy because of eating breakfast.** Parents are invited to eat breakfast/lunch with their child. Parents will be expected to pay for the meal.

LACTOSE INTOLERANT MILK

The district will provide an alternate product for students that are lactose intolerant.

VISITORS

Please do not bring visitors to school except on special occasions, which will be announced. Our room assignments are planned for specific number of students in each class. Adding others creates a crowded condition and disruption. A Norman County East student who wishes to host a visitor must pick up a visitor's permission slip at least one (1) day before hosting a visitor. The Norman County East student hosting the visitor will be responsible for the visitor's behavior during the time they are in school. The administration reserves the right to deny or limit the length of visitation rights for individual.

CLASSROOM VISITATION

You are encouraged to visit your child's classroom. We consider your visits to be an indication of your interest in your child and school. As a matter of courtesy, it is advisable to make arrangements for the visit beforehand. Making arrangements in advance will give the teacher an opportunity to schedule activities of particular interest. The weeks before and after Christmas, Easter and two weeks at the beginning and the end of school term are very busy. We encourage you visit the classroom during any other time.

PET POLICY

The administration should approve any pets being brought into the school for school projects (show/tell). Students should NOT bring pets to school without prior approval.

STUDENT SUSPENSION

Students suspended from school will not be allowed to attend extra-curricular events while suspended.

RULES ON THE BUS

1. Immediately follow the direction of the bus driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep your body inside the bus. Do not hang out the windows.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw objects.
8. No eating or drinking on the bus.
9. No use of tobacco or drugs.
10. Do not bring any weapons or dangerous objects on the bus.
11. Do not damage the bus.

BUS CONDUCT

Misconduct on the bus, foul language, screaming, and throwing things will not be tolerated. The bus driver will talk to you first if you are in violating the rules. After repeated incidents the bus driver will notify the parent/guardian and will report the problems to the appropriate school authority for possible discipline actions. The bus driver is considered to be the absolute authority on the bus and will be backed accordingly by the administration in matters involving student's control.

The following shall be the process used when students are disciplined for a disruptive behavior on the bus.

1. Bus driver will correct those minor problems that arise out of rule violations.
2. Bus driver will report all serious violations to the Dean of Students.
3. The Dean of Students will talk to the student and also notify their parents on the problem and discipline action taken.
4. If the student still persists with inappropriate behavior the student will be suspended from use of the bus transportation.
5. When ever the student is a danger to himself or others, he/she will be denied bus service immediately; the bus driver will contact the administration immediately.
6. 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.
7. No fighting, harassment, intimidation or horse play.
8. No use of alcohol, tobacco, or drugs.

BUS POLICY

All students going to school sponsored activities on the bus must return on the bus unless you have a written notice from your parents/guardians. Elementary students are not allowed to ride a fan bus unless accompanied by a parent/guardian.

BUS PASS

Students wishing to ride a bus to a destination other than their home must bring a written notice signed by the parent/guardian to the office or have parent call the office.

DISCIPLINE POLICY

In order to ensure that the best possible environment for learning exists in the Norman County East Schools, the school board has adopted the following rules and regulations.

1. To promote fair, firm, consistent, and positive treatment of each student in an atmosphere of open communication, self-discipline, and clearly understood rules and regulations.
2. To assure each student of their rights; the right to due process, to freedom from discrimination, and to equal opportunity.
3. To emphasize student's responsibilities; to have regular school attendance, to make a consistent effort in the education of other students, and to respect the individual rights of other students, and all school personnel.
4. To provide effective enforcement of school regulations by all personnel, closely supervised by a supportive administration.
5. To promote parental awareness of the conditions necessary for a positive and productive learning atmosphere by establishing open line of communication between home and school.

STUDENT RESPONSIBILITIES

1. To attend school daily; except when excused, and to be on time to all classes and other school function.
2. To make necessary arrangements for making up work when absent from school.
3. To be aware of school rules and regulations, and conduct themselves in accord of those rules.
4. To practice and develop productive personal behavior.
5. To respect and take care of the school's property.
6. To respect the authority of all school personnel.

PRODUCTIVE PERSONAL BEHAVIOR

1. Self-discipline and self-management
2. Respect and caring for self and others
3. Responsibility for one's actions
4. Appropriate social skills

RULES OF CONDUCT

Discipline actions may be taken against students for any behavior which is disruptive or good order or violates the rights of others at the discretion of all school personnel. The following acts are unacceptable behavior subject to disciplinary action in the school truancy district:

- A. **Truancy and Unauthorized Absences:**
- 1) As required by current statutes, regulations of the State Department of Education.
 - 2) The school board, students shall be in attendance each day that school is in session. The authority to decide whether absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
 - 3) Truancy, for purpose of this policy, is the absenting of one's self from school or class without the approval of the school.
 - 4) If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.
- B. **Damage to School or Personal Property:**
- 1) **Vandalism:** Damage due to destruction of school property or property of others by students is vandalism
 - 2) **Theft:** Theft is the act of intentionally and without claim or right taking, using, transferring, concealing, or retaining possessions of movable property of another without his consent with intent to deprive the owner permanently of the property or the finding or lose property and not making reasonable efforts to find the owner.
- C. **Physical Assault:** Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another.
- D. **Verbal Assault:** Verbal assaults are abusive, threatening, profane, or obscene language either oral, written or sign language by a student toward a staff member or other student(s) including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.
- E. **Threats and Disruptions**
- 1) **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
 - 2) **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.
- F. **Dangerous, Harmful, and Nuisance Substances and Articles**
- 1) **Alcohol:** Students are prohibited from using, possessing, distributing, being associated with or being under the influence of alcoholic beverages at school, school sponsored activities, or on school grounds.
 - 2) **Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school sponsored activities, or on school grounds.
 - 3) **Tobacco:** Tobacco use, possession by students, or distributing tobacco (including chewing tobacco) is prohibited at school, school sponsored activities, or on school grounds.
 - 4) **Harmful or Nuisance Articles:** The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school, on school grounds, and at school sponsored activities.
- G. **The Violation of Any Local, State, or Federal Law** is unacceptable behavior.
- H. **The Following Constitute Unacceptable Behavior**
- 1) Willful conduct which materially and substantially disrupts the right of others to an education.

- 2) Willful conduct which endangers school district employees, the students, or property of the school.
- 3) Willful violations of any rule of conduct specified in this discipline policy.

DISCIPLINARY ACTIONS

When a student acts inappropriately, the classroom teacher will use the following behavior consequences. The severity of the inappropriate behavior will determine the sequence of measures that will be incorporated.

1. **Warning:** The teacher will speak with the student and request that the behavior will stop immediately.
2. **Should the inappropriate behavior continue,** the student will lose privilege and/or after school detention. Parents will be informed of after school detention by the responsible staff.
3. **Student calls parents:** Should the inappropriate behavior continue, the student will be required to call his/her parents and
 - a) Describe their inappropriate behavior
 - b) Describe the next consequence (which is to be sent to the principal's office)
 - c) Make a commitment to behave appropriately

OFFICE REFERRAL

Should the student be sent to the Dean of Student's office, the Dean will discuss the problem with the student and inform him/her that it is expected that the inappropriate behavior will stop. Parents and responsible staff will be notified and additionally consequences may result depending on the situation.

- A. Disciplinary action may include but is not limited to:
 - 1) Meeting with the teacher, parent guardian or others responsible person
 - 2) Detention
 - 3) Loss of school privileges
 - 4) Modified school program
 - 5) Removal from class Suspension "In-School" or Out-School"
 - 6) Exclusion
 - 7) Expulsion
- B. Removal From Class:
 - 1) Removal from class is the short term exclusion of a student from school, during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The removal of a student from class shall not exceed three class periods. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed an informal administrative conference where it appears that the student will create an immediate and;
 - 2) Substantial danger to himself/herself or to persons or property around him/her. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.
 - 3) Suspension is the short term exclusion of the student from school. During which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with **The Pupil Fair Dismissal Act.**
- C. Copies of this policy shall be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to

conflict with the Pupil Fair Dismissal Act of 1974. A complete copy of the law and the procedures for dismissal are available in the school office.

- D. Parents shall be notified in writing of violation of the rules and conduct and resulting disciplinary action by first – class mail except as provided otherwise by The Pupil Fair Dismissal Act. Student shall be notified of violations of the Rules of Conduct and resulting disciplinary action verbally except as provided others by the Pupil Fair Dismissal Act.
- E. When a student is suspended, expelled or dismissed from class, parents will be informed and a conference, formal or informal, will be held with the conditions for reinstatement.
- F. A Teacher Assistant Committee will be formed with the principal and teachers which will meet periodically to discuss and review this discipline policy as well as other Student Handbook policies and give recommendations and improvements of the aforesaid policies.
- G. Teachers or principal may refer students for special education by filling out the appropriate special education referral forms available from the Special Education Department. Pupils in special education who are removed from the classroom due to discipline problems will have a review of their IEP and appropriate educational changes will be put forth. This review will be held by the special education.

Alcohol, Tobacco & Drugs

No student shall use or be associated with or have in possession of alcohol, tobacco or drugs in the school building or on the school grounds. No student shall use or be associated with or have in possession alcohol, tobacco, or drugs at school functions, even if these functions should be held away from the premises. Penalty for these infractions may be:

- | | |
|-----------------|---|
| First Offense: | Suspension from school for the day of infraction plus one additional school day. |
| Second Offense: | Suspension from school for the day of infraction plus three additional school days. |
| Third Offense: | Suspension from school for the day of infraction plus four additional school days. |
| Fourth Offense: | Referral to School Board |

Rule Violation

Violation of any of the rules and regulations may result in student “In-School or “Out-of-School” suspension or expulsion or detention.

1. Violation of rules and regulations of the school district.
2. Serious misconduct of such nature that interferes with legal and personal rights of others, specifically a right to an education and which presents a danger to the health, safety, welfare, and morals of any person, the offender, in the school or at related school activities.
3. Insubordination: Insubordination shall be construed to mean DEFIANCE of SCHOOL AUTHORITY and REGULATIONS, and CLASS RULES, such as tardiness, defacing school property, obscene language (written or oral) or any unorthodox behavior. DEFIANCE means flagrant, outright disobedience.
 - A. Excessive tardiness
 - B. Disrupting class or program
 - C. Physical abuse, fighting
 - D. Setting false fire alarm
 - E. Extortion
 - F. Theft or tampering with lockers

- G. Abuse of food in the dining area
- H. Possession of shooting of fireworks or a weapon
- I. Any other good and sufficient grounds or misconduct, by the student which results or may result in a disruptive influence on the educational program of the district or on other students or school personnel.

The following shall be the minimum procedural due process standards for hearing when students are suspended or expelled from school for more than one day: **The Pupil Fair Dismissal Act** of 1974 will be followed.

- 1. Adequate notice of the charges
- 2. Reasonable opportunity to prepare for and meet the charges
- 3. An orderly hearing adapted to the nature and circumstances of the situation
- 4. A fair and impartial decision

EMERGENCY SCHOOL CLOSINGS

Should school be called off because of weather conditions, announcements of such closing will be made through School Reach, the radio and television stations;

- A. WDAY-TV (channel 6)- Fargo
- B. KFGO- Radio (790 AM) -Fargo
- C. KRJB-Radio (106.5 FM) – Ada
- D. KROX-Radio (1260AM) – Crookston

EXTRA CURRICULAR EVENTS

Disciplinary action may be taken against student (s) for any behavior which is disruptive of good order during extra curricular or special events. Disciplinary action, at the discretion of the supervisor or staff, may include the following:

- A. Warning
- B. Requesting student (s) to leave the building
- C. Suspending student (s) from attending events

FIELD TRIP PARTICIPATION

Any student receiving three (3) or more after school detentions will not be allowed to participate in any of the class field trips throughout the year. Any student expelled from school will not be allowed to participate in any of the class field trips throughout the year. Students that are suspended from riding the bus will not be allowed on field trips.

FIRE DRILLS

Fire drills are conducted as often as once a month during the school year. Each student is responsible for knowing the rules and procedures for all locations in the building.

- A. Leave books and wrap where they are when alarm sounds
- B. Instructor leads group out of room and building
- C. Each room should choose two class members who will be responsible for closing windows and doors and to help anyone who is incapacitated.
- D. Be alert to any commands in case some exit is shut off.
- E. A brisk walk is sufficient and more orderly than running.
- F. Please do not loiter, stop at drinking fountain or enter lavatories. **This may not be a drill!!!!!!**

CIVIL RIGHTS STATEMENT

“In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.”

RETENTION

The Norman County East School District will retain students that do not meet academic, social or attendance levels. The decision to retain a student will be made by a team including the classroom teacher(s), the Dean of Students or designee and the parents. Several factors will be considered including, but not limited to: academic aptitude and progress; social, emotional and behavior readiness; age conduct; and attendance.

The parent/guardian will be requested to meet with the teacher(s) and or principal or designee when a student is under consideration for retention. The initial meeting should take place by the end of the 2nd grading period. As a result of this meeting additional staff and or assessments or interventions may be recommended to assist students’ success.

Additional meeting with the parent/guardian may be held before the end of the school year when the decision to promote or to retain is made. Teacher(s), principal, or designee and parents(s) will affix their signature indicating their agreement or disagreement to the decision.

When a student is retained, a plan will be developed to assist the student to be successful.

RESOLUTION PROVIDING A TITLE IX GRIEVANCE PROCEDURE

Any student or employee of Norman County East Schools who feels that he/she has been discriminated against in violation of District Policy shall avail themselves of the following grievance procedures.

SECTION 1 FILING TIME LIMIT:

A student or employee, who believes he/she to be a victim of sex discrimination in violation to Title IX of the Education Amendments of 1972, may file a grievance in writing with the district’s Title IX compliance office if not grieved by means of another grievance procedure. This grievance must be filed within ten (10) calendar days of the alleged discriminatory act/conduct or it is waived.

SECTION 2 INVESTIGATION INFORMAL CONFERENCES:

Subdivision A: The district compliance officer shall make a prompt investigation of each charge filed. If after investigation, it is the compliance officer’s opinion the charge lacks foundation, he shall so inform the complainant within fifteen (15) calendar days of the date of filing the charge.

Subdivision B: However, should the compliance officers’ investigation disclose the possibility that the charge is valid or has foundation, he shall meet informally with the complainant and the district officials/employees involved and endeavor to arrive at an equitable solution to the problem.

SECTION 3 APPEALS AND TIME LIMIT ON APPEALS:

If the complainant is dissatisfied with either the results of the informal conference or the compliance officer’s findings that no violation of Title IX has occurred he/she may appeal that decision to the school board.

Such an appeal must be taken within five (5) days from the date the complainant was informed of the compliance officer's decision.

The appeal must be in writing and state with particularity the reason the complainant disagrees with the compliance officer's disposition of his/ her care.

SECTION 4 OPTIONAL HEARING PROCEDURES:

Subdivision A: If the grievance is not informal resolved, both the complainant and the alleged discriminator shall have the opportunity to be heard on their own behalf.

Subdivision B: The hearing will be held before any of the following, at the option of the school board:

1. The full school board
2. A committee of three school board members appointed by the board chairperson
3. A district administrator recommended by the Compliance Officer and approved by the board.

Subdivision C: The written decision issued as a result of a hearing held pursuant to this section shall be final, subject to review by the full school board as provided in Subdivision D.

Subdivision D: The school board may accept, reject or modify the belief recommended by its designee or the committee of three board members.

**PROCEDURE FOR STUDENT TO STUDENT
HARASSMENT/DISAGREEMENTS**

1ST Complaint – report to the classroom teacher.

2nd Complaint- report to the Character ED teacher.

3rd Complaint – report to the office, principal or superintendent; referred to law enforcement.

PROCEDURE FOR STUDENT COMPLAINT ABOUT A TEACHER'S ACTIONS

1st Complaint - meet with the teacher outside the regular class time.

2nd Complaint – report to office, principal or superintendent.

3rd Complaint – report to Human Rights Office, Mr. Mark Lundin.

DISTRICT POLICY – SECTION 504

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they don't require services pursuant to the Individuals with Disability Education Act (IDEA). Due process rights of handicapped students and their parent under Section 504 will be enforced. Superintendent Dean Krogstad is the coordinator of Section 504 activities.

**Section 10 [127.282] EXPULSION FOR POSSESSION OF FIREARM
(District Weapons Policy # 501)**

- a) Notwithstanding the time limitations in section 127.27, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm (weapon) to school except the board may modify this expulsion requirement for a pupil on a case by case basis. For the purpose of this section, firearm is as defined in United States Code, Title 18, section 921.0
- b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after expulsion action is initiated against the student for weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

**Section 11. [127.471] SCHOOL LOCKER POLICY
(District Policies # 417 & 418)**

The School District may at any time, ask police and trained dogs to inspect the school building, grounds and parking lot for illegal substances. In the event that anyone's locker or property is identified by the canine unit as having illegal substance in it, the owner, assigned student will be contacted and will be asked to open the locker/property for police inspection. Violators of the law pertaining to illegal substance possession/use will be prosecuted.

**SCHOOL POLICY HAZING
(District Policy #526)**

"Hazing" 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, is not allowed in connection with any Norman County East School District activity, function or organization.

**NORMAN COUNTY EAST SCHOOL DISCIPLINE POLICY
(District Policy #506)**

In order to insure that the best possible environment for learning exists in the Norman County East Schools, the School Board has adopted the following rules and regulations.

1. To promote fair, firm consistent and positive treatment of each student in an atmosphere of open communication self discipline and clearly understood rules and regulations.
2. To assure each student of hi/her rights; the rights to due process, to freedom from discrimination and the equal opportunity.
3. To emphasize students' responsibilities: to have regular school attendance, to make and consistent effort in the classroom, to respect and never interfere with the education of other students and to respect the individual rights of other students and all school personnel.
4. To provide effective enforcement of school regulations by all personnel, closely supervised by a supportive administration.
5. To promote parental awareness of the conditions necessary for a positive and productive learning atmosphere by establishing open line of communication between home and school.

**NORMAN COUNTY EAST SCHOOL BULLYING POLICY
(District Policy #514)**

“Bullying”, any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities or performances, is expressly prohibited on school district property or at school related functions. Complaints of bullying will be promptly investigated and, if warranted, consequences will be measured out to the offender or offenders according to policy.

Adopted: April 13, 1999

413 HARASSMENT AND VIOLENCE

I. Purpose

It is the policy of the school district to maintain 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.

II. General Statement Policy

- a) It is the policy of the school district to maintain learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.
- b) It shall be a violation of this policy for any pupil, teacher, administrator, or other personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct of communication of sexual nature or regarding religion and race as defined by this policy. (For purpose of this policy, school personnel including school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- c) It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to inflict threaten to inflict or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.
- d) The school district will act to investigate all complaints, either formal or informal, verbal, or written, or religious, racial or sexual harassment or violence, and to discipline to or take appropriate action against any pupil, teacher, administrator, or other personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT VIOLENCE DEFINED

A. Sexual Harassment; Definition

- 1. Sexual harassment consist of unwelcome sexual advances, requests for advances, request for sexual favors, sexually motivated physical conduct or communication of a sexual nature when:
 - a) Submission to consists or communication is made a term or implicitly, of obtaining or retaining employment, or of obtaining and education; or
 - b) Submission to or rejection or that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

- a) unwelcome verbal harassment or abuse;
- b) unwelcome pressure for sexual activity;
- c) unwelcome sexually motivated or inappropriate patting, pinching, physical contact, other than necessary restraint or pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status; or unwelcome behavior or words directed at an individual

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 work 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

D. Sexual Violence; Definition

- 1. 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 Minn. Stat 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering other areas.
- 2. Sexual Violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; or

- b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; or
- c. coercing, forcing or attempting to coerce or force sexual intercourse or sexual act on another; or
- d. 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.

F. Religious Violence; Definition

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

G. Assault; Definition Assault is;

- 1. an act done with intent to cause fear in another or immediate bodily harm or death,
- 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
- 3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. GRIEVANCE PROCEDURES FOR COMPLAINTS OF HARASSMENT AND DISCRIMINATION

The following grievance procedures apply to any claim of harassment or discrimination:

- A. Any employee or student who believes he or she has been the victim of unlawful discrimination or harassment or any person with knowledge or belief of conduct that may constitute unlawful discrimination or harassment toward an employee or student shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination or harassment toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination or harassment toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination or harassment, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.
- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape

recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral; it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witness, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

V. INVESTIGATION

By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexually harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by the school district officials or by a third party designated by the school district.

- A. 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.
- B. In determining whether alleged conduct constitutes a violation of the policy, the school district should consider the surrounding circumstances, the nature of the behavior, the relationship 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.
- C. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- D. 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 or whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.
- B. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school and district policies.
- C. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination or harassment toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

VIII. CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations shall be made such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

IX. DISSEMINATION OF POLICY

The school district shall make this policy available to all students and employees.

X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE

These procedures do not deny the rights of any individual to pursue other avenues of recourse, which may include filing charges with the agencies below or initiating action in state or federal court.

For claims of discrimination/harassment:

U.S. Department of Education
Office for Civil Rights, Region V
500 Q. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
800-657-3704
651-296-5663
TDD: 651-296-1283

For Complaints of employment discrimination/harassment

Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suit 430
Minneapolis, MN 55401
800-669-4000
612-335-4040
TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References: Minn. Stat. 127.46 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. CH 363 (Minnesota Human Rights Act)
Minn. Stat. 626.556 et. Seq. (Reporting of Maltreatment of Minors)
42 U.S.C. 200 et Seq. (Title VII of the Civil Rights Act)

Cross Reference: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA Model Policy 406 (Public and Private Personnel Data)
MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA Model Policy 515 (Violence Prevention)

Section 504 Coordinator:

Name: Mark Lundin

Office Address: P.O. Box 420 Twin Valley, MN 56584

Office Phone Number: 218-584-5151

Alternate Section 504 Coordinator:

Name: Pam Gunnerson

Office Address: P.O. Box 420 Twin Valley, MN 56584

Office Phone Number: 218-584-5151

Title IX Coordinator

Name: Jeanne Reardon

Office Address: P.O. Box 420 Twin Valley, MN 56585

Office Phone Number: 218-584-5151

Alternate Title IX Coordinator:

Name: Jolee Habedank

Office Address: P.O. Box 420 Twin Valley, MN 56584

Office Phone Number: 218-584-5151

District Fees 2013-2014

Meals

	<u>K-6</u>	<u>7-12</u>	<u>Adult</u>
Breakfast:	\$1.30	\$1.50	\$2.30
Lunch:	\$2.45	\$2.55	\$3.50
Extra Milk:	.25	\$0.25	\$0.25

Afternoon Elementary Milk: \$40.00 for school year (Full payment due prior to October 1, 2014)

ECFE milk \$20.00 (Due in full by October 1, 2014)

No Participation Fees For 2014-2015

Activity Cards

<u>Elementary</u>	<u>High School</u>	<u>Adults</u>	<u>Family</u>	<u>Senior Citizens (Age 60 Plus)</u>
\$20.00	\$20.00	\$65.00	\$150.00	\$50.00

Admission Price

<u>Students</u>	<u>Adults</u>
\$4.00	\$6.00

Drivers Training

<u>Resident</u>	<u>Non-Resident</u>
\$310.00	\$360.00

**Norman County East
School Readiness Preschool**

**Sliding Fee Scale
2014-2015**

Fees are based on Adjusted Gross Yearly Income of a Household & the School Lunch Program Free and Reduced Rates. The following fees have been approved by the NCE school board (June 2014).

Free Rate: Families qualify for free school lunch will not be charged for Norman County East preschool.

Reduced Rate: Families qualifying for reduced school lunch will be charged at the rate of \$237.50/year for NCE preschool, based on one day/week of enrollment. Two days/week of enrollment at the reduced fee rate is \$475.00/year. Approximately \$7.00/day.

Full Rate: Families who do not qualify for free or reduced school lunch will be charged at the rate of \$475.00/year for NCE preschool, based on one day/week of enrollment. Two days/week of enrollment at the full fee rate is \$950.00/year. Approximately \$14.00/day.

Fees will be due twice/year on Sept. 9 (first day of preschool) and on Feb. 1, 2015. Payment may be made for the entire year with the Sept. 9 payment.

Payment must be received by the date stated above in order for students to attend the NCE Preschool program. The NCE School Superintendent will be in contact with families who are late with tuition payments.

Tuition does not include school breakfast, lunch, afternoon milk and snacks.

Tuition recommended by NCE Early Childhood Advisory Committee, May 21, 2014 and approved by NCE Board of Education, June 2014.

SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Norman County East District 2215 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

Date of Alleged incident(s): _____

Circle as appropriate: Sexual/Racial/Religious

Name of person you believe harassed or was violated toward you or another person.

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

Describe the incident(s) as clearly as possible, including such things as; what force, if any, was used; and verbal statement (i.e. threats, requests, demands, etc.) what, if any physical contact was involved; etc. (Attach additional pages if necessary).

Where and when did the incident (s) occur? _____

List any witnesses who were present. _____

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

Complainant's Signature

Date

Received by: _____

Date

**Norman County East Internet Philosophy
(see District Policy #524)**

Norman County East Elementary Student/Parent Handbook 2014-2015



In accordance with federal law this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint, please contact Norman County East Superintendent Mark Lundin at 218-584-5151 or P.O. Box 420, Twin Valley, MN 56584. Norman County East Schools are an equal opportunity provider and employer.

This handbook and its contents were approved by the School Board at its regular meeting on August 2014.

