

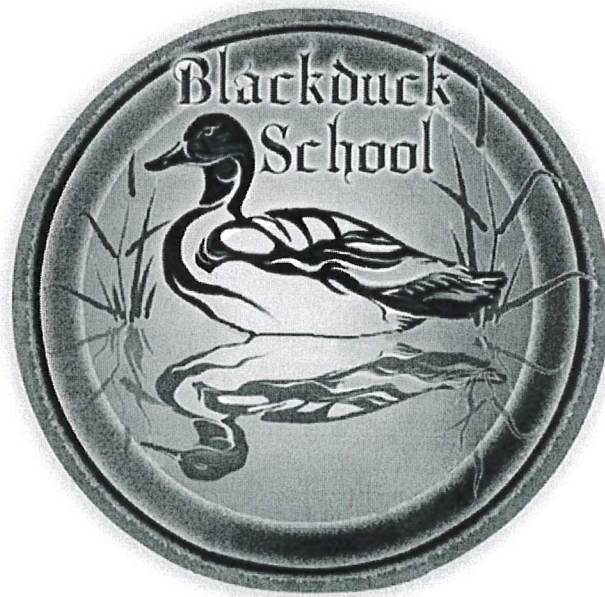
Blackduck Elementary School

P.O. Box 550, 156 1st Street N.E.

(218) 835-5300

ELEMENTARY HANDBOOK

2022-2023



“The Future Starts Here”

The mission of Independent School District No. 32 is to ensure access to a healthy and comprehensive educational program, encourage a positive and orderly school environment, empower students to reach their highest personal potential, enrich social relationships, citizenship, sense of community, and embrace life-long learning.

ADMINISTRATION

Superintendent	Mark Lundin
High School Principal	Mark Lundin
Elementary Principal	Susan Frank
Community Education Coordinator	Melanie Cleveland
Athletic Director	Josh Ziegler

SCHOOL BOARD MEMBERS

Chairperson	Cynthia Nord
Vice Chairperson	Jacob Lien
Clerk	Kurt Gross
Treasurer	Grant Mystic
Director	Brian Merrill
Director	Rachel Larson

The Blackduck Elementary School is an exciting place! We strive to have our students learn something new everyday!

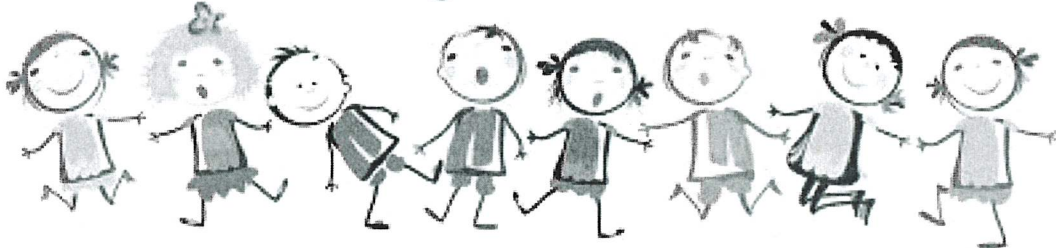
A successful learning experience can only happen when the school, parents and community work together to ensure that Blackduck students are academically and socially prepared for today's world. Communication between staff and home is the key to student success and is encouraged.

The language in this handbook is subject to the interpretation of the administration.

Mark Lundin
Superintendent

Susan Frank
Elementary Principal

We're Going Back To School



School starts at 8:10 A.M. and dismissal is at 3:50 P.M. Students arriving at 7:50 will be sent to the high school gym. ***Please do not send your children to school before 7:50 A.M. There is no one to supervise them before this time. Buses arrive at about 8:00 A.M. and depart at 4:07 P.M.***

After School Activities:

Only students who are involved in a school sanctioned activity may remain in the building after school. ***Students are not allowed to stay and watch an older sibling at an extra curricular practice or to wait for the start of an event/game. It is not a coach's job to supervise students who are not on the team.*** If there is a late bus available, children who need to stay after school for school-sponsored activities must sign up in the elementary office before 1:30 P.M. Late ride buses leave the school at 6:15 P.M.

We encourage our students to be involved in after school activities. All students who are not involved in school sponsored activities or under the direct supervision of an adult must be out of the building by 4:45.

Late rides are provided ONLY for students in school-sponsored activities. Students are required to sign up for late rides before 1:30 P.M. Late ride routes require a minimum of 4 students.

Students who participate in school-sponsored activities are expected to behave responsibly as representatives of the school. As spectators at school-sponsored activities, students are expected to behave respectfully and responsibly.

Asbestos Management

The school district has developed an asbestos management plan. A copy of this plan may be obtained through the district office.

Assemblies

At times there will be school wide assemblies. Students are expected to be attentive and to show respect to the speaker or performers.

Attendance and Tardies:

The Blackduck School Board believes regular attendance is essential to a student's success in school, both academically and socially. Classroom instruction and participation are an important part of a successful academic experience. Persistent absenteeism and/or frequent tardies create a genuine hardship for a student and is regarded as a very serious problem. School attendance is a responsibility shared by the student, parent or guardian, teachers and administration. The federal school accountability program holds schools accountable for improving school attendance. In accordance with the regulations of the Minnesota Department of Education and 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.***

All absences/tardies must be communicated to the elementary office by the parent/guardian. The following reasons are considered **EXCUSED ABSENCES**.

- 1) Personal illness (Administration may require a doctor's note stating illness prevented the student from attending school)
- 2) Serious illness in the student's immediate family
- 3) Death in the immediate family/close family friend/relative
- 4) Family trips (notification to administration 1 week in advance is required)
- 5) Court appearances
- 6) Medical/Dental appointments
- 7) Religious activities, not to exceed three hours per week
- 8) Field trips or other school sponsored activities.
- 9) Physical emergency conditions (fire, flood, storm, etc.)

***If parents/guardians communicate to the office that their student may leave school without one of the excuses listed above, the absence will be unexcused.**

The following reasons shall be considered **UNEXCUSED ABSENCES**

- 1) Truancy-Any absence that is not approved by parent or the district.
- 2) Any absence in which a parent/guardian has failed to follow the district reporting process.
- 3) Work at home.
- 4) Work at business (unless school sponsored).
- 5) Any other absence not included under the attendance procedure set out in this policy.

If a student is absent a number of times without an acceptable excuse per school board policy, Social Services will be contacted and Educational Neglect/Truancy will be considered.

Tardies

Students will be recorded as tardy if they arrive at school after 8:10 AM. Students are required to sign in at the office, with an excuse from the parent/guardian. Students coming to school after 8:10 will be marked with an unexcused tardy if we do not have notification from their parent/guardian. Students checking into school after 10:00 A.M. will not be considered tardy but will be marked absent for half a day. **We need your cooperation in seeing that your child is at school on time.**

Reporting Student Attendance/Tardies Procedures:

Parents are responsible for notifying the school when their child is absent. This may be done either by calling the office at 218-835-5300 if their child is going to be absent that day or send a note to the office when the student returns to school. If a teacher receives notification he/she will contact the office. If there has not been a phone call or note regarding a student's absence, it will be recorded as unexcused. If a student's absenteeism continues with no contact from the parents/guardian, a notification from the office will be sent home.

Backpacks and Book Bags

For safety and security reasons, no backpacks or book bags may be carried during the school day.

Breakfast and Lunch Program:

A well balanced breakfast and lunch will be served daily. Students are to turn in their meal money to the elementary office. Breakfast for elementary students will be scheduled for a time after the school day starts.

Breakfast ticket prices (excluding free/reduced prices):

- \$2.00 regular price student meal
- \$2.75 adult meal

Lunch ticket prices (excluding free/reduced prices):

- \$3.00 regular price student meal for Elementary students
- \$3.55 H.S. student meal
- \$5.00 adult meal

Ala Cart is available only to Jr. High and High School students.

Because of the computerized breakfast and lunch program, the money you send for meals will be deposited into your child's account to be used for breakfast, lunch and extra milk purchases. Students who are eligible for the free/reduced meal program must pay for extra milk purchases. The purchase price of your child's breakfast, lunch or extra milk is then automatically deducted from your account. When the account reaches a low balance (\$20.00 and lower), you will receive a phone call from the district automated phone system, School Messenger.

The students will be able to resume use of the account when the negative balance is paid.

Lunchroom Rules:

To make the lunchroom a pleasant place to eat, the following expectations are in place:

1. Students will stay seated unless they need napkins, silverware, etc.
2. Students will not touch anyone else's food and will not trade or share food. (State Rule)
3. Students will be dismissed by cafeteria supervisors.
4. Students will walk in the lunchroom.
5. Students will use good table manners; belching or loud noises will not be permitted.
6. Students will not throw anything in the lunchroom.
7. Students are to stack their lunch trays carefully after eating.
8. Students must use inside voices.

BUS RIDING REGULATIONS:

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 at the bus stop. Consequences for school bus/bus stop 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. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Safety Director.

Rules on the Bus.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward. All students must remain seated while the bus is in motion.
3. Talk quietly and use appropriate language. (Profane or vulgar language will not be tolerated.)
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself. Do not sit with legs or belongings blocking the main aisle of the bus.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any objects.
8. No eating, drinking on the bus.
9. No use of alcohol, tobacco or drugs.
10. Do not bring any weapons, dangerous objects, and/or pets on the school bus.
11. Do not damage the school bus.

Consequences for school bus/bus stop misconduct will apply to all regular, late and special activity bus rides. Decisions regarding a student's ability 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. Consequences may include **suspension of bus privileges**. Parents or guardians will be notified of any suspension of bus privileges.

District school buses may be equipped with video cameras. A notice will be posted that student conversations and actions may be recorded. Videos may be used as evidence in disciplinary actions arising from the student's misconduct.

Students are expected to board the bus immediately after being dismissed by their teacher. It is each student's responsibility to be on the bus before they depart the school at 4:07 P.M.

Cameras

Use of any photographic device, film camera, digital camera, cell phone camera, video camera, etc. that interferes with the rights of others is strictly prohibited. Misuse of any such device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Cell Phones:

Cell phones may not be used, (including text messaging) or visible during the school day. Phones will be kept in the office if confiscated, until the end of the school day. If a second violation with any electronic device/phone occurs, parents will be required to pick the item up in the office. Cell phones are not allowed in locker rooms or restrooms at any time. Information, pictures or videos must not be posted if it affects personal privacy or classroom instruction. The school will not assume responsibility for personal belongings brought by students that are lost, stolen, or broken.

Classroom Pets/Animals:

Students may bring pets or animals to school only when they are part of a project or assignment, and they have filled out the appropriate form with their teacher. **It will be at the discretion of the classroom teacher whether or not to allow animals from home for show and tell.**

When an animal is being brought into the school, the following expectations are in place:

1. Adults will accompany pet and leave with pet.
2. Pet must be in a box or cage or on a leash.
3. Pet must be on a leash.

Because of health issues birds will no longer be kept in classrooms.

Pets will not be allowed in the building at the beginning or end of the day when students are being dropped off and picked up.

Classroom Treats:

State regulations forbid the use of home-prepared treats. All store bought treats must be commercially wrapped.

Communication Regarding Parent Concerns

At times students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. People are encouraged but not required to file a written complaint. Reports may also be given orally. These concerns should be made to the appropriate building administrator. The administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Criminal Background Check for Staff

The school district must obtain a state criminal background check from the Minnesota Bureau of Criminal Apprehension (BCA) on all individuals who are offered employment and on all individuals who are offered (paid or unpaid) positions for athletic coaching or extra-curricular services, including activity assistants and advisors. Blackduck Public Schools requires that all applicants sign an Informed Consent Form and pay the fee for their individual criminal background check prior to authorizing any hire of said applicant.

Any misconduct or disciplinary action by either the State Board of Teaching or the criminal justice system reported on the Federal Child Protection Background Check will be assessed prior to offering a position to the applicant under the authority of the district. Applicants are notified of the employment stipulation both verbally and by signing the consent form indicating that their service within the school district is pending the completion and results of the background check.

Crisis Management

A "Crisis Management" plan has been developed by the school district. The plan addresses a range of potential crisis situations such as securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures.

Discipline

Independent School District No. 32 Discipline Policy:

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur.

It is the responsibility of the school board, administrators, and school staff to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior that is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district:

- A. Truancy and Unauthorized Absences.
 - 1. As required by current statutes, regulations of the State Department of Education, and the school board of this district, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building administrator. Students returning to school following an absence will bring a note from their parents and are expected to complete all missed assignments within a reasonable period of time.
 - 2. Truancy, for purposes of this policy, is the absenting of one's self from school or class without the approval of the school.
 - 3. If a student develops a pattern of absenteeism or tardiness to school or class, disciplinary action will be taken, which may include involvement of Social Services/County Attorney.
- B. Damage to School or Personal Property.
 - 1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.
- C. Theft
 - 1. Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.
- D. Physical assault: Physical assault is an act that intentionally inflicts or attempts to inflict bodily harm upon another person.
- E. Verbal Assaults: Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including content which degrades people because of their race, religion, sex, ethnic background, or physical or mental handicaps.
- F. Threats and Disruptions
 - 1. Dangerous Threats: Threats to normal school operations or school activities including the reporting of dangerous or hazardous situations that do not exist.
 - 2. School Disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.
- G. Dangerous, Harmful, and Nuisance Substances and Articles
 - 1. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities.
 - 2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school sponsored activities, or on school grounds.
 - 3. Use of Tobacco: Tobacco use by students is prohibited at school, at school sponsored activities or on school grounds. This includes possession of tobacco, cigarette lighters and matches.

- 4. Harmful or Nuisance Articles: The possession or use of articles that are nuisance, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities. This includes the possession of a device capable of emitting laser light.
- H. Weapons: Students who bring a weapon to school, or any item which is intended to be used as a weapon against another person, will be subject to immediate suspension. Law enforcement officials will be immediately notified.
- I. Failure to Identify Oneself: Failure to provide proper identification upon request of a staff member.
- J. The violation of any local, state or federal law is unacceptable behavior.
- K. The following constitutes unacceptable behavior:
 - 1. Willful conduct which materially and substantially disrupts the right of others to an education.
 - 2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.
 - 3. Willful violation of any rule of conduct specified in this discipline policy.
- L. Bullying

Elementary School Discipline:

Teachers and paraprofessionals have the authority and responsibility to maintain discipline in the classroom and other school areas. School discipline policies are established and consistently enforced. When a student is having a problem the teacher may: conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the building principal.

Level I Behavior Infractions

- Reckless act that results in an injury
- Teasing/Harassment of a peer
- Dress Code Violation
- Disruption to learning/classroom (includes but not limited to: refusing to complete assignments, not following directions, excessive talking, possession of a laser light, possession/use of matches, lighters, etc.)
- Disrespect toward staff/peers
- Unauthorized presence on school property
- Destruction of own or other's property
- Use of prohibited electronic devices: phones, pagers,

Level II Behavior Infractions – After-School Detention, Possible Suspension

- Inappropriate Verbalizations (Includes but not limited to profane/obscene language, intimidating, threatening, degrading comments, verbal/sexual harassment)
- Bullying/Physical Aggression (No injury)
 - Bullying means repeated behavior by an individual or group that is intended to Cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, harassed, or physically abused. Bullying can take place in several forms including but not limited to the following:

Written, verbal, or nonverbal threats Intimidating or threatening gestures
Theft of money or possession Jeering taunting, or mocking
An intentional display of force
Unwanted physical contact, violence or assault

False Reporting (Includes but not limited to lying, withholding information, academic dishonesty, obstruction of school policy, etc.)
Possession of fireworks, firecrackers, items which cause an explosion, etc.
Vandalism/Theft
Leaving school property without permission
Continued Level I Infractions

Level III Behavior Infractions – Immediate Suspension/Expulsion

Weapons
Alcohol
Tobacco
Illegal/Controlled Substances
Physical Aggression (Injury involved)
Behavior defined by law as criminal

DISCIPLINARY ACTION

A. Disciplinary action may include but is not limited to the following:

Meeting with the teacher, counselor or principal
Detention
Loss of school privileges
Parental conference with school staff
Modified school programs
Removal from class
Suspension
Exclusion
Expulsion

B. Removal from Class:

1. Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his/her lawful designee. The removal of a student from class shall not exceed three hours. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision for removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial damage to himself, to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms established at the informal administrative conference including but not limited to the completion of any make-up work.

2. Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 1974 as amended.

Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided by The Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 1974.

EARLY INTERVENTION

Early intervention is any procedure determined appropriate for encouraging the early involvement of parents or guardians in an attempt to improve a child's (pupil's) behavior.

If early signs of inappropriate behavior appear, the school will use any of the following methods to encourage parental involvement:

1. Talking with the student about the problem
2. A phone call to parents
3. Arrangements for a parental conference
4. Written correspondence to the parent including the following:
 - a. A short narrative of the problem
 - b. A referral containing a description of the behavior and the consequences
 - c. A suspension notice according to The 1974 Pupil Fair Dismissal Act

School staff is encouraged to deal with all inappropriate behavior in its earliest stages. Early detection through close observation, along with immediate and fair consequences can be very effective.

SPECIAL EDUCATION:

A. Any student who has an Individual Education Plan (I.E.P.) should be referred to the Special Education Department when the following occurs:

1. Disciplinary action is being considered against the student.
2. Consideration is being given to removing the student from school. Exception: Any handicapped student exhibiting unacceptable behavior at a level which is threatening to self and/or others shall immediately be dealt with according to the policy statements for all students. In such cases, primary consideration must be given to the safety of students and/or others. **All due process procedures regarding handicapped students must be followed.**

Suspension and Expulsion:

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following:

1. Willful violation of any reasonable school board regulation.
2. Willful conduct which materially and substantially disrupts the right of others to an education.
3. Willful conduct which endangers the student, other students, staff or school property.
4. Students may be suspended from school for one day by the principal. Students may be suspended for two to five days by the principal following a brief hearing.

5. Expulsion may be imposed by the school board upon recommendation by the principal. Expulsion may be for the remainder of the school year or less and may occur after the school board has held a hearing in accordance with the law.

If a student is suspended, involvement in after-school activities is prohibited for those days.

In-School Detention:

Students will be sent to the elementary office or to After School Detention for a time period as set up by the Behavior Intervention program and staff.

Student Discipline Interview: Sample Tennessee Warning

This is your warning:

- The purpose of my questioning is to find out what happened here and impose proper discipline.
- Our school discipline policy requires you to cooperate in all disciplinary investigations..
- Non-cooperation will subject you to discipline.
- Other than school officials, no one else (MSHSL, parents/guardians will be informed as needed) will be receiving this information.
- If you choose not to answer questions or provide information, conclusions of the situation will be made without the benefit of your input.

Suspected criminal information will be submitted to the police.

Discrimination Grievance Procedure:

Grievance Procedure shall be the following, pursuant to the School Board Resolution pertaining to Title IX of the Education Amendments of 1972 and Chapter 363.03, Minnesota Human Rights Act.

Section 1. Filing, Time Limit for Filing:

A student or employee who believes himself or herself to be a victim of sexual discrimination in violation of Title IX of the Education Amendments of 1972, may file a grievance in writing with the district's Title IX compliance officer if not grievable by means of another grievance procedure. The grievance must be filed within seven (7) calendar days of the alleged discriminatory act/conduct or it is waived. The Compliance Officer for ISD #32 is Mr. Mark Lundin, Superintendent, telephone number 218/835-5202.

Section 2. Investigation; Informal Conference:

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

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

Section 3. Appeal and Time Limits on Appeals

If the complainant is dissatisfied with either the results of the informal conference or the compliance officer's finding that no violation of Title IX has occurred, he/she may appeal that decision to the School Board. Such an appeal must be taken within five (5) days from the date the complainant was informed of the compliance officer's decision. The appeal must be in writing and state with particularity the reasons the complainant disagrees with the compliance officer's disposition of his/her case.

Section 4. Optional Hearing, Procedures, Decisions, Review, by Board:

Subdivision A. If the grievance is not formally resolved, both the complainant and the alleged discriminator shall have an opportunity to be heard on his/her own behalf.

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

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

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

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

Dress Expectations

Blackduck Elementary School's dress code is based on the belief that all students have the responsibility to observe the basic standards of cleanliness and good grooming. A student's dress and appearance should not be such that it causes a disruption, is immodest, distracts others from the educational process, depicts or promotes violence, creates a health or safety problem, or is ethnically, racially or sexually offensive. The administration will have the authority to determine when personal appearance and dress style do not meet school standards.

General Guidelines and Examples:

1. Students should avoid wearing clothing or hair styles that can be hazardous to them in their various activities, such as athletics, physical education, art, etc. Pants are to be worn at the waist, and cuffs are not to drag on the floor.
2. Clothing with profane/suggestive writing or pictures is not allowed, nor are cutoff t-shirts, shorts, short tops, see-through shirts, **or clothing that allows undergarments or the midsection to be visible. Shirts with spaghetti straps are also prohibited.**
3. Tailored shorts may be worn, but "cutoffs", short shorts", or short skirts are not allowed. **(Guideline for shorts and skirts: When standing with arms extended downward at sides, shorts or skirts may not be above the tips of the fingers).** Leggings may be worn if a shirt is finger-tip length when hands are down to the student's side.
4. At no times, except theme days, are hats or headwear of any kind to be worn in class or at assembly programs. Bandanas and hoods may not be worn at any time in the building.
5. Jackets and overcoats may not be worn in the building during the school day, but are to be kept in lockers/classroom hooks.
6. Wearing of clothing that suggests racial or ethnic slurs is prohibited.
7. Dark glasses may be worn in the building only when prescribed in writing by a medical doctor.

8. Wallet chains may be no more than 13” in length and 1/4” in diameter. Linked chains, dog collars, spiked bands, etc., may not be worn.
Gang activity, symbols and clothing are prohibited at Blackduck Elementary School. The wearing of gang colors, bandannas, the flashing of gang symbols, the writing of gang graffiti, and the displaying of gang tattoos is prohibited. Students wearing gang clothing, bandannas, or other gang related articles will be sent home.
9. Students are not allowed to wear any article of clothing which advertises/promotes tobacco, alcohol, or illegal drugs in any way. This will include words or pictures related to tobacco, beer, other alcoholic products, marijuana, and other drugs.
11. Clothing depicting or advocating violence is also prohibited.
12. Students may not wear clothing that carries a picture or written message that violates our Sexual Harassment Policy. This will include Coed Naked, Hooters, and Big Johnson T-shirts, and other clothing which carries with it inappropriate sexual innuendo.

FINAL DETERMINATION OF WHETHER OR NOT AN ARTICLE OF CLOTHING IS INAPPROPRIATE AND DOESN'T MEET SCHOOL STANDARDS RESTS WITH THE ADMINISTRATION. Students must immediately change clothing, turn article of clothing inside out, or cover with another article of clothing. At times it may be necessary to call a parent to pick the student up to go home.

Emergency Information:

Each student needs to have an Emergency Form completed by his/her parent/guardian and kept on file. The Emergency Form includes the following information:

- Parent's complete names, address, and home/cell telephone numbers
- Parent's work telephone numbers
- The name, address, telephone number of another adult who can be called in case of emergency when you cannot be reached.
- Medical alert information

Evacuation Procedure:

When the need arises for the building to be evacuated, students will be sent to the following sites:

Grades Pre-K-6 will be evacuated to St. Ann's Church.

Students will be dismissed to parents from the evacuation sites once a full count of students has been made. Parents must sign the student out with the site coordinator.

Extra-Curricular Activities Eligibility for 6th Graders

If a student fails more than one class during the quarter, he/she will be ineligible to participate in Jr. High activities for 2 weeks of the season or 2 events, whichever is greater. Ineligible students will be allowed to participate in practice.

Field Trips:

We feel that visits to various places can enhance our educational program. The number of field trips conducted by any one classroom depends on the availability of resources that correlate with the curriculum of that particular grade level. We require that parents sign a permission slip prior to the trip. Students will ride school transportation with classmates to destination. Chaperones may ride if there is available seating. Please feel free to call the teacher should a question arise.

Fire/Tornado/ALICE Drills:

Five fire drills, five lockdown drills and one tornado drill will be held in accordance with the regulations of the office of the State Fire Marshall. There will be one evacuation drill each year. Teachers will instruct students regarding the proper procedure for fire drills, tornado drills, ALICE drills and evacuations.

Food and Beverages in the Classroom:

Individual classroom teachers will determine their own policy regarding food and beverages in their classroom, this includes gum. Pop is allowed only during special classroom events.

Fundraising

All student fundraising activities must be approved in advance by administration. Participation in the fundraising activities is voluntary. Students may not sell items during the hours of 8:10-4:20.

Health Services:

Blackduck School District #32 Health Services provides a variety of services to promote health and wellness for every student. A qualified school nurse/health aide provides services. Students requiring care for injuries or sickness should report to the Health Office where their condition will be assessed and they will be cared for accordingly. If a student becomes sick during school hours the nurse or office personnel will inform the parents so that arrangements will be made for the student to go home. A temperature of 100.5 degrees F. or more is immediate reason to call parents.

The School and the Nurse should also be informed if your child has special health care needs. It is helpful to know what medical treatment has taken place and what adjustments must be made in the child's health program to meet his/her special needs. The Nurse is available to assist and give counsel to parents and teachers in regard to any student's health concerns.

Immunization Policy:

Minnesota law requires all students enrolled in Minnesota schools to have up-to-date immunization records. The immunization policy for the school year 2020-2021 requires the following:

Kindergarten:	Grade 1:	Grades 2-6:
5 DPT	5 DPT	5 DPT
4 Polio	4 Polio	4 Polio
2 MMR	2 MMR	2 MMR
3 Hepatitis B	3 Hepatitis B	3 Hepatitis B
2 Varicella or Chicken Pox	2 Varicella or Chicken Pox	2 Varicella
2 Hepatitis A		

Immunization Special Exemptions: There are some special exemptions given by the state for exemption from immunizations. These will be reviewed on an individual basis.

Illness or Injury at Home:

Children should not be sent to school if they are showing signs of illness, such as:

Vomiting, fever (100.5 degrees F. or above), diarrhea, stomachache, nausea, constant coughing, earache, sore throat, or headache the previous night. Children should be fever free without fever reducers for 24 hours before returning to school. Parents should notify the elementary school office whenever their child is going to be absent from school due to illness or injury. Also, any student found to have any of the following contagious conditions will be sent home from school:

* **Strep Throat/Scarlet Fever:** Exclude from school a full 24 hours after treatment has started.

* **Chicken Pox:** Exclude from school until the blisters have dried into scabs, usually about 6 days after the rash appears.

* **Scabies:** Exclude from school for a full 24 hours after treatment has been started.

* **Pink Eye:** If bacterial (with pus) exclude from school until 24 hours after treatment has begun.

* **Impetigo:** Exclude until the student has been treated with antibiotics, topical, oral, or intravenous for at least 24 hours.

* **Head Lice:** Students will be checked as needed. If lice are found on a student, a note will be sent home with the students in that class.

A note must be sent with your child if you feel that she/he should not participate in certain activities such as: physical education, recess, or other activity because of their illness. If your child is unable to participate in an activity for more than one day, a doctor's note is required.

Screenings:

Health screenings are conducted at scheduled times during the year. These screenings include the following:

- Height and weight for Kindergarten students
- Vision screenings done annually K-6
- Hearing screenings done annually K-6
- Scoliosis screenings done for all 5th grade students

Students who do not pass the initial screenings will be rechecked by the School Nurse. Students who do not pass the second screening will have referral letters mailed to their homes for their parents' information and action.

Medication Policy:

Whenever possible, medication should be given at home and every effort should be made to avoid the need for giving medication during school hours. However, if your child needs to take medication during school hours, the school district requires the following;

All medication must be brought to school in the original prescription bottle/container and must be brought to the Health Office for dispensing. Medication sent to school in odd bottles, plastic bags, foil, or envelopes will NOT be given. Students may not keep medications in their lockers or backpacks. (Exception: Students needing Epi-pens for treatment of allergic reactions or inhalers for the treatment of asthma)

Prescription Medication Administration: The medication must be brought to school in a pharmacy-labeled container with the student's name on it. The school must receive written instructions from the student's doctor which includes the following information and written consent from the parent/guardian (a "*Prescription Medication permission form*" is available in the Health Office):

1. Information provided by the physician must be on the medicine bottle:
 - a. Student's name
 - b. Name of medication
 - c. Dosage of medication and time to be given
 - d. How long medication needs to be given
 - e. Physician's name

2. Information provided by the parent/guardian:
 - a. Parent/guardian signature
 - b. Home telephone number

Over-The-Counter Medication Administration: These medications may only be given with written consent by a parent/guardian. These medications may include pain medicine, allergy medicine, antacids, eye drops, ear drops, cough syrup, cold symptom medicine. The parents are required to provide the school with the following information (an "*Over-the-Counter Medication Permission form*") is available in the Health Office. Information provided by the parent/guardian:

- a. student's name
- b. name of medication
- c. medication dosage
- d. reason for giving medication
- e. parent/guardian signature
- f. home telephone number

Medications must be picked up in the Health Office at the end of the school year. Medications **WILL NOT** be sent home with students on the bus. Medications that have not been picked up by the beginning of the next year will be disposed of.

Individual Health Plans:

Individual Health Plans will be written in consultation with the student's parents, student's teacher, and the Nurse. This individual health plan will provide direction to teachers and the Nurse when caring for students with chronic health problems such as diabetes, asthma, allergic reactions, juvenile arthritis, and migraine headaches just to name a few. These Individual Health Plans will include the appropriate times to administer medications and under what circumstances. (Example: Epi-pens for allergic reactions of bee stings, inhalers for asthma attacks, and insulin or glucose tablets for diabetes hypoglycemia or hyperglycemia.) The parents in cooperation with their physician will provide these clear instructions to the school.

Insurance

The school **DOES NOT** provide insurance coverage for accidental injury during school hours or while participating in school sponsored trips or events. The district makes available information to families of a low cost accident insurance as a supplement to the family's regular coverage. This insurance is strictly voluntary and may or may not be purchased by parents. Information on the accident insurance is sent home prior to the beginning of the school year.

Interviews of Students By Outside Agencies

Students may not be interviewed during the school day by persons other than the student's parent/guardian or school district officials/employees, except as provided by law and/or school policy.

Kindergarten Registration:

There will be a Kindergarten registration in the spring of every year. Information regarding this registration will be mailed to parents at that time.

A child entering school for the first time will need the following:

1. Birth certificate
2. Records of immunizations to date
3. Pre-school screening assessment (which we offer every spring)

A child must be five (5) years of age on or before September 1st to enter kindergarten.

Law Enforcement

Law enforcement officers are permitted to meet with students during the day, if determined appropriate. All requests for interviews with law enforcement officers or other agencies must be made through the principal's office. An attempt will be made to contact the student's parents to inform them of the request, except where prohibited by law. Blackduck Schools will work in coordination with law enforcement agencies including the canine unit.

Leaving School:

Children are not allowed to leave the school grounds once they arrive, unless their parents sign them out in the office. We do not allow students uptown before, during or after school without parent permission. If someone other than a parent is to pick up a student, a note or phone call to the office is required. If an elementary student leaves the grounds without permission, law enforcement will be called.

Lost and Found:

Any articles found on school premises should be turned into the lost and found near the elementary office. All unclaimed articles are disposed of at the close of each school year.

Make - Up Work:

Children who are ill or absent from school for **two or more days** may request their assignments from the office. If dates of a child's absence are known in advance, the teacher should be notified and planned assignments may be given.

New Student Enrollment Information:

Please be sure to complete all of the new enrollment information when registering a student at the office. This process must be completed before your child can attend class. There will be a minimum 24-hour waiting period after the registration process is completed before a new student can start classes, depending on transfer of records.

Notice Concerning Use of Pest Control Materials:

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

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

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before a student with a history of violent behavior is placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent/Teacher Conferences

Parent-Teacher Conferences are held during the middle of the first nine-week grading period and the middle of the 3rd nine-week grading period. However, parents can communicate with teachers as the need/concerns arise.

Parent Volunteers:

Our elementary school considers parents a very special resource. Parents are encouraged to help in all classrooms, programs and other activities.

All volunteers must do a background check. The forms are available in the office and the fee is the responsibility of the person requesting the background check.

Please call the office or your child's teacher if you are interested in volunteering in our school. All volunteers should make arrangements with the classroom teacher in advance and must sign in at the office.

ParentVue

Parents can review their student's grades via Parent Vue, which is assessable on the school website. This resource along with grades includes attendance, and discipline reports.

Personal Items

It is recommended that students not bring personal items, including electronic/technology devices, to school. Any device has the potential to disrupt the educational process. If needed, devices will be taken and kept in the Elementary Office. The school is not responsible for loss, theft or damage.

Phone Calls from the Elementary Office:

Office telephones are for business use only. The office telephones are not to be used for personal calls by students except in case of emergency and then only with the consent of someone in the office. Students are expected to make their arrangements for staying over, birthday parties, attending after school events, etc. with their parents prior to the event taking place.

Phone Calls to Teachers/Students:

Children or teachers should not be called to the telephone during school hours except in emergencies. Office personnel will take messages, which will then be delivered to staff/students.

Prohibited Substances

The possession and use of alcohol, controlled substances, toxic substances and the paraphernalia associated with controlled substances are prohibited at school or in any school location/event before, during or after school hours.

This includes the use and/or possession of tobacco and vaping products. The use/consumption, or possession, including buying, selling or giving away of controlled substances is prohibited.

This does not include legally defined drugs/medications prescribed by a medical doctor. Students who use prescribed medications must comply with the "Student Medication" policy.

Recess

Weather permitting, the students are given outside recess each day. The decision to have outside recess during the cold weather depends on the temperature, wind chill and condition of the playground. Students are expected to dress appropriately. When there is snow or puddles from melting snow, students must wear boots. This includes when walking to and from the warming house. Students who do not wear boots will be restricted to the pavement area of the playground. Only children with written medical permission will be allowed to remain in the school building.

Rainy Days (Indoor Recess)

1. Due to scheduling and supervision problems, there is usually no indoor recess using a gym.
2. Children will remain in the hallway or designated area.
3. A rainy day box of activities may be used only for indoor recess.

Recess/Playground

Students will follow directions of the supervisor.

Students will stay outside for the entire recess period and are allowed to re-enter the building only when a playground supervisor grants permission.

The following activities **WILL NOT** be permitted:

- a. Rock throwing
- b. Snowball/ice throwing, snow washing

- c. Carrying students on backs
- d. Carrying or playing with sticks or other pointed objects
- e. Throwing hats, gloves, shoes, boots or other articles of clothing
- f. King of the mountain
- g. Tackle football, battle ball, or games that involve roughness/tackling
- h. Climbing the fence
- i. No sliding on ice patches
- j. Tripping, pushing, shoving, fighting, hitting or touching others in an inappropriate manner will not be allowed.
- k. No verbal or physical threats to others are allowed.
- l. There will be no eating of food/candy/beverages on the playground.
- m. All injuries are to be reported to the playground supervisor immediately. Students should not attempt to move an injured person. If a child is seriously injured, she/he will not be moved until the playground supervisor seeks help from the office and /or nurse.
- n. Students should not interfere with games in progress by other groups. Students who are watching an activity need to stay a safe distance away.
- o. Students are to show courtesy by taking turns, following all rules, and being orderly in the use of playground equipment.

Safety precautions for use of equipment are as follows:

- a. Always stand a safe distance away while waiting.
- b. Slides: Forward sitting position, one person at a time, and wait until the person clears the bottom before going down.
- c. All swings: You must be seated at all times and only 3 people at a time are allowed on the tire swing. There will be no jumping from the swings:
- d. Tunneling under playground equipment is not allowed.
- e. Stay inside fenced area.
- f. No climbing or jumping off playground equipment walls.
- g. Do not hang on the basketball hoops.

Use of vulgar, profane or obscene language and malicious name-calling will not be allowed. Spitting is not allowed.

Skating rink: Parental permission is required for students to ice skate. The skating rink is to be used by skaters only. Students wanting to ice skate need to be able to lace and tighten their skates because playground help is limited. Skating is limited to students in grades 2-6. Boots must be worn when walking to and from the warming house.

The following items may not be brought to school:

- a. Hard baseballs, bats, or golf clubs
- b. Water guns, guns of any kind or anything that resembles a gun
- c. Knives or any sharp objects
- d. Fire crackers or similar materials
- e. Electronic devices or games
- f. Laser Pens
- g. Roller skates/rollerblades

(Any of the above items will be taken away. Parents will be informed, and the object will be labeled and held until the end of the year or until an adult is able to retrieve the item. Items not picked up by the end of the year it will be disposed of.

Additional rules may be added by the teacher/supervisor as needed. Students will be advised of rules before the recess period. Any violation of the above rules may result in a Behavior Ticket.

When the whistle is blown, the students are to line up and enter the building immediately and return to their classroom.

Recess Violation Consequences:

The following procedures are to be used by the supervisor in dealing with inappropriate behavior.

Step 1. Verbal warning.

Step 2. Time out in designated area.

Step 3. Serious offenses will result in an automatic removal from the playground.

1st Offense =1-5 day(s) off playground depending on discretion of the principal.

2nd Offense =3-5 days off playground depending on discretion of the principal.

3rd Offense = Parent, principal, teacher, playground supervisor, & student will conference to develop an action plan.

School Calendar

The school board adopts a school calendar annually. Copies may be obtained from the elementary or district offices. The calendar may also be found on the school website at <http://blackduck.k12.mn.us>

School Cancellations, Late Starts, Early Dismissals:

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. This decision will be made as early in the day as possible. School Messenger, the automated communication system, will be activated with notices of school closure, late starts or early dismissals due to weather conditions. These notifications will also be announced on local TV and radio stations.

School Owned Electronic Devices

Students will be charged for school-owned devices that are lost, damaged, or destroyed. When a school owned is lost, damaged, or destroyed device parents will be notified and expected to pay the district. The school district may waive the required fee or deposit if the student/parent/guardian is unable to pay. For information, contact the elementary principal.

School Security:

After the start of the school day at 8:10 A.M., all entrances to the building will be locked.

Admittance to the Elementary School will only be through door #5, which is the main Elementary School entrance. Visitors will be asked to report to school staff and identify themselves and their business

The school building, buses and grounds are equipped with video cameras. Video surveillance is used to monitor district property and may be used for evidence of violation of school policy and/or local laws.

Searches

To ensure student safety and that the school is drug, alcohol and tobacco free, district authorities may conduct searches of lockers, desks, etc. Students who bring contraband into the school are in direct violation of school policy. Contraband is defined as any unauthorized item(s), the possession of which is prohibited by school district policy and/or law. If contraband is found during a search, district officials will seize the item(s) and where appropriate, give the item(s) to legal officials for final disposition. Students found with contraband are subject to discipline according to school policy, this may include suspension, exclusion, expulsion and when appropriate referral will be made to legal officials.

According to state law, school lockers/desks are the property of the school district. At no time does the district relinquish its control of the lockers/desks provided for students. Inspection of the interior of lockers/desks may be conducted by school officials for any reason, at any time, without notice, without student consent and without a search warrant. Students' personal possessions may only be searched if there is a reasonable suspicion that the search will uncover evidence of a school policy violation. School officials will inform the student whose locker has been searched as soon as reasonably possible to do so, unless it would impede an investigation by school/legal authorities.

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

Sexual Harassment and Violence Policy:

The Blackduck Schools have adopted a Sexual Harassment and Violence Policy for staff and students. The district strives to maintain and prohibits an environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regards to public assistance, sexual orientation, or disability. A complete copy of the policy may be obtained from the superintendent upon request by any staff member, parent, or student. The policy states that the school district prohibits any form of sexual harassment and/or sexual violence toward an employee or student. In the event of a complaint, whether formal or informal, written or verbal, the district will investigate and discipline any student or employee who is found to sexually harass or be sexually violent towards any person.

The policy describes a reporting procedure with a timeline for the investigation of said allegation. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged act immediately to the Elementary Principal. The school district encourages the reporting party or complainant to use the report form available from the Superintendent. The Superintendent will be the investigating officer.

It is the school district's intent to protect victims of sexual abuse, and it will not allow retaliation against any person who reports the alleged sexual harassment/violence or who testifies, assists or participates in an investigation.

Special Services:

Special Ed.: Programs are available for students with special needs. These programs include special services for students with learning disabilities, emotional/ behavioral disorders or speech language disorders, along with other identified needs.

Title I: Title I is a federally funded program for providing additional help in the areas of reading and/or math. Students are eligible for the help if they are referred by the classroom teacher and meet eligible criteria on standardized tests.

Mental Health Services/School Based Interventionists

Stellher Human Services provides staff to assist students dealing with emotional and behavioral issues. Parent permission is required after an initial consultation.

Student Grading K-6:

Kindergarten: Checklist of mastered concepts such as color, numbers, letters.

Grade 1: Standards based report cards

Grades 2-6: Grades are based on percentages assigned to letter grades (A, B, C, D & F) in all core subject areas.

S+, S, S-, SI (Shows improvement), NE (Not evaluated), U (Unsatisfactory) or I (Incomplete) are used for other subject areas.

Report cards for Grades 1-6 are given each nine weeks.

Report cards for Kindergarten are given at the end of the second and fourth quarters.

Student Pick-up/Drop-off:

It is extremely important that parents pick-up or drop-off students away from the designated bus loading zones. It is important to leave these spaces open to ensure student safety and to provide easy access for buses.

Student Records:

The Blackduck Board of Education, Independent School District #32, has adopted a policy, and school administrators have developed procedures to inform students and parents in the school district of their rights with respect to school records, of the informational needs of the district, and of measures taken by the school district to protect the rights of students and parents in processing school records. While the school district must obtain and use certain information about each student to plan the best educational program, this need is balanced with the right of each student and parent to privacy. Therefore, access to this information by third parties is limited and controlled.

The following information outlines the types of information collected, how that information is maintained, summarized or released, and indicates which school officials have responsibility to follow procedures regarding this information.

What student information can parents inspect and review?

Federal law and state law allows parents to inspect and review any and all official records, files and data relating to their child, including all material that is incorporated in the child's cumulative record. This includes identifying data, academic data, scores on IQ, aptitude, psychological, interest tests, health data, family background information, and verified reports of serious or recurrent behavior patterns. Parents may not, however, view professional records (such as psychologist's or counselor's personal records).

Who is responsible for records in our school district?

The responsible authority for records in the school district is the superintendent. He is charged with the responsibility of determining what records are to be kept and who has access to them. By law, he may delegate this responsibility to another official such as the principal or assistant principal. Parents may request from the principal to see their child's records. He/she will show parents the educational records within a reasonable time. Parents have the right to receive a copy of their children's records for a nominal fee.

What information is made public?

Our school system can maintain "directory information" relating to students. This information can be made public. You may, however, request in writing that directory information may not be released. The directory information includes the following:

1. Student's name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by student
11. Other similar information

Where is student information kept?

While a student is enrolled in our school system, official school records are kept in the student's cumulative record folder, except where special auxiliary services have provided additional information such as in the case of health, psychological, special education or permanent record. In such cases the office originating the data houses the information.

What happens to the records when a student leaves our school?

When a student leaves the school system (graduates, moves away, withdraws) contents of the cumulative record are forwarded to other school systems, colleges, vocational institutes, at their request, unless the parent (or eligible student) signs a form specifically directing our school system not to release information to other schools. Original records of seniors are stored at the high school for six years.

Information is not released to third parties (except information contained in the "directory" category) without written authorization from parents, legal guardians or eligible students.

Who may see student records?

Access is limited to the following:

1. Parents or legal guardians of students under age 18
2. Students who are 18 or over
3. Staff members of our school system, such as the principal, teachers, counselors, nurse, and other authorized professional personnel
4. State or local officials as required by law
5. Other third parties (employers, social agencies, police, FBI, etc.) may have access to records only with written permission of eligible students, parents, or legal guardians. These parties may not release the records to other persons without obtaining consent

6. Accrediting organizations
7. Researchers who do not identify students

What information cannot be shown to parents or students?

Medical and psychiatric treatment reports are not available to parents or students. They are available, however, to the family physician for inspection.

How long are records kept?

Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students.

Certain data is converted to a permanent record when students leave the school system. These permanent files are kept to fill requests for information from former students who later need to verify school related information from their own records.

What are your rights regarding student record information?

Federal laws governing school records allow parents, legal guardians and eligible students (age 18 and over) to examine their school records or those of their children.

1. You may challenge the accuracy of the record. You may request that school officials change it. After consultation, school officials may or may not alter the record. If you disagree, you have the right to a hearing.
2. Should you feel that you have not been given your rights, you may ask for a review of the case by contacting the office in Washington, D.C. listed below:
The Family Educational Rights & Privacy Act Office (FERPA)
Department of Health, Education and Welfare
330 Independence Avenue S.W.
Washington, D.C. 20201
3. You have the right to authorize or deny release of information requested by a third party.

Establishing safeguards to protect the right to privacy may cause some delay in getting information to the source requesting it. However, this seems a small price for protecting the right to privacy and control of information for all individuals.

Our school system asks your support and cooperation in using these procedures. If you have questions or comments on any of these matters, please call the following telephone number: 835-5200. It is the policy of Blackduck Public Schools that all Regular Education and Vocational Education opportunities be offered without regard to sex, race, color, national origin, or handicap.

Substitute Teachers:

Every child will periodically be taught by a substitute teacher. Children are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Textbooks/Library Books:

It is your responsibility to do your best in caring for these books. Students who lose or damage textbooks/library books must pay the amount of fine given, or the cost of the book.

Violence Prevention and Weapons Policy:

Minnesota Statute makes it a felony to possess, use or distribute a weapon on school district property. Please make sure your students are aware of this law. Any person in violation of the "School Weapons" policy will be referred to law enforcement. The School Board and staff of Blackduck Schools are committed to the following:

1. Maintaining a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) that exhibit and promote violent and disruptive behaviors.
2. To promote healthy human relationships and learning environments which are physically and psychologically safe. Students are our first priority and that no physical or emotional harm is to come to them during school activities, on school grounds, vehicles or field trips.
3. No students or non-students, including adults and visitors, shall possess, use or distribute a weapon when in a school location. **A weapon is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury**, including but not limited to: any fire arm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; paint ball guns; and objects that have been modified to serve as a weapon.
4. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
5. No students shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Visitors:

Unless pre-arranged with a teacher to volunteer, visits with students will be limited. All visitors are to report to the elementary office and sign in. They will be issued a visitor pass. ***If you will be taking your child out of school before dismissal, please sign him/her out in the office.*** We do not allow student visitors because it is a disruptive factor in the classroom and because of possible legal issues.

If a parent needs to talk to a teacher about their student, a time needs to be set up outside of the school day or during the teacher's prep time. Once the school day begins until the school day ends teachers are not able to meet with parents.