



**This document has been prepared to help you become better acquainted with some of the policies and operations of Prior Lake-Savage Area Schools. Please read it carefully and become familiar with its contents. Students are responsible for knowing the guidelines and policies. Each school year parents/guardians will be required to sign off that they have reviewed the following policies, procedures and required notices.**

## **Background Checks for Volunteers and Employment**

We value the time and talents of our volunteers. To ensure the safety of our students, we require criminal background checks on the following:

- Any volunteer who accompanies students off campus (i.e., chaperones for field trips).
- Any volunteer who is responsible for working with students on campus, but not under the supervision of a licensed teacher.

Volunteer background checks need to be done one time per year, either at the beginning of the school year or one calendar year from the last date of volunteer service. Volunteers may not begin or continue to volunteer until they have been cleared.

Background checks are \$21 and are to be paid online by the volunteer. If the cost is a hardship, volunteers should contact their building principal directly.

Background checks take approximately 48 hours to be processed and cleared through the district. All information on the application will be maintained in a confidential manner. If there are any concerns regarding the results of a background check, the building principal will contact that individual directly after receiving the results. If a volunteer is not contacted within 48 hours after filling out the background check form, they are clear to volunteer.

Volunteers must still sign in at the main office or check-in desk during school hours using our Visitor Management System, Raptor.

In addition, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by [Policy 404.1](#).

## **Bullying Prohibition**

The school board believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. [School Board Policy 506.1](#) defines "bullying" as 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.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct

that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

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.

For the full Bullying Prohibition policy, 506.1, [click here](#).

## Civil Rights for USDA Programs

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

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

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

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Electronic Technologies Acceptable Use

[Policy 524](#) contains information regarding Student Use of Information Technology. Students are able to access the Internet from every classroom. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media.

Should parents (or students age 18 or older) NOT want the following technologies to be used, please schedule an appointment at the District Services Center with the Technology Department. You must complete an opt-out form, which needs to be completed annually by Oct 1.

During the school day, for educational purposes, students have access to:

- The Internet
- Google Workspace for Education Plus and additional district-approved apps
- iPad or school-issued tablet

The District Services Center is open Monday – Friday from 8 a.m. – 4 p.m. Address: 4540 Tower Street SE, Prior Lake MN 55372

## Hazing Prohibition

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

“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 school-related 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.

For the full Hazing Prohibition Policy 526, [click here](#).

## **Pesticide Application**

The Parents' Right to Know Act, requiring school districts to inform parents and employees about integrated pest management, went into effect in May, 2000. Prior Lake-Savage Area Schools uses licensed applicators for the prevention and control of weeds. All materials used are registered with the U.S. Environmental Protection Agency.

An estimated pesticide application and pest management schedule is available on our district website. Parents/legal guardians 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 day specified in the schedule.

For more information about the location of pest control materials in any district building, please contact the Director of Operations at 952-226-0054.

## **Pledge of Allegiance**

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate or over a school intercom system by a person designated by the school principal or other person having administrative control over the school, or at school events or assemblies by a person designated by the school principal. Any student or teacher may decline to participate in recitation of the Pledge of Allegiance to the flag. Students must respect the choice to not recite the pledge. For the full Pledge of Allegiance Policy 622, [click here](#).

## **Protection and Privacy of Student Records**

[Policy 515](#) contains information regarding Directory Information. In accordance with federal law and state statutes, the school board has defined Directory Information as listed below.

If you have questions about Directory Information, or should parents (or students age 18 or older) NOT want the below information released, please contact Liz Zimmerman at 952-226-0013 or [ezimmerman@plsas.org](mailto:ezimmerman@plsas.org) and you will be asked to submit a form, which must be completed annually by October 1.

Directory Information includes:

- Student's name and address
- Telephone listing
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, yearbooks, electronic newsletters, cable TV or newspapers

- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

## **Search of Student Lockers, Desks, Personal Possessions and Student's Person**

Students and parents are reminded the lockers are school property and “on loan” to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is recommended.

Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

According to district policy [502](#), school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition. A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy

## **Student Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The school board recognizes that class attendance is a joint responsibility to be shared by the students, parent or guardian, teacher and administrators. In accordance with the Minnesota Compulsory Instruction Law, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. Parents/guardians are required to notify the office via a note, telephone call, or email if their child will be absent for any reason. For the full Student Attendance Policy 503, [click here](#).

## **Student Discipline**

The district would like to ensure that students are aware of and comply with the school district's expectations for student conduct. The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. This policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act.

Student Rights and Responsibilities:

1. All students have the right to an education and the right to learn.
2. All students are responsible:
  - a. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
  - b. To attend school daily, except when excused by school authorities and to be on time to all classes and other school functions;
  - c. To pursue and attempt to complete the course of study prescribed by state and local school authorities;
  - d. To assist school staff in maintaining a safe school for all students enrolled therein;
  - e. To make necessary arrangements for making up work when absent from school;
  - f. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accordance with them;
  - g. To accept the consequences if they break any school rules, regulations, policies, and procedures;
  - h. To assume that until a rule is waived, altered or repealed, it is in full effect;

- i. To be aware of and comply with federal, state, and local laws;
- j. To volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
- k. To respect, maintain, and take care of the school's property;
- l. To dress and groom in a manner that meets fair standards of safety and health and common standards of decency and that is consistent with applicable district [policy 504 Student Dress and Appearance](#);
- m. To avoid inaccuracies, indecent or obscene language, in student newspapers or publications, and follow district policy [524 Electronic Technologies Acceptable Use Policy](#) and [Student Code of Ethics Using Social Media](#);
- n. To express ideas in a respectful manner that does not slander others.
- o. To conduct themselves in an appropriate physical or verbal manner; and
- p. To recognize and respect the rights and property of others.

Students and parents are responsible for understanding the provisions of the entire Student Discipline Policy 506 and are urged to read the policy in full, which can be found [here](#).

## Student Transportation Safety Policy

Riding the school bus is a privilege, not a right. Please follow bus safety rules. School district policies have established walking distances of 1 mile for grades K-5 and 1 1/2 miles for grades 6-12. No routes or pick-up points are established where a safety hazard is created for the occupants of the bus. While routes are determined for the welfare of the group, special attention is paid to minimize the amount of time a student must spend on the bus and the distance he or she must walk to the bus stop.

Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Animals, large school projects and sporting equipment such as roller blades, ice skates, skis, skateboards, golf clubs, etc. are not allowed on the bus. Please make other arrangements to get items such as these to school.

Please be at your assigned bus stop at least 5 minutes (no more than 10 minutes) ahead of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the Bus Dispatch at 952-440-1166, or the Transportation Office at 952-226-0050 or 952-226-0054.

Students will be picked up and dropped off only at their designated bus stops. To prevent overcrowding of the buses and for safety reasons, students must ride only the bus to which they are assigned. Parents requesting changes in transportation because of an emergency or residence change must call the Transportation Office (notes alone, sent to the school or given to the bus driver will not be accepted). The Transportation office will then inform the student's school of any transportation changes.

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privilege. For the full Transportation Safety Policy 709, [click here](#).

## Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. [School board policy 520](#) addresses the administration of student surveys.

A student, staff and parent survey will be administered annually each spring by the district.

### Student Surveys Conducted as Part of U. S. Department of Education Programs

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education shall be available for inspection by the parents or guardians of the students. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;



3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### Student Surveys that are Not Sponsored by a Department of Education Program

Parents will be notified in advance of a survey and may inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student. The notice will include information on how parents may gain access to the survey prior to its administration.

#### Information Collection or Disclosure

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

1. information collected by teachers to gather students' feedback on the classroom experience;
2. college or other postsecondary education recruitment or military;
3. book clubs, magazines, and programs providing access to low cost literary products;
4. curriculum and instructional materials used by elementary and secondary schools;
5. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
6. the sale by students of products or services to raise funds for school-related or education-related activities; and
7. student recognition programs

## **Student Use of Cellular Phones, Digital Imaging Devices and Other Personal Electronic Devices**

The school district holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. For the full Policy 525.1, [click here](#).

## **Student Wellness**

The School Board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. Children need access to healthy foods and opportunities to be physically active on a regular basis in order to grow, learn, and thrive. According to the guidelines of policy 514, Child Nutrition Services personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines at all elementary and middle schools per the USDA reimbursable school meal program regulations and the Smart Snacks in School nutrition standards. The high school will offer foods consistent with USDA Dietary Guidelines for Healthy Americans. Staff and event coordinators are encouraged to increase healthy food choices when planning activities and parties, when planning fundraising activities, serving concessions, stocking vending machines and selecting school store offerings. Elementary students will have the opportunity for daily recess. Instruction in physical education will include a focus on students achieving and maintaining health-enhancing levels of fitness. For the full Student Wellness Policy 514, [click here](#).

## **Suicide Prevention Information**

- The 988 Suicide & Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices.

- The Crisis Text Line provides free, 24/7, high-quality text-based mental health support and crisis intervention by empowering a community of trained volunteers to support people in their moments of need. Text HOME to 741741 to connect with a volunteer Crisis Counselor
- Scott County Mental Health Center
  - 8am - 4:30pm: Call 952-496-8481 for a crisis appointment during business hours.
  - 4:30pm - 8am: Call 952-818-3702 for Scott County Crisis Response mobile services.
  - In a life-threatening emergency, call 911.

## **Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process**

Prior Lake-Savage Area Schools complies with the requirements of the Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities or in employment. Board policy [522](#) (non-discrimination policy) and [506](#) (student discipline policy) are policies aimed at preventing discrimination. Complaints or questions may be directed to Emily Herman, Title IX Coordinator for the district at 952-226-0021. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois: 312-866-8434.

For the full Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process Policy 522, [click here](#).

## **Visitors to School District Buildings and Sites**

The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district under [policy 903, Visitors to School District Buildings and Sites](#).

An individual, post-secondary enrollment options students, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

During the school day, visitors will be asked to present a government-issued ID, such as a driver's license or passport, which will be scanned into the Raptor system. The system will then conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, a sticker badge will be issued. The system does not create a copy of the ID. The Raptor scanner collects the ID photo, name, date of birth, and the last four digits of the license number.

All PLSAS employees will wear district name badges when in the building. Adults in the building who are not wearing an appropriate identification badge, will be stopped by staff, questioned about their purpose for being in the building, and escorted to the office to get a visitor's badge. Please, also sign out upon your departure.

For the full Visitors to School District Buildings and Site Policy 903, [click here](#).

## **Weapons**

No student, or non-student, including adults, visitors, and employees shall possess, use, or distribute a weapon when in a school location except as provided in this policy. Independent School District No. 719 will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, or individual offering services on school premises, volunteer, or member of the public who violates this policy.

In the case of a student who brings a firearm, as defined by federal law, to school, the student will be expelled for at least one year, pursuant to Minnesota law. The superintendent may modify such expulsion on a case-by-case basis. For the full Weapons Policy 501, [click here](#).