



**Through P.R.I.D.E., young people develop into lifelong learners with purpose, confidence, and knowledge.**

**(Positive.Respectful.Integrity.Dependable.Engaged)**

**We are committed to treating everyone with P.R.I.D.E  
In turn, we ask that families & students also treat Linwood  
staff with P.R.I.D.E.**

# **Dear Linwood Students and Families,**

**Welcome to Linwood Elementary School. We are excited to have you as a part of our school community. We look forward to working closely with you as we provide a challenging educational program for students.**

**We start the year with a sense of pride and with high expectations for an enriching and successful experience for your children. One key ingredient in this is enthusiastic interaction and involvement between home and school. Your interest and involvement in your child's education plays a key role in their success.**

**Our handbook has been created to inform you of policies and procedures at Linwood Elementary. The school procedures and practices are designed to promote student growth and protect student safety. Many of our procedures and practices have been updated, so please read through them carefully with your child. Please let us know right away of any concerns or questions you have.**

**We believe that each child has limitless capabilities and that family and school cooperation directly affects student success.**

**Sincerely,**

**The Entire Linwood Elementary School Staff**

	2
<b>ATTENDANCE</b>	<b>4</b>
<b>BACKGROUND CHECKS</b>	<b>7</b>
<b>BALLOONS</b>	<b>7</b>
<b>BIRTHDAY/TREATS</b>	<b>7</b>
<b>BULLYING/HARASSMENT/HAZING</b>	<b>8</b>
<b>BUILDINGS &amp; GROUNDS</b>	<b>8</b>
<b>BUS</b>	<b>8</b>
<b>CELL PHONES/MESSAGING DEVICES and ELECTRONICS</b>	<b>10</b>
<b>COLD WEATHER</b>	<b>10</b>
<b>CLOTHING - DRESS CODE</b>	<b>11</b>
<b>DISCRIMINATION POLICY SUMMARY</b>	<b>12</b>
<b>EMERGENCY INFORMATION</b>	<b>12</b>
<b>EMERGENCY DRILLS</b>	<b>13</b>
<b>EMERGENCY SCHOOL CLOSINGS</b>	<b>16</b>
<b>EARLY DISMISSAL</b>	<b>16</b>
<b>FAMILY SUPPORT ADVOCATE</b>	<b>16</b>
<b>HEALTH OFFICE</b>	<b>17</b>
<b>ILLNESS</b>	<b>18</b>
<b>IMMUNIZATIONS</b>	<b>19</b>
<b>LOST AND FOUND</b>	<b>19</b>
<b>LUNCH &amp; MILK PROGRAM</b>	<b>19</b>
<b>LUNCHROOM ESSENTIAL AGREEMENTS</b>	<b>20</b>
<b>MEDICATION</b>	<b>21</b>
<b>PERMISSION TO PHOTOGRAPH</b>	<b>21</b>
<b>PLAYGROUND/RECESS</b>	<b>21</b>
<b>PTA (Parent/Teacher Association)</b>	<b>23</b>
<b>REPORT CARDS</b>	<b>24</b>
<b>SPECIAL EDUCATION</b>	<b>24</b>
<b>STUDENT TECHNOLOGY USER GUIDELINES</b>	<b>24</b>

	3
<b>TARDY TO SCHOOL</b>	<b>26</b>
<b>TESTING</b>	<b>26</b>
<b>VISITORS</b>	<b>26</b>
<b>WEAPONS POLICY #532</b>	<b>27</b>
<b>SUMMARY OF HARASSMENT AND VIOLENCE POLICY 425</b>	<b>28</b>
<b>SUMMARY OF BULLYING PROHIBITION POLICY 541</b>	<b>30</b>
<b>HAZING PROHIBITION 431</b>	<b>32</b>
<b>SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL 514</b>	<b>34</b>
<b>SCHOOL WEAPONS POLICY 532</b>	<b>37</b>

# ATTENDANCE

Please call the attendance hotline (651-982-1956) by 9:00 a.m. if your child will not be able to attend school or will be late.

## Give the following information:

- \*Student's name
- \*Teacher name
- \*Date of absence
- \*Reason for absence (please note, if you do not leave a reason your child will be marked unexcused.)

If your child will be absent for more than three days due to a family vacation or due to medical reasons, please **fill out a pre-arranged absence form** available through your classroom teacher, on our web site or at the office, if possible.

Students are expected to be in school every day unless they are ill or there is an emergency in the family. **Minnesota State Law requires us to report to Anoka County after 7 unexcused absences.**

## Unexcused Absences

In accordance with district STUDENT ATTENDANCE POLICY 519, Unexcused Absences/Tardies are absences/tardies which are not recognized by the school as legitimate. These are supported by the three counties (Anoka, Chisago, and Washington) which serve our district. The following are examples of reasons for absences/tardies which will not be excused:

- Car trouble
- Visiting

- Overslept or alarm didn't work
- Shopping
- Driver's training
- Needed at home
- Leaving school during the day without permission from school
- Babysitting
- Missed bus
- Work
- Truancy
- Personal grooming needs
- No call or note from parent/guardian verifying the absence
- Personal (no reason given)
- Any other absences included in the attendance procedures of the individual schools

### Excused Absences

In accordance with district STUDENT ATTENDANCE POLICY 519, Unexcused Absences/Tardies are absences/tardies which are recognized by the school as legitimate. These are supported by the 3 counties (Anoka, Chisago, and Washington) which serve our district. The following are examples of acceptable reasons for absences/tardies that will be excused:

- Parent/doctor verified illness: illness verified by parent. Note: The School District, at its own discretion, may request a doctor's statement instead of parent verification.
  - After 10 illness absences, **all further illness absences not verified by a doctor will be unexcused.**
- Family emergencies: serious illness, injury, or death of immediate family member.
- Scheduled appointments: appointments that cannot be arranged after school or when school is not in session and is prior approved by the school and parent. Religious holidays: refer to Policy #603.

- Medical/dental appointments: appointments that cannot be arranged after school or when school is not in session. Excuse shall be written by parent or medical professional.
- School directed activities: field trips, athletic trips, fine arts trips, or other activities planned by the school district, approved by the parent.
- Prearranged family vacations: only for exceptional circumstances which requires families to take vacation during school days. A parent or guardian must accompany the student.
- Suspensions: as defined by the school board.
- Court appearances: absences for mandatory court appearances, to be pre-arranged. Exceptional circumstances: circumstances where permission may or may not be granted by the school, for reasons not previously outlined, to be prearranged.
- Weather: extreme weather conditions preventing students from getting to school safely.
- Transportation problems: problems related to transportation provided by the school district.

When your child is ill and you wish to pick up homework or have it sent home with another student, please notify the classroom teacher before classes begin in the morning. We can not guarantee homework will be available the same day requested.

**\*\*Please note**, students should not be dropped off before 9:00am due to lack of supervision. This is a key time for teachers & staff to prepare for their day. Thank you for your cooperation in this matter.

## BACKGROUND CHECKS

Families, volunteers and community members will need to pass a school district background check before they can volunteer to help supervise off-campus school activities. Any volunteer or chaperone attending a school field trip must undergo a criminal background check prior to the event taking place per School District Policy **#438**. We suggest completing the paperwork at the start of the school year. These forms can be found in our office or on our website.

All visitors entering the building will also need a valid picture ID. This ID will be scanned through our Raptor system and a badge will be printed. This badge needs to be worn and visible while you are on school grounds.

## BALLOONS

We ask that balloons not be delivered or sent to school. They can contain latex and a latex-sensitive person can have a life-threatening allergic reaction with no previous warning or symptoms.

We discourage any deliveries of any kind as they are a distraction to students and the classroom and are not permitted on the bus.

## BIRTHDAY/TREATS

Forest Lake Area School District policy for celebrating birthdays does not allow classroom treats to be brought into the building on student birthdays. Classrooms will each develop their own methods of honoring a student's birthday. This policy helps with health concerns, allergies, loss of instruction time, and equity challenges for our families.



## **BULLYING/HARASSMENT/HAZING**

A summary of the School Board policy on harassment is found at the end of this handbook.

## **BUILDINGS & GROUNDS**

We would sincerely appreciate your cooperation in keeping our school clean and free from vandalism. Help us teach your children to respect the school building and its property. Report promptly any information you may acquire concerning damage to the building or other forms of vandalism. We are all proud of our school, and the cost of vandalism is a needless expense to the taxpayers.

## **BUS**

Riding the school bus is a privilege. Violations of the safety rules will be reported by the bus driver to the school principal, who will determine the consequence. This may result in the loss of bus privileges.

The bus drivers will not pick up or discharge riders at places other than the regular bus stop without a note from a parent, approved in the school office.

A Change of Transportation form must be filed in the office for children who will be picked up or dropped off at places other than their home on a regular basis. These forms are available at school.

Students not riding the bus will be dismissed from the office when a parent picks them up and/or after the buses have left the parking lot.

## **BUS RIDER COURTESY & RULES**

Basic bus safety rules expect that all students will remain seated while the bus is in motion and shall not extend any part of their body from a window. Students will not tamper with any part of the bus equipment.

Animals or pets of any kind are not allowed on the bus.

Students will be respectful to the driver and to each other while riding the school bus. Consequences for school bus misconduct will apply to all routes, field trips, or competitions and will be in the sole discretion of the school district.

Families or guardians will be notified of any suspension of bus privileges.

- **First offense:** warning
- **Second:** warning or 1–3 school day suspension from riding the bus
- **Third:** 5 school day suspension from riding the bus/call home
- **Fourth:** 10 school day suspension from riding the bus/meeting with families and the Director of Transportation

Further offenses will be individually considered.

Students may be suspended for longer periods of time, including the remainder of the school year.

Students damaging the school bus will be responsible for the damages.

Failure to make restitution by the pre-arranged time may result in the loss of bus privileges until damages are paid.

## CELL PHONES/MESSAGING DEVICES and ELECTRONICS

At the elementary level, it is not necessary for students to have cellphones or other communication devices in school. However, if as a family you have made the decision to have your elementary student carry a cell phone or communication device, **it must be turned off and stay in the student's backpack during the school day** unless the instructor has allowed the student to utilize the cell phone for educational purposes.

Electronic devices, including cell phones, are not allowed on the playground during recess.

Students have the ability to **make phone calls from phones in the office** and will be provided privacy if necessary. Families are always welcome to **call the office to connect with their child or give us a message they need to pass along to them.**

## COLD WEATHER

All students go outside each day except in extreme cold conditions where the "feels like" temperature falls below -10 degrees Fahrenheit. This means students must come to school dressed for the weather. Students need to be appropriately dressed for the weather with a coat, warm clothing, hat, mittens/gloves, etc. We require students K-5 to wear boots from the first snowfall until the principal announces otherwise. K-5 student without boots will be restricted to plowed portions of the blacktop.

Students in grades **K-3** are **required** to wear snow pants during the winter months. **All** K-5 students **must wear** snow pants to play off the blacktop area.

# CLOTHING - DRESS CODE

Families and their students are responsible to choose suitable school wear. We ask families to support a positive learning process by checking clothing worn to school by students. Please consider the following:

- Does the clothing advertise something that is prohibited to minors?
- Are there obscene, profane, discriminatory, or inflammatory messages on the clothing?
- Is the student dressed appropriately for the weather and for a learning environment?
- Does the clothing/jewelry create a safety hazard to any person, including the wearer, or prevent the student from doing his/her best due to blocked vision or restricted movement?

## **Examples of inappropriate attire are:**

- “Short” shorts/skirts (shorts/skirts/shirts must be longer than the student’s fingers when they are standing upright...even if the student is wearing tights or leggings.)
- Halter tops, tube tops, spaghetti straps, half shirts and other types of similar apparel are not appropriate.
- Overly revealing clothing is clothing that reveals one’s midriff, is too tight, or displays undergarments
- Tank tops and muscle shirts that do not fit properly around the arms will not be allowed.
- Clothing and personal items which promote or support alcohol, drugs, gangs, profanity, sexual conduct and violence will not be worn at school or any school sponsored activity. Various activities, especially in physical education, ask for a wide range of movement and students need to be dressed appropriately for these activities.
- Students are reminded that they are to be wearing shoes at all times.
- Hats, caps, bandanas, etc, are not allowed in the building during the school day
- Sweatshirt hoods are to be worn down in the building.

- During the school year, judgements as to what is appropriate will be made. We may ask students to change or remove certain types of clothing.
- Appropriate outerwear is required for winter weather.

Families will be contacted if inappropriate clothing is worn to school. Families will need to bring a change of clothing to school. Our dress code is aligned with that of Forest Lake Middle School and Senior High. Thank you for your continued support

## DISCRIMINATION POLICY SUMMARY

It is the policy of the school board of School District 831 to comply with federal and state laws (and all requirements imposed by or pursuant to regulations issued in support of such laws) prohibiting discrimination against any person on the grounds of race, color, natural origin, creed, religion, sex, or marital status, with regard to public assistance, age, or disability. No person shall be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program, nor in employment, recruitment, consideration, or selection for employment in any program of education operated by this school district for which it receives federal financial assistance. The General Statement of Policy regarding sexual harassment and sexual violence within the School District is found in the back of the handbook. Any complaints or questions related to this policy should be directed to either Donna Friedmann, Director of Administration & Human Resources (982-8123) or Kelly Lessman, Director Special Education (982-8129). A copy of the complete policy statement is available in the Scandia Elementary Principal's office. Notice: To the students, families, employees and patrons of Independent School District #831: Vocational education opportunities will be offered without regard to sex, race, color, national origin or handicap.

## EMERGENCY INFORMATION

Emergency contact information from families will be maintained on our Student Information System. If a child becomes ill or injured at school, families will be contacted first. If the school is unable to contact the families, the alternate persons will be called. **It is vital to have emergency contacts on file.** Please notify the school when

changes in contact information occurs during the school year. Families will update information at Open House.

## **EMERGENCY DRILLS**

State law requires every school to hold a minimum of five fire, five lock down, and one severe weather drill per year. We comply with the law and record the date and time of each drill. When the alarm sounds, everyone follows the procedures for the drill according to instructions posted in each room and as given by the teacher. Students should keep in mind that the safety of others may be affected by their behavior and accept safety drills and all other emergency procedures as serious and important.

Forest Lake Area Schools follow the Standard Response Protocol (SRP) as outlined in poster below. These posters are displayed in each room and throughout our building.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



Below is a one page handout explaining SRP for families. Physical copies of this handout can be found in the office.



### STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://loveguys.org>

### LOCKOUT

#### GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.

#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



### LOCKDOWN

#### LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



### EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



### SHELTER

#### FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



**\*In any situation such as a lock down or severe weather, students are not allowed to leave the premises. Please DO NOT COME to school during such emergencies to pick up your child/children. \* Our Connect-ED service will update you regarding newsworthy events as soon as the information is available. Please do not call the school as it could jam the phone lines and impede the school's ability to communicate as needed. For your child's safety, please do not call their cell phone.**



## EMERGENCY SCHOOL CLOSINGS

Two-hour late start means: \*Buses will be on a 2 hour later schedule. \*Lunch will remain the same.

\*SAC Program will make every effort to have staff on hand at regular morning hours.

**\*Information on school closings can be found on:**

--- **WCCO 830 AM or WLKX 96 FM radio, or local TV news stations**

--- **Forest Lake Area Schools Weather Line: 651-982-8143**

--- **Our website, facebook and/or twitter**

**\*When school is cancelled, ALL after school and evening activities are also cancelled.**

## EARLY DISMISSAL

Parent requests to excuse a child from school early in the day should be made in writing. Please make every attempt to make medical or dental appointments outside of the school day. Teachers are not allowed to release a child directly to any adult. Families are requested to pick up their children in the school office and sign them out. Neighbors, grandfamilies, siblings, family friends, etc. are not allowed to pick up your child without your written permission. If you are asked for identification before we allow a child to be released from school, please understand that this is done for the protection of your child.

\*Please note that phone calls received late in the day for parent pick-up will be honored, however students may not be ready at requested time.

## FAMILY SUPPORT ADVOCATE

Forest Lake Area Schools has a Family Support Advocate who can assist families with many issues related to educational services, county assistance, housing, food, diversity, and mental health needs. Carolyn Carr Latady can be reached at 651-982-8350.

# HEALTH OFFICE

Linwood's health office is staffed with an LPN from 9:00am to 3:30pm. Our goal is to support your student with their health needs so they can have a safe and productive day at school.

Families are responsible for all items a student may need during their day to keep them safe & healthy, for example, if your student needs medications at school, you are required to make sure the health office has the medication & the doctors authorization form.

If a child has a medical condition requiring things like a glucometer or insulin, you must make sure supplies are stocked. The health office **DOES NOT** keep a supply on hand.

\*Please reach out to our health assistant for specifics. **651-982-1902**.

If a child gets injured or is ill and needs to go home, you will be notified. If we are unable to reach you, we will call the contacts that you listed on the student contact form. **Emergency contacts are vital**. Please make sure you have at least 2 other people listed that will be able to pick-up your child if you are unavailable.

**It is the family's responsibility to make sure the health office is updated on any changes in a students health requirements during the school year.**

**For more specific information, please see the districts health services page at [www.flaschools.org/domain/116](http://www.flaschools.org/domain/116)**

# ILLNESS

Parents and students often have questions about when it is appropriate for students to stay home from school because of illness. The following guidelines will help your decision.

Your child should stay home if:

- They have had a temperature of **100 degrees or higher in the past 24 hours**. Students need to be out of school for at least 24 hours after they are fever-free without the use of fever-reducing medications.
- They have an uncontrolled cough.
- They have a diagnosis of strep throat; the student may return to school 24 hours after starting on an antibiotic.
- They have Pink Eye with thick white or yellow drainage and eye pain. An exam by a Medical Doctor is recommended.
- They have an undiagnosed rash.
- They have **vomited or had diarrhea within the past 24 hours**.
- They feel too ill to remain in class and benefit from attending school.
- They have head lice. Students with active head lice will be sent home from school. They should remain out of school for 12 hours after treatment and until there are no active lice.
- They are having pain that requires a narcotic/controlled medication for relief. Please discuss the management of chronic pain with the Health Office Nurse in your school.

# IMMUNIZATIONS

Minnesota Statutes 1988, section 123.70, require that all children who are enrolled in a Minnesota school be immunized against

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles, mumps, rubella,
- Hepatitis B
- Chicken pox

Certain specified exemptions are accepted.

An immunization record will be kept on file for each student as required by law. If you are a conscientious or medical exemption, appropriate paperwork must be on file in the health office.

**By mid-November students without appropriate paperwork on file will not be allowed to attend school and those absences will be deemed unexcused.**

Please contact our health office assistant with any questions, 651-982-1902

# LOST AND FOUND

The lost and found items are located in the hallway near the cafeteria. If your child has lost an article, please encourage him/her to check the lost and found box. Items are put on display several times during the year, and students are able to view the entire contents of the box and retrieve lost items. The remaining items are then taken to local charities.

# LUNCH & MILK PROGRAM

Children in grades K-6 have the option of eating a hot lunch, alternate lunch, or bringing a bag lunch from home. If they bring a bag lunch, they can purchase milk to have with their lunch.

When children buy a school lunch, milk is served as part of the lunch cost. Lunch and milk prices are listed on the monthly menu. Our computerized ticket system works very much like a bank account. Each payment should be enclosed in an envelope clearly labeled with the student's name, teacher & grade. A check should be made out to "Forest Lake Area Schools" and include the child's PIN (Personal Identification Number). Students will receive their PIN numbers at the beginning of the school year. To make the system run smoothly and efficiently, sufficient funds must be prepaid in the accounts. All students are expected to memorize their PIN numbers. You may also pay online using PAMS Lunchroom. Call 1-888-994-5100 for details or go to the Forest Lake Area Schools website for further information @ [www.flaschools.org](http://www.flaschools.org)

Any questions can be directed to our cafeteria manager at 982-1943. Free and reduced-priced lunch information is available in the office or by calling the Food Service Dept. @ 982-8395 to request that it be sent to you. This may be done at any time during the school year.

### BREAKFAST, LUNCH & MILK COSTS

Lunch – Adult: \$3.50 Students: \$2.40

Breakfast – Adults: \$1.80 Students: \$1.35

## LUNCHROOM ESSENTIAL AGREEMENTS

Responsibility for keeping the cafeteria respectful and pleasant rests with everyone who uses it.

### **Students are expected to:**

- Follow the cafeteria supervisors' standards.
- Keep our hands to ourselves.
- Pick up after ourselves
- Use indoor voices.

- Raise our hands for dismissal or to ask a question.
- Respect each other, ourselves, and the environment
- Students will be encouraged, not forced, to eat their lunch. If you have specific concerns about your students eating habits at lunch time, please reach out to our office, 651-982-1903.

## MEDICATION

District #831 has a medication policy that was adopted November 19, 1979. No medications are given in school without a medical authorization form. This includes over the counter medications such as Tylenol or Advil. These authorization forms can be obtained from the health office. The medication must be in a prescription bottle accompanied by doctor's orders.

**\*Families must bring medication to school rather than sending it on the bus with the child.**

## PERMISSION TO PHOTOGRAPH

District #831 and Linwood Elementary may photograph and/or video tape your child for newsletters, district websites, facebook and out-of-district purposes including but not limited to the Forest Lake Times, Forest Lake Press, etc.

\*If you do not want your child's photograph to be used for any purpose, notify the principal as well as the District Office in writing within the first week of school.

## PLAYGROUND/RECESS

### **Linwood elementary Recess/Playground Guidelines & expectations**

- Use appropriate verbal and body language.
- Rough or aggressive play is not allowed
- Stay within "recess area" where you can be seen by supervisor.
- Stay away from tall grass and wooded areas.

- Shoes must be worn.
- Keep balls away from the building, parking lot, roof, playground equipment and windows.
- Jumping off the high equipment (such as climbing wall) or out of swings is not allowed.
- Must have permission from your supervisor to leave recess area or to go into the building.
- Sliding down or climb on the railings is not allowed.
- Throwing sand, rubber, rocks, snow, ice, shoes, etc. is not allowed.
- Recess is for active play. Cell phones, electronic toys are not allowed.
- Keep off backstops and all fences and railings
- Return equipment used during recess.

### **Guidelines While Playing On Equipment And/Or Fields:**

#### **BALL PLAY**

Wiffle ball bats are the only bats allowed

Balls that are allowed:

- Wiffle balls
- Soccer balls
- Footballs
- Basketballs
- Tennis balls

Only 2 hand touch Football is allowed during recess

#### **SLIDES**

Slides are only for sliding down, on your bottom, feet first and 1 at a time.

The slide must be cleared of students before the next person slides down.

Bottom of slide must be student free before the person on the slide, slides down.

#### **Swings**

One person per swing

Standing, twisting, jumping off or changing the height of the swing is not allowed.

### **DURING THE WINTER:**

- Dress for the temperature; hat, coat, gloves.
- Grades K-3: boots and snow pants are required.
- Grades 4-6: boots required; snow pants if sliding or playing in the snow.
- 1-2 people per sled
- Sleds are for sledding. They are not sno-boards or ski's..
- Sleds are passed from one grade to another when the bell rings.
- Sleds must be empty when pulling across the field
- Sliding permitted on the grassy hill by the field.
- Walk up sides of hill, not in slide area.
- Throwing snowballs or ice is not allowed

- Playing “King of the Mountain” is not allowed.
- Avoid all icy areas.

**Playground supervisors have the authority to enforce the rules/guidelines and stop play as deemed necessary.**

**Recess and Lunch take place over 45 minutes. A tone will sound 20 minutes into each recess. At the tone, any student who wants to go to lunch may enter the building and make their way to the lunch room. Recess supervisors will blow a whistle 5 minutes later marking the end of recess. At that time all remaining students must go to lunch. This allows students who need more time to eat to have 25 minutes for lunch and students who need less time to eat to have a 20 minute lunch.**

## **PRIDE Program**

Linwood uses a Positive Behavior Intervention System PBIS as a framework for teaching behavioral expectations and developing student behavioral self-regulation.

The basic concept is to teach what is expected and then reward students for meeting those expectations.

We have developed expectations around our 5 PRIDE indicators (Positive, Respectful, Integrity, Dependable, and Engaged) across multiple school environments.

The most important of our PRIDE rewards are the PRIDE tickets teachers and other staff members hand out on a daily basis. This reward impacts the most students and helps keep appropriate behavior a focus of students' school experience.



Each week's PRIDE tickets are used in a drawing that provides another exciting reward for students. These rewards are experiential: helping out in the office, helping with announcements, helping serve lunch, being a helper for recess, PE, Music, or Media. Most are service oriented as well as being fun.

The most public award is PRIDE student of the month. This is an opportunity for students to stand as symbols for all of the PRIDE that the whole student body shows throughout the month. These students are not perfect, nor are they the only one's worthy of this reward each month. So much PRIDE is shown each day at Linwood that a random monthly drawing would likely find an appropriate student to highlight.

Please do not put too much import on "Student of the Month". It is the daily recognition of the PRIDE ticket that really drives this program.

## **PTA (Parent/Teacher Association)**

Linwood Elementary has a very supportive Parent Teacher Association! The primary purpose of our PTA is to encourage and maintain interest, understanding, and communication between students, families, and faculty.

A secondary purpose is to act as a fundraising organization for the improvement of the educational needs of Linwood's students. The PTA is always looking for more families to become involved in support of the education at Linwood Elementary.

Involvement takes different forms for each family. Please let us know how you would like to be a part of the school community. PTA meetings will be on our Linwood calendar and included in the Principal's messages.

PTA meetings provide an opportunity for families to become informed about what is going on at Linwood Elementary and to offer input. It is also a time to get to know other families and staff members.

## REPORT CARDS

Report cards are accessed online through Parent Vue two times a year at the end of the 1st and 2nd semesters, which are in January and June. Please watch for exact dates through the “Constant Contact” and our website, [www.flaschools.org/lw](http://www.flaschools.org/lw) .

## SPECIAL EDUCATION

Forest Lake Area Schools are committed to fulfilling the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. The fundamental principles behind these federal laws are that students with disabilities are provided a free and appropriate public education in the least restrictive environment. This means that the district has systems in place to identify, evaluate, and provide educational services to students with disabilities in a manner that is as similar to their non-disabled peers as deemed appropriate. Families and students have a right to request an evaluation if they suspect the student has a disability that affects their educational progress. The district employs licensed special education teachers, therapists, and psychologists to conduct the evaluations. Families and students have right to be a part of the educational team that determines the methods of evaluation, the interpretation of the evaluation results, and the development of the Individual Education Program (IEP) or 504 Plan should one be required. Families and students who have questions regarding the process can contact the school principal or the Director of Special Education at 651-982-8131.

## STUDENT TECHNOLOGY USER GUIDELINES

Students are to utilize the technology systems for educational purposes. Misuse of technology may result in restrictions and/or other consequences up to and including expulsion as well as civil or criminal penalties that may be imposed by law. The full

version of the Information Resources Security and Appropriate Use Guidelines is available in all building Media Centers.

## **STUDENT RESPONSIBILITIES**

- Follow all school building and district policies
- Log in only as authorized: (Don't log in as someone else)
- Log out before leaving the computer
- Respect the privacy of other users
- Don't share passwords or write them down
- Use creative passwords and change them regularly if applicable
- Follow copyright and license laws
- Reference materials you use (Cite your sources)
- Choose key search words carefully when searching the Internet
- Never give out personal information – such as full name, phone number or address
- Limit printing as much as possible
- Model appropriate use for others
- Maintain a backup of important files when appropriate
- Report concerns of inappropriate or illegal activity to a teacher or administrator

## **Acceptable Use**

- Use for school projects, including research, word processing, etc.
- Use in support of extra-curricular activities
- Use for personal research and/or personal goals that fit within the appropriate use guidelines, provided the technology is not needed for one of the above activities

## **Unacceptable Use**

- Attempt to bypass or alter computer security
- Attempt, assist in or gain unauthorized access (intentional or unintentional)
- Modify computer configuration (wallpaper, sounds, etc.)
- Request, access, transfer, copy or store inappropriate messages or materials
- Use or store unauthorized programs on school machines
- Install or download software without authorization\*
- Use technology resources for commercial, personal profit or illegal enterprises
- Any other act that hinders the use of technology by students and staff

Any information stored or in use on district resources can and may be reviewed and/or removed by district personnel. These technology guidelines also apply to using social media in a manner that could be harmful towards Linwood students.

## **TARDY TO SCHOOL**

Door 2, the student entry door will unlock at 9 am and will lock at 9:15. Students arriving after 9:15 will need to enter Door 1 and be signed in by a responsible family member and will be considered tardy.

If the student comes to school after 10:15, they are marked for a half day absence. It is very important that every effort be made to have your child in school on time. Students begin their day on a more positive note when starting their day with their classmates and knowing the schedule and routines for the day.

## **TESTING**

ISD #831 uses two different standardized tests in the elementary grades. The FAST is given to students in grades K-6 three times a year to measure a student's academic growth in the areas of reading and mathematics. State assessments (MCA's) are utilized for grades 3-6 to measure a school's Adequate Yearly Progress (AYP) in reading and mathematics. If you choose to opt out of the state MCA tests you need to complete the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form.

Questions concerning the district's testing program can be directed to the building principal or to Lloyd Komatsu, District Assessment and Evaluation Coordinator, at 651-982-8158.

## **VISITORS**

To insure a safe learning environment for our students Linwood

Linwood Elementary has a security plan in effect. All visitors will:

- enter our front door (Door #1)
- check in at the office with a valid ID which will be scanned through our Raptor system.
- receive a visitor sticker which must be worn & visible while on campus
- be directed to the teacher or class they wish to see.

**The visitor ID will help students and staff members identify all of the adults in our building. Anyone not wearing a sticker will be directed to the office.**

Linwood Elementary will make every effort to see that classes are not interrupted while in session with the admission of guests.

Parents/Gaurdians are welcome to occasionally attend recess and lunch with their child with the following guidelines:

- Visiting adults will not attempt to correct the behaviors of other students. Rather, behavior concerns should be reported to, and handled by, noon duty supervisor staff.
- These visits should be limited in number and frequency. Recess and lunch times are key opportunities for students to practice their social skills and make social connections with their peers.

Non-enrolled children are not allowed to spend the day visiting a classroom.

Former students are always welcome to visit AFTER 3:40.

## **WEAPONS POLICY #532**

The School District's complete weapons policy is in the back of this handbook. Please stress with your students that such items as small pocket knives, Swiss Army knives, pen knives, and plastic toy guns/knives are also not allowed in school.

# SUMMARY OF HARASSMENT AND VIOLENCE POLICY 425

## GENERAL STATEMENT OF POLICY

The policy of Independent School District No. 831 (the "School District") is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

## REPORTING PROCEDURES

Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or

other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

### **In Each School Building.**

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult School District personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the School District human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

### **In the District.**

The School Board hereby designates the Director of Administration and Human Resources and the Director of Special Education as the School District Human Rights Officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

## **INVESTIGATION**

By authority of the School District, the Human Rights Officers, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The entire policy and reporting form can be found on our district's website: [www.flaschools.org](http://www.flaschools.org) by following these links: About Our District/School Board/Policies/View all School Board Policies/425 or 425 Attachment. 5/7/15

# SUMMARY OF BULLYING PROHIBITION POLICY 541

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.

## GENERAL STATEMENT OF POLICY

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.

## DEFINITION OF BULLYING

"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.

## REPORTING PROCEDURES

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.



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.

### **SCHOOL DISTRICT ACTION**

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. The entire policy can be found on our district's website: [www.flaschools.org](http://www.flaschools.org) by following these links: About Our District/School Board/Policies/View All School Board Policies/541. 3/3/16

# HAZING PROHIBITION 431

## I. PURPOSE

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

## II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. 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 or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies, or regulations.

#### **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 a district employee who shall report the complaint to a school administrator.
- B. A building principal is the person responsible for receiving reports of hazing at the building level. That principal must notify the School District Human Rights' Officer(s) of such reports. Any person may report hazing directly to a school district human rights' officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform a 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, report, 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 an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **VII. DISSEMINATION OF POLICY**

This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

# SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL 514

## POSSESSIONS AND STUDENT'S PERSON 514

### 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. The school district has the right to use dogs trained in the detection of contraband in the use of such searches. 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, clothing, and automobiles parked in school district parking facilities.

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. In the event that a search of a person is determined to be necessary, such 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.

E. Families shall be notified of locker searches and personal searches as soon as is practical given the circumstances.

F. A strip search is a search involving the removal of coverings or clothing from private areas. Strip searches will be conducted only by authorized personnel in an off-site medical or criminal justice facility.

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

H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

## **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. ADOPTED: 5/5/05 6/12/08

# SCHOOL WEAPONS POLICY 532

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

## II. GENERAL STATEMENT OF POLICY

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

## III. DEFINITIONS

### A. "Weapon"

1. a "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toys gun; 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, et.), 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. It shall not be a violation of this policy if a nonstudent falls within one of the following categories:

1. licensed peace officers, military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
  - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
4. possession of dangerous weapons or replica firearms by a ceremonial color guard;
5. possession of dangerous weapons or replica firearms to be used for educational purposes with the written permission of the principal

#### B. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons of 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.

#### C. 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., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

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

A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of firearms by students. Consequently, the minimum consequence for students possessing, using or distributing firearms shall include:



1. immediate out-of-school suspension;
2. confiscation of the firearm;
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 Superintendent may modify this requirement on a case-by-case basis. The School Board shall be notified of any policy modifications made by the Superintendent.

#### C. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of firearms by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR STUDENT WEAPON (NON-FIREARM) POSSESSION/USE/DISTRIBUTION**

A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons (non-firearms) by students. Consequently, the minimum consequence for students possessing, using or distributing weapons (non-firearms) shall include:

1. confiscation of the weapon (non-firearm);
2. parent or guardian notification; and
3. notification of police as appropriate;
4. consideration of suspension from school for up to fifteen days with consideration for expulsion.

#### B. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons (non-firearms) by students, the superintendent (or designee) may use discretion in determining whether an investigation for the purpose of pursuing an expulsion from school is warranted. Other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VII. 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 Non-students

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