

Attendance



Attendance, Daily

"The Minnesota State Law provides that every child between seven and sixteen years of age shall attend a public school or a private school, in each year during the entire time the public schools of the district are in session unless excused from attendance by the board upon application of his/her parent or guardian on the grounds specified in the laws." (Section 319, School Law of 1931) Minnesota Adequate Yearly Progress (AYP) reporting requires 90 % attendance. Attendance policy can be found on page 12.

If your child is absent, please call the school by 9:30 a.m.: 320-239-3840

You may leave a message at this number 24 hours a day.

Or send an e-mail to:
nrapp@glacialhills.org

If we have not heard from the parent or guardian by 9:30 a.m. we will try to contact him/her for verification. We try the home phone number first; if we do not reach you at home, we will call the work number(s) listed on the student's emergency form. If we are unable to talk with you, we will leave messages on answering machines or voice mail. Please help us by calling to report your child's absence.

Please give the following information when you call:

Your name
Child's name
Teacher's name
Reason for absence

Absences, Excused

Excused absences may be given for the following reasons:

Illness, necessary medical attention or appointments, serious illness or death of someone in the immediate family, emergencies calling for service of the student at home, trips or travel when arrangements have been made in advance with the Director. A doctors note will be needed for extended illness, over 2 days.

A student will be counted absent for vacation, but it will be excused vs. unexcused.

Early Departure

If it is necessary for a child to leave school early, please send a note with him/her to notify the teacher and office personnel. This includes medical appointments, music lessons, etc.

- Every student must check out at the office before leaving school. If you plan to pick him/her up at school, stop in at the office and we will call him/her from the classroom.
- We will not release your child to anyone other than a parent without a written note, email, or phone verification.

Absence, Make-Up Work

If a student is absent due to an illness which you know will keep him/her out of school more than two (2) days, please call the office or the classroom teacher and arrangements will be made to provide for make-up work.

- Parents should call the school in the morning prior to stopping for assignments. This way, a parent will be assured that the assignment will be ready. All make-up assignments must be picked up from the office after dismissal.

In the event a student is absent, he/she is allowed two (2) days per day absent to complete their missed work.

Tardiness

A student is considered tardy if he/she is not in his/her seat when class begins at 8:10 and within five minutes after lunchtime recess. (See the Daily Schedule for times.) When a student arrives late, he/she should report to the office. Please help us by making sure your child arrives on time each day.

Band



Elementary band begins in fifth grade for all students interested in learning how to play an instrument.

Bicycles, Skateboards, Roller Blades, Water Guns, Walkmans, I Pods, Electronic Games & Devices; Trading Cards

Bike racks are provided for students who ride bikes to school. If they are ridden to school, we recommend students bring a chain lock to secure the bike to the rack.



- Skateboards and roller blades are considered transportation devices and are treated similarly to bicycles. They may be ridden to and from school, but may not be used during the school day nor in the building. This includes recess. They should be kept in student lockers or in the office.
- I Pods, hand held games, cell phones, other electronic devices, etc. should be kept at home. These devices cannot be used during the school day. If brought to school they

must be kept in the students locker or given to the teacher

- Water guns are not to be brought to school and are not allowed on buses.
- Trading cards are not allowed in school.

Board, School Meeting Schedule

See monthly calendars in the newsletter and on the website: www.glacialhills.org for schedules. Meetings are usually held the fourth Monday of the month, at 7:00 p.m. at the school.

Bus Pick Up Procedure

In order to provide a "safe" environment for students when they leave the building in the afternoon, our procedure will include the following:

1. Students riding a bus will leave the building first and buses will leave.
2. If a student walks or is picked up, he/she will wait with his/her teacher until all buses have departed.
3. Our policy is that if you pick up your student while school is in session, you continue to go through the office.



Children going home in a different manner than usual:

At the beginning of the year, or time of admission, we ask parents to indicate how children will go home. If a student will be going home in a different manner than usual, a note from the parent or guardian, signed and dated, must be sent to school on or before the day of the change. These need to be turned in to the school secretary so a special pass can be issued.

Please be sure the teacher and the office are informed of your transportation arrangements. If a change is due to unforeseen circumstances or emergencies, please contact the office. ***Please do not leave transportation change messages on teachers' voicemail or email.*** Teachers may be absent or may not have an opportunity to check messages before dismissal.

Bus, School Routes

Please call PALMER TRANSPORTATION 320-239-4801 for bus information.

Communication

School/classroom newsletters are sent home regularly. Be sure to check your child's backpack. A calendar, menu and newsletter are also posted on the school's web site at www.glacialhills.org

Conferences, Parent/Teacher/Student

See the calendar for dates of Parent/Teacher/Student conferences.

Behavior-Expectations

To provide a caring, supportive and respectful environment for all students and staff and to enhance our overall school climate:

- ❖ **Be Responsible**
- ❖ **Be Respectful**
- ❖ **Be Safe**

Discipline policy is on page 18 of this handbook

Dress, Student

There is no formal building dress code at GHES. However, we do expect parents to exercise discretion in choice of clothes for their child/ren.

- Shorts are appropriate when the weather is hot.
- Students should not wear open mid-section shirts or tank tops.

- Clothing that advertises alcohol products, tobacco products, drug use and/or displays obscene messages or gestures are not to be worn.
- Students should not wear caps in the classrooms or building.
- A separate pair of tennis shoes is needed for P.E. and recess.
- No high heels.
- Clothing which inhibits your student's ability to participate in class are to be avoided, e.g. baggy pants (can't run in physical education class).
- Belts must be worn so pants stay at waist level.



With changes in weather, layering of clothing is recommended. Snow pants, boots, hats, and gloves or mittens are recommended for winter. Whenever possible, students will be outside during recess. When extremely cold temperatures are recorded, or if rainy conditions occur, students will remain indoors.

Emergency Information

Please notify the office promptly if you have a change of address, or home or work phone number. It is critical that we have current phone numbers and the name of an emergency contact person.

Pledge of Allegiance

The salute to the flag will be given at



least once a week at the beginning of the day in all classrooms. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Fund Raising Programs

Thanks for helping us save, as we use monies received for student activities.

Glacial Hills Elementary School asks that you help save:

BOX TOPS for Education

Some General Mills (Betty Crocker® products, cereals, fruit snacks, Lloyds® and Yoplait®) products have Box Top\$ for Education on them.

Tom's Grocery Slips



We are collecting Tom's grocery slips. When we save \$100,000 worth of slips, we will receive \$1,000 to use for technology.

Amazon SMILE program

If you shop online using Amazon please remember to sign-up for the program at smile.amazon.com. A portion of your purchases gets directed to GHES.

Gum, Candy, and Pop

Students are not permitted to chew gum at school except on special occasions or when allowed by the teacher. Pop and candy are not to be eaten or drunk in the cafeteria and should not be sent as part of a student's noon lunch.

Homework

Homework is considered a part of the student's total program. Students are expected to complete all homework assignments on time preferably in school. Students in grades 2-6 have student planners to keep track of assignments. Homework varies from grade to grade, but generally includes practice activities, research, supplemental reading, writing, project work and unfinished work. All students are asked to read a minimum of 20 minutes each night.

Invitations, Party and Birthday Treats

Unless all the boys or girls in your child's grade are invited to a party in your home, please do not send invitations to school for distribution to avoid hurt feelings. It is the policy of our school that homemade treats are not to be served in the classrooms due to Federal and State Food Service guidelines. If a child brings a treat to school, please keep in mind that it should be store bought.

Late Starts/Early Closings

When school is late or called off due to inclement weather or dismissed early due to approaching bad weather,



announcements will be made over the following **radio**

stations: KKOK/KMRS, KMGK (107.1) **TV stations:** KARE (NBC),

WCCO (CBS) and KSTP (ABC). We follow the Minnewaska School District schedule, so if Minnewaska is late or closed early, GHES will do the same.

PLEASE make arrangements with your child prior to a storm so he/she knows what procedure to follow in the event of a storm day.

Lockers

Lockers are assigned to all students. These lockers are mainly for clothing storage. Students are to respect the privacy of their peers by following the "hands-off" rules where someone else's locker is concerned. Do not leave valuables or money in lockers. The school cannot be held responsible for stolen property.



Lost and Found

Please check the Lost and Found area often to retrieve lost items.

Lunch With Your Child

We invite you or a guest to join your student during lunch any time during the school year. We suggest that you avoid the months of September and May. Times vary from grade to grade, depending on their schedule. Adult lunch cost is \$3.85.

Messages to Students and Teachers

Unless there is an emergency, children will not be called to the telephone. If you wish to leave a message, we will see to it that it gets to your child. Teachers also will not be called to the phone while they are teaching class unless it is an emergency! They will return calls to parents before or after school, during preparation time and/or lunchtime.

If you bring something to school for a student during classes, bring the item to the office to be delivered at a time in which instruction is not interrupted.

Students are not to use school telephones for any other reason except emergencies and must gain permission from teacher. **NOTE:** Students are not to call home for forgotten assignments, forgotten band instruments or to make after school play arrangements.

Money and Valuables

The school assumes no responsibility for lost or stolen articles. Children should not bring money or other valuables to school.

Personnel

A list of personnel at our school can be found on page 9.

Pets

Check with your student's teacher before bringing



an animal to school for any reason. No pet or live animal or bird may be taken on the bus. If a student brings an animal to share with the class, the animal cannot stay the entire day and must be accompanied by an adult.

Pictures

Students are not required to purchase individual pictures taken on picture day, but all must have their pictures taken as part of the class. You will receive a picture packet prior to picture day. All families purchasing picture packages will receive a class composite picture free. If you wish to purchase a class composite picture ONLY, you will have that option.

Programs

The GHES After School Program

Glacial Hills Elementary School staff will offer an after school program. There is no fee for participation. Students will receive a snack.

There is no After School Program when school is NOT in session or school is dismissed early. A calendar will be provided and may include additional days off during the year.

Registration forms for the After School Program and more details will be available at the school office and the website.

Breakfast & Lunch

The Breakfast and School Lunch Programs are a federally funded program in which all students can participate.

Breakfast Program:

K-6 students receive breakfast free.

Regular Lunch Program:

K-6 - \$2.50 per meal

Reduced Lunch Program:

K-6 - \$.00 per meal

Lunch accounts should be kept with a positive fund balance and should be paid in advance. It is suggested that meals be paid in increments of 10.

If you think you qualify for the free and/or reduced lunch/milk program please fill out an application form and bring it to the elementary office. You must re-apply to the Free and Reduced program each year, regardless if you were on the program the previous year. The application form is available in the office.

This information is confidential and you are urged to apply and use these programs because it helps our school qualify for additional education funds and discounts!!!

All meals served must meet patterns established by the U.S. Department of Agriculture. If a child has been determined by a physician to have a disability and the disability prevents the child from eating the regular meal, the school will make modifications or substitutions prescribed by the physician at no additional charge.

Students may bring a nutritious sack lunch and purchase a carton of milk for 25¢. Each student receives a copy of the monthly menu to take home. It is also posted in the cafeteria and on the web site. If your child has certain foods that he/she cannot eat or dislikes, check the menu beforehand and send a sack lunch on those days when these foods are served.



Students are encouraged to have money on their account to purchase lunch. Parents will be notified by school secretary when their account has a negative balance. Accounts that become negative will be allowed to receive a student lunch charged to their account up to a negative balance of 150 dollars. Accounts that are negative 150 dollars or more will be offered an alternative lunch. The charge for this meal will be 1 dollar each time it is provided and this will be added to the account balance. Parents are encouraged to set up a payment plan for overdue lunch charges. At the end of the school year (May 1st) no other purchases will be allowed on accounts with a negative balance except for the alternative lunch as offered. Parents and students may inquire at any time about the status of their lunch account by calling the office at 239-3840.

The milk program is free to all students (K-6) with a paid lunch. Students may take one milk carton at lunch break. Additional milk is \$.25 per carton.

**Special Education Services**

Public schools must provide a free, appropriate education for every student, no matter how severe his/her handicap, from the ages of 4-21, or completion of secondary school. Minnesota law provides that school age children with the following handicaps are eligible for special education: deaf or hard of hearing, blind or partially sighted, having a speech delay physically impaired, educable or trainable mentally handicapped, having a learning disability and having a special



behavior problem and/or other health impairment (MS, MD, etc.)-

Title I

Every school is allocated funds from the federal government based on a formula that includes school enrollment information and numbers of students participating in the free and reduced lunch program. The funds are used to provide supplemental help to students in the reading and math areas.

A selection procedure called a "needs assessment" that includes state and local testing scores, identifies those students with the greatest needs for supplementary instruction. A child will not receive supplemental help (Title I program) without a signed parental contract.

Volunteers

GHES encourages parents to become involved in school activities. When parents get involved with their child's education, everyone benefits! All parents/guardians are asked to volunteer for a minimum of 2 hours per school year. State law requires all volunteers to have a background check.

"Research confirms that regardless of the economic, racial, or cultural background of the family—when parents are partners in their children's education, the results are improved student achievement, better school attendance, reduced dropout rates, and decreased delinquency."

Richard W. Riley, Former Secretary of Education of the United States

Volunteers are welcome any time during the year. Please contact the Director or your child's classroom teacher, to become involved.

Replacement, Textbooks and Library Books

Students who damage or lose a textbook and/or a library book will be required to make restitution. The dollar amount will be determined by consideration of the following factors: The extent of damage and the value of the book when purchased. Lost books would be the full value of the book.

Reports, Progress (Report Cards)

Parents of students will receive trimester reports from their student(s)' teacher(s).

Schedule/School Hours

8:10 a.m.	Students are to be in classrooms & are counted tardy if not.
2:45 p.m.	Early Bus
3:00 p.m.	Buses leave

After school bus leaves the parking lot walkers will be dismissed.

Parents of children who do not ride a bus are requested **NOT** to send/bring them to school before 7:30 a.m. Please check the above schedule for times. If a student wishes to remain after school, he/she must be under the direct supervision of a faculty member.



Security

The following steps are being taken to increase security:

1. Doors: The front doors on the north side of the building will be open all day.
2. All other doors will be locked.
3. Signs are placed on the doors informing visitors (including parents) to check in at the office.

Visitors

Parents are welcome to visit their student's classrooms. State law requires all visitors to check in at the school office. The only reason for this mandate is for the protection of all children. We suggest not visiting before October 1st or after May 1st. Pre-school children are not to accompany parents when visiting a classroom. Also, visiting school age children may not attend classes with friends for a whole day. Two hours is the maximum.

We ask that you contact the teacher at least one day before you plan to visit so that if he/she has a test scheduled, another, more appropriate, day can be arranged.

ALL VISITORS MUST SIGN IN/out in the office prior to entering any part of the school building other than the office. You must indicate name, time entered, and time left. ALL visitors will receive a visitor's pass from the office personnel. They are to return the pass to the office when leaving the building.

If a member of the staff sees a person in the building WITHOUT a pass, they will direct them to the office.

These measures may cause some inconvenience to you, but it is for the protection of all of us.

School, Withdrawal From

If it is necessary to withdraw your child during the school year, you must notify the school office. All textbooks and media center materials must be

returned and lunch accounts and fines paid at the time of withdrawal.

Supplies

Children attending elementary school are furnished with all the necessary textbooks and workbooks. Personal items such as tablets, pencils, colors, rulers, pens, etc. are purchased by the individual family. Tennis shoes are required for participation in physical education classes.

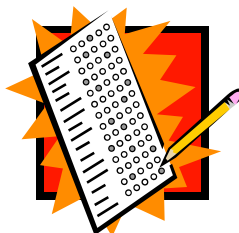
Please print your child's name on markers, glue sticks, scissor, erasers, etc.

Tests

The following tests are administered to an entire grade. Some are used to measure achievement and aptitude and some are used to identify students that MAY need further individual attention.

Minnesota Comprehensive Assessments (MCA's)—Grades 3, 4, 5, and 6
STAR Reading & Math & Early Literacy
F & P Benchmark Assessment, 1-6

Informal reading tests and reading placement tests may be administered to all new students and others, as needed.



Teacher/Staff	Title/Class	Room	Extension	Email
Deb Mathias	Director	233	233	dmathias@glacialhills.org
Megan Galarneau	Business Manager	215	215	mgalarneau@glacialhills.org
Nancy Rapp	Office Manager	232	232	nrapp@glacialhills.org
Mary Giese	Kindergarten	277	277	mgiese@glacialhills.org
Jim Harrison	1 st Grade	227	227	jharrison@glacialhills.org
Nancy Bittmann	2 nd Grade	225	225	nbittmann@glacialhills.org
Elizabeth Kriesel	3 rd Grade	248	248	ekriesel@glacialhills.org
Kaley Poegel	4 th Grade & 4-6 grade science	203	203	kpoegel@glacialhills.org
Makenzie Bebo	5 th Grade & 4-6 grade reading	223	223	mbebo@glacialhills.org
Amanda Schuett	6 th Grade & 4-6 grade math	271	271	aschuett@glacialhills.org
Vanessa Larson	Special Education	256	256	vlarson@glacialhills.org
Kristi Hengtgen	Special Education	244	244	khengtgen@glacialhills.org
Becky Gilbertson	Title I	214	214	bgilbertson@glacialhills.org
Becky Anderson	Speech	210	210	banderson@glacialhills.org
Kristin Buckley	Music Education	222	222	kbuckley@glacialhills.org
Adam Reidenbach	Physical Education	201	201	areidenbach@glacialhills.org
Angie Hoverud	Food Service	241	241	ahoverud@glacialhills.org
Brian Webber	Maintenance	272	272	
Birdie Kuhnau	Support/Para			bkuhnau@glacialhills.org
Heather Koziol	Support/Para			hkoziol@glacialhills.org
Cindy Pohlman	Support/Para			cpohlman@glacialhills.org

Policies
Glacial Hills Elementary
2018-2019

Table of Contents

Age of Admission.....	11
Attendance Policy.....	11
Bus Discipline Policy.....	12
Discipline Policy.....	12
Bullying Policy.....	13
Data Privacy Act of Minnesota.....	14
Inspection of Records.....	14
GHES Drug-Free Policy.....	14
Non-Discrimination.....	15
School Locker Policy.....	15
Sexual Harassment Policy.....	16
Student Cumulative Records.....	16
Tabacco Free Policy.....	17
Weapons Policy.....	17
504 Procedure.....	18
Discipline Policy.....	18

Age of Admission

Under existing state and school policy, a child must be five years of age on or before September 1st of the present school year before he/she can be enrolled in kindergarten. Likewise, a child must be six years old on or before September 1st before he/she can enroll in first grade. All entering students must be fully immunized for DPT, polio, MMR, Hepatitis B, and Varicella. All Students entering kindergarten must have completed the early childhood screening required for school entrance. Please see the school nurse or the principal's office for any exceptions.

Attendance Policy

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

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

Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in

writing, the reason for the student's absence from school

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death in the student's immediate family or of a close friend or relative.
- (4) Medical, dental or orthodontic treatment, or counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Absences resulting from cumulated unexcused tardies (7 tardies equal one unexcused absence).
- (6) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) After 7 or more cumulated unexcused absences in per year, a letter will be mailed to Pope County Human Services as per MN Statute 260c.007 Subd. 19, "Habitual Truant". A student's parent or guardian will be notified by mail that his or her child is nearing a total of 7 unexcused absences.

(b) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

Bus Discipline Policy

Bus Rules

- 1) Treat yourself and others with respect.
 - A. Keep hands and feet to self. Don't hit, slap, poke, pinch or kick others.
 - B. Do not tease, call names or put others down.
 - C. Be courteous to others.
- 2) Treat all property with respect.
 - A. Take care of your own property.
 - B. Use the property of others ONLY with their permission.
- 3) Use appropriate language only.
 - A. Do not swear.
 - B. Use an "inside" voice when on the bus.
 - C. No yelling, shouting, etc. when riding the bus.
- 4) Follow the bus driver's instructions and rules.
 - A. All school personnel share in enforcing this plan.
 - B. Students are expected to show respect for and follow the directions of all school and bus personnel.

The bus drivers have the discretion to file an incident report.

Bullying Policy

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property;
- or
4. creating a hostile educational environment for a student.

Reporting Procedure

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

The school district encourages the reporting party or complainant to use the report form available from the director of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building director or the director's designee or the building supervisor is the person responsible for receiving reports

of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the director.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building director immediately.

Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

School District Action

Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an

investigation of bullying, consistent with applicable law.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Data Privacy Act of Minnesota

Directory information may be released to the public without prior parent or student consent unless the parent or student has objected in writing at the release of any or all such information:

Student name
Student address
Student telephone number
Date and place of birth
Names of student's parents
Participation in officially recognized activities
Grade levels completed
Dates of attendance
The most previous educational institution attended
Photo of student, if available

If you or your parents do not want any or all of this information to be available as directory information, you must contact the principal's office to have your name removed from the directory list.

Inspection of Records

Parents of a student or a student may request to inspect and review any of the student's educational records except those which are, by state and federal law, made confidential. The School District will comply with the request immediately, and, if not, within five working days. In certain special circumstances, and additional five working days may be required in order to comply. Copies of records may be obtained at a reasonable fee as established by the School District.

Parents and /or guardians may see the contents of these records by making an appointment with the principal to do so. You may request that items be removed from your child's file. In the event you make such a request, the principal may or may not grant the request. If the request is denied, you may appeal the decision to the school board.

Glacial Hills Elementary Drug-Free Workplace/Drug-Free School Policy

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

1. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

2. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.

3. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

The complete policy is available upon request.

Non-Discrimination

It is the policy of the Glacial Hills Elementary School Board of ISD #4128, to comply with Federal and State laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability, be excluded from participation in, be denied employment, or recruitment, consideration, or selection, whether full time or part time under any educational program or activity operated by this district for which it receives Federal Financial Assistance.

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

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school

district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

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

C. Personal Possessions and Student's Person

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

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

Procedures

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

Sexual Harassment Policy

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a 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 includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

This is a summary of GHES policy. A complete policy is available in the Director's Office upon request.

Student Cumulative Records

The school has on file copies of students' pre-school records, immunization records, grades, attendance, and standardized tests or

other special testing that has resulted since their preschool screening experience. If they have attended other schools, these records have followed them and are in our file here. In the event of a withdrawal or in registering a new student, a request is made to/from the school district for transfer of these records. A student's records, or any part thereof, must be transferred directly to the school district the child will be attending. A form is available to help the procedure for transferring records to or from the district. Please inform the office if a change will be occurring.

Tobacco Free Policy

It shall be a violation of this policy for any student, teacher, administrator, 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-campus events sponsored by the school district.

It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device 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-campus events sponsored by the school district. 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.

School Weapons Policy

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification;
5. recommendation to the director of dismissal for a period of time not to exceed one year.

Basic Standards Testing,

Accommodations, Modifications, and Exemptions for IEP, Section 504

Accommodation, and LEP Students

The purpose of the policy is to provide adequate opportunity for students identified as having IEP, Section 504 Accommodation, or LEP needs to meet the graduation requirements of basic skills testings.

See "Guidelines for Accommodations in the Minnesota Assessment System" document which can be found on the Minnesota Department of Education's website at:

<http://education.state.mn.us/mde/statc/000782.pdf>.

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. This will be done annually by December 1. Testing results will be documented and reported.

Glacial Hills Elementary School School-Wide Behavior Program

Act Respectful!

Be Responsible!

Create a Safe Environment!

Strive to be an ABC Citizen!

Our Beliefs

Glacial Hills Elementary School believes that an effective school-wide behavior program:

- Reaches all students and all environments
- Creates a community and common language in the school
- Emphasizes and rewards the positive
- Targets all forms of behavior (respectful, responsible, safe)
- States rules positively and ensures that they are known by all
- Teach social behavior like academic skills through multiple examples:
 - When/Where problems are occurring
 - Practice of behaviors and positive solutions
 - Providing positive feedback
- Keeps and monitors data on student behaviors and provides appropriate and targeted prevention and intervention efforts
- Uses positive, proactive discipline that is firm, fair, and corrective
- Encourage each student to become an ABC citizen

Effective School and Classroom Environment

- Establish school/classroom rules
- Explain, communicate, and practice expected behaviors
- Provide consistent enforcement of rules
- Provide positive reinforcement of expected behaviors
- Classroom management

- Responsible decision making
- Self management
- Token economies/ Reward System
- Teacher approval/disapproval
- Improve self-control, impulse control
- Communicate expectations through school-wide campaigns

Classroom effectiveness is improved by:

- Decreasing student misbehavior
- Assess & develop positive techniques
- Use preventative interventions
- Directly teach social skills
- Developing a positive school-wide climate

Our School-Wide Behavior Plan

Above the Line Behaviors:

When students at GHES

- Act Responsible
- Be Respectful
- Create a Safe Environment

then we are making positive contributions to GHES and the community.

Below the Line Behaviors:

When students at GHES choose behaviors that show disrespect or violence that threatens or hurts someone's body, feelings, or things, then we are making negative choices that effect GHES and the community.

Below the Line Behaviors may include:

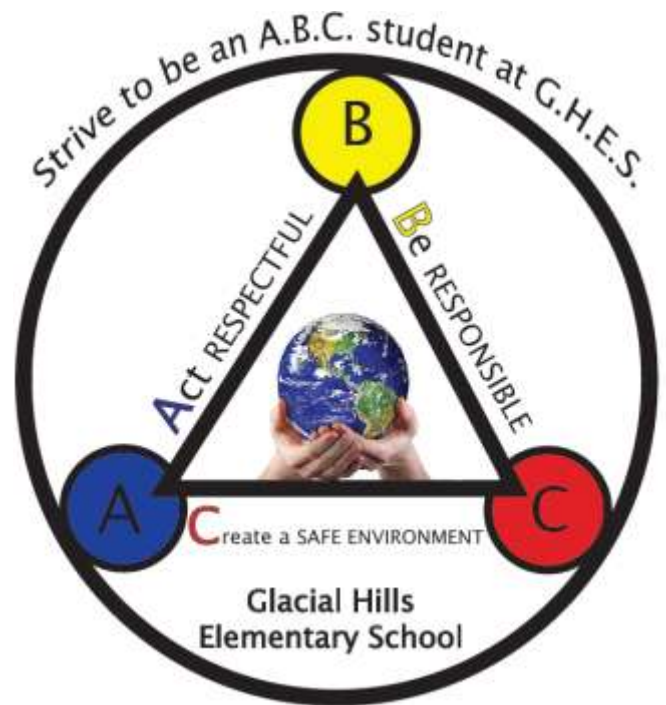
- Inappropriate verbal language
 - Physical contact
 - Defiance/Disrespect
 - Disruption
 - Misuse of Property
-

Bottom Line Behaviors:

When students at GHES choose bottom line behaviors, we are seriously interfering with the process of learning, or we are putting others and ourselves at risk.

Bottom Line Behaviors may include:

- Repeated Bellow the Line behavior
- Cheating
- Destroying property
- Fighting/ Physical Aggression
- Harassment/Teasing/Taunting
- Over defiance
- Weapons



Glacial Hills School Wide Expectations

Act Respectful, Be Responsible, & Create a Safe Environment

Location	Be Responsible	Be Respectful	Be Safe
School Wide Expectations (in all places)	<ul style="list-style-type: none"> Follow school rules Remind others to follow school rules Take proper care of all personal belongings and school equipment Be honest 	<ul style="list-style-type: none"> Follow all directions Use kind words and actions Wait your turn Clean up after yourself Use appropriate voice level Give personal space 	<ul style="list-style-type: none"> Get adult help when needed Walk facing forward Keep hands, feet, and objects to self Use all materials and equipment appropriately
Arrival/Dismissal Voice Level: 1,2	<ul style="list-style-type: none"> Arrive by 8:00 and be in your class ready to learn Walk straight to where you are expected to be 	<ul style="list-style-type: none"> Wait with respect for the bus to arrive Hold the door for others Make sure shoes are as clean as possible 	<ul style="list-style-type: none"> Walk Wait for bus in assigned areas Park bikes in appropriate places
Cafeteria/Lunch Room Voice Level: 0-2	<ul style="list-style-type: none"> Wait patiently in line Clean up after yourself Take all the things you need to eat your meal 	<ul style="list-style-type: none"> Use polite manners Respect the space of others Use an inside voice Listen to adults 	<ul style="list-style-type: none"> Carry trays with both hands Use utensils appropriately Pick up any dropped items Raise your hand to have seconds or dump your tray
Restroom Voice Level: 0-1	<ul style="list-style-type: none"> Do your business and return to classroom Use toilet and sink appropriately Tell an adult about any problems Flush toilets after use 	<ul style="list-style-type: none"> Respect the privacy of others Wait patiently 	<ul style="list-style-type: none"> Get permission to use the restroom Keep water in sink Use soap and water for washing hands
Classroom Voice Level: 0-2	<ul style="list-style-type: none"> Always do your best and don't be afraid to make mistakes Clean up after yourself Complete your work 	<ul style="list-style-type: none"> Be an active listener and learner Keep hands and feet to yourself Honor individual differences 	<ul style="list-style-type: none"> Use school tools appropriately Report behavior that could be unsafe or hurt someone

Classroom Voice Level: 0-2	<ul style="list-style-type: none"> • Always do your best and don't be afraid to make mistakes • Clean up after yourself • Complete your work 	<ul style="list-style-type: none"> • Be an active listener and learner • Keep hands and feet to yourself • Honor individual differences 	<ul style="list-style-type: none"> • Use school tools appropriately • Report behavior that could be unsafe or hurt someone
Hallway Voice Level: 0	<ul style="list-style-type: none"> • Observe personal space • Go directly to your destination • Walk on the right side of the hallway 	<ul style="list-style-type: none"> • Walk silently from place to place • Listen and watch for teacher's instructions • Greet others appropriately • Hold door for someone behind you 	<ul style="list-style-type: none"> • Face forward • Walk on the right side • Use walking feet • Stand/Sit quietly
Computer Lab Voice Level:0-2	<ul style="list-style-type: none"> • Log off computer • Follow Computer Lab Rules 	<ul style="list-style-type: none"> • Listen and follow directions • Use equipment appropriately • Wait patiently for help 	<ul style="list-style-type: none"> • Report any unsafe activity • Push in your chairs • Visit appropriate sites
Playground	<ul style="list-style-type: none"> • Take care of equipment • Follow playground rules • Report unsafe behavior and equipment to an adult 	<ul style="list-style-type: none"> • Cooperate and include others • Take turns • Listen to adults • Practice above the line behaviors • Use your words and other positive strategies to deal with conflict • Include everyone 	<ul style="list-style-type: none"> • Use equipment safely • Stay in allowed areas • Play fairly • Footwear secured to your feet