

***Clearbrook-Gonvick
Elementary School
2017 – 2018***



***Elementary
Student Handbook***

Home of the Bears!

(218) 776-3112 phone

(218) 776-3117 fax

www.clearbrook-gonvick.k12.mn.us

This Handbook Belongs to:

Name: _____

Grade: _____

Clearbrook-Gonvick ISD #2311 District Goals for 2017-2018

Mission: Children are our future. We are dedicated to mapping pathways for their success.

Leadership

Strive to have all members of the leadership team work together in a positive manner, which promotes openness to new ideas and seeks meaningful two-way communication throughout the system.

Curriculum and Instruction

Implement a systematic curriculum review cycle, which anticipates future student program needs with a goal of improving student achievement of state and local education standards by using best practice methods and evaluating effectiveness district- wide.

Technology

Systematically update technology, including hardware, software, support, training and instructional inclusion.

Fiscal Responsibility

Maintain fiscal responsibility, which maximizes given resources and, in doing so, attempts to communicate the results of said efforts with district patrons/personnel.

Safety

Create a safe school environment for all students and staff through coordinated communication between the school and outside agencies (county, law enforcement/special forces, fire departments and food services) to enhance effective school evaluation techniques, as well as providing training to help minimize violence, bullying and harassment.

Communication

Improve communications with parents and the public about strengths and needs of the district.

Depending on one's role in the operation of the district, all employees are asked to use these goals as point of reference and emphasis whenever applicable.

Clearbrook-Gonvick Elementary School
TELEPHONE: 218-776-3112 ~ FAX: 218-776-3117
Jeff Burgess, K-12 Principal
Wayne Olson, Superintendent

STAFF DIRECTORY

STAFF

Willow Christen	Kindergarten Teacher
Julie Johnson	Kindergarten Teacher
Lori Beard	1 st Grade Teacher
Darcy Hegg	1 st Grade Teacher
Brenda Faldet	2 nd Grade Teacher
Kendell Nordlund	2 nd /3 rd Grade Teacher
Jenny Bakke	3 rd Grade Teacher
Laura Dahl	4 th Grade Teacher
Chelsea Ehlers	4 th Grade Teacher
Marinda Balcer	5 th Grade Teacher
Jamie Hamnes	5 th Grade Teacher
Pam Bagaason	6 th Grade Teacher
Alisha Rude	6 th Grade Teacher
Katrina Stewart	Band
Tamra Ragan	Music Teacher
Jesse Eck	Physical Education Teacher
Andrea Churness	Early Childhood Teacher
Katie Bardwell	Special Ed./LD Teacher
Judy Engbretson	Community Ed Director
Robyn Johnson	4-6 th Reading Interventionist
Theresa Porter	K-3 rd Reading Interventionist
Cathy Gee	Special Ed./DCD Teacher
Mary Springer	ECSE
Tara Olson	Special Ed./EBD Teacher
Stacie Petterson	Early Childhood Teacher
Megan Godtland	Counselor

SUPPORT STAFF

Paula Boomgaarden	Business Office
Debbie Moy	Elem Adm Assist to Supt/Registrar
Jenetta Mathson	H.S. Adm. Assist/Testing/Synergy
LeeAnn Vettleson	Human Resources
Garret West	Technology
Elsie Pond	Media Specialist
Peggy Arlaud	Paraprofessional, Early Int.
Mary Mohr	Paraprofessional, Sp. Ed.
Donna Rude	Paraprofessional, Sp. Ed.
Rachel Nelson	Paraprofessional, Sp. Ed.
Linda Titera	Paraprofessional, Sp. Ed.
Jamie Weems	Paraprofessional, Sp. Ed.
Linda Box	Paraprofessional, Sp. Ed.
Sheree Hoie	Paraprofessional, Sp. Ed.
Amy Berg	Paraprofessional, Sp. Ed.
Carrie Haugen	Paraprofessional, Sp. Ed.
Jennifer Mathison	Paraprofessional, Sp. Ed.
Jalina Gerlofs	Paraprofessional, Sp. Ed.
Misty Larson	Native American Coordinator
Robin Proffit	Food Service
Kathy Bergman	Cooks Assistant
Lori Lundell	Kitchen Assistant
Starla Sather	Cooks Assistant
Michael Lindgren	Kitchen Assistant
Lowell Bjerke	Head Custodian & Maintenance
Jean Naastad	Custodian
Virgil Tronnes	Custodian
Kip Hanson	Custodian
Ron Bjerke	Custodian

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SCHOOL CLOSINGS

Poor weather conditions or unforeseen circumstances may force the closing of school or require sending students home early. Announcements regarding school closings will be made over the following stations **in addition to the School Reach Instant Alert system which calls your home number on file.** (If you aren't getting calls when school closes, please call the school office: 218-776-3112)

KTRF	Thief River Falls 1000AM
KKCQ	Fosston 2590 AM (KKDQ 107 FM)
WBJ I	Bemidji 98.3 FM
KKAQ	Thief River Falls 1469 AM
KXJB	TV Channel 4 Fargo
KVLY11	TV Channel 11 Fargo/Grand Forks
KB 101	Bemidji 101.1 FM

Please listen to these stations when severe weather threatens. Do not call the school. Too many calls tie up the school phone lines and prevent us from communicating with bus drivers, school personnel, etc. If the school buses are running and the conditions look bad in your area, parents should use discretion in placing their children on the bus. Be sure to have a plan for those occasions when your child will be sent home during the school day. School will be made up after a snow day, reference the school calendar for scheduled snow days. When the school has a late start there will not be breakfast for the students when they arrive.

WHAT WE EXPECT OF STUDENTS AT C-G ELEMENTARY SCHOOL

1. Respect yourself.

- A) Do your best.
- B) Ask questions if you don't understand
- C) Enjoy learning
- D) Enjoy school.

2. Respect others.

- A) Listen to your teachers.
- B) Follow instructions.
- C) Use appropriate voice, language & actions.
- D) Display positive & productive character.

3. Respect property.

- A) Take good care of your things, the property of others & school property.
- B) Use property as it is meant to be used.
- C) Help us keep our school safe and a source of pride.

SCHOOL HOURS

The Clearbrook-Gonvick Elementary hours are from 8:00 AM, the first bell to 3:11 the end of school. Students should not arrive at school before 8:00 a.m. unless they have permission from administration.

CLEARBROOK- GONVICK ELEMENTARY SCHOOL LEARNER GOALS

A. Each learner shall develop basic skills in reading, language (written and oral), mathematics, science, health, physical education, art and music and be encouraged to achieve to his/her maximum potential in all areas.

- B. Each learner shall be guided to form a positive self-image and learn to reflect this attitude in his/her treatment of others.
- C. Each learner should be encouraged to build on individual strengths and recognize that he/she has a contributing role to play in society.
- D. Each learner shall be involved in a variety of learning experiences designed to meet the needs of the individual, the family and the community.

LEAVING THE SCHOOL GROUNDS

Once children arrive at school they are not permitted to leave the school grounds except at regular dismissal times. If for some reason your child must leave, please send a written excuse to the elementary office outlining date, time and supervising adults, if you, as parent, are not directly checking your child out of school. The school will not release a student to anyone who is not listed as a supervising adult.

VISITING THE BUILDING

For your child's safety, all visitors, including parents, must report to the office upon entering the building.

Parents are always welcome, but we request that you call ahead to meet with a teacher or the principal, or to visit a class. Visitors will receive a badge to identify them in the building. Students will not be released to an adult or an adolescent without verbal or written approval from office personnel. Parents must report to the office to pick their child up early from school. Office personnel will contact the teacher to send the student to the office. Teachers/staff are not authorized to release students during the school day directly from their room or area to anyone other than school personnel or validated, legal parent/guardian. Students are not permitted to bring siblings, relatives, or friends to visit without prior approval from the administration.

ATTENDANCE: ABSENCE/TARDINESS

Students are expected to attend school daily. In the event of an absence, parents are expected to call school on the morning of the day of absence before 9:00 a.m. (218-776- 3112) School personnel will attempt to call home to check on absent students when parents fail to notify the office. This will be done on a daily basis by the behavior interventionist or principal. The school will contact parents of students missing 3 or more consecutive days of school. If students miss 5 or more days in a quarter, a conference may be scheduled with: parent, teacher, counselor and principal. A plan will be designed to improve attendance. Besides the mutually agreed terms, the plan will include a doctor's report and or a prescription for treatment for illness. Students are expected to complete assigned work at a satisfactory level as judged by the teacher. The school district is mandated by state statute to report students who are missing excessively. Truancy reports are filed regularly with the county. Parents who do not insure that their child is receiving an adequate education can also be asked to attend court. The state, the county and the school have become much more vigilant about this particular issue. PLEASE MAKE SURE YOU CONTACT THE SCHOOL IF YOUR CHILD IS ABSENT AND BE AWARE OF THE NUMBER OF DAYS THE STUDENT IS NOT IN SCHOOL.

Students should not be tardy to class. Repeated tardiness will be reported to the office.

CLASSROOM ASSIGNMENTS

The placement and assignment of students to classes and teachers reflect an assessment of each student's needs and each teacher's skills. Teachers are in the best position to determine the assignment of students in their classroom to next year's classroom. The assignment must follow the guidelines of heterogeneous grouping with the appropriate and equal numbers of students in each subgroup category according to sex, ability or achievement level and social needs.

CALLS FROM SCHOOL PHONE

Students may use the phone for emergency or school-related business. Students must make plans for visiting each other the night before so parents can send a note. Due to the number of students and requests, we must limit the use of the phone.

STUDENT DRESS AND APPEARANCE

The responsibility for proper dress rests with students and parents. With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so the learning atmosphere can be maintained and does not constitute a health or safety hazard.

DRESS CODE

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and dress is vital to the success of an individual and to those with whom the student shares a classroom.

1. Any apparel or footwear that would damage school property or would be a safety issue is not allowed to be worn.
2. Hats/headaddress, hoods, or bandanas are not to be worn after the first bell during school hours except with the approval of the principal.
3. All dresses, skirts and shorts for all students must be fingertip length or fall half-way between the knee and thigh, whichever is longer, as determined by administration.
4. All garments or pants will not have holes exposed above the fingertip level or above half-way between the knee and thigh, whichever is longer, as determined by administration. Leggings or shorts under inadequately covering clothing are not acceptable.
5. Students are not allowed to expose cleavage, midriff, or undergarments.
6. Straps must be a minimum of 1 ½ inch (2 fingers) on tops or shirts for all students.
7. Clothing must not contain lewd, vulgar, obscene messages, or promote products or activities that are illegal for use by minors.
8. Clothing containing a message that is racist, sexist, gang-related or otherwise derogatory is not allowed.
9. Students will not be allowed to wear on their person any chains, spikes or any gang related articles or dress.
10. Students will not wear clothing or hair that can be hazardous to them or other persons in their various school activities such as shop, laboratories, athletics, physical education, etc.
11. Due to persons with allergies and other respiratory problems, perfumes, colognes, cosmetics, essential oils and other aromatic products may be prohibited.
12. Clothing that is disruption to the educational environment is prohibited.

Students not abiding by the dress code as listed above or determined by administration will be asked to change or go home to change into school appropriate clothing.

Violators of this policy will be subject to disciplinary action, including, but not limited to:

1. Student/Teacher conference
2. Detention

3. Removal from class
4. Dismissal
5. Suspension or expulsion

Students unwilling to change cloths will be given an unexcused absence for their time out of class.

FIELD TRIPS

When a student participates in a field trip they are considered representatives of the school and their families and are expected to be on their best behavior. Since behavior is so important for these trips students who have repeated behavioral issues may not be allowed to participate. Each situation will be looked at individually with the teacher, the behavior interventionist and the principal.

PETS

We do not encourage pets in school. If you would like to share your pet with the class, please contact the teacher to arrange for the best day to bring it. When you come, be sure that you have control over it (pet must be in a kennel or on a leash), for a large group of excited children can cause many strange reactions in pets. We generally ask the parents bringing the pet in and to return it home again in the same trip. Pets **MUST HAVE DOCUMENTATION OF SHOTS AND HEALTH IF THEY ARE BROUGHT TO SCHOOL**. Please do not send glass jars to school with children. Bugs and other small creatures should be brought in coffee cans or plastic containers.

SENDING MONEY TO SCHOOL

Students who must bring large sums of money to school are strongly encouraged to bring the money to the office when the student arrives in the morning. When sending money to school with children (for milk, lunches, etc.) put it in an envelope marked with the child's name, grade, teacher, amount and purpose for which the money is sent.

SCHOOL TREATS

The State Department of Health prohibits bringing home baked treats to school. Food must be commercially produced and individually wrapped.

REPORT CARDS

Grade reports will be issued about two (2) weeks after the end of the nine-week grading period. These reports will be mailed to the parents.

GRADES AND EVALUATIONS

Students in grades 4, 5 and 6 receive letter grades for each subject taken during the school years. The general meaning of the grade earned is listed below:

A – Superior	D - Below Average
B - Above Average	F - Failure
C - Average	I - Incomplete

The parents or guardian of a student whose grades indicate he or she is not working to his/her full capabilities or who is failing in a particular course will be notified by mail, telephone and/or conference. Students failing more than two (2) subjects (for the year) may be required to repeat the grade.

PROMOTION CRITERIA GRADES 4, 5 & 6

Students must pass three of four quarters in each core subject. Students must also pass 75% of all their classes each quarter. Failure to do so may result in mandatory attendance at summer school and being retained in the current grade level.

Students will be expected to achieve passing grades on summer course work and/or satisfactorily finish the grade level requirements that led to an incomplete. Student progress in the course work and past levels of performance will be factors in determining promotion to the next grade level.

HOMEWORK/MAKE-UP ASSIGNMENTS

Homework is schoolwork students have not finished in class. Homework can be an extension of the pupil's learning in school. You can encourage your child to explore and read books at home and provide many things to investigate. If you have a concern about homework, please contact the teacher or the office.

CLEARBROOK- GONVICK ELEMENTARY SCHOOL STUDENT GENERAL EXPECTATIONS OF BEHAVIOR

All student behavior at the Clearbrook-Gonvick Elementary School is based on the rights and consideration of others. The children should understand the reasons for the following rules, which will be used in our school in order to:

- A. Establish safety at all times for children.
- B. Teach children to treat others as they would like to be treated.
- C. Teach children to take personal pride in their school and playgrounds and to assume responsibility for keeping them attractive.

In general, rules for the classroom are the responsibility of the classroom teacher except the following rules that apply school wide:

I. Students will respect other persons personal effects such as clothing, school supplies, project work, etc.

- A. Students will not intentionally damage or steal other students' belongings.

Consequence: Replacement or reimbursement for lost or damaged belongings.

- B. Willful destruction of/or stealing of school property will not be tolerated.

Consequence: Replacement/repair of property.

II. Students will act in a courteous, respectful manner when interacting both in speech and in action with school personnel and/or students.

- A. Disrespectful speech from students will not be tolerated.
- B. Swearing will not be allowed.
- C. Disrespectful and/or insolent actions by students will not be tolerated. **Consequence:** Conference with teacher, behavior interventionist or principal; apology; possible detention.

III. Students will adhere to rules established concerning acceptable activity in the classroom, the lunchroom, the gymnasium, the washroom, the hallways, and on the playground.

- A. Listen carefully and follow directions.
- B. Raise your hand and wait to be called upon before you speak, during directions, discussions or work time.
- C. Stay at your desk until you have permission to get up.
- D. Keep your hands, feet and objects off other people and their property.
- E. No swearing, teasing or name-calling.

F. Classroom rules of behavior will be fully explained by the teacher.

Consequences: Students misbehaving or violating these rules will face a sequence of consequences including: warning or reminder of the rule(s), verbal reprimand, time out from an activity, report to parent, call to parent, conference with behavior interventionist, detention during recess, detention after school, in-school suspension, out-of-school suspension, loss of privileges such as field trips, and expulsion from school for weapon or violent behavior.

STUDENTS MUST ADHERE TO ALL SCHOOL REGULATIONS FOR THE SAFETY AND BENEFIT OF OTHERS.

1. Students should not come to school before 7:45 a.m. unless they are bussed.

Students arriving early must wait in the Cafeteria/Commons.

2. The school phone in the office may be used by students **IN CASE OF AN EMERGENCY**, and with permission from the office staff.

3. Good conduct and good manners are a part of the student's school learning. Practice this wherever you are during the school day.

4. No candy snacks or gum may be eaten during school hours, except when specified at special parties or by the teacher.

VANDALISM TO SCHOOL PROPERTY WILL NOT BE TOLERATED. DISCIPLINARY ACTION WILL BE TAKEN BY THE DISTRICT, WHICH COULD RESULT IN ANY OR ALL OF THE FOLLOWING:

1. Suspension or expulsion from school.

2. Payment to the District for damage incurred.

3. Prosecution of the case by law enforcing officials.

POSSESSION OF A WEAPON WILL RESULT IN PENALTIES THAT INCLUDE:

1. Confiscation of the weapon.

2. Warning and parent contact.

3. Potential suspension of up to five (5) days.

4. Potential contact with the police department.

5. Recommendation to the Superintendent that the student be expelled.

"Possession refers to having a weapon on one's person or in an area subject to one's control on school property including, but not limited to, lockers or desks."

"Weapon means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use, capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are:

gun (including pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives (including jackknives, and other knives with folding blades), clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, mace (including any chemicals that might be used to harm others), or ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

This policy shall apply to all students while on school property, while at a school related or sponsored function or activity, and/or while being transported to or from school or any such activity when the transportation is provided by the District, its employees or its bus contract carrier.

Parents, teachers and students expect good behavior at school. The above rules are stated to reinforce such good behavior in all students. Students are constantly rewarded by a good education when rules are followed.

Teachers will continue to make every effort to emphasize good behavior.

A disciplinary note will be sent home or parents will be called if their child becomes a discipline problem at school. Parents are encouraged to call or visit school when they have a concern.

FIGHTING

Fighting at any time will result in an automatic parental notification and/or detention or suspension.

DETENTION

Students receiving noon hour detention will be “timed out” during their lunch. This is a “time out” and a place for students to work out their problems. Each student will work with the behavior interventionist to find a way for the student to exhibit good behavior that will not result in the student being placed in detention.

After 3 incidents the student’s parents will be notified of the next level of consequence (i.e. parent meeting, after school detention, etc.) Three (3) separate referrals will result in a parent meeting (contact) and assignment of the next appropriate level of consequence, although this could become necessary at any given time, depending on the infraction. Physical fighting will result in an automatic referral to the behavior interventionist. Fighting may result in a suspension from school of three or more days and possible expulsion or exclusion if considered serious enough. Students age 12 or older may receive a citation to appear in Clearwater County Court. In the event of a suspension, the parent and/or guardian will be called to come and pick their child up at school.

STUDENT DETAINMENT

Parents will be notified when their child will be kept after school hours on detention. The student and parent should make arrangements for transportation home.

SUSPENSION PROCEDURE

Suspension will be imposed after an informal administrative conference with the pupil. In the event a student has violated regulations, the parents will be notified immediately by phone and by letter. The parents of this student may request a meeting with school officials for the purpose of reviewing the suspension within 48 hours after receiving the written notice of violation.

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss.

MEDIA CENTER

The media center has books and magazines for assigned study and recreational reading.

LOCKERS

Lockers are the property of the school and are issued to students at the beginning of the year Locks on lockers are not allowed. Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker

malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safekeeping. The school reserves the right to inspect lockers at any time.

LOST AND FOUND

Many articles of clothing remain unclaimed during the school year. Helping the child to know and to be responsible for his or her possessions is important. Marking the child's clothing may be of great help. Clothing not claimed by the end of the year is donated to area charities.

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. **UNREASONABLE DAMAGE TO OR LOST TEXTBOOKS WILL RESULT IN FINES.**

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles, which are hazards to the safety of others or interfere, in some way, with school procedure. Such items as toy guns, water pistols, bean shooters, sling shots, knives, laser lights, hard balls, etc., if brought to school as playthings are undesirable and will be impounded and returned to the parent at their request. Parents are requested to help children understand the necessity for such regulations.

SUSPICIOUS CHARACTERS

"Don't talk to strangers" has always been good advice for children. This simple communication, however, is no longer adequate to ensure the safety of our children. Kidnapping and child abuse are tragedies that we must work together to eliminate. The following suggestions are offered in hopes of preventing such tragedies.

The school discourages students bringing electronic devices that are of value to school because of the risk of breakage or in some case loss of the device.

STUDENTS

1. Don't talk to strangers.
2. Never approach a stranger who asks you for help or directions. Stay back and be ready to run.
3. Never accept gifts of any kind from strangers. Stay back and be ready to run.
4. Never get into a stranger's car, house, or be alone with a stranger.
5. If you think someone is following you, run home immediately, or to a friend's house, a gas station or any open store where there will be other adults.
6. If threatened, or if someone tries to grab you, shout HELP" and 'I DON'T KNOW YOU" and run away fast.
7. Never tell anyone you are home alone. If someone asks for your parents, say that they are busy and can't come to the door or phone.
8. Go to the playgrounds and bus stops with friends or playmates whenever possible.

PARENTS

1. Communicate with your children. Take time to discuss some of the things that will make their lives safer.
2. Believe your children. Very rarely do children make up stories. Attempted abduction or molestation stories must be treated as such until proven otherwise.
3. Do not leave your child unattended in a shopping center or any public place....even for just a minute.
4. Do not leave your child at an athletic practice or event without school supervision.

5. Do not allow your child to go to a public rest room alone.
6. Ensure that your child knows your home address, phone number and area code.
7. Know your child's friends, their parents and their home addresses.
8. Explain what 911 or emergency numbers are and how to use them.
9. Have your child fingerprinted.
10. Keep up-to-date photographs of your child.
11. No adult should ask a child to keep secrets from their parents. It is important that your child tells you if an adult has asked him/her to keep a secret.
12. Have a secret code word that only your family knows. Teach your child that if you can't pick him up, whoever does will know the code word.
13. Teach your children that no one has the right to make them feel uncomfortable by touching their private parts.
14. Assure your children that if they are lost or abducted, you will always love them and never stop looking for them.
15. Show them "safe" houses in your area.

SCHOOL BUS DRIVER

1. Be alert around bus stops and schoolyards for suspicious persons watching children.
2. Never allow strangers to take students off the bus for a ride home without written authorization.
3. Never allow strangers on the bus without identification and authorization.
4. Make certain that students get off the bus at their designated stops.

STUDENT MEDICATION

The School District shall comply with the following requirements in regard to the administration of medication to students:

1. The administration of prescribed medication or drugs shall be by a licensed nurse or trained paraprofessional.
2. Prescription and nonprescription medication or drugs require a completed signed request from the student's parent or guardian. The school district may rely on an oral parent request to administer medication or drugs for up to two (2) school days, after which a written authorization is required.
3. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. (See School Health Office for this form).
4. Prescription medication must come to school in the original prescription container, appropriately labeled for the student by the pharmacy or physician.
5. Nonprescription medications must come to school in either the original container or one that clearly identifies the medication.
6. Medications are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified on an Individual Education Plan (IEP) or Individual Health Plan (IHP).
7. The school must be notified immediately by the parent or student 18 years or older in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two (2) days of the change.
8. For drugs or medicine used by children with a disability, administration may be provided in the IEP, Section 504 plan or IHP. The Nurse/School Health Para, or other designated person, shall be responsible for filing the

Administering Prescription Medications form in the health records section of the student file. The nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

PLAYGROUND RULES

1. No tackle football, wrestling, fighting or other rough play allowed.
2. No throwing objects such as rocks, sticks, wood chips or snowballs allowed.
3. No swearing or teasing will be tolerated.
4. No foods, candy, gum or drinks are allowed on the playground during recess.
5. Students are not allowed to wander the halls during recess. Students should use the bathroom before going out.

CONDUCT AT SCHOOL-SPONSORED ACTIVITIES

School rules will apply to all students at all school-sponsored activities. Students are expected to obey any reasonable request by the person in charge of crowd control or staff members who are supervising at games. Students, other than actual participants, are **NOT** allowed in the locker rooms. The only exception to this would be when a student has the expressed permission of a teacher or other responsible authority to be in the locker room.

While at an activity, students are expected to be in the gym watching the game and are **NOT** to be hanging around in the hallways, doorways or washrooms. Students should sit in the bleachers and watch the game or program. Elementary age students should sit with parent/guardian. Good sportsmanship is expected at all times. Once you leave the building or field you cannot re-enter unless you have permission from the person in charge of crowd control.

Consequences:

1. First violation - if a student does not follow the rules, they may be asked to leave the building and not return for the night.
 2. Second violation - the student shall not attend any more athletic events that season.
 3. Third violation - the student shall not attend any more athletic events that school year.
- If the student refuses to leave the field or building when asked to do so, law enforcement officers will be called in for assistance.

DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIAL

The school district shall recognize the right of students to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.

The school district shall protect First Amendment rights, while at the same time, preserve the integrity of the educational objectives and responsibilities of the school district.

Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, the school district shall prohibit distribution of material that:

1. Is obscene to minors.
2. Is libelous or slanderous.
3. Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
4. Advertises or promotes any product or service not permitted to minors by law.

5. Advocates violence or other illegal conduct.
6. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin).
7. Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

No non-school-sponsored material will be distributed during and at the place of a normal school activity if it is reasonably likely to cause a substantial disruption of the activity.

Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrances or exits from school premises in any way. No one shall coerce a student or staff member to accept any publication.

The superintendent shall be responsible for disciplinary action for violators.

HARASSMENT (RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE)

Everyone at District 2311 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

1. Name calling, jokes or rumors.
2. Pulling on clothing.
3. Graffiti.
4. Notes or cartoons.
5. Unwelcome touching on a person or clothing.
6. Offensive or graphic posters or book covers.
7. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell your parents, a teacher, counselor, the principal or the Human Rights Officer (the superintendent). You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.

Your privacy will be respected as much as possible. We take all reports of religious, racial or sexual harassment or violence seriously, and will take appropriate action based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a harassment report.

This is a summary of the School District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the principal's office upon request.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW.**

BULLYING

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

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

4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

HAZING PROHIBITION

The following definitions shall be used to clarify this policy:

1. "Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - A. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - B. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - C. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
 - D. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
2. "Student Organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular events. A student organization does not have to be an official school organization to come within the terms of this definition.

No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in or permit, condone or tolerate hazing.

This policy applies to behavior that occurs on or off school property during and after school hours. A parent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any person who believes she/he has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to a school official.

Upon receipt of a complaint or report of hazing, 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 hazing.

Upon completion of the investigation, the School District shall take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Dismissal Act, school district policies and regulations.

The School District shall discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against a person who testifies, assist or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

SEX NONDISCRIMINATION

The school district shall provide equal educational opportunity for all students, and not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied benefits of or otherwise subjected to discrimination in any educational program or activity operated by the School District on the basis of sex. The superintendent of schools, as human rights officer, shall receive reports, complaints or grievances.

DISABILITY NONDISCRIMINATION

The School District shall protect disabled students from discrimination on the basis of disability and shall identify and evaluate learners who, within the intent of the law, need special services; accommodations or programs in order that such learners may receive the required free appropriate public education.

For this policy, a learner who is protected under law is one who:

- A. Has a physical or mental impairment that substantially limits one or more major life activities, including learning.
- B. Has a record of such impairment.
- C. Is regarded as having such impairment.

Learners may be protected from disability discrimination and be eligible for services under law even though they do not require IEP services. Persons who have questions, comments or complaints should contact the superintendent of schools as coordinator of Americans with Disabilities Act/504 C.

STUDENT RECORDS

The school district shall collect and maintain such pupil records, as it deems necessary to meet the needs and maximize the potential for each of its students.

These records shall include, but are not limited to, information concerning personal and health data, academic achievement, attendance, standardized test scores and participation in school activities.

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district, which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access and federal law.

The School District shall be responsible for a plan for the maintenance and security of student records. The principal of each school shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

DISCLOSURE OF RECORDS

PRIVATE RECORDS - Education records, which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student.

An individual student's records shall be available for review and/or copies made available to the student's parent or guardian or to an eligible student under the procedures established by the School District. The parents of an adult student, who is also a dependent student, are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

The School District shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student.

CONFIDENTIAL RECORDS - Confidential records are those records and data, which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student. Reports pertaining to a neglected and/or physically abused and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. Such data shall be confidential and will not be made available by the school district. The data subject, however, may obtain a copy of the report from the local welfare agency, county sheriff or the local police department, subject to Minnesota law.

INSPECTION, REVIEW AND REQUEST TO AMEND DATA

The School District shall permit the parent of a student, an eligible student or the parent of an eligible student who is also a dependent student, who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by law.

The School District shall provide a process for parents of a student or an eligible student to challenge the data and request that the school district amend the records.

The rights of parents and students and eligible students to examine data, and procedures to challenge items in the individual student record, shall be published annually in the official school district newspaper.

DESTRUCTION AND RETENTION OF RECORDS

The District shall comply with state and federal laws regarding the destruction and retention of student

records. Notification of Adoption of School District General Retention Schedule forms shall be submitted to the proper state agencies.

CUMULATIVE RECORDS

A cumulative record is kept for every child in the Clearbrook-Gonvick School system beginning with kindergarten and continuing through 12th grade. During the year, if parents wish to examine their child's record, they may arrange to do so by making an appointment with the principal. The principal will arrange with the concerned parent/guardian a conference to report and interpret the child's record.

FIRE DRILLS

Fire drills are required by law and are an important safety precaution. Students must follow directions quickly and clear the building by a prescribed route as soon as possible as directed by classroom teacher.

POLICIES INCORPORATED BY REFERENCE TO STATE AND COUNTY LAWS/POLICIES

Certain policies are applicable to students, as well as employees, or are quite lengthy for purposes of this manual. The School District provides notice by this section that the following policies/laws are also applicable to students. Copies of these materials are available upon request.

1. Equal Educational Opportunity.
2. Complaints - Students, Employees, Parents or Other Persons
3. Public Participation in School Board Meetings.
4. Criminal or Civil Action Against School District, School Board Member, Employee or Student
5. Harassment and Violence (Religious, Racial or Sexual)
6. Chemical Use/Abuse
7. Drug-Free Workplace/Drug-Free School
8. Students and Employees with Communicable Diseases and Infectious Conditions
9. Transportation of Public School Students
10. Transportation of Safety Policy
11. Videotaping on School Buses
12. Equal Access to Facilities of Secondary Schools
13. The Pupil Fair Dismissal Act
14. Clearwater County Policy on Harassment and Violence
15. Minnesota State Law, Subd. 10. Habitual Truant

RELIGION

The School District shall neither promote nor disparage any religious belief or non-belief, but shall rather encourage all students and employees to have an appreciation for and tolerance of each other's views.

Wednesday evenings are generally reserved for church/family activities. No school functions shall be scheduled after 6:00 p.m. Exceptions to this policy must be approved by the school board.

SPECIAL SERVICES

Our school offers a variety of special educational programs for students. Psychological services, and instructors for speech, language, learning disabled, hearing or vision impaired, mild to moderately impaired, homebound and emotionally or behaviorally disturbed are provided at all grade levels. Students may be referred to these programs through the teachers, counselor, parents or the student. Please contact the

principal or dean of students for further information about these special services.

PRE -SCHOOL PROGRAM

The preschool program is designed to help children receive extra help in the areas of fine and gross motor skills, adaptive, cognitive, speech and language and personal social skills. In addition, all preschool children who are 4 years old by September 1st are invited to participate in the School District's 4 year old Preschool Screening. The screening takes place in the spring and includes screening in areas of vision, hearing, speech and language, developmental and health and immunization review. Children under the age of 4 may be screened by referral.

KINDERGARTEN ADMISSION PROCEDURES

Any child who will be 5 years of age on or before September 1st will be admitted to kindergarten. Any child who will be 6 years of age on or before September 1st will be admitted to kindergarten or 1st grade. Any transfer student who was born after September 1st and attended either kindergarten or 1st grade during the current year, or attended kindergarten or other systematically organized and structured educational experiences the past year may make an application for admission. These applications shall receive appropriate review and appraisal. In all cases of application for admission, a birth certificate shall be required as proof of the child's age.

NURSING SERVICE/HEAD LICE

The Clearbrook-Gonvick Schools provide services such as vision, hearing and scoliosis screening on a regular annual basis and Pediculosis (head lice) screening whenever an active case is found in a classroom during the school year. Parents are notified if any follow up treatment is recommended. Any student found with head lice will be sent home until treated and checked by health office prior to re-admittance to class.

MANDATED REPORTING

Public employees are mandated by the State of Minnesota to report any suspected neglect, physical or sexual abuse of children to the local welfare agency, police department or county sheriff. Any person who willfully fails to do so shall be guilty of a misdemeanor.

FUND RAISERS

The only items permitted to be sold by students during the school hours are those relating to school-sponsored fund raising projects.

SCHOOL PICTURES

Once a year, usually in the fall, individual student pictures are taken. A notice will be sent home informing parents of the date that pictures will be taken. At that time, parents may choose whether their child will have his/her picture taken and whether to purchase all or part of the available picture package.

PLEDGE TO THE FLAG

The Pledge of Allegiance to the Flag and/or singing of the Star Spangled Banner or America is made a part of the opening exercises in the classroom. Parents wishing to have their child excused from this activity should notify the classroom teacher in writing.

CITIZENSHIP

The school, recognizing that the student of today is the citizen of tomorrow, encourages and promotes good citizenship.

WITHDRAWALS FROM SCHOOL

If you are moving out of the district or changing your place of residence during the school year, please notify the school at least one (1) week in advance so the proper transfer preparations can be made.

NOTES

Students must have permission notes signed by a guardian to do something different than they normally do on a common school day.

SCHOOL BUS VIOLATION

PROCEDURES

1. **First offense** is a WARNING with a parental notification.
2. **Second offense** brings DISCIPLINARY ACTION resulting in suspension of bus riding privileges for up to three (3) days.
3. **Third offense** will result in a SUSPENSION from riding the bus for up to five (5) days.
4. **Fourth offense** will result in SUSPENSION from riding the bus for the remainder of the semester or school year

Reasons for above actions: Continually too noisy, improper language, will not follow directions, fighting on bus, bothering others continually, destroying property, or other.

PESTICIDE NOTICE

General Notice for Parents to Guardians:

Dear Parent or Guardian:

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. The projected schedule for pest inspection and pesticide application, if needed, will be the first week of January, April, July and October.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the superintendent's office at (218) 776-3112.

ELECTRONIC DEVICES

Electronic devices (i.e. CD Players, MP3 Players, Video Game Players, etc.) are not allowed to be used in class during the school day (8:00 am to 3:11 pm). Students may use them on the bus and store them in their lockers. Students caught using the device during class time will have them confiscated by staff. The device will be returned to the student unless this is a repeated offense.

Devices for educational purposes may be granted permission by the administration. (Students that refuse to give up their device may be suspended for insubordination.)

First Occurrence - Staff will confiscate the item and return it at the end of the day.

Second Occurrence - Staff will give it to the principal and the principal will return the item after one full day.

Third Occurrence - Staff will give the item to the principal, the parent will need to meet with the principal and the item will be returned to the parent.

CELL PHONE USE

To minimize disruption and protect student privacy, students are not to use cell phones during the school day (8:21 am to 3:13 p.m.) Students are asked to leave them locked in their lockers or vehicle. Students may use their cell phone in the vestibule area by the office. (Students that refuse to give up their device may be suspended for insubordination.)

First Occurrence - Staff will confiscate the phone and return it at the end of the day.

Second Occurrence - Staff will give it to the principal and the principal will return the phone after one full day.

Third Occurrence - Staff will give the item to the principal, the parent will need to meet with the principal and the phone will be returned to the parent.

BREAKFAST/LUNCH PROGRAM

Students are encouraged to use the breakfast and hot lunch programs. Meals must be paid for in advance. There is a "No Charging" policy. A note will be sent home when your child's account is \$5.00 or less on their account. After five charges they will be notified that have no charges available and will receive a cheese sandwich, a fruit, and milk instead of the hot lunch.

The notice is sent home with the student. Parents may also receive calls or emails concerning the low balance in the lunch account. **Parents are encouraged to fill out a free and reduced application.** All students have 30 minutes to eat lunch each day. You may either bring your own lunch from home or deposit lunch money into your account in the food service or eat school lunch. Students will be restricted to certain areas of the building during lunch periods. **There will also be an automatic call made home when balances become low.**



CLEARBROOK-GONVICK SCHOOL SONG

Clearbrook-Gonvick Bears Is Our Name

Steadfast, Mighty,

Reach For Unending Fame,

Honor, Glory, Victory's Our Goal

Fighting On With All Our Might,

Onward, Upward, Shining Bright

Bears, Mighty Bears Are We!

Fight, Bears! Fight! Fight! Fight!

Win, Bears! Win Tonight!

Fighting On With All Our Might,

Onward, Upward, Shining Bright

Bears, Mighty Bears Are We!

B – E – A – R – S !

(clap)

FIGHT!

PARENT/STUDENT AGREEMENT

I understand by signing this page, I need to abide by and support the rules and policies set by the Clearbrook-Gonvick School Board and Administration.

In an effort to provide a safe and efficient learning environment for all students, I agree that I will review these rules with my parent or guardian and understand that we will be held accountable to follow these rules and policies.

Student Signature

Parent Signature

Date

(please sign this form and return to the classroom teacher)