

Independent School District #511

Staff Handbook

2026-2027



Reviewed and Approved by Adrian Board of Education

July 20, 2026

ADRIAN PUBLIC SCHOOL
ADRIAN, MINNESOTA

DISCLAIMER:

This handbook has been provided to familiarize you with policy and procedures used by Independent School District #511. It does not constitute an employment contract. It is designed to answer most questions on policy and procedure. However, there are circumstances and situations that arise that are not necessarily covered in the handbook, therefore it may not be a complete description of our policies and procedures. All District Policies regarding employee expectations and behavior can be found on the District website. **If a question arises that is not covered in this handbook, always remember our acts as school personnel are judged on the basis if they are, “reasonable and prudent” in intent.**

The policies contained in this handbook have been developed over a period of time and are subject to annual revision. Therefore this handbook should be reviewed by all employees prior to the beginning of each school year in August. **It is your responsibility to familiarize yourself with the information in this and the student handbook in order to have a better understanding of your duties and responsibilities.**

Employees are required to sign a statement confirming they’ve read, understand and agree to what’s covered in this handbook.

Board of Education
District #511

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SECTION I BOARD OF EDUCATION STATEMENTS

MISSION STATEMENT

Our mission is to ensure excellence in academics, athletics, and activities through a safe, supportive learning environment allowing all students to reach their full potential.

DISTRICT #511 EDUCATIONAL PHILOSOPHY

It is the educational philosophy of the District #511 for schools to provide quality education that will give special emphasis to the basics, while providing a comprehensive education to meet the demands of our complex society. Recognition is given to the fact that Adrian High School is principally an academic school with varied vocational offerings.

The general philosophy is to provide a broad and balanced curriculum recognizing that the basic skills in reading, writing, and math, are essential for the development of functional individuals in our society.

As youth advocates, the administration, teachers, and support staff of our students are charged with providing educational opportunities, which are conducive to the physical, emotional, social, and intellectual development of each student. The administration, teachers, and support staff are responsible for the recognition of the uniqueness of each individual, and are charged with seeking ways to meet the needs of each student.

Recognition must be given to the fact that our schools are only one of the many social institutions established to meet the needs of society and the individual. In the best interest of those served by this District, our schools must work in cooperation and harmony with other institutions, including the primary institution - the family.

It is our belief that learning is a lifelong process, which is facilitated by the skills acquired during the elementary and secondary school years. The importance of this task requires that the views of the Board of Education and the objectives of our schools be stated for all concerned. They are expressed in the following statements:

School and Community:

- I. The community is defined as all people that are a part of Independent School District 511.
- II. The school is an institution within the community with licensed and support staff that provides for the educational needs of the community.
- III. The role of the school within the community: It is the responsibility of the school to develop the intellectual potential of each student, and to share with the church and family the responsibility for the development of strong character.

School and Student:

- I. By definition, a student is a person meeting the age and attendance requirements of District 511 and the laws of the State of Minnesota.
- II. Overall Responsibility: **It is the responsibility of the District #511 Schools to respect the rights of all individuals, and to provide for every student regardless of race, creed or sex, the opportunity of a successful learning experience by giving the students the highest**

quality of professional instruction, the best materials, and the greatest motivation that they can provide.

- A. We agree with the central purpose stated by the Educational Policies Commission: "The purpose which strengthens all other educational purposes -- the common thread of education -- is the development of the ability to think."
- B. It is the duty of the school to instruct students in their responsibilities as citizens of a democratic country.
- C. It is the aim of the school to instill self-initiative in every student.

III. Responsibility in Academic Areas:

- A. It is our belief that all subject areas are interrelated and that educators must strive to correlate these areas realizing that all subject areas provide for intellectual growth.
- B. It is the aim of the school to instill in all students an ability to think rationally, to express thoughts clearly, to read, write, and listen with understanding.
- C. Students may be promoted even though they fall short of academic standards, but to receive a diploma, certain state and district requirements must be met.

IV. The Administration, Teachers, and Support Staff Responsibility Toward the Student:

- A. It is to be a goal of each administrator, teacher, and support staff to encourage all students to define and strengthen study skills and habits.
- B. We believe that our school should provide experiences that prepare students for successful living. These include the ability to:
 - 1. Define problems in their personal, professional, and social lives;
 - 2. Seek alternative solutions to these problems;
 - 3. Accurately predict consequences of each alternative;
 - 4. Be adaptable and able to modify solutions as time and circumstances dictate.

V. Responsibility to Student in Extra-curricular Activities:

- A. All extra-curricular activities are designed to offer experiences that are helpful to the growth and development of all students.
- B. Extra-curricular activities are a part of the learning process in which basic educational priorities must be kept foremost.

School and Staff:

- I. The school has the responsibility for providing a capable well-educated staff.
 - A. It is necessary that staff and administration operate as a team by understanding and supporting each other.
 - B. The school should provide for curriculum development and revision.
 - C. The school should provide needed materials and supplies.

SECTION II DIRECTORY INFORMATION

SCHOOL YEAR 2026-2027

Employee Directory

Molly Schilling
Cate Koehne
Randy Schettler
John Ackerman
Tim Bertrand
Lindsey Block
Tory Bohlke
Taylor Boltjes
Lindsey Bonnett
Renee Bullerman
Susan Bullerman
Traci Carlson
Devyn Christians
Mike Cook
Kim DeBeer
Victoria Deuschle
Kelsey Diekmann
Meghan Mollberg
Brienne Einck
Amanda Engelkes
Carissa Franken-Spaar
Jessica Frodermann
Jenni Gaul
Destinee Garber
Alyson Gunnink
Heath Harding
Kody Heideman
Ashley Heitkamp
Jenna Henning
Jolene Henning
Sara Henning
Megan Herrig
Monica Horn
Brittany Jackson
Kristi Johanson
Josh Johnson
Brooke Klaassen
Hailey Klaassen
Heidi Klingenberg
Dale Klosterman
Kelly Klosterman
Cassandra Knap

Assignment

Superintendent
6-12 Principal
PK-5 Principal
6-12 Social Studies
Industrial Tech.
6-8 ELA
MS/HS Secretary
Para Professional
HS Science
District Secretary
Fifth Grade
Elem. Secretary
Fourth Grade
Head Custodian
Para Professional
Para Professional
Fourth Grade
Preschool
First Grade
First Grade
Third Grade
ECSE
MS/HS ADSIS
Para Professional
K-5 PE
HS English
Para Professional
Second Grade
Kindergarten
Title I/RTI
MS/HS Special Ed
Kindergarten
Third Grade
Para Professional
FACS/Econ
6-12 Agriculture
Para Professional
Para Professional
Elem Special Ed
Custodian
HS Special Ed
Para Professional

Maggie Knippling
Taylor Kramer
Joe Kruger
Ivy Kruse
Brittany Larson
Vickie Leinen
Daniel Lichter
Shateen Lichter
Lindsay Lonneman
Linda Loonan
Raevette Loonan
Michele Loosbrock
Lexi Lynn
Megan MacCormac
Gregg Nelson
Tristan Nelson
Darrel Nielsen
Patrice Odens
Peter Okrah
Carla Osornio
Nathan Overgaard
Jordan Pater
Genesis Perez
Summer Phelps
Brian Reese
Robert Remme
Katelyn Rodenberg
Kim Ruppert
Megan Sauer
Courtney Scharping
Caleb Schmidt
Amy Shunkwiler
Rachel Snyder
Sharyn Story
Cassidy Teunissen
Ann Thier
Stacey Turner
Kim Vander Lugt
Tammy Vaske
Terri Vollink
Cindy Voss
Connie Vreeman
Sara Wiertzema
Megan Wolf

5-12 Music
Transitional Kdg
MS Math/Activities Dir.
Kindergarten
ELL
Para Professional
6-12 Math
District Librarian
Second Grade
Para Professional
Para Professional
Para Professional
First Grade
6-12 English Lang. Art
HS Health & PE /DAPE
HS Custodian
HS Custodian
MS Special Ed
MS/HS Science
6-12 Spanish/ ELL
6-12 Social Studies
El School Counselor
Para Professional
ADSIS Interventionist
Custodian
HS Math
Para Professional
Para Professional
6-12 Art
Para Professional
Tech Coordinator
Elem Custodian
K-5 Music/Para
MS/HS School Counselor
Elem. Special Ed
MS Science
Para Professional
Second Grade
Para Professional
Speech Pathologist
Para Professional
Third Grade
Fifth Grade
HR/Payroll

2026-2027 EXTRA-CURRICULAR ASSIGNMENTS

ACTIVITIES DIRECTOR

Joe Kruger

BOYS

GIRLS

BASEBALL

* Joe Kruger
Gregg Nelson
Randy Schettler
Josh Johnson

BASKETBALL

* Jess Hermeling-Reyne
Alyson Gunnink
Ryan Lonneman
Jaydon Zebe

BASKETBALL

* Josh Johnson
Curt Schilling
Brad Lonneman

CROSS COUNTRY

* Jordan Pater
Megan Sauer

CROSS COUNTRY

*Jordan Pater
Megan Sauer

TRACK

*Daniel Lichter
Megan Sauer

FOOTBALL

* Randy Schettler
Joe Kruger
Josh Johnson
Gregg Nelson
Heath Harding
Dan Lichter (volunteer)
Tim Bertrand (volunteer)

VOLLEYBALL

* Bobby Kunkel
Jess Hermeling-Reyne
Julie Wieneke

GOLF

* Ben Henning

GOLF

* Ben Henning

TRACK

*Daniel Lichter
Tim Bertrand
Elizabeth Bertrand (volunteer)

SOFTBALL

*Lindsey Block
Kim Grussing
Tory Bohlke
Joe Deutsch

WRESTLING

* Gregg Nelson
Skylar Hieronimus
Breyer Hieronimus
Randy Schettler

CHEERLEADING

* Miki Loosbrock

*DENOTES HEAD COACH

MS Student Council	- Mrs. Ann Thier
HS Student Council	- Mr. Nathan Overgaard
Elem. Student Council	- Summer Phelps
All School Play	- Ms. Megan Sauer
One-Act Play	- Tory Bohlke
National Honor Society	- Mr. Robert Remme
Speech	- Sara Wiertzema
High School Knowledge Bowl	- Mr. Robert Remme
Middle School Knowledge Bowl	- Ann Thier
Math League	- Mr. Robert Remme
Art Contest	- Ms. Megan Sauer
Art Show	- Ms. Megan Sauer - Mr. Tim Bertrand - Ms. Kristie Johanson - Mr. Josh Johnson
Yearbook Advisor	- Ms. Megan Sauer
Elementary Yearbook Advisors	- Ms. Sara Wiertzema - Mrs. Brianne Einck
Prom Advisor	- Mrs. Lindsey Bonnett - Mrs. Kelly Klosterman
Junior Class Advisor	- Mr. Robert Remme - Mrs. Lindsey Bonnett/Mrs. Klosterman
Senior Class Advisors	- Mrs. Lindsey Bonnett - Mr. Robert Remme
Jazz Band, Concert & Marching Band Choir	- Ms. Maggie Knippling - Ms. Maggie Knippling

SECTION III

REQUIRED POLICIES AND NOTIFICATION STATEMENTS

ASBESTOS NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Adrian Public School has a goal to be in full compliance with this law and is following the spirit, as well as the letter, of the law. As a matter of policy, Adrian Public School shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Adrian Public School has completed its 3-Year Re-inspection required by AHERA. Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also the law requires for all buildings to be re-inspected three years after a management plan is in effect. This will be accomplished under contract by IEA.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Adrian Public School has a list of the location(s) and type(s) of asbestos-containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Molly Schilling.

ANTI DISCRIMINATION/HARASSMENT STATEMENT - POLICY 402 & 413

The Adrian School District's policy is to maintain a work and education environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct, including harassment. The district and this school will not tolerate acts of violence and/or inappropriate remarks about or conduct related to a student race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity. If you believe you are subject to offensive, discriminatory or harassing behavior of any kind, you should immediately report the behavior to the building administrator verbally or in writing. If you prefer, you may report directly to the human rights officer, **Mrs. Schilling**. Students always have the option of reporting to any responsible adult in the school.

School officials will investigate all reports of offensive behavior promptly, fairly and completely. The school will handle each report discretely and respond to the report based upon its facts. The school may resolve the report by requiring the offender to apologize, transfer, seek counseling or training, be suspended, be dismissed, loss of MSHSL eligibility or face other appropriate discipline including

expulsion and law enforcement referral. *A complete copy of these policies are located on the District website that fully outline your rights and grievance procedures.*

BACKGROUND CHECK NOTIFICATION - POLICY 404

All new persons, prior to being employed by the Adrian Public Schools, must pass a criminal background check. Volunteers that coach and those who travel as chaperones on overnight field trips will be subject to a background check. Other occasional volunteers may be required to do a background check at the discretion of the District. Our contracted food service and bus service companies are required to do background checks on their employees prior to them providing services to our District. The District may require background checks on other occasional independent contractors, as it deems necessary. In addition, all new teachers will be subject to a license check on the Board of Teaching Disciplinary Inquiry System. *A complete copy of this policy is located on the District website*

BULLYING PROHIBITION POLICY - POLICY 514

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether

such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term “bullying” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.
- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. ”Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .

- H. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

by the school district.

- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

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

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

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

DISABILITY NONDISCRIMINATION POLICY - POLICY 402

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law. The School District shall not discriminate against qualified individuals with disabilities, because of the disabilities, in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment. The School District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The School District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

The School District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the School District.

Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact **Mrs. Cate Koehne**. This individual is the school district's appointed ADA/Section 504 coordinator.

The Adrian Public School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans With Disabilities Act (ADA) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794). Any individual who believes he or she has been the victim of discrimination by a teacher, administrator or other School District personnel, or any person with knowledge or belief of conduct which may constitute discrimination toward a student should report the alleged acts immediately to an appropriate School District official designated by this policy or may file a grievance. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting discrimination toward a student or any individual in the school system to the School District's ADA/Section 504 coordinator or to the superintendent.

By authority of the School District, the Section 504/ADA coordinator, upon receipt of a report, complaint or grievance alleging discrimination shall promptly undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

Upon conclusion of the investigation and receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education. ***A complete copy of this policy is located on the District website.***

EMPLOYEE CHEMICAL USE POLICY - POLICY 417

Adrian School District #511 recognizes chemical dependency as a treatable illness. District employees who are so diagnosed shall receive the same consideration and opportunity for treatment which is extended to employees with other types of illnesses. Employees with the illness of chemical dependency shall qualify for the same employee benefits and group insurance coverages which are provided for other medically certified illnesses within the established employees' benefit plans and programs.

The District is concerned about the effects which chemical involvement has on the employee's health and job performance. For purposes of this policy, harmful involvement occurs when an employee's use of mood altering chemicals repeatedly interferes with the employee's job performance or personal health. When an employee cannot, or will not, improve his or her performance, that employee will be referred to a properly trained resource person for help in resolving the problem.

If the employee's job performance problems continue, and/or the referral for evaluation is rejected, the regular disciplinary procedures will apply as outlined in Minnesota Law 125.12. Non-licensed employees will be accorded these same provisions. If the employee accepts the offer of help, and/or job performance improves to a satisfactory level, no further action will be taken.

Implementation of this policy will be in such a manner that no employee with chemical use problems or dependency will have his/her job security or promotional opportunities affected either by the diagnosis, or by the employee's own request for evaluation and/or treatment.

This policy complements existing state law and contractual agreement.

EMPLOYEE DRUG AND ALCOHOL OFFENSES POLICY

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C & 812) and as further defined by regulation at 21 C.R.R. 1300.11 through 1300.15 before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business such as conferences and meetings.

As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

Any employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension or termination as deemed appropriate by the school board.

In addition, any employee who violated the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension or termination deemed appropriate by the school board.

Sanctions against employees, including non-renewal, suspension and termination, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. *A complete copy of this policy is located on the District website.*

EQUAL OPPORTUNITY STATEMENT – POLICY 401

It is the policy of Adrian School District 511 to provide equal educational opportunities to all persons regardless of race, color, creed, religion, national origin, sex, age, marital status, and status with regard to public assistance or disability. All students, regardless of sex, may enroll in any course – provided they meet the prerequisite requirements for such course. *A complete copy this policy is located on the District website.*

HAZING PREVENTION POLICY - POLICY 526

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.

"Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

The building principal is the person responsible for receiving reports of hazing at the building level.

Any person may report hazing directly to a school district human rights officer or to the superintendent. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations. *A complete copy of this policy is located on the District website .*

INTERNET USE POLICY - POLICY 524

The purpose of this policy is to set forth policies and guidelines for students and staff to access the school district computer system while providing for acceptable and safe use of the Internet or other electronic communication.

The school district system has a limited educational purpose, which includes use of the system for classroom activities or educational research. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. The use of the school district system and access to use of the Internet is a privilege, not a right.

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - f. internet games, music, chat rooms, social media sites or other uses of the computer that is disruptive to the educational process and/or inappropriate for the education setting.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any gambling, solicitation or other illegal act that violate any local, state or federal law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school districts security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to access social networks, including but not limited to "Instagram" and "Facebook" for the intended purpose of posting private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the school district administration.

Depending on the nature and degree of the violation and/or the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension, termination, civil and/or criminal penalties. See Section on Professional Ethics.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall **immediately** disclose the inadvertent access to the teacher, technology coordinator and/or computer lab supervisor. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system. User should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files.

The Internet Use Agreement form must be read and signed by each staff member.

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. ***A complete copy of this policy is located on the District website.***

NOTICE OF USE OF PEST CONTROL MATERIALS:

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

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

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. 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.

SECTION 504 OPPORTUNITY STATEMENT

It is the policy of Adrian School District 511 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 a free appropriate public education. 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.

Such learners are eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Any individual with knowledge or belief of conduct that may constitute discrimination toward a disabled student should report the alleged acts or file a grievance immediately with an appropriate school district official or **Cate Koehne**, the Section 504 Coordinator of the Adrian School District at 415 Kentucky Avenue, Adrian, Minnesota.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE PREVENTION POLICY- POLICY 414

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 511 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee of School District No. 511 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee of School District No. 511 to be sexually violent to a student or employee.

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

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

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentional brushing against a student's or an employee's body
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. Any sexually motivated unwelcome touching; or
7. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose

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 acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District Office.

District-Wide: The School Board hereby designates its Superintendent to be the School District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building principals as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Secondary Principal.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

By authority of the School District the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence, shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools and the Human Rights Officer.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, student and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under Minnesota Statute 609.341, subd. 10 through 609.345; Minnesota Statute 609.321 through -. 324; or Minnesota Statute 617.246. In such situations, School Districts shall comply with Minnesota Statute 626.556, Reporting of Maltreatment of Minors.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota Statutes and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District. ***A complete copy of this policy is located on the District website.***

TITLE IX EQUAL OPPORTUNITY STATEMENT - POLICY 522

It is the policy of Adrian School District 511 to ensure that an equal educational opportunity is provided for all students of the school district in accordance with Title IX regulations. It is the school district's policy to provide equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status or status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

The school district prohibits the harassment of any individual for any of the categories listed above. Any student, parent or guardian having any questions or complaints regarding alleged Title IX violations

should contact **Cate Koehne**, the Title IX Officer for the district at (507) 483-2232 or at PO Box 40, Adrian, Minnesota 56110. *A complete copy of this policy is located on the District website.*

McKINNEY – VENTO HOMELESS ASSISTANCE ACT

It is the policy of Adrian School District 511 to ensure that the educational needs of homeless children are met through a coordinated effort between federal, state and local agencies as a part of the No Child Left Behind Act of 2001. The local liaison official to assist in this endeavor for the school district is Cate Koehne. She may be reached by phone at 507-483-2232 or at 415 Kentucky Avenue, Adrian, Minnesota 56110.

District 511 Homeless Services Plan

District 511 understands its legal obligation to provide educational services to all students, including any student that is determined to qualify as being “Homeless” as defined by State and Federal Laws. Listed below are the State of Minnesota expectations that schools need to implement if a student is determined to be Homeless.

In an effort to raise awareness as well as to determine if a student meets the criteria of being homeless, District 511 will do the following:

- Publish information in the annual Student/Parent Handbook that identifies the District 511 Homeless Liaison contact as Cate Koehne, 6-12 Principal/Homeless Liaison Coordinator
- Provide a form for families to fill out when registering students regarding their living arrangements, and ensure that this form is confidentially collected and delivered to Cate Koehne, District 511 Homeless Liaison Coordinator
- Provide yearly training for staff on how to recognize if a student may be in danger of being homeless
- District 511 will maintain communication with local and county authorities and agencies regarding any families in need that may meet the criteria for being considered homeless

Adrian Public Schools will ensure that the following criteria be considered as we work with families to help determine if a student is homeless.

I. Support Students who Lack a Fixed, Regular, Adequate Nighttime Residence. Be aware that students in these situations may be homeless:

1. School-age children and youth who are with their parents.
2. Youth on their own.
3. Children and youth in families who have lost their home due to a disaster.
4. Young siblings, newborn to age five.
5. Children and youth at risk for homelessness: highly mobile children and youth who have lived at three different addresses in one school year.
6. Pay special attention to children and youth who are not currently attending school.

II. Remove Barriers to Enrollment, Attendance, Success.

1. Designate a district homeless liaison and school point people. Use the expertise of the student support services team.
2. Identify policy and program barriers to student enrollment, attendance and success.
3. Build awareness with all school staff and parents; conduct outreach to other agencies.

4. Link school and community efforts and resources.

III. Use a Child-Centered Approach to Identify Student Needs.

1. Transportation (Most excess transportation costs can be reimbursed by state funds.)
2. Food-nutrition
3. Education
4. Supportive services

IV. Follow these Steps to Enroll Homeless Students and Provide Full Participation in Education Instruction, Support Services and All School Opportunities.

1. Determine eligibility.
2. Determine school selection based on the child's best interest, to the extent feasible. If the parent disagrees with the school selection, provide information on the district's conflict resolution process and the state McKinney-Vento dispute resolution process.
3. Immediately enroll the child in the school.
4. Flag the MARSS student record; the flag remains through the school year.
5. Determine education needs of the student; and, as eligible, expedite special education evaluation and enroll in English language learning and/or gifted and talented programs.
6. Provide instruction and support services to student per his/her plan.

A complete copy of this legislation may be obtained from the district office.

SECTION IV GENERAL INFORMATION

ABSENCE REPORTS

The building secretary will keep a record of all teacher absences. These will be submitted to the Payroll Office. Staff members are reminded and expected to complete necessary logs of absences.

EDUCATION MINNESOTA & LOCAL 578

Membership in the Education Minnesota organization will be handled by the local union. Dues will be paid through payroll deductions from the September through May paychecks. Dues for Local 578 are based on wages and deducted monthly. Membership committee members will explain the dues structure and payment options at the time of enrollment.

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Staff members whose family or marital status has changed since their W-4 exemption certificate was filed, should request a new form from the payroll office.

GROUP HEALTH PLAN

Details of the group health plan are available in the Payroll Office. District contributions to the health plan are outlined in the Master Agreement and Local 578 Agreement.

SALARY

All 12-month employees and teachers are paid on a twelve-month basis. Payday is the 20th of each month by direct deposit. All 9-month employees are paid during the months they work on the 20th of each month. Teacher requests for lane changes must be submitted to the District Office by September 5.

Wage Disclosure Protection Law

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the wage disclosure protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

SICK LEAVE & OTHER TYPES OF LEAVE

The sick leave benefit is outlined in the Master Agreement and the Local 578 Agreement. Your union contract also explains other types of leave available to staff. Remember, certain types of leave require pre-approval by the building administrator and/or Superintendent. **Please read your union contract.**

PATTERN ABUSE

The following are some examples of pattern abuse: Friday and Monday absences, consecutive absences prior to or after a holiday, or a large number of staff taking off the same day. If Pattern abuse is suspected, a meeting will be held between the School Administration, Human Resources, and staff member to review the alleged violations.

TEACHER CERTIFICATE

This must be on file in the District Office. Please present it the first week of school. Each teacher should obtain a copy of the local Continuing Education Committee's Guidelines. Maintenance of the teaching certificate is a teacher's responsibility.

TEACHER OBSERVATIONS & EVALUATIONS

A function of the building principal/administrator is to strengthen teacher performance. The building principal is required to observe probationary teachers a minimum of three times during the school year. Written summaries of the classroom visit, and conclusions to be drawn from the experience will be developed by the principal/administrator and discussed with the probationary teacher. Observation reports will be kept on file. Tenured staff members will be observed at least once every three (3) years by the building principal.

Up-to-date and accurate grade books, seating charts, daily planners, attendance records and other record keeping materials aid in the observation process and are to be available at all times.

WORKMAN'S COMPENSATION INSURANCE

Employees of the District are protected under the Workmen's Compensation Act, and liability insurance carried by the District. In order to secure the benefits of this Act, employees must immediately report all accidents that occur during hours of assigned duty to the District Secretary. The building principal will be responsible for completing a supervisor's report of the accident. In addition, all employees are subject to Minnesota law regarding an intent to defraud workers' compensation. That statute states: Any person who, with intent to defraud, receives workers' compensation benefits to which the person is not entitled by knowingly misrepresenting, misstating, or failing to disclose any material fact is guilty of theft and shall be sentenced pursuant to section 609.52, subdivision 3.

SECTION V

PROFESSIONAL ETHICS & CODE OF CONDUCT

BOARD OF EDUCATION STATEMENT RELATING TO PROFESSIONAL CONDUCT

This Board of Education views administrators, teachers, coaches and support staff as student role models - second in significance only to parents. Administrators, teachers, coaches and support staff in this school district accept the responsibility of the role model when they accept employment, and, at that time, acknowledge the expectations of acceptable professional and personal behavior.

Acts that demonstrate a lack of professionalism, lack of personal integrity, poor sportsmanship, public philandering, intemperate, immoral or inappropriate behavior and are unacceptable and inconsistent with the values advocated by this Board. Further, such acts are viewed as potentially destructive to the character development of students in this district.

Administrators, teachers, coaches and support staff are hereby informed that they may face disciplinary measures for unprofessional behavior or other acts deemed inappropriate that are not herein described.

MANDATORY REPORTING REQUIREMENT -POLICY 414

By law, school personnel who know, or have reason to believe, a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department or the county sheriff. In such situations, the school districts shall comply with the Minnesota Statute 626.556, Reporting and Maltreatment of Minors. *A complete copy this policy is located on the District website*

PROFESSIONAL & PERSONAL ETHICS

The Minnesota Board of Teaching is responsible for the issuance of teaching licenses. Chapter 9 of its regulations provides a Code of Ethics for Minnesota Teachers. This Code establishes standards of professional conduct for teachers. The Code of Ethics is adopted by the School Board of District #511 and used as our stated expectations of professional and personal behavior that applies to the administrators, teachers, and support staff of District #511.

- A. Each Administrator, teacher, and support staff assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves, standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Minnesota Board of Teaching and all other non-licensed employees of the District.

- B. Standards of professional conduct.
 - 1. Administration, teachers, and support staff shall provide professional education services in a non-discriminatory manner.
 - 2. Administration, teachers, and support staff shall make reasonable effort to protect the student from conditions harmful to health and safety.
 - 3. In accordance with state and federal laws, Administration, teachers, and support staff shall not disclose confidential information about individuals unless a compelling professional purpose is served or when required by law.
 - 4. Administration, teachers, and support staff shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.

5. Administration, teachers, and support staff shall not use professional relationships with students, parents, and colleagues to private advantage.
 6. Administration, teachers, and support staff shall delegate authority for teaching responsibilities only to licensed personnel.
 7. Administration, teachers, and support staff shall not deliberately suppress or distort subject matter.
 8. Administration, teachers, and support staff shall not knowingly falsify or misrepresent records or facts relating to their own qualifications.
 9. Administration, teachers, and support staff shall not knowingly make false or malicious statements about students or colleagues.
 10. Administration, teachers, and support staff shall accept a contract for a position that requires licensing only if properly or provisionally licensed for that position.
- C. Complaints, investigation and hearing for licensed administration and teaching staff.
1. The enforcement of the provisions of the Code of Ethics for Minnesota teachers shall be in accord with M.S. 214.10.
- D. Enforcement procedures and penalties
1. When a violation is found, penalties range from resolution by mutual agreement of both parties to the revocation of the license. to teach by the Minnesota Board of Teaching.
 2. The Code of Ethics of the Minnesota Board of Teaching provides a standard of professional conduct. Minnesota Statute 125.09, subd. 1, lists five examples of personal misconduct, which may result in disciplinary action by the Board of Teaching. They are:
 - (1) Immoral character or conduct;
 - (2) Failure, without justifiable cause, to teach for the term of his contract;
 - (3) Gross inefficiency or willful neglect of duty; or
 - (4) Failure to meet licensure requirements; or
 - (5) Fraud or misrepresentation in obtaining a license

A written complaint by anyone is sufficient cause for investigation.

Minnesota Statute 125.12, Subd. 6, lists grounds for termination of a continuing contract.

They are:

1. Inefficiency;
2. Neglect of duty, or persistent violation of school laws, rules, regulations, or directives;
3. Conduct unbecoming a teacher which materially impairs his educational effectiveness;
4. Other good and sufficient grounds rendering the teacher unfit to perform his duties.

District Policies regarding Employees and Personnel and both subdivisions of this statute provide a Board of Education the latitude and authority to deal with the problems of personal misconduct for Administration, teachers, and support staff.

STAFF RELATIONS

Professional ethics implies a unity of purpose, acceptance of the ideals of personal and group honor, a dedication to our profession, and a loyalty to each other. Professional ethics precludes public criticism of our group or school. It demands that staff members resolve problems and misunderstandings with their peers through the medium of professional communication.

GIFTS TO EMPLOYEES – Policy 421

District Policy 421 establishes guidelines and expectations to avoid appearance of impropriety with respect to gifts given to employees. *A complete copy of these policies are located on the District website.*

EMPLOYEE STUDENT RELATIONS – Policy 422

District Policy 422 establishes guidelines to avoid appearance of impropriety with respect to appropriate interactions between employees and students. *A complete copy of these policies are located on the District website.*

SECTION VI DISTRICT WIDE OPERATIONAL INFORMATION

SUPPORT STAFF

BUILDING SECRETARIES

Building secretaries are responsible for duties assigned to them by the building administration. Secretaries are not expected to do clerical work for teachers. According to MAFA guidelines, secretaries **are not permitted to cash personal checks for cash.**

CUSTODIANS

Custodians are responsible for duties assigned to them by the head custodian and building administration. All requests for assistance and requests for additional custodial services should be directed to the building administration. This can be done as an email that is sent to the custodian and copied to the building administrator. In case of minor problems that may require the assistance of a custodian, staff may directly phone the building secretary who will assist in contacting the custodians.

TECHNOLOGY COORDINATOR

The technology coordinator is responsible for duties assigned by administration. The building administrator should be informed if a staff member requires technical assistance or repair work done. This can be done as an email that is sent to the technology coordinator and copied to the building administrator. If email is down, a phone call can be made to the technology coordinator and a work order needs to be completed and turned into the building administrator.

BUILDINGS & SCHOOL PROPERTY

BUILDING SECURITY

With the exception of main entrances near the offices, the exterior doors of the elementary and high school will be secured from 8:30 AM to 3:15 PM. Staff will be able to enter the building at any time. All staff members have been provided keys to their rooms. Doors to all classrooms are to be locked when the rooms are not in use. Staff members who are in the building on weekends or at night, after the night custodian has departed, should check that the doors they have used are locked before leaving. Windows are to be closed and locked when teachers leave their rooms at the end of the day. **Keys are not to be duplicated or loaned to students. In the event of lost or stolen keys, report to the Administrative Office immediately.**

CARE OF SCHOOL PROPERTY

In addition to their assigned classroom, teachers are responsible for the reasonable care of all school property. **Damages, losses, and irregularities should be reported to administration when discovered.** Students are to be assigned specific desks in each classroom so that damages can be more easily investigated and responsibility placed.

LIGHTS

In the interest of conserving both energy and finances, lights are to be turned off when a room is not in use. Staff members leaving the building at night, after the night custodian has departed, should extinguish all lights in the area in which they have been working. Teachers and coaches who return with students late in the evening are to ensure that lights are out and doors locked after the departure of the last student.

LOANING OF SCHOOL EQUIPMENT

School equipment, supplies, materials, or furniture may not be loaned out to individuals or organizations without the approval of the Building Administrator and/or the Board of Education or Superintendent. This regulation also applies to staff that wish to borrow items for their own use outside of school.

USE OF FACILITIES

Students are not to be admitted to any school building in the evening or any other time unless they are under the supervision of a coach/teacher who will supervise them during the entire time of their stay. It is the responsibility of the staff member to keep students confined to the area of supervision. All activities should be planned so that students are out of the building by 10:00 PM, if possible. The use of facilities must be scheduled with the Activities Director or the Building Administrator.

USE OF SCHOOL VEHICLES

School employees may use school vehicles for school use. Such uses include; attendance at workshops, conferences and school related meetings, to transport students to events or activities. Personal use of school vehicles is prohibited. School personnel who are ticketed for traffic violations in a school vehicle are responsible for all fines they incur. School personnel who are ticketed in a school vehicle may lose the right to use school vehicles in the future and face other disciplinary measures from the school as deemed necessary. School vehicles must be signed out through the HS office.

If a school vehicle is not available, mileage will be reimbursed at the current IRS standard rate for use of your personal vehicle.

If a school vehicle is available and you choose to use your own personal vehicle, mileage reimbursement rate will be ½ the current IRS Standard rate per mile.

SAFETY DRILLS, LOCKDOWN & WEATHER

CRISIS RESPONSE PROCEDURES

All staff members are given a manual called the Emergency Planning and Procedures Guide with crisis response procedures outlined in it. During the course of a school year, a variety of serious issues may come up. The manual is designed to aid staff making the proper decisions during a time of crisis. All staff members are responsible for familiarizing themselves with this manual and should keep it in a handy location for quick reference.

FIRE DRILLS

The State Fire Marshall requires five fire drills during the school year. The fire exits in the building are clearly marked with a lighted exit sign. In case of fire, or fire alarm, all students are to be directed to leave through the exit indicated on the Fire Exit Plan posted in each room. Teachers are to familiarize students with the designated routes to be used to exit the building. Teachers should bring a class list when they exit the building in order to verify that all students are accounted for. Students shall remain away from the building until notified to return.

When the alarm sounds:

1. The first person to reach any exit door should hold this door open until all personnel are evacuated.
2. The last person out of each room should close the door and turn off the lights.
3. Follow the route as marked unless that exit is blocked, in which case, move to the nearest open exit. Be familiar with the location of all exits.
4. When outside, move away from the building. Elementary students need to be kept in lines.
5. Nothing should be taken out of the building.
6. Staff should be accountable for all students under their control. Take attendance when you are outside with your group.
7. Automatic Fire Doors: There are several doors located in the Elementary Building and in the Middle/High School. These doors automatically close when the alarm sounds. These doors are barriers and should not be used for exit unless the designated exits are blocked.
8. Follow evacuation plans posted in classrooms.

LOCKDOWN DRILLS

Legislation requires the District to hold five lockdown drills each school year. Procedures are outlined in the Emergency Planning and Procedures Handbook. See this document for the most up-to-date information.

SEVERE WEATHER (TORNADO) ALERT

One severe weather drill will be held each year. The bell system and intercom will be used to announce the drill. Persons in rooms will assume a crouched position, and protect the eyes and head with arms and hands. Students in rooms, such as the gym and shop, are to move to interior hallways or take cover in smaller, inside rooms in the area. Students in the interior rooms should seek shelter under desks or tables. Under no circumstances is anyone to leave the building during a severe weather (tornado) alert.

SCHOOL CLOSINGS

When the weather becomes too extreme for the buses to make their routes, it is the policy of the District to close school for all students. Teachers are not required to report if school has been canceled. The building and office will be open, if possible, and teachers are more than welcome to come in and work.

The superintendent or her designee will confer with transportation personnel and is responsible for determining the need to close or cancel school.

School cancellations will be announced over KUSQ (95.1) KWOA (730 AM & 104.3 FM) and KITN (93.5 FM) in Worthington and KQAD (K101.1 FM) in Luverne. **The district's phone messaging system is the primary communication tool for any weather related or emergency message communications between school and home.** School cancellations will also be posted on Dakota News Now and KELO television stations and social media.

When weather problems result in early dismissal for the student body, required practices and open gyms will not be held. Events scheduled on those days when school is dismissed early, or not called into session because of the weather, may be postponed to another date, or they may be held if conditions permit. The radio stations listed above will carry the announcements.

OPERATIONAL INFORMATION FOR STAFF

ACCIDENTS AND INJURIES

All accidents or injuries to students or staff are to be reported to the Principal/Administrator Office immediately. Activity practices or game injuries during after-school activities, are to be reported to the Athletic Director by the coach or supervisor in charge as soon as possible.

ACTIVITY FREE WEDNESDAY NIGHT

Wednesday night is recognized as an Activity Free Night for families in District 511. The Board of Education policy directs that all after-school activities for students are to conclude by 6:00 p.m. on Wednesdays.

COLLECTING MONEY

The approval of the building principal/administrator must be secured before anything can be sold to, or money collected from pupils. This rule applies to the collection of fees for clubs as well. A receipt will be issued for all money collected. (See MAFA Manual for complete guidelines on handling money)

COMMUNICATION PROCEDURES

All staff are to check their mailboxes **at least once every school day**. They are located in the staff workroom at the high school and at the elementary office. It is especially important that daily bulletins and other necessary communications be received the day they are issued. Staff also need to check their e-mail on a daily basis.

CURRICULUM

Curriculum needs will be assessed by teachers and departments through use of data that determines if standards and benchmarks are being met. Generally, curriculum should be constantly under review and assessed in terms of meeting the needs of students. Teachers should report difficulties with curriculum to administration. New curriculum materials must be approved by administration following a review process.

Flexible (E-Learning) Plan

Purpose: In an effort to minimize disruptions to academic progress and provide a reasonable plan to utilize technology and blended learning opportunities, Adrian Public Schools will implement flexible (e-Learning) learning days for the first five (5) emergency closures.

Implementation:

Adrian Elementary: Students will have learning materials placed in a gold folder that is to be kept in their backpack until needed. If Google Classroom is used at that grade-level, login information will be provided in each student's gold e-Learning folder. Students will utilize Google Classroom, Google email, and/or Apps to complete e-Learning tasks. All assignments

will be posted by 10:00 am. Students will submit evidence of completing e-Learning tasks. Directions and tasks will also be given for students who do not have internet access at home. If an e-Learning day is anticipated due to the forecast, materials for the day may be sent home earlier.

Adrian Middle/High School: Students will utilize Google Classroom, Google email and Apps to complete e-Learning tasks. All assignments will be posted by 10:00 am. Students will submit evidence of completing e-Learning tasks. Directions and tasks will also be given for students who do not have internet access at home.

Adrian Preschool: Preschool will not be in session.

e-LEARNING TASKS: We want to ensure our students have high quality e-learning opportunities.

High quality e-Learning experiences:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Google Classroom, Google Drive, and apps.).
- c. Include formative assessment and feedback.
- d. Provide opportunities for peer interaction.
- e. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- f. Include the option for the class to meet synchronously via video chat like Google Hangouts, ZOOM, Skype, or Facetime.” (Plaman, Minnesota Department of Education 20 July 2017)

The following steps and procedures will occur on a Flexible Learning Day

- Teachers will provide a timely course plan, posting work for the day in Google Classroom by 10:00 am.
- Teachers will design flexible learning day assignments with realistic expectations, timelines and consideration regarding students’ workload.
- Teachers will be available via email and phone during the Flexible Learning Day from 10:00am-3:00pm.
- Students are encouraged to complete all work on the Flexible Learning Day if possible. However, all student work will not be due to the classroom teacher until five school days after the Flexible Learning Day.

Staff Expectations:

Elementary Teachers: Teacher may have e-Learning packets/activities prepared prior to the e-Learning day or they will post them on a digital platform before 10:00am (clearly marked e-Learning folders will be sent home with the students and kept in their backpacks, which will include login information for digital platforms). Teachers will be available from 10:00 to 3:00 by email or telephone (voicemail).

Middle/High School Teachers: Teachers will create and post assignments before 10:00am and be available from 10:00 - 3:00 by email or telephone (voicemail). Teachers will use a digital platform (email, Classroom, etc.) to inform students of assignments. Times when teachers may be doing live instruction will be posted.

SLP/Counselors/Preschool: Paperwork/Documentation. Task report will be completed and submitted to building administration.

Paraprofessional: Paraprofessionals will be sent online or virtual professional development activities by 10 AM via email from administration to be completed in entirety on an e-Learning day.

Attendance:

Attendance must be taken by the teacher and records of attendance must be kept for each class/class period. If a student does not complete the e-Learning task(s) before the fifth class period following the e-Learning day, that student will be counted absent. “Students who do not participate in planned activities are considered absent for those class(es) and should be reported as absent as if they were not present for an on-campus class.” (Plaman, Minnesota Department of Education 20 July 2017)

“Attendance could be verified by:

- a. Logging in to class page(s) on the district’s/school’s learning management system (LMS).
- b. Email exchange/ text exchange /phone call with teacher.
- c. Parent verifies attendance; a documentation process is developed and retained by the school as part of the student’s attendance record.
- d. Activity in classes (pages accessed, discussion participation, formative assessments completed).
- e. Work submitted during the e-Learning day (evidence of learning or preparation for learning—reading or video with notes).” (Plaman, Minnesota Department of Education 20 July 2017)

Teachers will notify the office of student absences (missing/incomplete work from the e-Learning day) after the fifth day following the e-Learning event.

E-learning days will be reported as regular instructional days on the MARSS A School File. Students enrolled on an e-learning day will generate one day of membership. The length of the school day will be reported as the same length that was originally scheduled had the students attended at the school site.

Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.

Students who do not have sufficient access to the internet will have an alternative method to use to complete the e-Learning task (i.e., physical textbook at home, additional time to complete the task). Teachers will work towards accommodations in unforeseen circumstances with students such as timing of closure of school in conjunction to a holiday in order to submit tasks.

Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student’s Individualized Education Program (IEP)/504 plans.

Students will complete e-Learning tasks specific to his or her IEP.

Access to teachers via telephone and online during normal school hours. Teachers will be available via telephone and online during normal school hours (10:00a.m.-3:00 p.m.). Students needing to contact their teacher are to call the district line and leave a return phone number. The messages will be directed to the staff as quickly as possible from office staff. Teachers will promptly return the telephone call to assist the student.

EXTRA-CURRICULAR ACTIVITY BUSING

School transportation will be furnished for all extra curricular activities sponsored by the school. Under normal circumstances, students will be expected to ride to and from the event. However, parents may transport their own child home from a particular event if they give the coach a note asking for permission to do so. **Due to liability concerns, if someone other than the parent is going to transport another child home from an event that child must have a signed Permission to Transport form that is provided by the school.** The AD/HS Principal will make these forms available to all coaches. If a situation arises in which a parent would need to transport their child to an event, then the parent would need to secure signed permission from the Activities Director/HS Principal.

FIELD TRIPS

Meaningful field trips are to be considered a very important part of the school curriculum. Field trips must be approved by the building principal and arrangements for the transportation made at least three days prior to the planned trip. School transportation will be furnished for all field trips sponsored by the school. **In accordance with the School Wellness Policy, the School Food Service will provide all students who participate in an all day class field trip with a sack lunch at the regular menu price.** Any exception to these rules must be approved by the building principal.

To cover potential liability problems, a parent permission slip must be in the hands of the teacher before a student is permitted to leave on a field trip that involves transportation away from the school site. Students who leave on a trip with a group sponsored by the school are expected to return with the group. Special cases will be reviewed and given consideration by the principal and trip supervisor prior to the date of the trip.

School employees have the primary responsibility of providing adequate student supervision. The supervisor of a field trip or performing group on tour shall prepare a list of rules governing the activities of the trip. This shall be distributed to all students and discussed prior to the trip. Parent chaperones are permitted to assist in student supervision. All adult chaperones must be approved by the building principal. In the case of overnight trips, chaperones must have a background check done.

If a student will miss classes, the sponsoring teacher needs to provide a list of those participating in the field trip to the attendance secretary office. The attendance secretary will notify the staff that student participants have an excused absence for said trip. Each student must make arrangements to make up all work assigned during the absence.

FOOD SERVICE

Teachers may make use of this convenience at the prices based on state guidelines for lunch and breakfast. The food service program is a pay-in-advance program. **Please keep accounts up-to-date and do not ask to charge meals.**

HOMEWORK AND TESTS

Homework should supplement the regular work of the classroom. Guidelines for homework are as follows:

1. To stimulate student growth by encouraging enrichment experiences related to classroom activity.
2. To provide experiences for those students with exceptional interest or ability.

3. To provide developmental experiences for a student with a particular learning difficulty caused by controllable factors such as illness, late entry, etc.
4. Be age and/or grade level appropriate in terms of the amount and level of difficulty.
5. **Homework should not be used as a form of punishment.**

Middle and High school teachers should keep in mind that each student has five or six teachers, and as many potential assignments of homework. There must be communication and cooperation between teachers when extra assignments and tests are scheduled. It is up to the staff to schedule activities, assignments, and tests, in a way that allows the best possible performance by our students.

HOURS OF DUTY

All faculty members are to be on duty from 7:35 AM to 3:35 PM except on Fridays and days preceding holidays or vacations, school shall end at the close of the pupil's day. Staff should be available until 3:35 PM for students who may need help. All teachers have a 30 minute duty free lunch.

PREPARATION TIME

The typical teaching load, including study hall assignments, will cover six periods of the day, with one additional period provided for preparation and conference. This period is to be used for lesson preparation, conferences, checking papers, preparing labs, etc. or other activities related to your teaching assignment. This period is not intended as preparation time for extra-curricular activities that occur after the normal school day.

LIBRARY & COMPUTER LABS

To avoid scheduling conflicts, teachers are asked to notify the librarian or lab monitor, in advance, of any assignments that they will be making that require the use of the library, computer lab, or chromebook cart. Teachers are to accompany their class to the library or computer lab to provide the necessary assistance and supervision students may need. Students sent to the library or computer lab for individual work must have a pass before they will be admitted.

ONLINE GRADES

Teachers are encouraged to post grades to Infinite Campus as frequently as possible so that parents may view them online on a regular basis. At a minimum, teachers are expected to have grades updated and posted on Infinite Campus every two weeks.

ORDERING SUPPLIES

A purchase order for supplies and equipment must be obtained from the district secretary (Renee Bullerman) and must have signed approval from the building principal before being ordered. Staff will utilize the online requisition program in Smart in the spring of each year. Orders for supplies and equipment for the coming school year are processed by the District office. The school accepts no responsibility for bills incurred without permission. A record of the purchase must be on file in the office.

PERMISSION TO LEAVE THE BUILDING

With the exception of a duty free lunch, all staff are expected to be in the building during contract time. If it becomes necessary for an employee to leave during any part of the contract day for an errand or appointment they must notify their building administrator and sign out at the office with the building secretary when they leave (date & time) and sign in when they return (date & time).

PUNCTUALITY

Teachers should keep all appointments with pupils and parents promptly and faithfully. This applies particularly to after-school activities. The teacher sponsor is expected to be at the school in ample time to monitor and regulate student behavior. Parents should be informed as to when they may expect their children to return from school so that provisions may be made for transportation.

RECORDS AND REPORTS

Each teacher shall keep such records and make such reports as may be required by the Superintendent, Principal, or the Board of Education.

SCHOOL CREDIT CARD

In some cases, teachers may be allowed to use the school credit card with permission from the Superintendent. Lost or stolen cards must be immediately reported to the District Office. **All charges with itemized receipts must be turned in to the District Office for proper recording.**

SECURING A SUBSTITUTE

In the event of an evening or early morning illness, the teacher/paraprofessional should call Renee Bullerman at 1-507-227-8026 by 6:10 AM to arrange for a sub. Please leave a message if no answer.

Teachers/paraprofessionals who know in advance that they will require a substitute due to field trips, athletic contests, professional meetings, etc., must notify their building administrator or the secretary at least three days prior to the absence. A substitute cannot be guaranteed if this procedure is not followed.

Teachers are responsible for providing a substitute teacher with a lesson plan of work for students during short term absences. Each staff member should have 2 or 3 days of assignments that can be used any time of the year, if the planned assignment does not fit a substitute situation. Substitute teachers in the Adrian system will be paid \$180.00 per day.

SPECIAL ASSIGNMENTS

Teachers are expected to carry out such assignments as made by the Principal or Superintendent for specific duties within the building, on the grounds, or for extra-curricular activities.

STAFF MEETINGS

Elementary staff meetings will be announced by the Principal.
Middle/High school staff meetings will be announced by the Principal.

TEXTBOOK INVENTORIES AND CARE

Make a list of the textbooks to be issued to students that contains the name of the student, the number and condition of the book. Each textbook should have a label or stamp with an area for a student to write their name and the year of use. Alert the student to the replacement cost of the text in the event that it is lost or destroyed. Books should not be stored at the end of the year until pencil marks and spots have been removed.

VALUABLES

Teachers are not to leave money or other valuables in their desks or rooms - even when both are locked. Students should be cautioned against bringing valuables or large amounts of money to school or along to activities. Money and valuables may be turned in at the office for safe keeping

WORKSHOP OR CONFERENCE REQUESTS:

Staff members are encouraged to participate in workshops and conferences that will improve their professional skills and effectiveness in working with students and peers.

Typically, a substitute teacher and transportation are necessary when a staff member is attending a workshop or conference. To ensure both adequate staffing, and manage transportation costs, staff members must complete the "Workshop or Conference Request Form" at least a week prior to the event. The form is to be obtained from and returned to the building principal.

Available Compensation:

1. Mileage rate:
 - If a school vehicle is not available, then mileage will be reimbursed at the current IRS standard rate for use of your personal vehicle
 - If a school vehicle is available and you choose to use your own personal vehicle, mileage reimbursement rate will be ½ the current IRS Standard rate per mile.
2. For overnight travel for conference/meetings: If meals are not provided as a part of the registration, staff is allowed \$35.00 per day for meals with itemized receipts.
3. For non-overnight travel for conference/meeting: If meal is not provided as a part of the registration, staff is allowed up to \$15.00 per meal with itemized receipts.
4. Itemized tips for meals will be reimbursed but are limited to 15% unless the restaurant automatically charges more for a large group. Staff wishing to spend more for a meal than the allotted amount will pay the difference.
5. Parking fees.
6. Registration fees.
7. Lodging.
 - **NOTE: Documentation including itemized receipts that show: registration fee/ parking/ room charges/meals /beverages/tips and invoices with itemized charges must be provided for reimbursement. Alcoholic beverages are not to be charged to the District credit card and will not be reimbursed. (See Employee Drug & Alcohol Offense Policy)**

OPERATIONAL INFORMATION REGARDING STUDENTS

REPORTING STUDENT MISCONDUCT

Teachers, coaches and support staff must report to administration student misconduct that is severe in nature. Such conduct would include but is not limited to; threats against the school or another student, harassment, bullying, hazing, discrimination, assaults, fighting, theft, vandalism, substance abuse violation, weapons violations, behavior by students that is lewd or indecent, and any other violation of school policy which jeopardizes student safety and mission of the school. Remember extra-curricular activities are an extension of the school day, directors and coaches have the responsibility to inform the administration when severe student misconduct under their supervision has taken place.

STUDENT ACTIVITY ACCOUNTS

Activity accounts are kept under the direction of the Building Administrators. All funds of extra-curricular activities are kept in a joint bank account under the name "Adrian High School Activity Fund." The funds of each activity are entered as separate accounts in this account. Advisors should review the activities of their account with the office secretary on a regular basis. **All activity accounts**

fall under MAFA guidelines. MAFA guidelines are outlined in the MAFA manual and staff who work with these accounts should have a manual and become familiar with its content. MAFA Manuals are available in the District Office.

STUDENT ASSEMBLIES

Throughout the year, student assemblies may be held. Performers may be outside talent, or our own students may provide the program. It is hoped that these assemblies, plus pep fests, have the effect of building student morale and providing an alternative educational experience.

If these activities are to have value, students must be both attentive and receptive to those providing the program. **Assembly etiquette is to be stressed prior to each assembly. It is expected that staff will accompany and sit with the class in session at the time the assembly is called.**

STUDENT - CONFLICT OF ACTIVITIES

If there is a conflict between an academic or class-related activity and an extra-curricular activity, a pupil who chooses the academic activity will not be penalized in the extra-curricular activity. **If a student has a conflict between two extra-curricular activities - such as a school play and sports – the Activities Director and advisors will attempt to work out a solution.** It will be considered unethical for an advisor to coerce the student. All decisions of this type must have the final approval of the AD. If the conflict involves a State High School League activity, the League activity will take priority over a non-League activity. Conference activities have priority over non-conference. One-time performance has priority over activities that reoccur. State High School League tournaments have priority over all other events.

STUDENT CONDUCT IN THE BUILDING

Dismissals from the classroom should be orderly. Do not permit students to slam their seats back and race for the door. Offenders should be kept at their seats until others have been dismissed.

Boisterous and loud conduct of any kind in school is not acceptable and should be curtailed by the nearest staff member. Running, piggy back rides, horseplay or any type of roughhousing in the halls is a dangerous practice that is to be stopped whenever it is observed. **You are responsible in part for corridor conditions near you at all times.** Students not participating in staff-supervised activities after school are to be out of the building by 4:00 PM.

STUDENT DISCIPLINARY MEASURES

It is the belief of the Board of Education that the classroom teacher is in charge of his/her classroom and all pupils assigned thereto. **Furthermore, the teacher or teachers should be aware that they have the initial responsibility to notify parents or guardian when classroom behavior is not acceptable.**

Your building Administrator is willing to assist all classroom teachers with disciplinary support should circumstances warrant intervention. **The office must be notified any time a student is removed from a classroom for disciplinary reasons.** The building principal shall determine if a student is to be suspended from school for misconduct. An expulsion from school can only be accomplished by Board action. Teachers should not exclude students from class unless it is necessary for good conduct of the class. Any student removed from the classroom must have the approval of the Principal before they are permitted to return. Disciplinary procedures and measures are contained in the student handbook under Section Six, Student Expectations, Conduct & Discipline. Grades are not to be reduced because of disciplinary problems. However, in the case of cheating a student can lose credit for the assignment or exam in which cheating has occurred.

STUDENT EXHIBITS AND PUBLIC PERFORMANCES

In order to promote understanding of the work being done in the special departments such as music, art, physical education and throughout the entire school, the administration and the Board of Education urge teachers to arrange displays and public performances. Care should be exercised to strive for a high degree of excellence in all displays and performances presented before the public. Our work in school is often judged by what the public sees when they come to the school.

STUDENT FUNDRAISING

Any group, organization, department or activity that wishes to participate in a fund raising project within the school or community must have the approval of the building principal or Activities Director. In an effort to prevent over saturation in the community, fund-raisers may be curtailed. **All student fundraising is subject to MAFA guidelines.**

Recognized community-wide fundraisers include:

Fruit sales by the MPA prior to Christmas.

Annual Blue and Gold PTO Elementary Spring Fundraiser

STUDENT HANDBOOK

Staff must be familiar with policies and procedures outlined in the Student-Parent Handbook because the success of the daily school routine is dependent upon their uniform implementation by all staff members.

STUDENT ILLNESS

Staff should encourage students to practice healthy habits (hand washing, covering your mouth when coughing or sneezing) to help prevent the spread of illness. Any student, who in the opinion of a teacher shows symptoms of illness or contagious disease, should be referred to the Nurse's office immediately. The school nurse should make referrals for care; through the parents, or, when necessary, through direct referral to a doctor. The school nurse is to notify the school administration of the presence of any contagious disease. When a student returns to school after having a contagious disease, the nurse will make the proper entry on the health card, and inform the administrative office of any special circumstances.

STUDENT PUBLICITY

The Administration and Board of Education urges and expects that each teacher will see that all newsworthy material is published. All school publicity must be approved by the Principal before it is released to the press or radio. Please submit releases in duplicate. All staff should keep the office advised of interesting programs/events taking place to allow for publication in the newsletters.

STUDENT PHONE CALLS

Teachers are requested to notify their students that only in case of emergencies should students receive telephone calls during school hours. Students who need to make calls shall do so in the Office. Telephone courtesy is to be expected of all teachers. It is an important part of our public relations system.

STUDENT RECORDS & CONFIDENTIALITY

A cumulative folder and permanent school record is on file for each student. They are located in the administrative offices. Staff should use these records to become better acquainted with their students, their academic backgrounds, capabilities, and limitations. **Teachers are reminded that the**

information therein is confidential and to be used in a professional manner. The records are not to be removed from the office area.

STUDENT STAFFINGS

Staffings are one of the most positive steps that we can take in an effort to better understand and aid a pupil. Staffings can be requested by any staff member through the school IEP Manager. Staff members requested to attend a staffing should make every effort to be there. If attendance is impossible, the IEP manager is to be informed prior to the staffing date and pertinent information provided through a written or recorded medium.

STUDENT SUPERVISION

The teacher is responsible, legally and ethically, for everything that happens in the classroom. Teachers are to be in their rooms by the time class is to begin. **Teachers shall not leave a class unsupervised.** This not only ensures the protection of the student, it also ensures your protection from liability.

PE teachers and coaches must supervise the locker rooms during the time students will be changing clothes and showering. Supervision in these areas is necessary to ensure student safety and protect the school and yourself from liability issues related to horseplay, harassment and other behavior deemed inappropriate.

Teachers must use a sign out sheet that tracks the time, date and destination of students who are allowed to check out of a room. A student who signs out of a room is the teacher's responsibility. Students who sign out must carry a teacher issued pass that indicates the time, date and destination of the student.

Student supervision is a total staff responsibility that does not end at the classroom door.

Supervision of the public areas of the building is an on-going assignment throughout the workday. **By 8:00 am teachers are to be in assigned locations in the hallways or commons until just prior to the start of first hour.** Supervision assignments for the student lunch hours will be made as class schedules and teaching assignments allow.

Students are not to be released from class to get pop, "goodies," or other non-essential items. **In accord with our Wellness Policy, pop and candy will not be allowed in the classroom during the school day.**

Students are not permitted to leave the school grounds when classes are in session unless they are under teacher supervision or have received permission from the office. The office permission will be in the form of a written pass.

STUDENT & STAFF RELATIONS

The student-teacher relationship is a critical factor in the learning process and may very well determine our success or failure with a student. Every attempt should be made to avoid publicly embarrassing a student. Sarcasm and cutting remarks have no place in a student-teacher relationship. **The Teacher is the professional and needs to act accordingly, avoid undue familiarity such as allowing a student to call you by last names, nicknames or first names in school.**

TYPE III DRIVER REGULATIONS

According to the Minnesota Dept. of Public Safety we need to observe the following procedures on an annual basis to be in compliance with State Law.

These regulations apply to all employees of ISD 511 who will transport students in a school district owned van.

- Each year you must complete Type III training, and have that on file with the District.
- Each year you must have a behind the wheel driving evaluation done by the District.
- You must fill out a Pre Trip evaluation sheet.
- Each year the District must conduct an annual driving record check. (MVR)
- If you have a moving violation during the year it must be reported to the District.
- We cannot use the information you provide to the privately owned bus company that you drive for, the District must have our own copies on file.
- If you are not a District employee, (i.e. volunteer coach) you must have a copy of your medical certificate (driver's physical) on file with the District.

SECTION VII ELEMENTARY POLICIES AND PROCEDURES

ATTENDANCE & RECORD KEEPING

ATTENDANCE

Teachers are responsible for monitoring and reporting the attendance of pupils in their rooms, including reporting daily attendance in the AM and PM, as well as paying attention to habitual excused or unexcused attendance. Teachers suspecting an attendance problem should notify the Principal.

CLASS RECORDS

In addition to electronic record keeping, each teacher will keep a record of the individual students in each class in class attendance and grade books. The class attendance and grade books will be called for at the close of the term and should show a complete record of attendance and student grades.

PUPIL RECORDS

It shall be the duty of each elementary teacher to examine the cumulative file of each student in their homeroom during the first two weeks of school. This serves two purposes. It provides the teacher an opportunity to examine the student's previous year academic and attendance records, and it serves as a check to see that the important documents are being properly maintained. Please check that the following records are in place:

1. A copy of the previous year's report card.
2. A copy of any standardized testing reports that were given to the student the previous year.
In some cases the State MCA information from the previous year will not be available until October of the new school year. In this case the elementary office will see that this information is placed in the cumulative file.
3. In the event that a new student enters our school during the school year, the homeroom teacher needs to review the cumulative file for the information listed above.

4. It shall be the duty of the elementary principal to check that complete health and cumulative records are on file for each student enrolled. Pupil records shall be kept in the elementary office.
5. During the school year, it is the duty of the homeroom teacher to maintain accurate academic, attendance, behavior, and any other important documentation. At the end of the year, it is the duty of the homeroom teacher to update all relevant cumulative records with this information.

LESSON PLANS

Weekly and daily lesson plans are required and should be readily available for the principal to examine. In its design, the instructional plan must reflect the appropriate state standards that are being addressed. In addition, the intended learning targets should be identified, and any assessment strategies that will be utilized to measure achievement should be readily available for the principal to examine if requested.

GRADING PERIOD REPORTS

Any teacher responsible for recording grades will enter individual grades on report cards for each pupil using the student information system (Infinite Campus). In the event that a teacher is unsure of how to do this it is their responsibility to request assistance from a technology staff or a colleague. All grades must be entered within two school days following the end of each grading period.

GRADING POLICIES

The elementary academic year is divided into three trimesters with three main grading periods and three midterm progress reports.

- A. Primary (Grades K-2) and Specials (Grades K-5 PE, Music, Technology and Library Media) Grading Information:** Students in grades K-2 will receive the following numerical grades on their report cards:
- | | |
|----------------------------|-------------------------------------|
| 3 = Meets Standards | 4 = Exceed Standards |
| 2 = Progressing | 1 = Needs More Time and Help |

In addition to these letter grades, subject specific checklists are utilized to show growth in Reading, Mathematics, and Social Growth and Development.

Intermediate Grading Information (Grades 3-5): Students in grades 3-5 will receive the following letter grades on their report cards. These grading scales apply to all core subject areas:

A+ = 100%	A = 93-99%	A- = 90-92.9%
B+ = 87-89.9%	B = 84-86.9%	B- = 80-83.9%
C+ = 77-79.9%	C = 74-76.9%	C- = 70-73.9%
D+ = 67-69.9%	D = 64-66.9%	D- = 60-63.9%
F = 0-59.9%		

END OF YEAR REPORTS/RESPONSIBILITIES

At the close of the school year, each teacher will be provided a checklist of items outlining the procedures to follow for closing out the year. Attendance records should be verified with the elementary attendance secretary at the end of each grading period as well as the end of the year.

STUDENT GUIDANCE & DISCIPLINE: AES PATH TO SUCCESS

STUDENT GUIDANCE

The classroom teacher in the elementary school is responsible for assisting the principal in developing and maintaining a quality child guidance program that promotes positive behavior of all students.

DISCIPLINARY MEASURES

It is our attitude that the teacher shall be in the control of his/her pupils. The PK-5 Principal, 6-12 Principal and Superintendent stand ready to assist in obstinate cases. Under no condition are grades to be reduced because of disciplinary trouble. We have a building-wide positive behavior model that focuses on positive behavior. The steps of this plan are outlined below:

1. Each student will be taught the behavior expectations we have for them through a series of discussions and through role playing that cover the Student Behavior Expectations outlined in our building and classroom matrixes.
2. Our PBIS (Positive System of Interventions and Support) has a behavior referral process that includes both minor and major reports, based on the types of behavior occurring.
3. If a student displays inappropriate behavior during the school day and fails to respond to teacher directions, a referral will be shared with a parent and principal.
4. In the event that a student receives three Minor reports, or in the event that a student is engaged in any Major behaviors, they may be required to meet with the principal and parents will be contacted to discuss the problem.
5. In the event that a student fails to respond to the AES Dragon Pride model of Positive Support, they will receive disciplinary action that is appropriate for the infraction, including any of the following:
 - Student/Teacher Conference
 - Student/Teacher/Parent Conference
 - Student/Teacher/Principal/Parent Conference
 - Student/Principal Conference
 - Counseling Referral
 - After School Detention
 - In-School Suspension (ISS)
 - Out of School Detention (OSS)
 - Expulsion (Only in the event of a very serious infraction involving dangerous or inappropriate behavior as outlined in our District Discipline Policy).

PLAYGROUND RULES: THE AES PATH TO SUCCESS BEHAVIOR PLAN WILL BE FOLLOWED IN ALL AREAS OF OUR SCHOOL, INCLUDING IN THE BUILDING, ON OUR PLAYGROUNDS, AND ON OUR SCHOOL BUSES!!!

General Rules:

1. When recess begins, go out immediately, without running.
2. Use bathroom prior to recess.
3. Be courteous and respectful to the recess supervisor.
4. Contact a recess supervisor if you are having a playground problem.
5. Fighting or unnecessary roughness is not allowed.
6. Do not tackle or wrestle.
7. Only touch or flag football is allowed.
8. No snowballs or throwing of snow.

9. Intimidation, teasing, bullying, swearing or name-calling have no place in our school, and it will not be tolerated. We expect our students to be of good character and interact with one another in positive ways.
10. Students will only be allowed in certain areas as defined by the recess supervisor.
11. When recess has ended, go in immediately.

Equipment Rules:

1. Baseballs, golf balls or any other hard balls, as well as wooden or aluminum bats may not be used during recess without permission from the building administrator.
2. Roller blades, skateboards or heelies may not be used on school property.
3. Slide: Do not throw objects on the slide, do not walk up the slide or play with objects on the slide.

RIDING BICYCLE

Students who ride bicycles are to place them in racks provided for this purpose. Teachers shall inform their classes of this regulation.

SECTION VIII MIDDLE/HIGH SCHOOL POLICIES AND PROCEDURES

REPORTING ABSENTEES AND TARDINESS

At the beginning of each class period, each teacher will make an accounting of student attendance. The report will be made to the office through the use of the Infinite Campus Attendance Program. Absentees are summarized at the end of the day, and are listed as part of the daily bulletin. It is a staff's responsibility to notify the office of changes that should be made to correct the absentee record of a student.

Tardiness that is covered by a pass from another staff member is not to be reported to the office. Policies relating to absences and tardiness are outlined in the student handbook.

GRADING SYSTEM

In grade 9, the school begins to compute a cumulative GPA, Grade Point Average for each student. This average allows a comparison of student performance, and provides the student with a means of comparing his achievements with those of current and future classmates, including those in post-secondary schools.

Only those courses offering A through F grades are included in computation of the grade point average. The grade point average is determined by assigning a number of points to each letter grade, and dividing the total by the number of classes attempted.

<u>Letter Grade</u>	<u>Letter of Achievement</u>	<u>Quality of Honor Points</u>
A	Superior Performance	4
A-		3.66
B+		3.33
B	Above Average Performance	3.0

B-		2.66
C+		2.33
C	Average Performance	2.0
C-		1.66
D+		1.33
D	Below Average Performance	1.0
D-		0.66
F	Failed to Meet Minimum Requirements	0.0
I	Incomplete	-----

Grading Scales

Middle School Grading Scale

(grades 6-8)

A	95	-100
A-	90	-94.9
B+	87	-89.9
B	83	-86.9
B-	80	-82.9
C+	77	-79.9
C	73	-76.9
C-	70	-72.9
D+	67	-69.9
D	63	-66.9
D-	60	-62.9
F	0	-59.9

High School Grading Scale

(grades 9-12)

A	94	-100
A-	91	-93.9
B+	89	-90.9
B	86	-88.9
B-	83	-85.9
C+	80	-82.9
C	77	-79.9
C-	74	-76.9
D+	71	-73.9
D	68	-70.9
D-	65	-67.9
F	0	-64.9

- College Now classes are graded differently than high school grades.

Progress Reports to Parents

A report of student progress is issued at the midpoint of each quarter. Progress reports will be posted in the Student Information System (currently Infinite Campus), mailed home, or distributed by staff at a Parent-Teacher conference. Regardless of the method, reports will be available to parents within one week of the end of a grading period. If a student in the Middle/High School is receiving a D or F, parent will receive copy of the progress report by mail. In special cases, additional information and communication with parents will be generated when necessary.

Marking and recording will be on the semester system. All courses, semester and full year, will be marked in the following manner:

1st semester: This mark will be a cumulative mark of quarters, and will be recorded on the permanent record as the first semester grade. If the course is successfully completed, the one-half unit of credit will be issued.

2nd semester: This will be recorded in the same manner as the first semester mark. It will be a cumulative mark of the two quarters of the second semester.

Incomplete Grades

A student has two weeks following the end of a grading period in which to complete work in a course for which an "Incomplete" grade was given. Failure to complete the work results in a failing grade for all outstanding work. These failing grades are then averaged with the other grades for the grading period and a semester mark determined.

NOON DUTY SUPERVISION

It is the intent of this staff assignment to ensure that proper staff supervision is available during student noon hours.

Because of the limited staff availability, it is necessary for those assigned to this task to maintain a high profile. It is important that students are aware of a staff presence. Hopefully, just this presence will eliminate the initiation of unwanted activity.

Supervisory duties should include, but are not limited to the following:

1. Supervision of the lunchroom and gym.
 - A. During the time meals are being served, one staff member should be supervising the line - in both the kitchen and the lunchroom. Student conduct in the lunch line is to be regulated. Remove those who push and shove. Obscene language and gestures have no place in our building. Confront any student who uses them. If necessary, refer them to the office.
 - B. When serving is completed, supervisors are to be in those areas where student activity is occurring (gym, lunchroom, outside, etc.). When students are at play in the gym, constant supervision is essential.
2. Preventing noise in the halls where classes are in session.
 - A. Students are not to be in the north-south hallways during lunch hours. They may be outside, in the lunchroom, in the gym, or the east-west hallway by the lunchroom.

SUPERVISED STUDY

If applicable, class periods should be divided into segments for review purposes, presentation of new material, and supervised study. Time allotted for supervised study should be designed to help students who are most in need of additional guidance. Supervised study time should find the teacher actively moving about the classroom providing help and motivation where it is needed.

STUDY HALL POLICIES

The study hall will provide an environment suitable for study. Any conversation allowed by the study hall supervisor must not disturb other students.

Securing passes: Students will not leave study hall unless passes have been secured prior to their arrival in study hall. A study hall supervisor may issue a pass to a student to the following areas:

- A. Administrative Offices
- B. Health Office
- C. Guidance Office

It is the responsibility of personnel in these offices to sign the pass for the returning student, or to notify the issuing teacher that the student will not be returning.

If the study hall supervisor chooses not to honor a pass to release a student to another work area, the study hall supervisor is to notify the issuing teacher that the student will not be released. Inappropriate student behavior in study hall shall be the only reason for a study hall supervisor to refuse to honor a student pass from another teacher.

Classroom Suspensions: Classroom discipline problems will be referred to the office - NOT to the study hall.

Placing a student in study hall for make-up work: Teachers who have students that need a place to make up tests or assignments should get approval from the study hall teacher before giving them a pass to the study hall.

Students must be in their assigned seats when the tardy bell rings. Snack foods, drinks and games are not allowed in the study hall.

Library and Pass Privileges: Students who receive a deficiency in classroom performance (grades D or F) for two (2) or more classes will lose their library privileges and non-classroom computer privileges. Students with deficient grades also lose pass privileges to other work areas except as requested by staff. The suspension of privileges continues until the next period grades are posted.

CONCESSIONS

Concessions will be available as fundraising endeavors during the activity seasons.

Cross Country will handle cross country concessions.

Volleyball will handle volleyball concessions.

Music Parents Association will handle the football concessions.

Girls Basketball will handle girls basketball concessions.

Boys Basketball will handle boys basketball concessions.

Wrestling will handle wrestling concessions.

Baseball will handle baseball concessions.

All supplies for the concession stand should be ordered through Renee Bullerman at the District Office. Organizations are not allowed to set their own prices, standardized prices for concession items will be set by the District Office. Please follow instructions for the use and care of the equipment in the concession stand. A fee will be assessed if equipment is damaged or needs additional cleaning.

ROLE OF THE ADVISOR

It is your duty to stimulate, direct, coordinate, supervise, and evaluate all the activities of your organization. Students should be given opportunities to actively participate in the functions of the organization. Students are not allowed to call meetings or plan projects without the approval of the advisor. In addition to the above, it shall be the responsibilities of the advisors to:

1. Help the class organize itself in the fall by calling for elections during a class meeting the first week of school. Special committees that may be required should be selected at this same meeting of the class.
2. Supervise all meetings of the class and its activities.
3. Work with the class and its officers to ensure that expenditures are properly authorized and financed.

HOMECOMING

The Student Council will be responsible for the organization and execution of homecoming activities. The Advisor will assist in the planning and supervision of the Coronation, and weekly activities.

PROM

It is the custom for the Junior Class to honor the Seniors with a banquet and dance paid for with Junior Class Funds. Advisors need to assist the Juniors in planning and preparing: the banquet, or arrange to have it catered, decorations, arrange for the musical group, and clean up. The banquet and dance will take place in the HS gym.

GRADUATION

Advisors need to assist the Seniors in determining the class motto and preparing floral arrangements for stage decorations. Advisors need to assist Juniors with providing ushers and procession leaders, these are usually selected by their class rank. The cost of the individual flowers provided to each graduate is an expense of the Senior class. Senior class advisors will cooperatively define the limits of this expenditure.

STUDENT ORGANIZATIONS

Students are encouraged to participate in school functions, and join those organizations in which they are interested, and for which they are eligible. A number of clubs and organizations are available to promote various interests and abilities of our students.

All organizations have a faculty advisor and meet for social or business purposes only with the permission and attendance of these advisors. All money belonging to any school-sponsored student organization must be deposited in the district office.

Classes: Each class organizes itself and elects its own officers and representatives to the student council. Faculty advisors are appointed for each class. The classes meet throughout the year for business and social purposes.

High School Student Council

According to its mission statement, *“the AHS Student Council is a voice for the student body that works to provide leadership and promote a positive school climate”*. In order to do so, the Council meets at least twice per month to represent the students of AHS and provide leadership for student activities.

The Council is composed of 19 elected students from grades 9-12. There are six seniors, five juniors, four sophomores and four freshmen on the Council. Elections are held each April for the following school year. The Council is led by the senior class officers (President, Vice President, Secretary and Treasurer) and a Class President for each of the grades 9-12. The officers and class presidents comprise the Cabinet, which meets regularly with the Student Council Advisor and/or the Principal (as needed) to discuss student issues or to plan the agenda for upcoming meetings. In the case of a tie, winners will be chosen by random drawing with at least 3 staff members (the advisor and two others) present.

A junior and senior class representative will be interviewed and selected to be student board members. The senior board member, if not a member of the student council, will be included in the meetings to utilize the platform to share information from board meetings.

Middle School Student Council

The Middle School Student Council is composed of 15 students: four 6th graders, five 7th graders and six 8th graders. A President, Vice President, Secretary leads the Council and Treasurer elected from the 8th grade class. The MSSC provides leadership for middle school activities and serves as a bridge between students, staff and administration on issues related to middle school students.

Lettermen's Club: This organization of student athletes is dedicated to the continued improvement of the athletic program at AHS. To achieve this goal, the club aids, where possible, in the purchase of equipment, and serves as a forum in which students can generate and develop ideas which will result in athletic program improvements. Membership is limited to those students who have lettered as varsity athletes, as student managers, stats or as cheerleaders.

The Lettermen of Note: This organization of student musicians uses the lyre, an ancient Greek musical instrument, as the symbol of its letter. It is representative of the modern day instrumentation upon which the student musician inspires and entertains the student body and school community in concert and competition. The Lettermen of Note are those students who have earned letters in instrumental or vocal music.

ISD 511 RULES GOVERNING PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

All students involved in extracurricular activities in grades 6-12 are subject to participation rules. Participation means practicing, rehearsing, performing and competing in the public. The following rules govern participation:

1. A student **may not participate** in extracurricular activities that day if he or she has an unexcused absence from any class during the day.
2. A student **may not participate** in extracurricular activities that day if he or she is removed from class or suspended from school for disciplinary reasons. See rules regarding insubordination.
3. A student **may not participate** in extracurricular activities that day if he or she goes home from school due to illness.
4. A student **must** be in school for the entire afternoon, starting with 5th hour in order to practice or participate in any extra-curricular activities that day. A waiver of this rule can be allowed for verified health care appointments, court appearances, funerals, and/or for emergencies that are considered acceptable by the principal.
5. The administration reserves the right to refuse an excused absence if a student has exhibited a pattern of requesting excused absences in the morning. In such cases, the student will lose eligibility to participate in practice or in upcoming games and events.
6. Acts such as insubordination, cheating, lying, theft, truancy, bullying, harassment, assault and battery, vandalism, lewd behavior, and other offenses deemed inappropriate are considered as a violation of the MSHSL CODE OF STUDENT RESPONSIBILITY and will result in loss of MSHSL eligibility.

Violations will be assessed in the following manner.

First Violation – Two weeks or two events, whichever is greater

Second Violation – Three weeks or six events, whichever is greater

Third Violation – Four weeks or twelve events, whichever is greater

Administration reserves the right to terminate a student's eligibility if a rule violation is of a severe nature. ie.. Weapons possession or use, etc. Each coach, advisor, or director shall reserve the right to assess additional penalties that exceed those listed by this policy. Such penalties assessed by coaches may include loss of playing time, removal from practice and ultimately removal from the team.