

Zumbrota-Mazeppa ISD 2805

K-6 Student Handbook

2023-2024

Our Mission: Building a bridge to the future where all individuals have the opportunity to reach their full potential in a safe and challenging learning environment.



ZM Primary, 799 Mill Street- Zumbrota, MN
ZM Elementary, 342 Third Ave NE - Mazeppa, MN

School Hours: 8:05 am - 3:10 pm
Building Hours: 7:30 am - 4:00 pm
School Office Hours: 7:30 am - 4:00 pm
Primary School Phone/Attendance: (507) 732-7848
Elementary School Phone/Attendance: (507)732-1420

Primary Principal:	Wendy Ahern
Elementary Principal:	Quinn Rasmussen
Activities Director:	Tony Brown
Special Ed Director:	Wendy Ahern
School Nurse:	Tiffany Boraas/Brittany Conrad
School Resource Officer:	Josh Kurtti
School Social Worker:	Katie Kennedy
Curriculum Coordinator:	Aaron Schumacher

District Website:

[Home - Zumbrota-Mazeppa Public Schools \(zmschools.us\)](https://zmschools.us)

Social Media:

District Facebook: Zumbrota-Mazeppa Public Schools

August 2023

Greetings Students and Families of ZM K-6,

The Zumbrota-Mazeppa staff want to welcome you and your family to another exciting school year. This school year will be filled with changes but also promises to be an exciting year filled with new opportunities for all.

In the Zumbrota-Mazeppa Primary/Elementary School, we believe that a top-notch educational program starts with a team effort. It takes all of us working together – parents, community and staff to provide the best education for our students. We are pleased to have you as a key member of our team.

This handbook was prepared for you to help you understand how the primary/elementary school operates. The policies and procedures in this handbook have been carefully prepared to help you adjust to our school and to become an integral part of it. Please take the time to familiarize yourself with our building rules and policies. Because there may be slight changes between the two sites, there may be slight differences in the handbook.

The Zumbrota-Mazeppa Primary/Elementary Staff is highly qualified and works very hard to ensure your child will receive the best possible education. We are committed to providing an educational experience that will meet the needs of all students. Our students have traditionally shown high standards of performance in academics, activities and behavior. Above all, we are here to assist you. Welcome to your school!

This is your school and we welcome you!

Wendy Ahern
Primary Principal

Quinn Rasmussen
Elementary Principal

**Zumbrota-Mazeppa Primary/Elementary
2023-2024**

Superintendent Ryan Barnick

Wendy Ahern, Primary Principal Quinn Rasumussen, Elementary Principal

Tony Brown, Activities Director Wendy Ahern, Special Ed Director

Amy Hansen, Primary Secretary Tammy Gruhlke, Elementary Secretary

Kindergarten

Amanda Boyum
Heather Decker
Ashley Bauer
Stacy Liebenow
Jesse Duden

1st Grade

Kristine Alders
Krist Herzig
Megan Ferguson
Melissa Boraas
Whitney Seyffer

2nd Grade

Caitlin Miller
Lisa Nelson
Danielle Kelley
Rachael Dreyer
Shelby Jansrud

3rd Grade

Matt Bieber
Ann Paukert
Julia Anderson
Amber Jentsch
Rebecca Sjolander

Special Education

Kiersten Jacobsen
Anne Thomson
Ryan Liffrig
Megan Carlson
Madi Green
Jodi Flynn
Molly Lindhart
Brenda Debner
Chuck Ohm
Abby Bartelma

4th Grade

Amanda Braithwaite
Jena LeTourneau
Kelli Hanson
Todd Cordes

5th Grade

Derek Hatten
Shannon Johnson
Jamie Quam
Ben Sand

6th Grade

Jill Ziebell
Logan Jensen
Christine Beilke
Kristen Erickson

Title/ADSIS

Jake Kostel
Tanya Cordes
Mary Jo Schwartz
Laura Heitman

Social Worker/Counselor

Katie Kennedy
Morgan Stamschror

Specialists

Stepahnie Foss
Dana Langworthy
Lenora Olver
Susan Peterson
Abbey O'Connor
Katrina Schuneman
Lidia Wallwich
Alyssa Kruase

Paraprofessionals - Primary

Hailey Quenzer
Jody Ayres
Courtney Hammes
Sarah Jackson
Chanda Peens
Sam Wetzstein
Elizabeth Ramer
Robin Stutz
Lindsay Wiebusch
Cindy Billman
Jennifer Olson

Paraprofessionals - Elementary

Mary Cordes
Kathy Flutterud
Erin Granrud
Savannah Gruhlke
Sierra Hamilton
Pamela Keller
Michelle Matthees
Amanda Richardson
Terin Olson
Josh Ronningen
Amanda Hillesheim
Shelley Spetz

Other Extraordinaire

Nurse: Tiffany Boraas/Brittany Conrad/Sally Rude
Technology: Grant Voth
Curriculum: Aaron Schumacher
Resource officer: Josh Kurti
Peer Coach (Qcomp): Anne Solberg
Community Director: Jen Lohman
Achievement & Integration: Lidia Wallerich

School Board

Angie Bredehoft
Travis Liffbrig
Jason Lohman
Stephanie Miller
Jean Roth
Jake Rude

Note: Regular school board meetings are held the third Monday of the month at 7 pm. The meeting location rotates monthly between Zumbrota and Mazeppa.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its

programs and activities. The school board has designated the school superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

ACADEMICS

REPORT CARDS

Report cards will be sent home with students and available online via Infinite Campus after each quarter. The following grades will be issued for classes: M-meet standards; P- Partially meets standards; and D - Does not meet standards.

CURRICULUM

Our students are taught a balanced curriculum developed and reviewed regularly by teams of educators. Learner outcomes are written and revised on a yearly basis for one or two different subject areas throughout the district. Specialists from our district provide art, physical education, music experiences, library, computers, and character education.

SPECIALIST CLASSES

The following Special Classes will follow a four day (A-D) rotation.:

Art - General Music - Ignite - Physical Education

TEXTBOOKS/Devices

All textbooks and devices are furnished by the school district. Students are to exercise care in using them in order to ensure that they do not become soiled or damaged. **A replacement fee must be paid for lost or damaged books/devices.**

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained on the district website.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the school district's "Student Surveys" policy may be obtained on the district website.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

HOMEWORK

Each teacher is responsible for giving only as much homework as he/she considers reasonable to expect of children at a particular grade level. Homework is defined as work comparable to that done during the class day. It is work, which usually can be best accomplished in a quiet home atmosphere. The child should have a well-lit work area that is reasonably free of distractions. Parents are asked to refrain from doing the work for their children, but are encouraged to "spot-check" the work without pointing out specific mistakes. A parent might say to his/her child, "You have a mistake in the fifth row. Check those problems again." Please encourage your child to complete his/her homework. This too, is helping to develop independent work habits.

HOMEWORK – Make-up Work from Absences

If your child is absent for more than one day, call the school office in the morning and we'll arrange to send schoolwork home. Please do not interrupt learning for other children by going to the classroom during instructional time to pick up assignments.

District/State TESTING

Fastbridge– All students in grades K-6 are assessed three times each year to ensure that the needs of all students are being met.

Minnesota Comprehensive Assessments (MCA)

Students in grades 3 through 6 will take the Minnesota Comprehensive Assessments in reading and math in the spring of each year. The dates will be included in the important dates hand-out at conferences.

Please make every attempt to ensure that your child is in attendance during these important testing dates.

If a parent wishes to opt out of testing please contact Aaron Schumacher - aarons@zmsch.k12.mn.us

Primary/Elementary Daily Schedule

Zumbrota - If your child does not ride the bus, please time his or her arrival for AFTER 7:30 AM. The first morning bell allowing students to enter the building rings at 8:05AM. Classes begin at 8:13 AM. Mazeppa – The first morning bell allowing students to enter the building rings at 7:55 AM. Classes begin at 8:00 AM. Students arriving at school for breakfast are not allowed in the building before 7:30 AM. SUPERVISION IS NOT PROVIDED FOR STUDENTS WHO WALK TO SCHOOL OR WHO ARE DROPPED OFF BEFORE 7:30 AM. Typically this time of day tends to get a bit congested. Please help the flow of traffic by dropping off at the designated place on Mill Street. Please do not drive through the bus area and please respect the staff parking lot.

A schedule is needed to ensure smooth operation of the school. The daily school schedule is building specific and within the building principal's authority to determine. Information on daily class schedules will be provided by each individual teacher.

EARLY RELEASE SCHEDULE:

One Wednesday a month is set aside for staff professional development. Students will be released two hours early. See the 2023-2024 schedule here: Dismissal times are as follows Mazeppa 12:30 and Zumbrota 12:45

TITLE/ADIS Support

Title One is a federally funded program and ADSIS is a state funded program; they are designed to meet the needs of at-risk students. The goal of Title/ADSIS Support is to provide instructional services and activities to help K-6 students who are in need of additional support.

ATTENDANCE

ACCIDENTS AND ILLNESSES

The school must be able to reach parents quickly should an emergency arise involving their child. We ask all parents to fill out and return a student update form each year to ensure parent contact accuracy. Parents will be notified when their child is injured or becomes ill. This communication will be made by the nurse based on their evaluation of the student. We will contact the emergency contact person listed on the student form if we cannot reach parents at the telephone numbers provided.

ACCIDENT INSURANCE

The school does not cover any student for accidents that occur while school is in session, going to and from school, or participating in a school sponsored activity.

ATTENDANCE POLICY, K-6

Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline and exposes the student to group interactions with teachers and fellow students. Being in school enables the student to listen and participate in class discussions, and involves the student in educational experiences not available in other settings. Many instructional and learning opportunities lost through absence from class are not able to be made up.

The parental attitude toward excellent school attendance is the most significant factor in a student's attendance record. Along with that, good school attendance is one of the major contributors to a young child's success in school. The responsibility to see that students are in school and on time rests with his/her parents or guardians. All attempts should be made to limit student absences and to avoid absences for routine appointments, vacations, shopping, baby-sitting, etc...

Attendance Recording

Each classroom teacher shall take daily attendance electronically, which is automatically reported to the office.

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Classification of Absences

Excused absences

The four (4) acceptable reasons for absence from school are:

- Medical, dental, legal and other professional appointments.
- Illness. A physician's statement may be required after 3 consecutive days.
- Family Leave (injury, emergency, funerals, illness of other family members)
 - Religious Observances

- Unexcused Absences/Tardies

All unauthorized absences/tardies are unexcused absences/tardies. Work missed during unexcused absences/tardies must be made up. Unexcused absences/tardies will result in parent notification and school disciplinary action may be taken.

MN STATUTE 260.181 SUBDIVISION 19...."Habitual truant" means a child who is absent from attendance without lawful excuse for 7 school days if the child is in elementary school.

Sample of absences and tardiness considered being unexcused:

visiting hunting helping at home overslept shopping unapproved vacation no clothing for inclement weather caring for others missing the bus not getting to bedtg
on time

- Family Vacations

In the event of a family vacation we require families to provide notice to both the classroom teacher and the office a week prior to the absence. Our teachers plan lessons in advance, however, the pacing to these lessons depends upon the students understanding of the concepts and information. These lesson plans are frequently adjusted to best meet student needs. For this reason, student work is very difficult to send with them prior to the absence. Students in Kindergarten through Sixth grade will receive assigned work they missed **upon their return to school**. Students will have the same number of days to make up the work as the number of days missed. For example, a 3 day absence would have 3 days to turn in the missing work. This may also include working with teachers during recess time to help with the instruction that was missed during the student's absence.

*Family vacations or trips will be considered on an individual basis. On these occasions, please contact the principal well in advance. Note: **Family vacations are deemed as unexcused without prior approval.**

Unexcused absence or truancy action

Step 1 When a student has had three (3) unexcused absences or ten (10) total absences, the school will send a letter to the student's parents. Please realize that this letter is automatically generated based on absences.

Step 2 When a student has had four (4) unexcused absences, the school may utilize all available resources to help eliminate the problem. Those resources may include home contact from the school social worker, a meeting and or phone call from the principal, and

any other interventions found to be appropriate.

Step 3 When a student has had five (5) full days unexcused absences or show a pattern of continual absences without a significant reason, a meeting with the family will be scheduled.

Step 4 If absences continue the County Social Service agency will again be notified. If a child has been truant for more than seven (7) full days a truancy petition will be filed.

Reporting Absences

Parents must call before 9:00 AM or use the direct link on the website to report their child's absence or tardiness for that day.

If the parent or guardian has not called or used the direct link on the website; a note from home will be required explaining the student's absence. If tardy, the parent must report to the office with the student before the student will be admitted to class. When reporting absences, please use the following numbers or visit the school website:

DISMISSAL POLICY PRIOR TO THE END OF THE REGULAR SCHOOL DAY

Parents wishing to pick their children up early from school must do so through the K-6 office. Parents are encouraged to contact the office two hours prior to pick up time. This practice allows the teacher adequate time to prepare materials that need to be sent home. Parents are asked to not interrupt the classroom prior to the end of the day unless there is an emergency. **Please notify the office by 2:00 PM with any changes to where your child needs to go after school**

Primary – K-2 732-7848

Elementary – 3-6 732-1420

High School – 7-12 732-7395

REQUIRED REPORTING

Continuing Truant: Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat 120.101 and is absent from instruction in a school. As defined in Minn. Stat. 120.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school. Habitual Truant: A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, or high school. A school district attendance officer shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute Chapter 260A.

BEHAVIOR

DISCIPLINE – School Wide Positive Behavior Intervention System (PBIS)

Zumbrota-Mazeppa Primary and Elementary Schools are federally recognized positive behavior schools. This simply means that our discipline approach focuses on positive behavior while incorporating the teaching of school-wide behavior expectations. A systematic approach ensures that behavior that is not acceptable in our schools is attended to in a consistent and efficient manner. The program is structured to promote personal responsibility while recognizing students for academic and social success. The following information is a quick overview of the program.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Zumbrota-Mazeppa Schools have implemented a ~~school-wide~~ system of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. 1

Practicing Kindness - Be Safe - Working to do your best - Responsibility

School Wide Behavior Purpose Statement

ZM Primary/Elementary promotes a community of mutual respect, optimism, acceptance and responsibility by providing a foundation for academic success.

Cougar Paw Tickets will be submitted for students demonstrating positive character. When we reach our school wide goal we will hold drawings for prizes. These will take place weekly. Specifically at the Primary Building, the book vending machine has been implemented to support positive behavior while promoting literacy. The “golden tickets” earned for the vending machine correlated to the monthly positive social skills theme. Star Students of the month will be recognized throughout the school year.

Throughout the school year Stop and Think Tickets will be issued for mild behavior offenses. Students will receive a copy and a copy will be given to the student’s classroom teacher. In order to promote home/school communication, parents will sign the copy to be returned to the school.

Student Expectations:

1. We will show **Respect** for ourselves, others, property and community.
2. We will demonstrate and **practice kindness**
3. We will work **to do our best.**
4. We will take **Responsibility** for ourselves and our actions in all areas of our community.

SPORTSMANSHIP

At all times, students should display good sportsmanship while attending athletic contests. Booing, heckling, rude gestures and disrespectful behavior are not a true representation of the Zumbrota-Mazeppa student body, nor do they help our team to victory. It usually helps to hinder our chances to win, and above all it tarnishes the feeling that other schools and fans have of Zumbrota-Mazeppa. At the beginning of the varsity game, it is customary to play the National

Anthem as an outward means of showing the pride and respect we have for our country. Let us never be guilty of showing disrespect towards our flag and country by not standing and singing our National Anthem when appropriate

Behavior referrals will be classified as minor and major. The accumulation of stop and think tickets or a more serious offense will lead to a Major Ticket. When a behavioral referral is given, the student will have a meeting in the office, parents will be notified, and a consequence will be served.

DETENTION

Detention is held two days a week (Tuesday and Thursday) for students in K-6th grade from after school -4:00. An administrator will assign all behavior related detentions. Teachers and administrators may assign academic related detentions. If a student is unable to attend a scheduled detention, please notify the office at the appropriate school to reschedule. Failure to notify the office and reschedule will result in additional time being assigned.

THE FOLLOWING CONSTITUTE UNACCEPTABLE BEHAVIOR

1. Willful conduct that materially and substantially disrupts the rights of others to an education.
2. Willful conduct that endangers school district employees, the pupil or other pupils, or the property of the school.
3. Willful violation of any rule of conduct specified in this discipline policy.

SUSPENSION

In accordance with the Fair Pupil and Dismissal Act suspension is the short-term dismissal of a pupil from school, school property, and school sponsored activities for a period not to exceed five consecutive school days per violation. During the term of suspension, the parent assumes custody of the student during school hours. Whenever possible there will be an informal administrative conference prior to suspension of the pupil. Pupils will also be served with a written notice containing grounds for suspension and other pertinent information. Parents will be notified of suspension in writing. A copy of the Fair Pupil Dismissal Act will accompany the correspondence. Ordinarily pupils will not be released from the building until the parents have been notified by verbal communication.

If a pupil returns to school or a school-sponsored activity without permission during a suspension, the act can be considered a violation of the suspension and may be cause for further disciplinary action. A parent is expected to accompany the pupil for a reinstatement conference when a suspension is completed. School officials must consider, where appropriate, using non exclusionary discipline as an alternative to suspensions.

Bullying Prohibition

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. See district policy 514 for further details on the district website.

Bullying is harmful, and not an acceptable childhood experience. It is not “a rite of passage,” “character building,” or a “stage” kids go through. If you see it happen or know of it, you should take action to try and stop it. Bullying is repeated behavior directed at one person or group of people by one or more people. Bullying is repeated action that includes a range of behaviors:

- Emotional-exclusion, stalking
- Physical-pushing, shoving, hitting, beating
- Sexual-remarks about sexual preference, body, activities, spreading rumors, or hitting, grabbing, pulling or punching body parts or clothes
- Words-racial and sexual slurs, remarks about body, mind, name, glasses, family, language, religion, socioeconomic status, etc...

HARASSMENT

It is the policy of ISD 2805 to maintain a learning and working environment that is free from religious, racial, or sexual discrimination, intimidation, and harassment. Unwelcome conduct which interferes with the ability to learn, perform a job or which intimidates you in a hostile or offensive manner is strictly prohibited by the school district. A formal policy on harassment is available at any of the school offices.

- **Sexual Harassment** may include unwelcome verbal abuse, pressure for sexual activity, gestures, physical contact other than that which is necessary to provide restraint of pupils by teachers, administrators, or other personnel to avoid physical harm to persons or property.
- **Racial Harassment** consists of physical or verbal conduct relating to an individual's race when the purpose is to create an intimidating, hostile or offensive working or academic environment.
- **Religious Harassment** consists of physical or verbal conduct that relates to an individual's religion when the purpose is to create an intimidating environment and interfere with performance.

Gender Harassment consists of physical or verbal conduct that relates to an individual's gender or gender identity when the purpose is to create an intimidating environment and interfere with performance.

Anyone who feels they have been the victim of harassment, intimidation, or discrimination should report the incident to a teacher, counselor, administrator, or supervisor. A thorough investigation will be made of the matter and appropriate actions taken if found warranted.

VANDALISM

Students who vandalize school property may be subject to charges by the school district in the amount of the cost of repairing or replacing the damaged property.

INVESTIGATIONS

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

Ombudsperson Service

The school district has established an ombudsperson service for students, parents, and staff. This service provides advocacy for enforcement of the Student Code of Conduct and the procedures to remediate disputes related to implementation of the Student Code of Conduct and the goals of the school district in maintaining an orderly learning environment for all students. For more information about this service, contact the district superintendent.

Loitering

At the end of the school day students are expected to leave school grounds within twenty minutes of finishing instructional time. If students continue to loiter on the premise they may be asked to leave and law enforcement may be called if necessary.

BUS SERVICE, Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

SCHOOL BUS POLICY

School bus transportation is contracted with Palmer Bus Service of Zumbrota-Mazeppa. **All bus concerns should be directed to them, (507) 732-7670.**

Student Eligibility for Bus Service: All students living one or more miles from their respective school are eligible to be transported. While the law requires the school district to furnish transportation, it does not relieve parents/guardians of students the responsibility of supervision until such times as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with

established standards for classroom behavior. In cases when a child does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building principal and/or the school bus contractor. The building principal and/or school bus contractor will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

All students are expected to adhere to a basic set of bus rules to help ensure safety for all. These rules apply when students are at the bus stop as well as on the bus. Please refer to the following for the specific rules:

Rules at the Bus Stop:

- Get to your bus stop five minutes before your scheduled pick up time. The school bus driver cannot wait for late students as they need to ensure they arrive at school on time.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway while waiting for the bus. Allow the bus to make a complete stop before approaching the bus.
- If you must cross the street, always cross in front of the bus and wait for the driver to signal you before crossing.
- After exiting the bus, move away from the bus.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

Rules on the Bus:

- Listen to the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Be respectful.
- Keep all parts of your body inside the bus.
- No fighting, harassment, bullying or horseplay.
- Do not take or throw hats or any other objects.
- ~~No eating, drinking or using tobacco/vapes/drugs.~~ No eating food or drinking pop; water is allowed.
- No tobacco, vaping, or drugs
- Do not bring weapons or dangerous objects onto the bus.
- Do not damage the school bus.
- Students are not allowed to take photos or videos of other students or adults on the bus
- Remove all garbage

Bus Riding Expectations:

- Respect authority.
- Display appropriate social skills.

- Respect the rights of others.
- Follow directions of the driver the first time.
- Remain in your seat.
- Keep all parts of your body inside the bus.
- Keep the noise down.

Consequences of not following the above rules/expectations: Consequences for misconduct will apply to all regular and late routes as well as shuttles. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be the sole discretion of the school district. Parents/guardians will be notified of any suspension of bus privileges.

1st Violation- Written **Warning** Report- Report will be sent home with the student stating that there was misconduct. The report will have the date, driver's name, student's name and a place for the parents to sign and return the report acknowledging the violation.

2nd Violation- Written Report - Report will be sent home with the student stating that there was misconduct. The report will have the date, driver's name, student's name and a place for the parents to sign and return the report acknowledging the violation. Deny bus riding privilege for 1 day.

3rd Violation- Written Report and Conference- Report will be sent home with the student stating that there was misconduct. The report will have the date, driver's name, student's name and a place for the parents to sign and return the report acknowledging the violation. Deny bus riding privilege for 2-5 days, depending on severity of incident. Conference will be held with the principal, bus contractor and parents.

4th Violation- Written Report and Conference- Report will be sent home stating the student has now lost their bus riding privilege for the remainder of the school year. Conference will be held with the principal, bus contractor and parents.

Severity Clause- In the case of severe disruption **immediate** suspension may be determined necessary. Incidents of this nature will be decided upon after consultation with the bus driver, bus contractor and principal. Bus riding privileges will be suspended indefinitely. A conference involving those named above will determine whether bus riding privileges will be reinstated or suspended for the remainder of the school year.

Other Discipline: Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

Cameras: All regular route school buses are equipped with cameras. The purposes of these cameras are to ensure student safety and will be reviewed if necessary for discipline issues by the school principal(s) and school bus contractor.

Records: Records of school bus/bus stop misconduct will be forwarded to the individual's school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records also will be maintained at the school bus contractor office.

CELL PHONES/PERSONAL DEVICE

Electronic Devices

- Games, phones, Smart watches, and electronic items should not be brought to school, and the school is not responsible for their damage or theft.
- Cell phones are not to be used or visible between the hours of 8:00 AM-3:00 PM. Exceptions would include the students lunch period, or when specifically given permission by school personnel.
- Consequences for cell phone use are as follows:
 - o 1st Incident: Verbal Warning
 - o 2nd Incident: Students may retrieve their phone in the office after school at the end of the school day.
 - o 3rd Incident: Office staff will call parents and students can get their phone after school.
 - o 4th Incident: the cell phone may be kept at school until a parent can come to school and get the phone from administration/office staff. A meeting with the student, parent, and administration may take place at this time. Administration will enter as a behavior referral in Infinite Campus.
 - o 5th Incident: Administration may call parents to request that their son/daughter not be allowed to bring a phone to school.

-Cell phone use in locker rooms and restrooms is strictly prohibited.

Students taking pictures and/or filming others without their consent is strictly prohibited.

AirPods, earbuds, and/or headsets are not to be used in the classroom without permission from the instructor

GENERAL

ATHLETIC PASSES

Athletic passes will be sold for both students and adults at our annual registration day prior to the opening of school. Persons who wish to purchase passes after that date should contact the high school office. An athletic pass enables the person to whom the ticket is sold to attend all athletic events throughout the year. The holder of the pass should always have the pass available and not assume that the ticket taker will “know” that he or she has a pass.

Season Activity Pass Fees:

Student - \$37.00

Adults - \$72.00

Senior Citizens: Free upon request

BICYCLES

Students who ride bicycles to school should park them in the racks provided. We cannot be responsible for bicycles lost during school so please be sure they are properly locked. Because of the danger involved, bicycles cannot be ridden during the noon hour or on any of the blacktop play areas. Zumbrota-Mazeppa Schools recommends always wearing a helmet.

BIRTHDAYS

We do not allow food treats, consider alternatives such as pencils, etc.

BUILDING USE

Anyone wishing to use the building before or after school hours must contact the community education office at 732-4244.

CARDS, COLLECTIBLES, AND OTHER POSSIBLE DISTRACTIONS

We ask for parental cooperation in this matter to ensure that these items stay safe. Please do not permit students to bring these type of items to school.

CHANGES IN CONTACT INFORMATION

~~Please notify the office immediately if there are any changes in your address or phone number.~~ Parents are responsible for ensuring that all family information is updated in Infinite Campus. Current contact information is vital in case of emergency or other related school business.

COMMUNITY EDUCATION

Jen Lohman is the Community Education Director for Zumbrota-Mazeppa Schools. She can be reached at 732-4244 or e-mail jenb@zmsch.k12.mn.us.

CONFERENCES:

Conferences are designed and scheduled to serve as a very important component of your child's education. We take great pride in our level of communication at the primary/elementary schools and view parent-teacher conferences as an essential component of the process and encourage all parents to attend these sessions. Parents can sign up for conferences on PTCfast. The link can be found on the website. The conference schedule for the school year is as follows: Pre-School Conferences: September 5 & 7 Fall Conferences: November 9 & 16 Spring Conferences: March 19 & 21

COUGAR CARE

The Zumbrota-Mazeppa School-Age Childcare Program believes that all children deserve a

safe, nurturing, and enriching environment. Such an environment promotes an extension of social, emotional, physical, and intellectual growth with respect to individual and cultural differences.

Zumbrota-Mazeppa Community Education sponsors Cougar Care and Bright Beginnings. The Cougar Care program is able to accommodate children on either a full-time or part-time basis. All children must be pre-registered to participate in the program. For registration information, call the Cougar Care director at 732-4650.

School-age childcare is provided:

Monday through Friday before school: 6:00AM-7:30AM

Monday through Friday after school: 3:10 PM-6:00 PM

Non-School Days: 6:00AM-6:00PM

Monday through Friday summer care: 6:00AM-6:00PM

Scheduled Early Dismissals: Dismissal time – 6:00PM

Early Dismissal due to weather: Dismissal time - 4:00 PM

Inclement Weather Days - 8:00 AM- 4:00PM

DAILY ANNOUNCEMENTS:

Announcements start each school day at the primary/elementary schools. Parents are encouraged to access the district website for upcoming events, lunch menu, and other important information. Following the morning announcements, students lead the entire student body in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

According to Minnesota law, public schools are to recite the Pledge of Allegiance to the United States of America at least once a week. ZMMS/HS will recite the Pledge the first day of classes each week. Anyone who does not wish to participate in reciting the pledge may choose not to do so.

DRESS CODE:

Students are to be dressed in an appropriate and socially approved manner in accordance with the health, safety and learning activity requirements. We ask that students are dressed in accordance with cleanliness and good grooming and that their dress styles do not create a disruption or safety hazard within the classroom or school environment. Shorts should be appropriate in length and avoid tank tops with straps less than two fingers wide. Students whose dress does not conform to these standards will be referred to the principal. Students may be asked to correct their dress before they will be allowed to go back to class. Faculty members directing extra-curricular activities have the authority to decide how students should be dressed when reporting for events.

DRESS FOR WINTER WEATHER

Snow....Wonderful Minnesota Snow! With 400 students frolicking on the school grounds during snowy conditions, it is imperative that the following rules are adhered to:

- Children must wear boots, snow pants, hat and mittens/gloves.
 - If a child does not wear boots, he/she will be required to stand next to the building for the duration of recess.
- Throwing of snowballs is not allowed on school grounds.

Emergency Situations: FIRE, ALiCE AND TORNADO DRILLS

Fire, ALiCE, and tornado drills are conducted periodically so that in case of an emergency situation students and staff know the procedures to take. Accept these drills seriously and assume your share for the safety of others. Whoever intentionally gives false alarm of fire, or unlawfully tampers or interferes with any station or signal box of any fire alarm system or auxiliary fire appliance, or unlawfully breaks, injures, defaces, or removes any such box or station, or unlawfully breaks, injures, destroys, or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or any auxiliary fire appliance is guilty of a misdemeanor. Misdemeanor means a crime for which a sentence of not more than 90 days in jail or a fine of not more than \$700, or both may be imposed. The school fire alarm system is connected directly to the County Sheriff's Department. The local fire department is notified within seconds of any fire alarm at the school. Please notify the office immediately if the alarm is accidentally set off. Everyone is to leave the building immediately when a fire alarm sounds.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Zumbrota-Mazeppa School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Zumbrota-Mazeppa School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Zumbrota-Mazeppa School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names,

addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Zumbrota-Mazeppa School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Zumbrota-Mazeppa has designated the following information as directory information: (Note: an LEA may, but does not have to include all the information listed below.)

Student’s name	Photograph	Major Field of study
Dates of attendance	Grade level	
Major Field of study	Participation in recognized activities	
Weight/height of members of athletic teams	Degrees, honors, and awards received	

Section 504 of the Rehabilitation Act of 1973

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

- has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- has a record of such an impairment
- is regarded as having such impairment.

In order to fulfill obligations under Section 504, the Zumbrota-Mazeppa school district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including but not limited to::

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district’s educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.

- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

School Lunch

The school cafeteria is an important part of the total health program of the school. To encourage good nutrition, well-balanced meals are offered free of charge. If you wish to bring a lunch prepared at home, you may.

If an account is negative, you will not be allowed to purchase a la carte, extra meals, or beverages. Parents will be receiving an email up to 3 times per week and may also receive phone calls until the account is brought to a positive balance.

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte or second meals as well as to maintain the financial integrity of the school nutrition program. See district policy 534 on the district website for further details.

Lunchroom Expectations

The cafeteria must be kept neat and clean in order for lunch to be pleasant. Every student must do his/her part to clean up after eating. The lunchroom management and other students will appreciate your cooperation in the following:

- Be orderly in the serving line.
- Be courteous and respectful to food servers and cafeteria supervisors
- Eat all food in the cafeteria
- Return trays and utensils to proper place in an orderly manner
- Cooperate with supervisors.
- Use an inside voice at all times in the cafeteria

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the *Superintendent*. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

HEALTH SERVICES

The Zumbrota-Mazeppa School District employs 2 licensed school nurses (LSN) and 1 licensed practical nurse (LPN). The primary school, elementary school, middle school and high school each has a health office which is covered by a nurse. Each health office is located in the school office area.

The licensed school nurse is responsible for the administration and/or supervision of the following health related activities that occur in our district:

- Medication administration with annual staff training
- First aid for injuries or accidents
- Health screening for vision and hearing
- Health assessment and consultation for individual education plans
- Development of emergency or individual health plans
- Prevention and control of communicable diseases
- Monitoring health records and immunizations related to state law
- Coordination of county public health services
- Classroom consultation regarding maturation and health education •
Health screening for early childhood

In the event a student does not feel well, he/she should report to the teacher and then to the health office. Parents/guardians will be contacted if necessary. Fever of 100 degrees, vomiting, diarrhea, or other communicable disease are cause for immediate exclusion of your child from the school setting.

Guidelines for students returning to school after being sick include:

- If a student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal **without** using an analgesic such as Tylenol.
- If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a throat culture was positive for strep, the student should stay home until 24 hours after antibiotic treatment is started.

If you find that your child has head lice, please notify the school office. The information will be confidential, but it allows the school to send a Lice Fact Sheet to parents of all students in the classroom. If you are having difficulty getting rid of head lice, please consult with the school nurse.

MEDICATION ADMINISTRATION

1. Medication taken at school must be administered through the health office.

2. When possible, it is preferred that medications be given at times outside of school hours.
3. Students requiring medicine at school shall be identified by parent/guardian to the nurse, secretary, principal or teacher.
4. The Medication Physician Order and Parent Authorization Form must be completed by parent/guardian AND physician BEFORE any medications will be given in school. Non-aspirin analgesics (Tylenol, Ibuprofen) require only parent written permission. Authorization forms may be obtained from the office.
5. Bronchial inhalers for students requiring this breathing assistance may be carried by the student upon the physician's written order, parent permission and health office notification.
6. Prescription non syringe injectors of epinephrine (Epipen) may be carried by the student upon the physician's written order, parent permission and health office notification.
7. For the parent/guardian and all students' protection, medication should be brought to school by an adult.
8. All prescription medication must be brought to school in the original prescription bottle. Over-the-counter medication must be brought in the original, sealed container with the student's name written on it.
9. All medication orders are effective for current school year only
10. Medication will be kept in a locked cabinet in the health room. Students should not carry\ or keep any medication in their locker during the school day.
11. Students, without prior approval, observed by school personnel self-administering medications will be reported to the principal.

HEALTH SERVICES – Automated External Defibrillators (AED)

The Zumbrota-Mazeppa School District has AEDs at each school site.

Traveling AED's: Zumbrota Mazeppa has 7 traveling AED's for sporting activities.

Asbestos Management

The school district has developed an asbestos management plan. A copy of this plan can be found on the district's website.

PESTICIDE APPLICATION

121A.30 PESTICIDE APPLICATION AT SCHOOLS: Subd. 4.School handbook or statement of policies. In addition to the notice provided according to subdivision 3, a school that is required to provide notice under this section shall include in an official school handbook or official school policy guide of a general nature a section informing parents that an estimated schedule of applications of pesticides listed in subdivision 2 is available for review or copying at the school offices, and that a parent may receive prior notice of each application if specifically requested.

HEALTHY SNACKS

All school districts are required by law to adopt a Wellness Policy that includes nutrition guidelines, goals for nutrition education and physical activity to promote student wellness.

The purpose of this policy is to assure a school environment that promotes and protects student's health, well-being and ability to learn by supporting healthy eating and physical activity.

For a yearly fee your child will be provided with a healthy snack every school day. For families not participating in the school snack program, we are asking for parent's support to establish a healthy school nutrition environment by helping your children choose healthy snacks to bring to school. Please do not send pop for school lunches, field trips, or parties. The free and reduced meal benefits apply to breakfast and lunch, but do not include the daily milk/snack break.

INSURANCE

THE SCHOOL DOES NOT COVER ANY STUDENT FOR ACCIDENTS WHICH OCCUR WHILE THE STUDENT IS IN SCHOOL, GOING TO AND FROM SCHOOL, OR PARTICIPATING IN A SCHOOL-SPONSORED ACTIVITY.

INTERRUPTIONS

Once the school day begins, it is our policy not to interrupt classroom instruction. Here's where you can help...please don't telephone the school with messages for your children, except in an emergency. These are best handled at home before your child leaves for school. A message that arrives before a student's lunch break can be delivered during the noon hour without interrupting instruction. We know that occasionally an emergency arises where classroom interruption can't be avoided; but we would like to keep it to a minimum.

~~When picking up your child, please wait outside of the building or come directly to the office~~

CUBBIES

Students in Grades K-6 are provided a cubby to store items and hang jackets, etc. Students are reminded that school cubbies are the property of the school district. At no time does the school district relinquish its exclusive control of the cubbies which are provided as a convenience for our students. Any damage to your cubby will be assessed by the building principal and charged to the individual student at the end of the school year. Students are not allowed to share cubbies, move to a different cubby or place items in unassigned cubbies.

LOST AND FOUND

The lost and found box in Zumbrota is located inside the door by the entrance. You can help your child retrieve lost clothing more easily by LABELING THINGS WITH HIS/HER NAME.

Unclaimed items are donated to charity after school is completed for the year. If your child leaves something on the bus, please contact the bus supervisor or driver.

OPEN ENROLLMENT/NON-RESIDENT AGREEMENT

Open enrollment is designed to enable any pupil to attend a school or program outside the district of residence. When a family moves out of the district, but wishes to have their children continue attending Zumbrota-Mazeppa Schools, an Open enrollment or Non Resident Agreement must be completed. These forms may be obtained in the office.

PARTIES

Elementary classrooms enjoy two planned classroom parties each year; winter holiday party and Valentine's Day Party.

PETS

Pets are not allowed at school.

POLICY BOOK

District policies are available on the district website for anyone wishing to find out more about the district's policies.

REASONABLE FORCE

Students and parents should be aware that teachers and principals may use reasonable force to restrain a student when the situation warrants.

RECESS

Weather permitting; students will have an outside recess each day. During cold weather, the decision to have outside recess depends upon the temperature and the wind chill factor. The guideline is 0 degrees, wind chill taken into consideration. Parents are asked to watch the weather daily and send their children dressed for the conditions. During the winter season, this includes boots, hats, jackets, and snow pants. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building. Students will have supervised free time inside when weather prevents outside recess.

REGISTRATION

Parents can register their children in the school office anytime during the year. We encourage parents to register in person and bring their children. If a personal visit is not possible, registration forms can be mailed. If you know of any new families in your neighborhood, please encourage them to register before the first day of school. In order to get materials and

classrooms ready for new students, students begin classes approximately 2 or 3 days after registration materials have been returned to the office.

REHABILITATION ACT – Section 504

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

- Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- Has a good record of such an impairment
- Is regarded as having such impairment

In order to fulfill obligations under Section 504, the Zumbrota-Mazeppa school district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Section 504 Contact Persons:

The persons responsible for assuring the District 2805 and buildings comply with Section 504 are:

Primary School Katie G. Kennedy 507-732-7848 \

Elementary School Morgan Stamschror 507-732-1420

Formal Compliance with Section 504

In adopting this policy, the school district states its commitment to nondiscrimination on the basis of handicap. Specific actions in implementing the policy shall include:

- Public notice of the policy

- Notice of the policy in recruitment materials and publication containing general information.
- Provisions of parent/student rights under the policy at all decision points or in response to any concern.

SPECIAL EDUCATION SERVICES

Students in special education have a disability and are in need of specialized instruction. A comprehensive evaluation, conducted by a team from the public school, evaluates and identifies these students. For every student who needs special education services, the team develops a special document called an Individualized Education Program (IEP).

[\(https://education.mn.gov/MDE/fam/sped/\)](https://education.mn.gov/MDE/fam/sped/)

No testing or service can be given without the parent's permission.

SCHOOL CLOSINGS

In the event of severe, inclement weather or mechanical breakdown, school may be closed or the starting time was delayed. The same conditions may also necessitate an early dismissal. The school district utilizes an instant alert system that will notify parents via telephone/email of all school closings and late or early releases. These events will also be announced over radio stations WCCO, Mpls.-St. Paul; KDHL, Faribault; KQUE, Red Wing; KROC, Rochester; KWEB, Rochester; and KNXR, Rochester. It can be assumed that school will be in session if no announcement is made.

During WILD/Online Learning Days K-2 students are expected to complete Wild/Bingo Boards activities/lessons provided by individual teachers. Students and/or parents may communicate with classroom teachers via email, video conferencing or utilizing Seesaw during regular school hours on these days.

Messages sent via the Infinite Campus portal will automatically notify households via telephone of any weather delays, cancellations or school related emergencies.

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SUBSTITUTE TEACHERS

Our school is fortunate in having very capable people to help us whenever our regular teachers are ill or attending a conference. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. The respect shown to our substitutes needs to be the same as the respect given to your regular teacher.

Suicide Prevention Information

Minnesota's suicide prevention and mental health crisis service is available 24 hours a day, seven days a week. People can call, text, or online chat 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. More information about Minnesota's 988 Lifeline services can be found on [their website](#).

SOUTHEAST MINNESOTA CRISIS RESPONSE

Mobile Crisis Response currently serves adults 24/7. If you need mental health support during a crisis, call toll free 1-844-274-7472.

Please click here for the flyer > [Southeast MN Crisis Response Flyer \(PDF\)](#)

Please click here for more information > [Southeast MN Crisis Response Website](#)

The Southeast Regional Crisis Center will provide care to individuals in southeast Minnesota who are experiencing a mental health care crisis. Services will be available 24 hours a day, seven days a week.

VISITORS

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the *main office* and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

WEAPONS

No student or student visitor shall possess a weapon before, during, or after school hours in any school district location. School district location means any school building, any school premises, in any school-owned vehicle, and at any school sponsored activity or event when students are under the jurisdiction of the school district. No student shall possess, handle, or transport any object that can be reasonably considered a weapon on or off school property, school activity, function or event. This rule applies to any firearm, any explosives, (including firecrackers), any knife, cigarette lighter and other dangerous objects or look alike items.