

**Washington
Learning Center
2022 - 2023
Parent and Student Handbook**



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Welcome to Washington Learning Center

Welcome to Washington Learning Center. We are happy to have both you and your child(ren) as part of the Washington Learning Center family. The purpose of our handbook is to make available to parents a convenient reference listing of procedures and policies of Washington Learning Center. We believe that schools function best when there is a positive working relationship between families, the community, and school. This type of relationship can best be achieved if there is a common basis of understanding and good communication between the home and school. We encourage and invite parents to communicate with us regarding their child's education.

The handbook will assist students and parents in understanding the rules, policies, and procedures which we hope will lead to a better understanding of the school and its daily operation. A united effort from the school and the home makes it possible to do the best for every child.

All grade levels will start school at 8:00 A.M. and dismiss at 3:00 P.M.

It would be difficult to list detailed information about every rule and procedure in the building. If students or parents have questions that are not answered in this handbook, please contact the Washington Learning Center office at 507-233-8300.

Your partners in education,
Washington Learning Center Staff

"15 extra minutes of reading per day can lead to three months of additional growth - enough for a considerable amount of students to catch up or exceed grade-level expectations." ~ Robert Marzano

Washington Learning Center

Important Information

Principal	Dawn Brown
School Social Worker	Karla Diehn
ECFE Coordinator	Betty Uehling
Comm. Ed. Coordinator	Crystal Fleck
WLC Phone Number	507-233-8300
WLC Fax	507-233-8301
WLC Website	http://www.newulm.k12.mn.us/washington/
To report an absence	507-233-8309
Nurse's Office	507-233-8304
Social Worker Office	507-233-8330
ECFE Office	507-233-8308
Community Ed. Office	507-233-8307

School Day for Students	8:00 A.M. - 3:00 P.M.
WLC Office Hours	7:00 A.M. - 4:00 P.M.

Important Dates to Remember

Parent Teacher Conferences	Dec 1 & 8, March 9 & 16
Teacher Workshop (No School)	Oct 3, Nov 23, Jan 13 & 16, Feb 17, March 3, April 5, May 26
Other Non School Days	Sept 2 & 5, Oct 20 & 21, November 24 & 25, Dec 23 & Dec 26-30, Jan 2, Feb 20, April 6, 7, & 10
MEA Break	Oct 20 & 21
End of the Trimester	Nov 22, March 2, May 25

Strategic Action Plan 2021-2024

New Ulm Public Schools Strategic Action Plan 2021-2024

Vision:

Empowering our learning community through equitable, engaging and innovative programming.

Mission:

New Ulm Public Schools will provide equitable, diverse and inclusive experiences and opportunities to support all learners through:

- Providing personalized learning opportunities for all
- Offering mental health programs and supports
- Creating multiple pathways for learning and preparation for post-secondary
- Encouraging and enhancing school pride throughout our communities
- Strengthening community engagement and outreach to our marginalized populations

Goals:

- #1 - Increase student growth in state/national assessments 3% each year
 - Focused use of data to inform instruction
 - High expectations of every student
 - Intervention programs to close the achievement gap
 - Personalized learning for all
- #2 - Advance equity, diversity and inclusion in our schools
 - Professional development and learning for all staff and board members
 - Collaborate with MSBA on policy review using an equity lens
 - Review practices that may create barriers for certain populations
- #3 - Strengthen community engagement and outreach
 - Highlight programs and student success
 - Telling our story to our communities
 - Connecting with families who are underrepresented

Approved May 27, 2021

Section 1: Academics & Instruction

Curriculum and Instruction

In addition to regular classroom instruction, kindergarten students receive instruction from designated teachers in the following areas:

- Music
- Physical Education
- Art
- Library/Media
- STEM

The following additional student services are also available:

- Guidance - small group and individual social skills lessons when referred
- Social Emotional Lessons
- Speech - when referred
- English Language Learning - when referred
- Math/Reading Intervention - when referred
- Special Education - when referred
- Extended Day - when referred

Homework

Teachers use their discretion as to the amount of homework assigned each night. At times, homework will be assigned for work that the child did not find time to complete in school.

Parent Communication

Communication to parents will occur through a variety of means which may include weekly, monthly, or quarterly newsletters, email, phone calls, and communication via SeeSaw. Parents are welcome to contact the Washington Learning Center at any time with questions or concerns.

Parent Conferences

Kindergarten & preschool will have entrance conferences prior to the start of the 2022-2023 school year and parent-teacher conferences which will be held in December & March. Conferences provide an opportunity for a mutual interchange of information about the child. Conferences are scheduled using an online signup system, please make sure the office has your current email address in order for you to receive the sign-up. Conferences are usually scheduled for 15-20 minutes in length.

Details on scheduling, dates, and hours will be provided to parents/guardians prior to these to allow for planning.

Report Cards

Kindergarten progress reports will be completed and available on Infinite Campus three times per year.

Schedule/Dismissal Changes

It is the parent's responsibility to notify their child's teacher and/or the Washington Learning Center of schedule changes or a change in their child's afternoon dismissal destination. Parents may contact the teacher, send a note, or contact the Washington Learning Center office at 507-233-8300 to notify the school of these changes. If there has not been a note or phone call received the child will resume their daily schedule and/or be dismissed to their usual location. Please make all changes no later than 1:00 P.M. in order to assure they are received.

Section 2: Attendance

Attendance Policy

State law requires that all children in Minnesota between the ages of seven and 17, who are mentally and physically fit, must attend school every day that school is in session. An absence will be excused for a child who has been ill, if the parent does one of the following:

1. Call the school office at (507) 233-8309 and explain why the child is absent and cannot attend school by 9:00 A.M.
2. Email the school at nhubert@newulm.k12.mn.us and abackous@newulm.k12.mn.us.
3. Presents a written excuse from the parent stating why the child is absent and could not attend school.

*While preschool attendance is not mandatory all absences should still be reported to the Washington Learning Center office. *

The school office will attempt to call the parent if a call or email has not been received by 9:00 A.M.

Student Absences & Tardiness

Learning experiences, which take place in the classroom, are an essential part of the education process. Regular attendance is correlated to successful academic achievement. Consistent school attendance is one means by which the student develops responsibility and self-discipline. For these reasons, student absence from school should be limited to those instances in which absences are genuinely unavoidable or in the best educational interest of the student. Students, parents or guardians, and the school, share an obligation to ensure the student's continuous attendance. This philosophy is reflected and implemented in the attendance policy

of the Washington Learning Center.

Any excuse must state a definite reason for the child's absence. If absences are considered to be in excess of normal absenteeism, a medical doctor's certificate may be requested. If a parent or guardian wishes to keep a child out of school for any reason other than illness (such as a family vacation during the school year), both the office and the teacher are to be contacted so that proper arrangements can be made to have the child excused and make-up work completed.

Teachers report attendance to the office on a daily basis. Teachers maintain regular contact with parents of students with repeated absences. Any chronic absences are reported to the school principal and school social worker.

Excused Absence

An **excused** absence is a request by a parent/guardian for the student to be absent from school. In order to have the student excused, the parent or guardian will need to contact the school by written notice, in person, or by telephone by 9:00 A.M. If that is not possible, please call within 24 hours of the day of the absence. An absence that has not been excused by the above stated time will result in an unexcused absence. Absences include leaving school or arriving late for school (with parent notification). Students are responsible for all makeup work during the time when they are absent.

Excessive Absences - Educational Neglect

Minnesota law requirement: children must go to school every day from the time they are enrolled until they are eighteen (18) years old, unless they are legally withdrawn at age 17. Absences may be excused because of medically verified illness, religious observance, family emergency, or funeral of a relative. All other absences are presumed to be unexcused.

After seven (7) excused absences in a trimester, the school will send a letter to the parents and call to request a parent meeting. During the school diversion meeting, criteria will be established for any further absences and school support for the student and family will be outlined.

If a student reaches (10) excused absences in a trimester and the family fails to meet with the school, all further absences will be marked unexcused. A student who has ten or more absences in any school trimester is considered to be excessive according to Minn. Stat §120A.22.

Absences verified by written documentation from a medical professional, a long-term or chronic illness, and funerals will not be counted towards the ten-day

absence total. Absences will be considered medically verified upon receiving a note signed by a healthcare provider.

Unexcused Absences

If a student is absent without permission of a parent or guardian or the parent/guardian does not call to report their child's absence within 24 hours (or have already notified the school their child will be absent) the absence is considered unexcused. Parents will be notified when a student receives an unexcused absence. Within three days of notification a parent may submit a written request to the principal or school social worker for review, if they feel the unexcused absence is not appropriate.

The following are examples of **unexcused** absences:

- Overslept
- Missed the bus
- Car trouble
- Baby-sitting
- Needed at home

Absences verified by written documentation from a medical professional, a long-term or chronic illness, and funerals will not be counted. Absences will be considered medically verified upon receiving a note signed by a healthcare provider.

Truancy/Educational Neglect Intervention Procedures

1. After the student has had three (3) absences without valid excuse, the school will send a letter to the parent/guardian, along with the Truancy brochure, stating Minnesota truancy law and the potential consequences if the issue persists.
2. After the student has had five (5) absences without valid excuse, the school will send a letter to the parents/guardians requesting to meet to discuss the issues, develop an attendance contract and review the potential consequences if the issue persists. This meeting would include the family facilitator for the respective school. This is a voluntary meeting that the family is strongly encouraged to attend.
3. After the student has had seven (7) absences without valid excuse, the school will send a referral to the County Attorney office requesting a truancy petition. For students under 12, the school will contact Brown County Family Services Intake for a child protection assessment.

Tardiness

Students should check in at the office and then will be admitted to class. If a student is tardy, parents must accompany their child to the office.

Excused Tardy

An excused tardy is a request by a parent or guardian for the student to be late to school. The student must arrive prior to 8:30 A.M., and the office must be contacted prior to the tardy for it to be excused. If a student arrives at school after 8:30 A.M., it will result in an excused absence for the A.M.

Unexcused Tardy

An unexcused tardy will occur if a student arrives at school prior to 8:30 A.M. without parent/guardian notification to the office. If a student arrives at school after 8:30 A.M., it will result in an unexcused absence for the A.M.

Requests for Homework

All requests for homework can be made directly with the classroom teacher by email or you can contact the Washington Learning Center office at 507-233-8300 and they will request homework to be brought down to the office for a parent/guardian to retrieve. Please submit homework requests by 8:05 A.M. to allow teachers the opportunity to prepare assignments to be sent home during their prep time. If a homework request is sent with a sibling, friend, neighbor or someone other than the parent/guardian please make sure they talk to the student's teacher before the school day begins.

Checkout Procedures

If a child is to be excused during the day, the school office and the child's teacher should be notified of the reason for dismissal, time, and date. All students must be signed out in the office (by a parent/guardian or person in which the parent/guardian has instructed the office staff to release their child to in order to leave the building before the Washington Learning Center's dismissal time of 3:00 p.m. When reporting to the office to pick up the student, complete the checkout procedures by signing out the child on the office checkout log.

***Students will not be called to the office for pick-up until the parent is in the office and may not sign themselves out of school. A parent/responsible party must be present. ***

Student Withdrawal Procedures

Parents should contact the school office if they plan to withdraw their child from school. Please include the following information: new home address, last date of

attendance, new school name and school address.

Section 3: General Information

Animals

Animals are not allowed in District #88 Elementary Schools. Exceptions may be made at the discretion of administration.

Cell Phones/Electronics

Cell phones, watch phones, portable music devices, and other electronics are not allowed to be used by students while at school, without permission from school staff. If a student needs to make a call during the school day, permission must be received from a teacher to either make the call using their cell phone/watch phone or come to the school office to place the call using the office phone. These devices will be treated as nuisance articles and confiscated if they are used on school property. The school is not responsible for lost, broken or stolen items.

Class Parties

Classes celebrate certain holidays with parties each year. These parties are under the direction of the classroom teacher who has the primary responsibility for the organization of the party. If parents do not want their child to participate in certain holiday parties, please contact the teacher so other arrangements can be made.

Contacting Teachers

If a parent/guardian wishes to talk directly to a child's teacher, please call Washington Learning Center's office at 507-233-8300 to leave a message. Office personnel will notify the teacher. Teachers can also be contacted by email.

Crisis Management/Emergency Guide & Procedures

District #88 has in place a full crisis and emergency procedure plan. Every attempt will be made to make this building a safe and secure environment. To make sure that everyone understands and follows the procedures, there will be drills and exercises throughout the year. Drills are used to insure the safety of all and the knowledge of the proper procedures to follow in the event of an actual emergency. There will be five fire drills, five lockdown drills and one tornado drill held each year.

Deliveries

New Ulm Public Schools will not accept deliveries of flowers, balloons, or gifts for students. Gifts recognizing special days, events, or achievements should be sent to the student's home. Should items be delivered, they will be kept in the office until

the end of the day.

Directory Information

The laws allow a school district to disclose directory information regarding a student registered in school.

NOTICE: The Independent School District #88, pursuant to the U.S. General Education Provisions Act of 1974, declares the following as “directory information” as provided in said act and that information relating to students may be made public by designated school authorities if said information is in any of the following categories:

- Student’s name, address, and telephone number, date and place of birth
- Major fields of study
- Participation in officially recognized activities and sports
- Weight and heights of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agencies or institutions attended by the student
- Names of parents/guardians

Parents, as it affects their children, guardians, as it affects their wards; or adult students, as it affects themselves, may request that directory information not be given to outside agencies or individuals. In doing so, the parent, guardian, or adult student shall inform the administration of New Ulm Public School of this request in writing. Requests must allow sufficient lead-time for the administration to delete or modify the publication of any directory information.

Designated school authorities shall make the decision as to what directory information shall be published and who shall be eligible to receive directory information with the best interests of the students in mind.

Fire Drills

Drills are practiced during various times of the year. The purpose is to give careful instructions regarding the procedure for leaving the building or for moving to an area of safety, in an orderly fashion, not only during fire or tornado emergencies, but any other emergency or crisis that may arise. All District #88 schools will comply with five fire drills, five lockdown drills, and one tornado drill each year.

During Fire Prevention Week in October, the local fire department conducts demonstrations and educational programs in our schools. Schools participate in the statewide drill during Tornado Awareness Week in April.

Locker Search

Please see the policy section at the end of the handbook for this information.

Lost and Found

Most lost and found articles are placed in the lost and found area in the hallway between Door #8 & Door #9. Valuables are turned into the office for safekeeping. It is helpful if personal items such as lunch boxes, notebooks, rain coats, shoes, boots, caps, mittens, sweaters, coats, jackets, backpacks, pencil cases, etc. are labeled with the child's name.

Network and Internet Acceptable Use Policy

As part of the educational environment, District #88 provides Internet access for all students. In compliance with the federal Children's Internet Protection Act, all school district computers are subject to filtering to reduce the likelihood of accessing material inappropriate in a K-12 educational setting. While filtering can greatly reduce the likelihood of inappropriate access, it cannot guarantee that all inappropriate access is stopped. Each year the district will review with student's guidelines for ethical use of the Internet along with consequences for misuse of the Internet. Students may find the guidelines in District Policy #524 - Electronic Information. If parents are not comfortable with students having access to the Internet, please inform the building principal, in writing.

Every student is responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student share their password.

Nuisance Articles

A nuisance article is any object that draws attention to or inconveniences another individual. Examples include, but are not limited to the following: radio, iPod, rubber bands, balloons, laser pointer, cards, toys or other articles that disrupt the learning process. The teacher will confiscate said articles. It is the discretion of the teacher to decide if, when, or how the item will be returned to the student. Articles that could be considered dangerous will be turned in to the principal.

Pledge of Allegiance

Weekly recitation of the Pledge of Allegiance is a state law for Minnesota Public Schools. Students and staff have the constitutional right to refrain from participation if they choose. Students will be instructed in proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises. The rights to participate or not to participate will be respected.

Recess

Recess is an important time to meet the physical movement and socialization needs of children. Students will go outside on a daily basis, unless determined by their classroom teacher that the outdoor elements are unfit. Occasionally, students may need to stay inside for health reasons. Students with a need to remain inside during recess will be required to bring written permission from a doctor.

School Closings

Occasionally, school may be canceled due to emergency situations. The school district has an instant messaging system known as Campus Messenger. Parents and staff will automatically receive a telephone message, email and/or text announcing the cancellation. Local and metro television/radio stations will also be notified. Parents and staff may access closure information on a station of their choice. In addition, the school district website will have an announcement on the home page. All school closings, delayed starts or early dismissals will be announced as early as possible.

Parents must make alternative dismissal arrangements in the event that they (parents) are not home at the time of dismissal. Carefully review the emergency dismissal information included in the student packet.

Treats

Students may bring healthy snacks to school to share with their classmates. For the safety and health of the students, only commercially-prepared and packaged food may be accepted by the school. Please limit this to special occasions. Healthy items include but are not limited to fruit, vegetables, cheese, yogurt, and granola bars. Parents are encouraged to contact classroom teachers prior to sending class snacks to school.

Videotaping/Pictures of Students

There are times throughout the school year when students may be videotaped, photographed or posted on social media (music programs, classroom plays, etc.). **If parents do not want their child to be videotaped, photographed or posted on social media, please contact the school in writing.**

Visitors

Parents are encouraged to visit the school and see the educational process in action. Everyone visiting or volunteering at the Washington Learning Center is required to stop in the office to sign-in and put on a visitor tag. Checking in at the office is required for liability reasons. At no time should a parent go directly to the classroom to deliver materials or visit. Checking in and out at the office will allow Washington Learning Center to be aware of who is in the building at all times.

Siblings and school-aged friends from other schools will not be permitted to spend the day visiting classrooms.

Children visiting from other schools will be permitted to visit a classroom only if arrangements have been made in advance with the teacher and building principal.

Section 4: Student Conduct

Student Behavior Code

Philosophy:

Discipline is learned and should be taught at home, at school, and in the community. As children mature, they should be given increased responsibility consistent with their developmental level and social maturity. The goal of Washington Learning Center's discipline policy is to help our students develop an understanding of appropriate behavior. When this occurs, it is our belief that Washington Learning Center will be a positive and productive environment where children will learn.

The approach that will be used at Washington Learning Center is one that will emphasize the positive and will focus on changing or controlling inappropriate behavior rather than on punishment. All students will be made aware of the consequences of any misbehavior with fair, firm, and consistent application of the policy. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. These rules and regulations reflect a balance between the rights and responsibilities of the individual and those of the group. We expect these rules will help promote mutual respect and cooperation between all members of our school community.

Guidelines have been established for expected school behavior. Students must act respectfully, responsibly, and safely in all settings in the school environment. This is to reflect their Eagle Pride. Teachers and other staff spend time throughout the year talking about Eagle Pride and what that looks like in each environment. We have developed a matrix that states what Eagle Pride looks like in each setting within the school. Parents are asked to go over these guidelines with their children at home as well and to reinforce the school's behavior expectations and discipline policy.

Washington Learning Center students and staff will show their Eagle Pride by:

- Be Kind
- Be Safe
- Be a Learner

Expectations:

In GENERAL, students are expected to:

- Follow school rules – Show EAGLE PRIDE
- Follow staff's request the first time
- Use polite words and tone of voice when speaking
- Keep hands, feet, and objects to themselves
- Wear appropriate clothing for the weather – snow pants, boots, gloves need to be worn to play in snowy areas

Students are **NOT ALLOWED** to BRING TO SCHOOL:

- Weapons, intoxicants, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc. (if a weapon is brought accidentally to school and the student turns it in immediately to a staff member, the office will hold it for parental pickup without further consequences).
- Shoes with wheels
- Electronics and other valuables
- Any items that may cause a disturbance in the classroom

Students and parents should use common sense and discretion when selecting items suitable to bring to school. Please contact the school office if there is a question about the suitability of an item. Items that are brought into the classroom and become a distraction may be given to the office for parental pick-up.

Student Discipline

Please see the policy section at the end of the handbook for this information.

Bullying

Please see the policy section at the end of the handbook for this information.

Disciplinary Action

At the Washington Learning Center, we use a variety of consequences that are logical for the situation. Depending on the situation and the number of incidents, one or more of the following may be used:

- Warning
- Conference with the student
- Parent contact
- Loss of privileges
- Referral to the Social Worker
- Restitution
- Think about it/Take a break

Dress Code

Students and visitors, including parents, should wear modest and appropriate attire for learning. Clothing may not be disruptive to the classroom environment.

Head coverings of any kind are not allowed inside the building. Exceptions may be made at the discretion of the principal. Clothing with offensive or suggestive language is a violation of ISD #88's Harassment Policy, and it will not be tolerated. Clothing that promotes, identifies, or sponsors alcohol, drugs, or tobacco products are not acceptable. Any clothing that exposes undergarments is not permitted. Pants with holes, short skirts, short shorts, spaghetti straps, tops that don't cover the stomach, midriff or backless tops are some examples of clothing not allowed. Wallet chains or other types of chains are not appropriate for the classroom or school. If a student has it on, they will be asked to remove it. For safety and health reasons, shoes must be worn at all times in the building.

Skirts and shorts must be at least mid-thigh length. Shirt straps should be at least two fingers wide with no undergarment straps exposed.

If a student's clothing is in violation of the dress code, they will be asked to put on appropriate clothing from their locker or from the Lost and Found. If those options are not possible, a parent will be called to bring appropriate clothes to school. The student will remain in the office until their clothing meets the dress code requirements.

Prohibiting Harassment and Violence

Please see the policy section at the end of the handbook for this information.

Hazing

Please see the policy section at the end of the handbook for this information.

Tobacco, Alcohol and Drugs or Drug Paraphernalia

The Washington Learning Center is a tobacco-free environment. Students are not allowed to have these products in the building, the parking lot, or the grounds.

Tobacco-Free Environment

The Washington Learning Center is a tobacco free environment. For the health of our students, employees, vendors, and visitors smoking and any use of tobacco products is not allowed. This includes but is not limited to the building, the parking lot, and the entire school grounds. Thank you for your cooperation and understanding in the matter.

Weapons

Please see the policy section at the end of the handbook for this information.

Section 5: Student Discipline

In School & Out of School Suspension

The administration views suspension as one of the final actions in an effort to bring about necessary behavior change on the part of the student. It is understood that the staff and administration will have made prior efforts to bring about desirable adjustments. Failure on the part of the student to make the needed corrections will result in suspension from school. In all cases of suspension, the following due process shall be taken:

Students may be suspended from school when their conduct warrants such action. The school administration may suspend any student for up to five (5) school days per incident. When suspension becomes necessary, the student will be provided an opportunity to present his/her side of the case. If it is then deemed necessary for suspension to take place, the parents will be notified by phone, when possible, or by written communication regarding the cause for suspension and the length of time the student is to be suspended from school. In cases where the student is to be suspended "out-of-school" and where the parents cannot be notified or transportation is not available, the student will remain in the office for the completion of the current school day.

In all cases of "out-of-school" suspension, the parents are to assume the responsibility of the student during the suspension period. Readmission to school is contingent upon having a meeting involving student, parent, and administration.

Other Consequences

At the Washington Learning Center, staff members use a variety of consequences that are logical for each individual situation. Depending on the situation and the number of incidents, one or more of the following may be used:

- Warning
- Referral to the Principal
- Conference with the student
- Restitution
- Parent contact
- Time Out
- Loss of privileges

Section 6: Student Services

Guidance Services

The School Social Worker:

- Visits every classroom at the Washington Learning Center throughout the school year to present a variety of lessons to students that relate to their development as a successful student;
- Provides a variety of groups as well as individualized meetings to discuss school, personal, mental health or family concerns;
- Collaborates and consults with parents, families, and community agencies.

If you have any concerns about your child's academic development, mental health needs, or social/emotional development, please call the School Social Worker's office at 507-233-8330.

Health Services

Nurse's Office

The major purpose of the school health program is to maintain, improve, and promote the health of the school-age child. To accomplish this purpose, the school joins the parents and community personnel and agencies in a team effort. Day-to-day health problems are referred to the nurse's office.

The health assistant or school secretary is at the school from 7:45 A.M. - 3:00 P.M. daily. Students wishing to see the nurse or secretary should report to their teacher and then to the nurse's office.

Parents will be contacted if a student becomes ill or injured during school. **A child with a temperature of 100.0 °F or greater (and is NOT related to COVID-19) will be sent home and should be fever free for 24 hours without the use of fever reducing medication before returning to school. If a child has COVID-19 symptoms, the guidelines from the Minnesota Department of Health will be followed.**

Medications

The School district acknowledges that some students may require prescribed medication during the school day. The school district's licensed school nurse or secretary will administer prescribed medications in accordance with law and school district procedures.

- 1.) If a student requires a prescription medication during school hours, a

doctor's order is needed, along with a signature from the parent or guardian. Medication MUST be in the original, labeled bottle from the pharmacy. The medication needs to be locked in the nurse's office. The exception to this rule is if a student needs to carry an inhaler or emergency medication (i.e Epipen), these still require a doctor's order to be on file in the nurse's office.

Possession of prescription drugs, not belonging to the individual student, will result in disciplinary action.

- 2.) A parent or guardian must bring prescription pills to the nurse's office. The pills will be counted by designated staff and the parent/guardian and will be documented accordingly.
- 3.) The school does NOT supply over the counter (OTC) medication. If OTC medication is needed by a student during school hours, the parent needs to supply the OTC medication in the original bottle or packaging and the parent needs to sign a form authorizing the school to administer the medication as needed during school hours. The OTC medication needs to be kept in the nurse's office.
- 4.) If there are changes to the medication order, a new medication order, a new medical form needs to be completed with a new, updated pharmacy label.

Communicable Diseases

To prevent the spread of contagious diseases, students need to comply with the school communicable disease policy. The nurse needs to be informed of all students with a communicable disease. These include the following: chicken pox, pink eye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, COVID-19 etc. Readmission of students to school following measles, rubella, or mumps, is to be done upon presentation of a statement from a medical doctor that the illness is no longer transmissible. If a student has chickenpox, pink eye, scabies, impetigo, or strep throat, the student needs to report to the nurse or other authorized person for clearance to return to school. Parents should contact the nurse regarding readmission guidelines for each particular disease.

Head Lice Information

Anyone can get head lice. Head lice are very small brownish-colored insects that live on the head. They are less than 1/8" long and they lay eggs (nits) close to the scalp. The eggs are tiny, white in color, and adhere to the hair. Lice spread through head to head contact or sharing hats, combs, etc. Lice do not jump or fly; they crawl and can fall off the head. Head lice do not live longer than 48 hours off the head.

If your child is infested with lice it will take 7 to 10 days from when the eggs are laid until they hatch. The most common symptom of head lice is itching of the head and

neck.

School Head Lice Procedure

Students who are found to have nits (eggs) or live lice do not need to go home, but the parent will be contacted to make sure they are aware and that the child gets treated that night before coming back to school the next day.

Recommended treatment includes using either a prescription or store-bought lice killing product. Removing the nits (nitpicking) is a very important part of the treatment for controlling head lice. To remove the nits, use a nit comb or your fingernails to slide the eggs off the hair shaft. If all nits within 1/2" of the scalp are not removed, some may hatch and your child will get head lice again.

Parents should continue checking the head and combing hair daily for 2 weeks. Lice treatment products are not 100% effective in killing lice, especially nits. With certain lice treatment products, a second treatment is recommended 7 to 10 days later. You will need to wash recently worn clothing and bedding in hot water and dry in a hot dryer before using again. Thoroughly vacuum carpets, upholstered furniture, and seats in the car.

Hospitalization

Parents should advise the nurse's office if there is to be a surgery on a school age child or if there is a severe illness that will necessitate hospitalization or absence for more than a week. After surgery or injury, if a student requires restrictions in school activities, such as physical education, a written note from the physician is required.

Injuries and Insurance

Injuries sustained during the school day should be reported to an adult supervisor. Parents will be notified by telephone immediately of any reported serious injury to their child.

Optional insurance, including dental, is offered each fall. Parents may choose to purchase this insurance for a minimal fee. The insurance plan available applies to the school year only.

Allergy Procedure

Parents are responsible for letting the school know if their child has a severe allergy. The parent will be asked to complete an Individual Health Care/Emergency Plan. If the child needs an EpiPen in school, the parent needs to supply this, along with a doctor's order. The EpiPen is kept unlocked in the nurse's office unless other arrangements are needed. Please talk to the School Nurse if your child has special needs.

There is a peanut free zone in the Washington Learning Cafeteria and no food is served that has peanuts or peanut butter as an ingredient. Other students are allowed to bring food which contains peanuts or peanut butter for their lunch or snack.

Health and Safety Programs

ISD #88 is committed to providing a healthy and safe working and learning environment for all employees and students. As part of this commitment the District has established a written Health and Safety Program, which outlines the programs, and actions that are in place to provide for a healthy and safe environment.

The ISD #88 Health and Safety Program contains the following elements:

1. Safety Coordinator and Safety Committee.
2. Methods to identify hazardous conditions and correct them.
3. Training Programs for affected employees.
4. Methods to investigate workplace accidents and prevent further incidents.
5. Develop and enforce safe work practices and rules.

For further information please visit the District web site at: www.newulm.k12.mn.us or contact the Health and Safety Director, Pat Lang, at 507-233-6185 or plang@newulm.k12.mn.us

Annual Notifications

ISD #88 is required by law to make annual notifications on asbestos and pest management to parents and staff.

School Resource Officer

ISD #88 has a school resource officer that will come and provide lessons to the children in their classrooms. This provides the children with the opportunity to become familiar with him/her. Should you or your child have any issues or concerns you would like addressed by ISD #88's school resource officer please contact the Washington Learning Center office at 507-233-8300.

Section 7: Food Services

Washington Learning Center Meal Prices

Meal Prices 2022-2023	Breakfast	Lunch
Student	Free	\$2.80
Adult	\$3.00	\$4.95

Breakfast

Universal free breakfast is offered to all students in the New Ulm Public School district. Each student will be offered four items at breakfast including a whole grain, fruit, juice and milk. They must take at least three of the four items offered (one being a fruit) to be considered reimbursable. If you have any questions, please call Director of Dining Service

Skim, 1 % and Skim Chocolate is offered with breakfast and lunch. If your child brings a home lunch and wants milk, they will be charged \$.50. If your student qualifies for free lunches, but brings a home lunch and wants a milk, they will be charged \$.50.

Food Service Payment Options and Meal account information

Cash and checks payments are accepted in the Washington Learning Center kitchen. For cash, place the payment in an envelope with your student's name and PIN (Personal Identification Number) on the outside. When sending a check, please put your student's name and PIN on the memo line of the check. All payments received in the kitchen are deposited into your child's account the same day.

A. The Food Service Program is a pre-payment type program. Families are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school year.

B. The parent/guardian will be notified via email when the account reaches a balance of \$20.00 or less.

- C. The parent/guardian will receive a letter when amounts are at \$10.00.
- D. All students in grades K-12 will be notified in the lunch line each day when their account is at \$5.00 or less.
- E. Phone calls will be made when balances are at \$5.00 or negative

New Ulm Public School Negative Balance Policy

- A. When a student's account is at -\$10.00, the district will serve the following alternate meal (Cheese Sandwich, Fruit, and Milk) for \$.50 until the account is positive.
- B. The family will be called to set up a payment plan for accounts with a -\$20.00 balance.
- C. Family accounts with an account balance of -\$25.00 or more and/or have not followed their scheduled payment plan will be sent to a collection agency.
- D. If your student does not have a positive balance, they will not be allowed to purchase items from the a la cart.

Free and Reduced Applications

Applications and information regarding the Free and Reduced price lunch program can be found at the New Ulm Public Schools Business Office, 414 South Payne Street, at your student's school's office or online at www.newulm.k12.mn.us. **If your child receives free lunches, any additional entrees or milk will be an ala-carte charge. Each student must take three components (one being a fruit or vegetable) in order for the meal to be a reimbursable meal. If the student does not take all three components the account will be charged ala-cart prices. Make sure money is available for the additional charges. Milk is \$.50 per carton if bringing a home lunch.**

You are also responsible for any charges made to the account prior to receiving the meal benefit program. Please contact Sheri Liebl for any additional questions 507-233-6190, or the Food Service Director at the number below.

Special Diet Requests

According to the U.S. Department of Agriculture's National School Lunch Program, school nutrition services are required to adhere to specific federal regulations in accommodating special diets for students enrolled at New Ulm Public Schools. If your student has any diet restrictions, such as food allergies or any other food modifications, please contact the Food Service Director. Allergy and special diet notifications from physicians must be on file and turned in every year your child is in the district.

Please note that Kindergarten classrooms qualify for a government milk program and

will be receiving milk during their class break

Contact Information

Teri Jespersen, Director of Dining Services
414 S Payne Street
New Ulm, MN 56073
tjespersen@newulm.k12.mn.us
Office: 507-233-6186

Non-Discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#) at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Section 8: Volunteer Program

Volunteer Program

The District #88 Volunteer Program welcomes new parents and those returning volunteers. District #88 Parent Volunteer Program is an organization of adults willing to donate their time and talents to assist staff and lend a supporting hand to the education of children. A background check is necessary prior to volunteering. Volunteers indicate on the application which areas they would be interested in working in as well as the times they are available to volunteer. As requests from the staff arise, the request is matched with an available volunteer. Please call the Washington Learning Center office at 507-233-8300 for more information.

Parent/School Organization

There will be a parent/school organization composed of parents and teachers working together as a positive force in the district. This group will designate its funds toward school equipment, books and programs, and providing volunteers for school activities. The group will meet monthly at a location that will be determined and communicated by them.

Section 9: Transportation

Bicycles

Students at the Washington Learning Center should not ride bikes to school without an adult for safety reasons.

Student/Bus Transportation

Students who reside more than two miles from Washington Learning Center are eligible to ride a bus to and from school. Tardiness due to bus transportation problems is an excusable tardy. Questions about times and points of pickup should be directed to the New Ulm Bus Lines at 507-354-4711 or the superintendent's office at 507-233-6180.

Section 10: District Information

Annual Asbestos Notification

ISD #88 has continued to respond to asbestos present in our school buildings through monitoring and maintenance. Asbestos, most often found in thermal pipe insulation, is a fiber associated with increased levels of disease when inhaled.

The District has an ongoing asbestos operations and maintenance program including periodic surveillance every six months in each of the District's buildings. During periodic surveillances, damage to asbestos-containing material is noted and repaired following strict procedures. Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. When this condition becomes a possibility, asbestos is removed. The District will continue to conduct periodic surveillance in order to maintain asbestos-containing materials in a safe condition in all areas of the buildings where asbestos is present.

Any changes in the asbestos will be noted, repairs made as needed, and the management plan updated.

A detailed asbestos management plan and updated information for each building, or for the entire District, is open for public review. You can view the Asbestos Management Plan at the Health and Safety Office in the Administration building or in the main office of each building. If you have further questions, please contact the Health and Safety Coordinator.

Indoor Air Quality

Over the last several years Indoor Air Quality (IAQ) has become a concern

nationwide in schools. ISD #88 is also concerned with the quality of air in our buildings and has developed an IAQ Program to address these concerns. The District has designed its program around the federal EPA's "Tools For Schools."

To obtain information about the District IAQ Program, or to receive more information about IAQ, Home Checklists, or report a possible problem in a District building, contact the Health and Safety office in the Administration building or visit the district website.

Notice Concerning Use of Pest Control Materials Procedures

Integrated Pest Management

A Minnesota state law requires schools to inform parents, guardians and staff if the District applies certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedules available to parents, guardians and staff for review or copying at the Health and Safety office in the Administration building.

Student Disability Nondiscrimination

Please see the policy section at the end of the handbook for this information.

Violence Prevention

Please see the policy section at the end of the handbook for this information.

Student Sex Nondiscrimination

Please see the policy section at the end of the handbook for this information.

Student/Parent Rights Under FERPA

Please see the policy section at the end of the handbook for this information.

Section 11: Co-curricular Activities

Equal Opportunities/Discrimination:

"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.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800)

795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Student Fees, Fines and Charges

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

In any program where the resultant product, in excess of minimum requirements and at the student's option, becomes the personal property of the student.

- Admission fees or charges for extracurricular activities, where attendance is optional.
- Personal physical education and athletic equipment and apparel, although any student may personally provide it if it meets reasonable requirements and standards relating to health and safety established by the board.
- Items of personal use or products, which a student has an option to purchase, i.e. student publications or yearbooks.
- Field trips considered supplementary to a district educational program.
- Any authorized voluntary student health and accident benefit plan.
- For the use of musical instruments owned or rented by the district, a reasonable rental fee not to exceed either the rental cost to the district or the annual depreciation plus the actual annual maintenance cost for each instrument.
- Transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- Activity participation fees: A fee schedule is available in the Activity Director's Office.
- Fees for lost or damaged textbooks, workbooks, library books, or other property owned by the school district.
- Other fees or charges permitted by statute.

Employment Background Checks

Please see the policy section at the end of the handbook for this information.

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

Please see the policy section at the end of the handbook for this information.

Student Surveys

Please see the policy section at the end of the handbook for this information

Section 12: Appendices

Appendix A: 2022-2023 School Calendar

New Ulm Public Schools						
2022-2023 School Calendar						
August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
				S-3	T-4	
September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
			S-20	T-1		
October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		S-18	T-1		
November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			S-19	T-1		
December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			S-16	T-0		
January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			S-19	T-2		
February 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
			S-18	T-2		
March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			S-22	T-1		
April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31		S-16	T-2		
May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			S-19	T-1		
June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

No School Day
 Workshop (No Students)
 Comp Day (No School)
 Para Work Day (No Students)
 Trimester Ends for WLC, Jeff, MS
 New Teacher Workshop Days
 Graduation Day
 First Day of School for Grades 5, 9
 School for All Grades Except Kindergarten
 Kindergarten Starts
 Last Day for Students
 Parent/Teacher Conferences
Conference Dates:
 NUHS: Oct. 13 & 18, March 16 & 21
 NUHS: Nov. 3 & 10, March 16 & 23
 Jefferson: Nov. 10 & 15, Feb. 23 & 28
 WLC: Dec. 1 & 8, March 9 & 16

Aug 16-17 New Teacher Days
 Aug 22-25 Planning/Development Days
 Aug 23-24 Open Houses 3:30-7:30
 Aug 29 First Day of School-Grades 5,9
 Aug 30 School for all grades, minus K
 Aug 31 Kindergarten Starts
 Oct 20-21 EM Break - No School
 Nov 24-25 Thanksgiving Break - No School
 Dec 23-Jan 2 Winter Break - No School
 Apr 13 Eve Kindergarten Registration
 Apr 14 No School for Kdgn
 Apr 14 Kindergarten Registration
 Apr 29 Prom
 May 19 Graduation

Sem 1	Aug 29 - Jan 12	84 Days
Sem 2	Jan 17 - May 25	86 Days
TRI 1	Aug 29 - Nov 22	57 Days
TRI 2	Nov 28 - Mar 2	58 Days
TRI 3	Mar 6 - May 25	55 Days

Student Days = 170 Teacher Days = 15

Snow Make Up Days Apr 5, Apr 6, May 26

Schools	Days	Hours	State Requirement
WLC	168	1063	935 hours
Jefferson	170	1,076	935 hours
NUHS	170	1,115	1,020 hours
NUHS	170	1,115	1,020 hours

Bd Approved 02/24/22

Calendar Templates by Vertex42.com

<https://www.vertex42.com/calendars/school-calendar.html>

Appendix B: MN Immunization Law

Are Your Kids Ready? Minnesota's Immunization Law

Immunization Requirements Use this chart as a guide to determine which vaccines are required to enroll in child care, early childhood programs, and school (public or private).
Find the child's age/grade level and look to see if your child had the number of shots shown by the checkmarks under each vaccine. Children birth to age 2 may not have received all doses. Look at the table on the back, it shows the age when doses are due.

Birth through 4 years Early childhood programs & Child care	Age: 5 through 6 years ^① For Kindergarten	Age: 7 through 11 years For 1st through 6 th grade	Age: 12 years and older For 7 th through 12 th grade
Hepatitis A (Hep A) ✓✓			
Hepatitis B (Hep B) ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ^⑥ ✓✓✓
DTaP/DT ✓✓✓✓	DTaP/DT ^④ ✓✓✓✓✓	✓✓✓tetanus and diphtheria containing doses	Tdap ^⑦ ✓
Polio ✓✓✓	Polio ^⑤ ✓✓✓✓	Polio ✓✓✓	Polio ✓✓✓
MMR ✓✓	MMR ✓✓	MMR ✓✓	MMR ✓✓
Hib ✓			Meningococcal ^⑧ ✓ & booster
Pneumococcal ^② ✓✓✓✓			
Varicella ^③ ✓	Varicella ^③ ✓✓	Varicella ^③ ✓✓	Varicella ✓✓

Immunizations recommended but not required:

Influenza Annually for all children age 6 months and older	
Rotavirus For infants	Human papillomavirus At age 11–12 years

- ① First graders who are 6 years old and younger must follow the polio and DTaP/DT schedules for kindergarten.
- ② Not required after 24 months.
- ③ If the child has already had chickenpox disease, varicella shots are not required. If the disease occurred after 2010, the child's doctor must sign a form.
- ④ Fifth shot of DTaP not needed if fourth was after age 4. Final dose of DTaP on or after age 4.
- ⑤ Fourth shot of polio not needed if third was after age 4. Final dose of polio on or after age 4.
- ⑥ An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.
- ⑦ Proof of at least three doses of diphtheria and tetanus vaccination needed. If a child received Tdap at age 7 through 10 years another dose of Tdap is not needed. Td does not meet the Tdap requirement.
- ⑧ One dose is required beginning at 7th grade. The booster dose is usually given at 16 years but the timing depends on when the first dose was given.

Exemptions To enroll in child care, early childhood programs, and school in Minnesota, children must show they've had these immunizations or file a legal exemption.
Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

Looking for Records? For copies of your child's vaccination records, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 1-800-657-3970.

Minnesota Department of Health, Immunization Program

ID# 52799 (10/2014)

Appendix C: Policy Section

Policy #404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

For further information, please refer to the district website, <http://www.newulm.k12.mn.us/policies/>.

Policy #419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

- A. A violation of this policy occurs when any person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any person who is found to have violated this policy.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #501 – Weapons

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

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.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #502 – Search of Student Lockers, Desks Personal Possessions and Student's Person

The purpose of this policy is to provide for a safe and healthful educational environment

by enforcing the school district's policies against contraband.

Lockers and Personal Possessions Within a Locker

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

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

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

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

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #503 – Student Attendance Policy

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

A. Responsibilities.

1. Student's Responsibility. It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
2. Parent or Guardian's Responsibility. It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
3. Teacher's Responsibility. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
4. Administrator's Responsibility.
 - A. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
 - B. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies required to graduate high school, has withdrawn, or has a valid excuse for absence.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #504 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive the required free appropriate public education.

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive the required free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
 - 2. has a record of such impairment; or
 - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require IEP services pursuant to the Individuals with Disabilities Education Act.
- E. Copies of the 504 Implementation Plan are available in the Student Personnel Services Office and the Guidance Offices in each building.
- F. Persons who have questions, comments, or complaints should contact the school district's ADA/504 Coordinator at 507-233-6180 regarding grievances or hearing requests regarding disability issues.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #505 – Distribution of Non School-Sponsored Materials on School Premises by Students and Employees

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

the school district.

A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non school-sponsored material.

B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non school-sponsored material on school property and at school activities.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #506 – Student Discipline

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable

district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

For further information, please refer to the district website, <http://www.newulm.k12.mn.us/policies/>.

Policy #514 – Bullying Prohibition Policy

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

- A. An act of bullying, by either an individual person or a group of persons, is expressly prohibited on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, tolerate or engage in bullying.
- C. Apparent permission or consent by a person being bullied does not lessen the

prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another person are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying, reprisal or false reporting shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for persons who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, engage in or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #515 - Protection and Privacy of Pupil Records (FERPA)

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minn. Rules Parts 1205.0100-1205.2000.

For further information, please refer to the district website, <http://www.newulm.k12.mn.us/policies/>.

Policy #520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. This policy does not apply to surveys initiated as a part of a class curriculum or part of a student organization.

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

For further information, please refer to the district website, <http://www.newulm.k12.mn.us/policies/>.

Policy #521 – Student Dress and Appearance Policy

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

- A. It is the policy of this school district to encourage students to dress and be groomed appropriately for school and school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.

3. Clothing appropriate for the activity (i.e., physical education or the classroom).
 4. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
 5. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendations to the administration for approval.
- C. Inappropriate clothing includes, but is not limited to, the following:
1. "Short shorts", skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Policy 413.
 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal.
- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to

commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

For further information, please refer to the district website, <http://www.newulm.k12.mn.us/policies>.

Policy #522 - Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates Activities Director as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

For further information, please refer to the district website, <http://www.newulm.k12.mn.us/policies/>.

Policy #524 – District Technology Acceptable Use and Safety Policy

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school

district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #525 – Violence Prevention – Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

- A. It is the policy of the school district to strictly enforce its weapons policy (Policy 501).
- B. It is the policy of the school district to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.
- E. Implementation of Policy
 - 1. The school board will review and approve policies to prevent and address

violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

2. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
3. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
4. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
5. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
6. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
7. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. 127.48.
8. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the Harassment and Violence Policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 521). "Gang" as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern

of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

9. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner. (Policy 521)

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #526 – Hazing Prohibition

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.

- 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. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral

interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. 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.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #531 – The Pledge of Allegiance Policy

The school board recognizes the need to display an appropriate United States Flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.

Policy #709 – Student Transportation Safety Policy

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

Conduct on School Buses and Consequence for Misbehavior

1. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or is at the bus stop.
2. Consequences for school bus/bus stop disobedience and misconduct will be imposed by the building principal or the principal's designee. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director (Superintendent of Schools or a designee). Serious misconduct may be reported to local law enforcement.
 - A. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 - B. Rules at the Bus Stop
 - (1) Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - (2) Respect the property of others while waiting at your bus stop.
 - (3) Keep your arms, legs, and belongings to yourself.
 - (4) Use appropriate language.
 - (5) Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
 - (6) After getting off the bus, move away from the bus. If you are in the city, stay off the street until the bus has moved away from the stop and you have a clear view of the street.
 - (7) If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - (8) No fighting, harassment, intimidation, or horseplay.
 - (9) No use of alcohol, tobacco, or drugs.
 - C. Rules on the Bus.
 - (1) Immediately follow the directions of the driver.
 - (2) Sit in your seat facing forward.
 - (3) Talk quietly and use appropriate language.
 - (4) Keep all parts of your body inside the bus.
 - (5) Keep your arms, legs, and belongings to yourself.
 - (6) No fighting, harassment, intimidation, or horseplay.

- (7) Do not throw any object.
- (8) No eating, drinking, or use of alcohol, tobacco, or drugs.
- (9) Do not bring any weapons or dangerous objects on the school bus.
- (10) Do not damage the school bus.
- D. Behavior Guidelines and Consequences - Grades K-12.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's eligibility to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified in writing of any suspension of bus privileges with a copy to the building principal.
- 1. Class I Offenses:
 - a. Spitting
 - b. Horseplay
 - c. Excessive noise
 - d. Eating and drinking on bus without permission
 - e. Riding unassigned bus without permission
 - f. Leaving seat/standing while the bus is in motion
 - g. Squirting liquid from any type container, toy guns/squirt guns, or carrying any liquid containers (except those intended for lunch box use)
 - h. Riding or attempting to ride any bus after receiving a suspension
 - i. Profanity, verbal abuse, harassment, obscene gestures, possession of unacceptable material
 - j. Failure to follow a reasonable request by the driver.
 - k. Other offenses as reported by the driver and agreed to by building administrator
- 2. Class I Consequences:
 - 1st offense - Warning and contact parents
 - 2nd offense - 5 school days' suspension from riding the bus
 - 3rd offense - 10 school days' minimum suspension
 - Written warning of possible loss of bus service
 - Parent/bus lines conference/optional
 - 4th offense - Loss of bus service for the school year.
- 3. Class II Offenses:
 - a. Hanging out of windows
 - b. Throwing/shooting of any dangerous object
 - c. Physical aggression against any person
 - d. Use of tobacco or any controlled substance (will also be reported to the building principal)
 - e. Vandalism to bus - See vandalism/bus damage (number 9 below)
 - f. Holding onto or attempting to hold onto any portion of the exterior of the bus
 - g. Unauthorized entering or leaving bus through emergency door
 - h. Tampering with bus equipment

- i. Other offenses as reported by the driver and agreed to by building administrator
- 4. Class II Consequences:
 - 1st offense - 5 school days' suspension from riding the bus/contact parents
 - 2nd offense - 10 school days' suspension
 - Written warning of possible loss of bus service
 - Parent/Bus Lines Conference
 - 3rd offense - Loss of bus service for the school year.
- 5. Class III Offenses:
 - a. Weapons
 - b. Assault
 - c. Lighting of matches, firecrackers or any flammable object or substance
- 6. Class III Consequences:
 - a. Confiscation of the weapon/material or items and bus suspension up to 10 days.
 - b. Contact the police department, and
 - c. A recommendation to the Superintendent that the student be suspended from all bus services
- 7. Other Discipline. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.
- 8. Records. Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records also may be maintained in the transportation office.
- 9. Vandalism/Bus Damage. Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.
- 10. Notice. Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.
- 11. Criminal Conduct. In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials will be informed. The district's weapons and assault policy as adopted by the school board will be enforced.

For further information, please refer to the district website,
<http://www.newulm.k12.mn.us/policies/>.