

# Southview Elementary School

Student Handbook

# 2022-2023



Southview Elementary

601 E Southview Dr

Marshall, MN 56258

p. 507.537.6962

f. 507.537.6966

[www.marshall.k12.mn.us](http://www.marshall.k12.mn.us)

WELCOME TO SOUTHVIEW!

Welcome to Southview Elementary School! We are so glad you are a part of our community and are excited to get to know you and your child! We value your commitment and involvement in your child's education and hope to work together as a team to try to help your child be and do their best.

Southview has a fantastic staff who are highly qualified and dedicated, and we want you to know that we value you and the opportunity to work together as a team. We welcome any questions or feedback as you have them and desire to maintain positive communication throughout the school year.

Our school district's mission is "To educate, support and prepare all learners for success." Southview has developed a strong core curriculum, and we strive to provide your child with the opportunity to grow and to develop for success in today's world. We offer a variety of instructional programs to assist each child in his or her learning needs. To be successful in today's world, all students need to be able to function in an appropriate manner behaviorally and socially. The primary grades are no exception and provide a sound base for future years. It is our responsibility to teach and guide students in behavioral conduct and to provide a safe, orderly environment allowing all students to learn. Students are guided in making appropriate choices, in developing character traits, and in achieving academically.

Over the last several years Southview staff has worked hard to fully implement standards-based learning and grading. Standards-based learning and grading focuses learning towards student mastery of key learning objectives, based on Minnesota State Standards. Student scores are based on their mastery of the standards through assessment. A "3" means students meet state standards, "2" means students partially-meet state standards, and "1" indicates students have not yet met state standards. Additional re-teaching and assessment are offered as needed to students who have not yet mastered the standards. If you have further questions about the grading process, please feel free to contact myself or your child's teacher(s).

The School Board has approved the policies and procedures cited in this handbook. District policy numbers are listed in the appropriate sections. Copies of the full policy governing each section are available at the district office. The information contained in this handbook is provided to assist you with the names of our school staff, school schedules, practices, policies, and procedures. Please keep this information in a convenient place for future reference.

This past school year was very exciting for not only our students and staff but also our community. We are excited to continue to work with our community to provide the best education possible for students that attend Southview Elementary.

Thank you for entrusting us to educate and prepare your child for success. If you have questions, concerns, or needs, please feel free to call at (507) 537-6962.

Sincerely,

Peter Thor  
Principal  
Southview Elementary

## Southview Elementary School

601 E Southview Drive

Marshall, MN 56258

Phone 537-6962

Fax 537-6966

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### **Vision Statement**

"To be the premier school district where every student is inspired every day."

### **Mission Statement**

"To educate, support and prepare all learners for success."

### **School Hours**

8:00 AM - 3:05 PM

Elementary playgrounds and school buildings are supervised from 7:30 AM to 3:15 PM. Please do not send your child to school before 7:30 AM. Students are asked to cross with the crossing guards for safety reasons.

### **Early Dismissals**

Early Dismissal is at 2:20 p.m. on most Wednesdays. Please refer to the district calendar listed at [www.marshall.k12.mn.us](http://www.marshall.k12.mn.us), the Marshall Music Booster calendar, weekly newsletters, or contact your school's office for the exact dates.

### **Lunch and Breakfast Prices**

|                       |        |
|-----------------------|--------|
| Student Breakfast K-4 | \$1.50 |
| Adult Breakfast       | \$2.65 |
| Lunch K-4             | \$2.60 |
| Adult Lunch           | \$4.95 |
| Milk                  | \$0.40 |

Students are required to prepay money into their lunch account. They may prepay as much as they wish. As students go through the lunch line, their account will be debited for the proper charge. We are on a computerized accounting program so children do not handle lunch tickets. This same account may also be used to pay for breakfasts.

Students who bring their lunch may purchase a half pint of milk for \$0.40. Students who purchase school lunch may purchase an additional half-pint of milk for the same price.

### **Free and Reduced Lunches and Breakfasts**

Children who may be eligible for free and reduced priced meals can have their parents complete the application forms available in the school office. Students who were eligible at the end of the 2021-2022 school year will remain eligible until September 30, 2022, by which time they need to re-apply.

This grace period will allow time to complete and return the new application form. If a family's financial situation changes during the school year, families may apply for free and reduced meals at any time during the school year. Applications are available from the office and are considered confidential information.

## STAFF DIRECTORY

|                            |  |   |                                  |
|----------------------------|--|---|----------------------------------|
| <b>Office</b>              | Peter Thor<br>Amanda Grinager<br>Nicole Wichmann<br>Amber Gorter<br>Kristi Matzner<br>Heather Bigler<br>Bob Jacobson | Principal<br>Assistant Principal<br>Secretary<br>Secretary<br>Nurse<br>Counselor/Social Worker<br>SEL Teacher |                                  |
| <b>Second Grade</b>        | Angie Buchert<br>Brenda Deutz<br>Jodie Holland<br>Karissa Jiskoot<br>Xia Moua  | Esther Caron<br>Nicole Engel<br>Abe Jensen<br>Theresa Leek  |                                  |
| <b>Third Grade</b>         | Bennett Appel<br>Kiersti Grey<br>Julie Kuecker<br>Erika Pavek  | Heather Fossum<br>Amanda Jelen<br>Caroline Newton<br>Chace Pollock  |                                  |
| <b>Fourth Grade</b>        | Tara Brouwer<br>Ka Zoua Her<br>Jennifer Klenken<br>Michael Weiss   | Dani Felcyn<br>Carley Holmberg<br>Jamie MacKinnon   |                                  |
| <b>Instructional Coach</b> | Jodi Lichtsinn   |   |                                  |
| <b>Reading Specialists</b> | Stephanie DeVos  | Vicki Myers   | Amber Swenson                    |
| <b>EL</b>                  | Andrea Brown<br>Chris Hess   | Kari Ehlers<br>Tifanie Hess   | Tah Eh Gay                       |
| <b>Title</b>               | Vicki Myers  | Amber Swenson   |                                  |
| <b>Special Education</b>   | Hallie Greenfield<br>Heather Penske  | Rachel Johnson<br>McKenzie Benson   | Heather Moore<br>Samantha Vroman |
| <b>Physical Education</b>  | Deanna Suby  | Rachel Peters   |                                  |
| <b>Music</b>               | Katy Haltvick  | David Trevino   |                                  |
| <b>Media/Technology</b>    | Tammy Dulas<br>Kaia Johnson<br>Joan Winter   | Technology Teacher<br>K-4 Media Specialist<br>Media Specialist Assistant                                      |                                  |
| <b>Custodial Staff</b>     | Tom Blomme   | Randy Anderson  | Jill Person                      |
| <b>District Wide Staff</b> | Staci Saugstad<br>Kathleen Deutz<br>Jennifer Gregoire  | Occupational Therapy<br>Adaptive Phy. Ed.<br>School Psychologist  |                                  |

**Paraprofessionals**

|                  |                 |                   |
|------------------|-----------------|-------------------|
| Felixa Amato     | Heidi Bitker    | Kevin Elton       |
| Megan Esping     | Janelle Geurts  | Erin Leach        |
| Laura Greve      | Adam Hansen     | Kay Pope Johnson  |
| Molly Grinager   | Desirae Ramirez | Michelle Nelson   |
| Lorrie Milner    | Jamie Stuckey   | Linda Wallen      |
| Alicia Schueller | Barbara Alu     | (Open)            |
| Ezekiel Rumudz   | Rachel Pahnisch | Jennifer Schubert |

**Assurance of Mastery Coaches**

|            |              |
|------------|--------------|
| Becky Jans | Shera Pender |
|------------|--------------|

**Directory Information**

Directory information is part of the student's educational record that may be disclosed to the public. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent/guardian(s). Directory information does include personally identifiable data which references religion, race, color, social position, or nationality.

Parents/guardians or students can restrict the release of any or all the directory information by submitting a written request to the principal. Contact the school office for specific instructions for restricting the release of information. (Policy #515)

**Student/Parent Rights Under FERPA**

Marshall Public Schools recognizes its responsibility regarding collection, maintenance and dissemination of public records and the protection of the privacy rights of students as provided in federal law and state statutes.

The procedures and policies adopted by ISD#413 regarding the protection and privacy of parents and students are pursuant to the requirements of 20 U.S.C. & 1232g, et seq., (Family Educational Rights and Privacy Act), 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act. Minn. Stat. Ch. 13 and Minn. Rules. Pts. 1205.0100 to 1205.2000. (Policy #515)

A complete copy of the Student/Parents Rights under FERPA policy is on file in the office or district office.

**Student Services****EL**

English Language Learners is a program that instructs students of limited English proficiency in the four language skill areas of listening, speaking, reading, and writing.

**Special Education**

Extra help is provided to qualifying students through a broad range of programs such as Early Childhood Special Education, Speech, Specific Learning Disabilities, Emotional/ Behavioral/Severely Impaired, Physical Therapy, Occupational Therapy, Developmental Adaptive Physical Education and Hearing Impaired. A school psychologist is employed to provide diagnostic assessment of students and make recommendations to teachers and parents relative to specific needs of students. You may contact your building special education staff or principal for additional information.

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment, which substantially limits one or more major life activities. (Major life activities include such things as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)
2. Has a record of such an impairment, or
3. Is regarded as having impairment.

It is the policy of the Marshall Public School District not to discriminate based on handicap in admission or access to, or treatment or employment in, its programs and activities. The district will identify, evaluate, and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973.

Copies of Section 504 of the Rehabilitation Act of 1973 are available in the office.

### **Guidance Counselor/Social Worker:**

Marshall Elementary students have access to a social worker/counselor. Students may meet with a counselor/social worker in a group or individual setting through parent approval and/or staff referral. Parents and community members are invited to contact the counselor/social worker if questions or concerns arise.

### **Teacher training and credentials**

At Southview Elementary we are very proud of our teachers, who are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived.
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all our teachers and paraprofessionals are highly skilled.

### **School Closings**

There will always be an announcement on the radio when school is closed or starting late due to weather or emergency conditions (KKCK-FM; KMHL-1400 AM; or WCCO-830 AM). The same is true for early dismissals. We also utilize our automated calling system to call the primary numbers listed with the school to notify families of changes to the school day because of weather or emergency conditions.

Announcements will be made as soon as a decision has been made. School closing decisions are made by the Superintendent of Schools. Such decisions are always made with student safety in mind.

If there is any concern whether a child should attend school because of weather conditions or leave school prior to dismissal for the same reason, parents will be responsible for making that decision.

We ask that you please discuss with your child where he/she is to go if we dismiss early. All families will be asked to provide the name and contact information for a safe place in town to go in case of bad weather.

### **Bus Transportation**

For the safety of all bus riders, our School Board has adopted a Pupil Transportation Safety Policy (#707). In the fall of the year a bus discipline policy is sent home to each family. Copies of this policy are available at district office.

The 1994 Legislature made significant changes in the laws and rules governing pupil transportation in Minnesota. One of the most significant changes may be that the new law clearly states that riding a school bus is a privilege, not a right, and that privilege can be suspended when students do not comply with policies, rules, or laws. It also states that the School District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds. The school bus is an extension of the classroom. If a student is removed from the bus for misbehavior, the suspension will also be for any co-curricular or field trips that would fall within the suspension period.

We urge parents to send notes to teachers and bus drivers if children are not to ride the bus home. If we do not have a note or phone call from you, your children will be expected to ride the bus home. Only regular bus students are allowed to ride to and from school. If there are overnight guests or parties expected at your home, transportation must be provided by the parents.

Any questions regarding school bus safety or bus transportation, in general, are to be addressed to Mr. Bruce Lamprecht, Director of Transportation. (537-6924). Bus routes may be viewed at Southwest Coaches' website: [www.swcoaches.com](http://www.swcoaches.com) or call 532-4043.

### **Discipline Procedures/Plan**

The following procedures are specific to our primary schools and will be used in conjunction with District #413's Discipline Policy #506

The Southview Tiger Pride team focuses on consistent behavior expectations in all areas of the school and consistent response to both positive and negative behaviors. It is the position of our staff that fair and equitable discipline procedures will contribute to the quality of our students' educational experiences. Before effective learning can take place, reasonable order and disciplined respect must be present. Good citizenship is largely a matter of being respectful and courteous. The rights of all take precedence over the behavior of the individual student.

School discipline should 1) provide for the safety of staff and students and 2) ensure an academic environment conducive to learning for all students. Most students attend school with the attitude of embracing the educational experiences. Others may have behavioral issues that are blocking or interfering with their own or other's educational experience. Our school has a responsibility to address these issues so that all students can learn. Our focus is on providing the following:

- expectations and consequences must be clearly communicated to teachers, parents, and staff and;
- fair and consistent enforcement of the consequences must be maintained.

If a child chooses not to follow our basic rules there will be consequences. Disciplinary measures will be a consequence of improper actions with a focus on changing the negative behavior. We follow a system of positive behavior interventions and have three basic behavior expectations of Marshall Elementary students. We expect them to be **safe**, be **respectful**, and to be **responsible**.

Consequences are determined by the teacher and/or building administration. Behavior expectations will be shared with the students at the start of the school year. A copy of our behaviors chart is included at the end of this handbook.

### **Southview Acceptable Use Policy**

Southview is a 1:1 technology school, which means all our students will be assigned a learning device. The devices will be kept at school except in special circumstances and with teacher and administrative approval. We take the safety and security of our students seriously, including when using technology. Each fall all students will receive instruction on appropriate and acceptable use of technology and will need to sign an acceptable use agreement in technology class. Consequences for not following this agreement include:

1. Noon detention in office and phone call home; student explains infraction to parent. Student will complete a research assignment on appropriate online behavior. They find a resource and type paragraph. This will be completed during a time at teacher discretion. (This will take place with Mrs. Dulas in the tech lab)
2. Noon detention in office and phone call home. Take device for one day – student completes work non-electronically.
3. Noon detention in office and phone call home. Take device for one week – student completes work non-electronically.
4. If a fourth incident occurs, student will only use the device for required assignments and assessments for the remainder of the year.

### **Bullying**

Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment. Marshall Public Schools will investigate, respond, remediate, and discipline those acts of bullying that affect the educational environment of the school.

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 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 as defined in this policy.

"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.



“On school premises, on school district property, at school functions or activities, 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. (Policy #514)

#### **Fighting**

Marshall Elementary Schools promote a safe and caring environment. Students that engage in behavior that is physically threatening will be subject to suspension school. Fighting is an unacceptable method of solving a problem and the school will not tolerate it. The adult in charge will report the situation to the principal or his designee and the principal will discuss the situation, make the decision, and inform the parents.

#### **Student Surveys**

Occasionally, Marshall Public Schools utilizes surveys to obtain student opinions and information about students. Student surveys will be conducted anonymously and in an indiscernible fashion. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. &1232 h. (Policy #520).

A complete copy of Student Survey policy is on file in the office at District Office.

#### **Student Sex Discrimination**

Students are protected from discrimination based on sex pursuant to Title IX of the Education Amendments of 1972 and Minnesota Human Rights Act. Marshall Public Schools provides equal educational for all students and does not unlawfully discriminate based on sex (Policy #522).

#### **Crisis Management**

Each building in the district maintains a set of procedures for dealing with crisis situations. In the event of such occurrences (examples: severe weather, fire, bomb threats, hazardous materials, intruders, or other situations affecting safety) building staff will direct students, staff, and visitors where to move and what to do to ensure the safety of all (Policy #806).

#### **Pledge of Allegiance**

Marshall Elementary School students shall recite the Pledge of Allegiance. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students and employees shall respect another individual’s rights to participate in the pledge (Policy #531).

#### **Equal Opportunity/Discrimination**

It is the policy of Marshall Public Schools to not discriminate based on age, national origin, race, religion, handicapping condition, or sex, and that all students will be encouraged to participate in school activities.

#### **Equal Educational Opportunity**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Marshall Public Schools. Marshall Public Schools does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, students about public assistance, disability, sexual orientation or age.

### **Student Attendance**

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study to reach the goal of maximum educational benefit. This is a well-established principle of education which underlines and gives purpose to the requirements of compulsory education in Minnesota and every other state in the nation.

Absence from school can never truly be made up. Poor attendance reflects in grades. Success at school requires, like success at any job, promptness, and dependability. Regular attendance at school is one of the most important items that will be recorded in your permanent record at Southview.

When illness or family obligations necessitate a student's absence, parents are requested to telephone their child's school office between 7:30 and 8:00 a.m. or leave a message on the school's voicemail. If parents do not phone, school personnel will phone the parent at home or place of employment.

### **Responsibilities**

**Student's Responsibility**-It is the student's right to be in school. It is also the student's responsibility to:

- attend all assigned classes every day school is in session and to be aware of and follow the correct procedures when absent from an assigned class.
- request any missed assignments / assessments due to an excused absence.

**Parent or Guardian's Responsibility**-It is the responsibility of the student's parent or guardian to:

- ensure the student is attending school.
- inform the school in the event of a student absence.
- work cooperatively with the school and the student to solve any attendance issues that may arise.

**Teacher's Responsibility**-It is the teacher's responsibility to:

- take daily attendance and to maintain accurate attendance records in each assigned class.
- be familiar with all procedures governing attendance and to apply these procedures uniformly.
- provide any student who has been absent with any missed assignments / assessments upon request.
- work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

**Administrator's Responsibility**-It is the administrator's responsibility to:

- require students to attend all assigned classes.
- be familiar with all procedures governing attendance and to apply these procedures uniformly to all students.
- maintain accurate records on student attendance.
- inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- ensure adherence to the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22 and Marshall Independent School District Board Policy 503

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22 and Marshall Independent School District Board Policy 503, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has withdrawn or has a valid excuse for absence.

### **Student Absences and Tardiness**

**Excused Absence** – The following list of items are what constitutes an excused absence/tardy.

1. Illness, injury, or hospitalization of the student. If the number of absences is considered “excessive” by the building principal, a doctor’s note stating the need for absence from school and the duration of the absence may be required to be considered an excused absence.
2. Medical, dental, orthodontic, counseling and other professional appointments (not haircuts, etc.) which cannot be scheduled outside of the school hours. Upon return from appointments, students shall provide the school office with verification of such appointments. If the number of absences is considered “excessive” by the building principal, a meeting may be scheduled to discuss alternatives.
3. Family emergency, serious illness of family member or death in the family.
4. Religious holidays.
5. Mandatory court appearances.
6. Conditions beyond the student's control, such as fire, flood, storm, etc. This would include inclement weather conditions, but not the following: missing the bus, not catching their ride to school, oversleeping, traffic conditions, or car problems.
7. Family trips taken with a parent if the principal or designee has approved the trip in advance. A maximum of five (5) days in one quarter, not to exceed ten (10) days per school year, will be excused.
8. Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
9. Any pre-approved absence which, in the principal’s opinion, will provide educational value to the student. Approval must be obtained from the principal at least five (5) school days prior to the absence.

**Exempt Absence** – The following items are what constitute an exempt absence.

1. Participation in school-sponsored event.
2. Suspensions.

**Unexcused Absence** – Any absence which does not fall under any of the excused or exempt categories will be considered unexcused. This could include any excessive excused absences that have not been substantiated following the above criteria. Sleeping late or oversleeping are not considered excused absences. Additionally, an absence will be considered unexcused unless a written note by the parent or parental phone call stating a valid reason is provided to the building administration within two (2) school days of returning to school.

**Tardiness** - A student is “tardy” if he or she arrives after class was scheduled to begin. Students will be marked tardy if they arrive at school between 8:00 a.m. and 8:30 a.m. Students arriving after 8:30 a.m. will be marked as absent for 1/2 day. Tardiness is included on our attendance student records.

**Truancy or skipping**, for purposes of this policy, is being absent from school or class without the approval of the building principal.

Accumulated unexcused absences are viewed as educational neglect and by law, will be reported to the department of Health and Human Services. This notification serves as the notification required by Minnesota State Statute 120A.34 and that you may be subject to juvenile court proceedings pursuant to Minnesota State Statute Chapter 260.

If a student develops a pattern of tardiness to school or class, disciplinary action may be assigned by the building principal.

Leaving school grounds without permission of school personnel shall be considered subject to disciplinary action.

### **Tobacco Products, Alcohol or Controlled Substances**

Students are prohibited from using, possessing, selling, or distributing tobacco products, alcoholic beverages, or other controlled substance on school grounds, in school vehicles, or at school sponsored activities.

Disciplinary action may include but is not limited to: students and/or parent conference; loss of school privileges; suspension from school and/or school activities; referral to in-school support services; referral to police or other law enforcement for criminal action; referral to court services; and expulsion from school.

Copies of the District Policies #417 and #418 regarding Chemical Health and Violations are available in district office.

### **Tobacco-Free Environment**

The purpose of this policy is to maintain a learning environment that is tobacco free. It shall be a violation of this policy for any student, teacher, administrator, and other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-site school district sponsored events.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy. A copy of the District Policy #419 regarding the Smoke/Tobacco Free Environment policy is available in the district office.

### **Harassment**

Students that engage in physical, mental, or verbal behavior that ridicules, taunts, or demeans other students or staff will be subject to disciplinary action.

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. 2000 et seq., and MN Stat. 363-01-14, the Minnesota Human Rights Act. It shall be a violation of this policy for any student or staff of Marshall Elementary Schools to harass another student or any employee through conduct or communication of a sexual nature as defined by the statute.

It is the practice of Marshall Primary Level to maintain a positive and safe learning and working environment that is free from sexual, religious, or sexual harassment or violence. ISD #413 prohibits any form of religious, racial, or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of ISD #413 to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.

The school is required to investigate and report all complaints, formal or informal, verbal or written, of racial, religious, or sexual harassment or sexual violence, and to discipline any student or staff member who is found to have violated this policy (Policy #413).

Copies of District Policy #413 regarding Sexual Harassment are available in the district office.

### **Hazing**

Hazing means committing an act against someone else or helping another person commit an act that creates a risk of harm, threat, intimidation or mental or physical discomfort. Examples of hazing could include: inflicting extreme mental stress, embarrassment or humiliation; inflicting severe physical stress such as exposure, confinement, fatigue or any activity which has an unreasonable risk of harm. Any hazing activity needs to be reported with school officials investigating the action and impose disciplinary action upon the offender(s). Copies of the Hazing Policy (#526) are available at the district office.

### **Weapons Policy / Dangerous Articles**

The School Board of District #413 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what the schools believe.

**A weapon means:** any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death. Also, any device or instrument that is used to threaten or cause bodily harm or death may be considered a weapon. (See District Policy for more examples.)

**Possession:** shall mean having a weapon on one's person or in the area subject to one's control on school property or at a school activity.

**Consequences:** confiscation of the weapon, notification of the police department, immediate suspension for five (5) days, a recommendation that the student be expelled from school.

Dangerous or illegal articles will be confiscated and turned over to the proper authorities. Such articles will **NOT** be returned to the student. (Policy #501)

### **Nuisance Articles**

The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school, on the bus, and/or school sponsored activities. Included, but not limited to squirt guns, toys, spray bottles, fireworks, spray paint, pagers in class, cell phones, lasers, and other nuisance articles in school will result in confiscation of such articles, and possible disciplinary action.

### **Fire Alarm / Fire Extinguisher / Dialing 911**

Tampering with a fire alarm, fire extinguisher, or dialing 911 is dangerous and against the law. Anyone turning in a false alarm will be prosecuted under Minnesota State Statutes. Matches or lighters are not to be in the building or on school grounds.

### **Property Damage / Loss / Vandalism**

Willful damage of property is against the law. Students will be fined or required to pay for equipment, books, school property, or any materials issued by the school, which are lost, damaged or stolen. Other consequences may be applied as necessary.

### **Locks/Lockers**

Students are issued lockers. Since locks are not issued, and students are not to bring locks from home, students are not to bring valuables to school or leave money in lockers. Lockers are property of the school district and are subject to search at all times. (Policy #502)

Health Services/ Medication

| <b>Marshall Public School Health Staff</b> |                                |                        |                  |
|--|--------------------------------|------------------------|------------------|
| Kristi Matzner RN LSN                      | Southview School<br>Grades 2-4 | 507-537-6962 ext. 3003 | 507-537-6966 fax |

The school health staff intends to use the requested health information listed below to provide for your child’s health and safety needs while at school. You may refuse to supply the requested personal information. There will be no consequence for not providing the information. It may result in an incomplete health and safety plan for your child. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child’s safety and school success.

**Allergy Awareness:** To assist with the health and safety of all students, staff, and visitors in the Marshall Public School setting, we ask for you to be aware of the following items that can impact the health and safety of others. Your help and understanding is appreciated to keep all students, staff, and visitors safe and healthy at school.

- **We are a Peanut Aware school.** Due to the possibility of severe allergic reactions, we request you refrain from bringing, sharing, or distributing peanut items with others at school.
  - If a child wishes to bring a treat to share with the class, please let the teacher and building nurse know.
    - Tips for Peanut Aware Environment
    - \*Be Aware – read labels, look for “may contain nuts” or “produced on shared equipment with nuts”
    - \*Be safe – after exposure to peanuts wash hands and table/desk tops with soap and water (bar, liquid, or commercial soap) (not dish soap or alcohol based hand sanitizers – these will not remove the peanut protein)
    - \*Alternate rewards from food to – pencils, stickers, extra minutes at recess, listening to music while doing class work
- **We are a Latex Aware school.** Due to the possibility of severe allergic reactions we request no latex items such as latex balloons be brought onto the school property or shared with others on school property.
- **We are a Fragrance sensitivity aware school.** Related to allergic reactions and sensitivities we ask that strong fragrances not be worn or shared in the school setting. These are known triggers that possibly cause severe asthma and/or respiratory reactions.

**Immunizations:** No Shots No School – If your child does not meet the criteria listed below they will not be allowed to attend school. If you have questions regarding necessary immunizations contact the school nurse or visit the website at [www.marshall.k12.us/page/104](http://www.marshall.k12.us/page/104)

Minnesota Statutes, [Section 121A.15](#), requires all students enrolling in an elementary or secondary school to show evidence of immunization or a legal exemption for medical reasons or conscientiously held beliefs.

Minnesota law requires every student enrolled in school to be immunized against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, Meningitis, and Varicella.

Exemptions to this law may be made by:

- A statement from a physician indicating that the immunization is contraindicated for medical reasons
- A laboratory confirmation of the presence of adequate immunity, or

- A notarized statement signed by the minor child's parent/guardian or by the emancipated person because of a conscientiously held belief.

**Medications:** (District policy #516) All medication at school must be stored in the nurse's office. The prescription must be in the original, labeled container and the following criteria met:

- 1) A health provider's written order.
- 2) A signed written permission from the parent/guardian to dispense medication.
- 3) Medication delivered by the parent or a signed note with the bottle indicating the number of pills sent. Controlled substances will be counted and discrepancies will be discussed with the parent.
- 4) At the end of the school year, parents should pick up all medications (over the counter and/or prescription) from the nurse.
- 5) If medications are not picked up by one week after school ends they will be disposed of per procedure.

Children who have emergency medication (inhaler, insulin, epi-pen, etc) needs may possess and use as prescribed in school, provided the following requirements are met:

- 1) Parent must provide an annual written authorization which is signed by provider.
- 2) The emergency medication must be properly labeled for the student.
- 3) The school nurse must annually assess student's knowledge and skill level to possess and use Emergency medications in the school setting.

Over the counter medications must be stored in the nurse's office and may only be dispensed by the school nurse.

- 1) These medications must be in the original container and accompanied by written authorization from the parent/guardian.
- 2) Any medications and medication permission forms transported to school should be left in the health office upon entering the building.
- 3) Over the counter preparations will only be administered to a student according to the label directions, unless written directions are received from a parent and/or provider.
- 4) For safety reasons, students should not be carrying or storing medications in their lockers, school bags, or pockets unless following the emergency medication process.

Distribution of prescription or over the counter medication by a student is illegal and will result in suspension and police referral.

**Illness:** If a student becomes ill in school, he/she should report to the school nurse (or office, if nurse is not available.) **Students should report to their class before coming to the health office,** if this occurs between classes. The school nurse will call parents as needed and students are not to leave the building without permission or without signing out at the office. At the primary level (Pre K – 4) parents are required to come into the health office to pick up their child.

A student complaining of feeling ill or having a temperature of 100.0 degrees or greater will be sent home. Health needs will be assessed by the nurse and if necessary, the parent/emergency contact will be notified.

If a student sees a medical provider, please bring verification of the visit and any diagnosis or instructions (discharge summary sheet) that were given at the appointment to the nurse.

**Hospitalization/Surgery:** If a student is hospitalized for any reason or if they have had surgery, the family should notify the nurse. At this time necessary accommodations can be addressed for the health and safety of your child.

**Field trips:** Nurses do not attend or travel with students during a field trip. The medication needs of students on field trips/school sponsored activities during the school day will be met. Any student taking routine medication will have their medication administered by an adult, whom the nurse has delegated

the responsibility for security of the medication and medication administration. If the parent is chaperoning the event – the child’s parent could assume the responsibility during the event.

**Lice:** Lice is a public health nuisance not a communicable disease. When a case of head lice is suspected, a parent should be advised to check their children for lice and treat them if an infestation is found. Children with head lice infestations do not need to be dismissed from school.

### **Dress Code**

The staff and Board of Education of the Marshall Public Schools earnestly seek the cooperation of all parents in the manner of proper dress and appearance of students. We are convinced that there is a direct correlation between a child’s dress and attitude. Good grooming and proper dress set the atmosphere; therefore, each student in attendance is to be dressed in good taste and properly groomed. Students will not wear clothing which is offensive, promotes alcohol, drugs, or tobacco products while in the building or at school sponsored activities or events. Students wearing such apparel will be required to call home for a change of clothing, be asked to turn the article inside out, be required to change into clothing provided by the school office or will work in an alternative location for the day. Hats and caps are appropriate for outside usage only. Bandanas are not allowed on school property and will be confiscated. Students are prohibited from any manner, dress, or personal grooming which presents a danger to health or safety, considered contrary to good hygiene or etiquette, causes an interference with work, or creates classroom or school disruptions. (Policy #504)

Please make sure that your child is suitably dressed for the weather. We require that children wear warm clothing during the winter month including boots, mittens or gloves. Children are outside daily unless the temperature or wind chill is below zero, or it is raining hard. Our policy is if children are well enough to be in school, they are well enough to be outdoors, so be sure they are dressed appropriately.

### **Electronic Devices**

It is highly recommended that all electronic devices are not brought to school. If a student brings any of these devices to school, s/he is to immediately place them in his or her locker or with his/her teacher upon entering the building and leave them in there until the end of the school day. The school is not liable or accountable for the security of electronic equipment brought to school.

A first violation will result in the device being turned into the office and a student can pick it up at the end of the day. A second violation will result in the device being turned into the office with a parent conference and pick-up. A third violation will result in the device being turned into the office and held for five days with a parent pick-up. Subsequent violations will result in the forfeiture of the device for the school year.

### **State Testing**

All 3<sup>rd</sup> and 4<sup>th</sup> grade students will take the Minnesota Comprehensive Assessment in Math and Reading. The purpose of these tests is to ensure the school is providing all students with the academic foundation that will allow them to have success in the future. Please avoid family vacations and other absences during this time if possible. Watch class newsletters for test dates and conference with the building principal if your student will be absent during testing.

### **Conferences / Progress Reports**

Conferences will be held three times a year with a formal one for all students in the fall. A second conference will be scheduled for either the winter or the spring. Either the parent or the teacher may schedule other conferences. Report forms are issued following each quarter of school.



### **Visitors**

Due to liability concerns, students may not bring school age visitors to school. Parents are welcome to visit their child's classroom at any time. If you are visiting your son's or daughter's classroom, you are required to stop in the main office to check-in. All visitors must sign in at the office.

### **Classroom Treats/ Parties**

All refreshments for a school party, birthday or treat should be purchased at a store and be individually wrapped. This is not meant to be an insult to parents who bake those super goodies, rather; it is the result of a State Law passed in the 1960's as a result of salmonella (food poisoning) in some of our Minnesota schools. Student wellness will be a consideration for all foods offered students on the school campus, and a list of healthy party ideas including non-food items will be provided to families each year. (District policy #533)

Individual classrooms and whole school celebrations are planned throughout the year. Classroom teachers will send home a notice. Party invitations for private occasions should be distributed outside of school unless all students are invited.

### **Child Pick Up from School**

If a parent or guardian is picking up a child during school hours, we ask that you send a note to the classroom teacher or phone the school office. If you are picking up your child after school because of a missed bus, etc., we ask that you pick up your child in the office rather than have her/him wait on the playground. This is for the purpose of your child's safety.

### **Telephone Calls**

The school telephone is not available for private use. We will allow students to use the phone on an approved basis. Students should make after school arrangements before arriving at school.

### **Substitute Teachers / Student Teachers**

Students will have substitute teachers and student teachers during the year. Students are expected to cooperate with them.

### **Fund Raising**

Fundraising for outside organizations is not allowed at school except those endorsed by the PTA.

### **Volunteers**

Volunteers are encouraged to assist with various classroom activities. The teacher will send a note home requesting volunteer assistance. For the safety of all students, anyone who will work alone with students is required to submit for a background check at the applicant's expense. Please contact the school's administrative offices for volunteer forms and procedures.

### **Network and Internet Acceptable Use Policy**

1. *Acceptable Use:* The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and opportunity for collaborative work. The use of an Internet account must be in support of education and research consistent with the education objectives of the Marshall Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. *Privileges:* The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

The building principal or her designee will deem what is inappropriate and their decision is final. The administration, faculty and staff of the Marshall Public Schools may deny, revoke, or suspend specific user accounts. (Policy #524)

#### **Notice concerning use of pest control materials procedures**

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

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

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. 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. All pest control materials are chosen and applied according to label directions per Federal law.

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

#### **Annual 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. I.S.D. #413 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, I.S.D. #413 shall continue to maintain a safe and healthy 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 an independent laboratory analyzed samples. Based on the inspection, the district prepared, and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, I.S.D. #413 conducted the following with respect to its asbestos containing building materials:

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 every three years after a management plan is in effect. AirTech Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors) 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.

I.S.D. #413 has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and timetable 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 the district office, which will establish contact with our Account Manager under contract with AirTech Environmental, Inc. To reach AirTech Environmental, Inc. to discuss the management of our asbestos materials or with any questions, AirTech is available at 651-77907475 (St. Paul) or 507-337-2525 (Marshall).

### **Indoor Air Quality**

I.S.D. #413 now has in place a program to monitor and improve indoor air quality at our schools. The Marshall School District considers no objective more important than providing its employees, students, and visitors a healthy, safe environment.

An Indoor Air Quality Coordinator has been appointed. An annual walk-through will be performed by the Coordinator to evaluate school facilities for obvious water intrusion, ventilation failures, structural problems, overall cleanliness, and the status of the O&M program.

In that we have adopted the EPA's Tools for Schools, the guidelines contained therein will be used to evaluate all classrooms, ventilation systems, and building maintenance issues.

The District's response to parental concerns will be timely and direct. Parent's questions are always welcome. If a concern would arise, we ask the parent contact Warren Buchholz, Indoor Air Quality Coordinator. The Coordinator will be able to assist in evaluating the child's home or other out of school situation. Additional information is available to parents about school facility construction, maintenance, housekeeping practices, chemicals used, mold and HVAC related information, and other activities that may contribute to a child's symptoms.

I.S.D #413 accepts the responsibility of monitoring indoor air quality and will/has conducted a survey of the mechanical ventilation rate of each occupied space in the District.

Marshall Public Schools are proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission-educating students. Our school will continue to follow EPA guidance to improve our indoor air quality by preventing as many problems as possible.

*If you have any questions or concerns about this or any other health and safety program contact Warren Buchholz at (507) 537-6932.*

### **Lead-in-Water Annual Notification**

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. Marshall Public Schools has historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

For more information on ISD #413 lead reduction program and testing results, please contact Warren Buchholz, Supervisor of Buildings and grounds at 507-929-2613

### **PTA**

PTA is a National and State volunteer organization that unites the forces of school and community on behalf of children. We urge you to be involved in your child's education and become informed on children's issues by joining the PTA

Our PTA has served a vital role in fund raising, coordinating volunteers, providing communication between parents and the schools, and providing opportunities for our children.

**The policies and procedures cited are subject to change at the discretion of building/District.**

## Tiger Pride Behaviors Chart

| <b>Bullying</b><br><i>Repeated threatening behavior to another person with an imbalance of power.</i>                              |   |
|--|---|
| Minor Problem Behavior   | Major Problem Behavior  |
|  | <ul style="list-style-type: none"> <li>First offense – office referral; conference with principal or school social worker; noon detention and parent contact</li> <li>Second offense – Office referral; conference with principal; OSS (1-3 days); parent contact; police or human services referral as appropriate</li> <li>Third offense - OSS (3-5 days), parent conference; Police/Human Services Referral as appropriate</li> <li>Habitual - OSS (5-10 days) to Long term suspension or recommendation of expulsion to the superintendent and police referral when appropriate.</li> </ul> |
| <b>Cheating</b><br><i>Using someone else’s work as your own or hiding answers to try to do better on a test or assignment.</i>     |   |
| Minor Problem Behavior   | Major Problem Behavior  |
| <ul style="list-style-type: none"> <li>First offense - Teacher assigned noon detention, parent contacted by the teacher</li> </ul> | <ul style="list-style-type: none"> <li>Second offense - Office referral: Conference with Principal or Designee; noon detention, parent contact</li> <li>Third offense - Office referral: Conference with Principal or Designee; after school detention, parent contact</li> <li>Habitual - OSS (1-3 days), parent conference</li> </ul>   |
| <b>Disrespectful</b><br><i>Not being nice or doing what a teacher says.</i>  |   |
| Minor Problem Behavior   | Major Problem Behavior  |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Conference with teacher</li> <li>• Teacher assigned noon detention; parent contacted by the teacher</li> </ul> | <ul style="list-style-type: none"> <li>• Repeated Minor offense or First Major (such as deliberate defiance or disrupting instruction) - Office referral: Conference with Principal or Designee; noon detention, parent contact</li> <li>• Second and Third offense - Office referral: Conference with Principal or Designee; detention, parent contact</li> <li>• Habitual - OSS (1-3 days), parent conference</li> </ul> |
|---|--|

**Fighting**  
*Hitting, yelling, kicking and/or any putting hands on another person.*

| Minor Problem Behavior | Major Problem Behavior   |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>• First offense – office referral; conference with principal or school social worker; noon detention and parent contact</li> <li>• Second offense – Office referral; conference with principal; OSS (1-3 days); parent contact; police or human services referral as appropriate; consider referral to problem solving team</li> <li>• Third offense - OSS (3-5 days), parent conference; Police/Human Services Referral as appropriate</li> <li>• Habitual - OSS (5-10 days) to Long term suspension or recommendation of expulsion to the superintendent and police referral when appropriate.</li> </ul> |

**Inappropriate Behavior**  
*Not showing Tiger Pride.*

| Minor Problem Behavior   | Major Problem Behavior  |
|--|---|
| <ul style="list-style-type: none"> <li>• First offense - Conference with teacher</li> <li>• Second offense (same behavior) - Teacher assigned noon detention, parent contacted by the teacher</li> </ul> | <ul style="list-style-type: none"> <li>• Repeated offense (same behavior) - Office referral; Conference with Principal or Designee; noon detention, parent contact</li> </ul> |

**Inappropriate Comment/Language**  
*Saying anything mean about another person or to another person, or swearing.*

| Minor Problem Behavior   | Major Problem Behavior   |
|--|--|
| <ul style="list-style-type: none"> <li>• First offense - Teacher assigned noon detention, parent contacted by the teacher</li> </ul> | <ul style="list-style-type: none"> <li>• Repeated Minor offense or First Major - Office referral; Conference with Principal</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>or Designee; noon detention, parent contact</li> <li>• Second and Third offense - Office referral: Conference with Principal or Designee; detention, parent contact</li> <li>• Habitual - OSS (1-3 days), parent conference</li> </ul>  |
| <b>Insubordinate</b><br><i>Not doing what an adult asks you to do.</i>   |  |
| Minor Problem Behavior   | Major Problem Behavior   |
| <ul style="list-style-type: none"> <li>• First offense - Conference with teacher</li> <li>• Second offense - Teacher assigned noon detention, parent contacted by the teacher</li> </ul> | <ul style="list-style-type: none"> <li>• Repeated Minor offense or First Major (disrupting whole class instruction) - Office referral; Conference with Principal or Designee; noon detention, parent contact</li> <li>• Second and Third offense - Office referral: Conference with Principal or Designee; detention, parent contact; consider referral to problem solving team</li> <li>• Habitual - OSS (1-3 days), parent conference</li> </ul> |
| <b>Property Damage</b><br><i>Breaking things or writing or drawing on things.</i>  |  |
| Minor Problem Behavior   | Major Problem Behavior   |
| <ul style="list-style-type: none"> <li>• Teacher assigned noon detention, parent contacted by the teacher</li> </ul>   | <ul style="list-style-type: none"> <li>• Office referral: Conference with Principal; restitution, and call to parents</li> <li>• Police referral when appropriate</li> </ul>   |
| <b>Skip</b><br><i>Not going to class.</i>  |  |
| Minor Problem Behavior   | Major Problem Behavior   |
| <ul style="list-style-type: none"> <li>• Teacher assigned noon detention (make up time skipped), parent contacted by the teacher</li> </ul>  | <ul style="list-style-type: none"> <li>• Repeated behavior - Office referral: conference with Principal; call to parents</li> </ul>  |
| <b>Talking</b><br><i>Talking during instruction time after asked to be quiet</i>   |  |
| Minor Problem Behavior   | Major Problem Behavior   |
| <ul style="list-style-type: none"> <li>• First offense - Conference with teacher</li> <li>• Second offense - Teacher assigned noon detention, parent contacted by the teacher</li> </ul> | <ul style="list-style-type: none"> <li>• Repeated offense - Office referral; Conference with Principal or Designee; noon detention, parent contact</li> </ul>  |
| <b>Tardy</b><br><i>Going to class late.</i>  |  |
| Minor Problem Behavior   | Major Problem Behavior   |
| <ul style="list-style-type: none"> <li>• Marked as tardy by teacher in Campus attendance</li> <li>• After 8:30 marked as absent for ½ day</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Habitual tardy – conference with parent; referral to human services as appropriate</li> </ul>   |

|  |  |
|--|--|
|  |  |
| <b>Theft</b>   |  |
| <i>Taking things that aren't yours.</i>  |  |
| <b>Minor Problem Behavior</b>  | <b>Major Problem Behavior</b>  |
| <ul style="list-style-type: none"> <li>Teacher assigned noon detention, parent contacted by the teacher</li> </ul> | <ul style="list-style-type: none"> <li>Office referral: Conference with Principal; restitution, and call to parents</li> <li>Police referral when appropriate</li> </ul> |