

Fulda Elementary School



2024-2025 Student Handbook

Any changes or modification to this Handbook, the daily operation, procedures, and/or structure of Fulda Elementary School that may need to be made to follow directives from local, state, and federal agencies will be communicated to our families via the school district website or emails.

Dear Students and Parents,

Welcome back to the 2024-2025 school year. We hope everyone is excited to begin another journey and quest for academic achievement!

Our goal is a very simple one. Student success and academic achievement! We will work very hard to provide you with the best educational opportunities with high standards and expectations. In order to achieve this goal, we must all work together to understand and nurture the learning process. Come to school with a single purpose: to gain the necessary skills that will lead you to a very successful life after school. Parents/Guardians, you must be there for your children. Be involved in your child's education, find out what is taking place at school and let us know how we can work with you. School personnel will work to continually improve the quality of our services.

We hope this handbook will answer many of your questions about the daily routines of Fulda Elementary School. All policies and guidelines cannot be spelled out entirely, so if you have any questions please feel free to contact us. Please read this document since it is enforceable.

Once again, we would like to welcome you back for an exciting school year and if you have any questions please feel free to contact us or stop by the office.

The School website is: www.fps.mntm.org
Elementary School Telephone number: 507-425-2581

Sincerely,

Brett Perish
K-6 Principal

Fulda Public School District Mission Statement:

Fostering critical thinkers to become responsible contributors and leaders in a rapidly changing world.

Fulda Public School District Vision Statement:

Engage. Educate. Empower. Every student, every day.

District Administration

Michael Pagel - 7-12 Principal/Superintendent
Brett Perish - K-6 Principal

Contact Information

Fulda Elementary School
303 North Lafayette Avenue
Fulda, Minnesota 56131

District Website <https://www.fps.mntm.org>

District Office: 507-425-2514
High School: 507-425-2514
Elementary: 507-425-2581

SCHOOL DAY

All classes begin at 8:00 AM at the Fulda Elementary School. Students are dismissed by 2:55 PM and the buses depart by 3PM.

REGISTRATION FEE

Students in grades K-6 are charged a registration fee of \$ 15.00. This fee is for the use of technology equipment, copying, printing, paper, lyceum programs and admits students to all home events. Each student will receive an activity card upon receipt of registration fee. This activity card must be presented at all home events or the student will be charged a regular admission fee. A duplicate card can be issued for \$1.00 in case the original card was lost or destroyed.

CHANGE OF ADDRESS/INFORMATION

It is important that our records are up-to-date and accurate. Please notify the school promptly of any change of address, phone number, or any other information. Every parent is asked to list the phone number of a relative, friend or neighbor who may be contacted when the parent cannot be reached in case of an emergency.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be conducted at the beginning of class each day after attendance has been taken. This is mandated by Minnesota Statute. Students who choose not to participate will be afforded that option but must remain silent and respectful.

REPORTING PUPIL PROGRESS

Pupil progress is reported in the form of a report card after every nine-week period. Report cards are handed out following the close of the period. Parents can also access and monitor student progress online.

ATTENDANCE POLICY

Emphasis on school attendance is supported by research which shows that attendance is instrumental in student performance. Students that are chronically absent from school are far more likely to perform poorly on achievement tests. In addition, such students are much more likely to be involved in juvenile crime.

It shall be the responsibility of the student and parent to see that the student attends school every day school is in session. The school and community place great emphasis on regular attendance because it is absolutely necessary for satisfactory progress in school.

Compulsory Attendance Law: The state Law requires that all children between the ages of 7 and 17 must attend school every day that school is in session. No child can be excused from compulsory school attendance until after he/she has reached the age of 17.

It is the responsibility of the parent/guardian to ensure that their child attends school and to inform the school of each and every absence.

ATTENDANCE PROCEDURES

A. ABSENCE

1. Parent/guardian is expected to notify the school regarding a student's absence on or before the day of absence. An absence must be reported by phone call before 8:30 AM to the school office, 425-2581. If requested, students who were absent from school for any reason shall submit, in written form, the specific reasons for their absence, the specific days or times they were absent, verification by the doctor or dentist (when appropriate), and a signature of the parent/guardian. At the discretion of the administration or the nurse, an absence for three (3) days or more for medical reasons requires a written verification by the doctor to return to school.
2. Valid reasons for a student's absence from school are as follows:
 - A. Illness of student
 - B. Serious illness or death of family member
 - C. Dental and medical appointments which cannot be made outside of school hours.
 - D. School missed because of attendance at a school-sponsored trip or activity will not be considered an absence.

Upon returning to school after an absence or tardiness, students are required to bring a written note signed by the parent or guardian giving the reason for the absence or tardiness. The school encourages notification concerning accidents that happen at home.

Students who are absent from school during the day are not allowed to attend any school functions during the same evening unless absence is due to previously scheduled doctor appointments.

Periodically, requests are received from parents to have their child absent from school for reasons other than illness or family emergency. If a parent wishes to keep a child out of school for a special vacation, the office must be informed. Under no circumstances will a teacher dismiss a student unless prior arrangements have been made with the school.

Schoolwork missed because of the absence will be made up at the discretion of the classroom teacher.

If a student is absent for an unexcused reason, teachers are not expected to take additional time to help a student complete missed assignments. This is the responsibility of the student and the parents.

Medical and dental appointments may be scheduled during school hours when it is impossible for the doctor to see the student any other time. A written note from the parents stating the time of the appointment must be received before permission is given.

Parents are to pick their child(ren) up at the office; sign their child(ren) out before they leave the school grounds; upon return to school, parents are to sign their child(ren) back in at the office.

Students are not counted absent for a morning or afternoon session because of a dental or doctor appointment provided they are in attendance part of that session.

The authority to decide whether or not an absence is excused or unexcused rests with the Principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time. For the purpose of this policy, truancy is the absence of one's self from school or class without the knowledge and approval of the school. Truancy will be considered an

unexcused absence, parents will be notified, and disciplinary action will be taken.

ABSENTEEISM POLICY

1. Students will be allowed up to ten absences per semester (five per quarter). These absences can include illness, family emergency or anything else medically related.
2. Any student receiving an eleventh absence (or six within a quarter) without a physician's excuse will be given an Attendance Conference. Members of the Attendance Conference Committee will meet with the student and his/her parents to determine what the student will need to do to make up for lost work and to continue with his/her classmates.

B. TARDINESS

1. Tardiness is defined as arrival to a classroom after the established beginning time. Students are tardy if they are not in their classroom and ready for instruction to begin at 8:10 AM.
2. Students are required to check in with the school office if tardy for class.
3. Excessive tardiness is defined as being tardy more than three (3) times per quarter.

EXCESSIVE ABSENCES AND TARDIES

Our school policy is based on Minnesota Statute #260A, which defines a "continuing truant" as a student who has been absent without a valid excuse for three (3) days in a single school year if the child is in elementary school.

Unexcused absences are considered truancy. District #505 policy requires that parents or guardians be notified of the continuing truant law. The notice alerts parents to their child's absences and notifies them of the legal problems that may descend upon them if the child's absence does not improve. Specifically, parents are advised that they may be charged with a misdemeanor for failing to keep their child in school. Parents are also advised in the notice that their child may become the subject of a juvenile court delinquency petition, which has the potential to result in, among other things, the restriction of the child's driving privileges. Finally, the truancy notice alerts parents or guardians that the failure to ensure their child attends school may constitute neglect.

A conference may be held with parents/guardians and appropriate school personnel to discuss solutions to the child's truancy.

- A. If, after the notice is mailed to the parent/guardian and there is no marked improvement in attendance, an Attendance Conference will be scheduled. The Attendance Conference will be attended by:
 - *parent/guardian
 - *teacher
 - *Principal
 - *Attendance Conference committee
- B. After the scheduled Attendance Conference, a student with continued excessive absences and tardies will be referred to Family Services as a habitual truant as defined in Minnesota

Statute Ch. 260.015, subd.19.

- C. Excessive tardiness will follow the same procedure as absences with an Attendance Conference.

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include modified curriculum and instruction, instruction through electronic media, support from an interventionist, special education services, homebound instruction, enrollment in an alternative learning center, and summer school, among others. Students and parents/guardians with questions about these programs should contact the building principal.

CARE OF BOOKS

Students attending Fulda Elementary School are furnished with all necessary textbooks and workbooks. In the event that books are lost, or damaged to the extent they cannot be reused, parents will be charged according to the original price and the time they have been used.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

CONTACTING STUDENTS DURING SCHOOL HOURS

At times it is necessary for a child to be contacted during school hours. This should be done through the office. Students are then called to the office to receive messages. Since this is an interruption for the other children as well as your child, please use this privilege sparingly. If you need to leave a message for your child, please call the school before 2:35 PM.

DISCIPLINE

Before effective learning can take place, reasonable order of discipline must be present. Many years of experience indicate that a positive approach to discipline has been proven best. Good discipline maintains good working conditions, making it possible for children to learn. It is important that teachers devote the majority of their time to teaching, not reprimanding. Children need and want discipline. Schools have a responsibility to parents and pupils which goes beyond the educational program. They must provide pupils with a suitable environment. This calls for the exercise of every precaution to safeguard and control while students are on the school premises and school-related activities away from the school grounds. To help communicate disruptive behavior or violation of policy by your child the school will contact you to inform you of the infraction and the action taken by school officials.

Discipline Guidelines

- I. It is the position of Fulda Elementary School #505 that a fair and equitable discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who in dealing with students on disciplinary matters, act in accordance

with state statute, state board of education regulations, and these guidelines.

II. Rules of Conduct:

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district.

A. Truancy and Unauthorized Absences.

1. As required by current statutes, regulations of the Minnesota Department of Children, and Fulda Public School, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests in the building administrator. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
2. Truancy is the absenting of one's self from school or class without the approval of the school.
3. If a student develops a pattern of tardiness to school or class, parents will be notified and disciplinary action may be taken.

B. Damage to School or Personal Property

1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.
2. Theft: Theft is the act of intentionally depriving the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault

Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another.

D. Verbal Assault

Verbal Assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats and Disruptions

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to, the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
2. Bullying: This includes any form of behavior either consistent or in-consistent that interferes with an individual's right to a healthy and safe learning environment.
3. School Disruptions: Any student who disrupts or interrupts the peace or good order of the school or school sponsored activities will be subject to disciplinary action.

F. Sexual Harassment and Sexual Violence Policy: The enforcement of this policy will follow the guidelines of the Fulda Public School policy posted on the school district website. The school policy is outlined in Section 703 of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Sections 363.01.14, the

Minnesota Human Rights Act. This policy is also outlined in Minnesota Statute dealing with sexual abuse and violence.

G. Dangerous, Harmful & Nuisance Substances & Articles:

TOBACCO-ALCOHOL-DRUGS-ILLEGAL SUBSTANCES

- The district is a drug free zone. Students will not have tobacco, smoking, chewing, nicotine patches, or vaporizing devices, in possession or on their person in school or on school property, including buses. The same applies to alcohol, illegal substances, drugs, THC edibles, or other paraphernalia, and pills of any kind unless by prescription.
- Possession of these items in school or on school property, including buses, *excluding* illegal substances, drugs and alcohol, will result in consequences as outlined by the District 505 Student Discipline: Progressive Consequences - Referral # 3, In-School Suspension (ISS). The possession of illegal substances, alcohol and drugs in school or on school property, including buses will fall under the Severe Clause.
- Use of these items by a student in school or on school property, including buses will result in consequences as outlined by the District 505 Student Discipline: Progressive Consequences - Referral # 4, Out of School Suspension (OSS) as well notifying the appropriate authorities.

NUISANCE ARTICLES

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

H. Weapons:

1. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nun chucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, laser pointers, and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, such use will be treated as the possession and use of a weapon. It will be the policy of the Fulda Elementary School to refer to the local law enforcement agency, any person who brings a weapon to school in violation of the "Gun-Free Schools Act of 1994". Minnesota's Statutes 127.282 mandates that a school board must expel for one year a pupil who is determined to have brought a firearm or weapon to school. The expulsion may,

however, be modified on a case by case basis, on the recommendation of the school administration. The complete policy is available in the superintendent's office.

4. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - a. Confiscation of the weapon
 - b. Parent or guardian notification
 - c. Notification of police;
 - d. Immediate out-of-school suspension;
 - e. Recommendation to the superintendent of dismissal for not to exceed one year.

III. Unacceptable Behavior generally is defined as...

- A. Willful conduct which substantially disrupts the right of others to an education.
- B. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.
- C. Willful violation of any rule of conduct specified in this handbook.

BEHAVIOR CONSEQUENCES

Behavior Consequence steps will be followed, when misbehavior warrants administrative input into the situation. These consequences reflect age-appropriate adoption of District 505 Student Discipline: Progressive Consequences.

Step 1: Warning: Student will be issued a warning by the administration.

Step 2: Parent Communication: Parents will be notified by phone of misbehavior that has occurred.

Step 3: Written Plan: A written plan will be drawn up that identifies ways of improving Student behavior. Parents will be notified.

Step 4: Parent Contact: Parents will be contacted and detention or suspension will be assigned.

Severe Clause Immediate move to Step 3 or 4: The administration reserves the right to move a situation to any of the above steps, depending on the severity.

RECESS DETENTION

Fulda elementary will not use recess detention, unless:

1. the student's parent or guardian specifically consents to the use of recess detention; or
2. a student causes or is likely to cause serious physical harm to other students or staff; or
3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

SUSPENSION AND EXPULSION

Occasionally it becomes necessary to suspend or expel students from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as the Minnesota Fair

Pupil Dismissal Act. Under provisions of this law, students may be suspended from school for any of the following:

1. Willful violation of any reasonable school board regulation.
2. Willful conduct which substantially disrupts the right of other to an education.
3. Willful conduct which endangers the student or other students, or school property.

Suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 10 school days. If a suspension is longer than 5 days, the suspending administrator must provide the superintendent with a reason for the longer suspension.

Expulsion may be for the remainder of the school year or less, and may occur after the school board has held a hearing in accordance with the law. Expulsions may be imposed by the school board upon recommendation of the administration. Students should refer to the Discipline Guidelines within this handbook.

CELL PHONES and other ELECTRONICS

Cell phones, smart watches, and other wearable technology/communication devices should not be brought to school. Using personal communication devices (cell phones, smart watches, etc.) is not allowed during the school day. If a student chooses to use these devices, they will be confiscated and held in the elementary office until a parent/guardian is able to collect the device. Students who refuse to turn over their phone will be referred to administration. If a parent/guardian insists that their child bring a communication device to school, the device must remain off and out of sight in the student's locker during the school day.

Cell phone use of any kind is not allowed in bathrooms or locker rooms. Cell phones may not be used during lockdown and fire drills. Using a cell phone to record or take photos of staff or other students is not allowed. Using social media, apps, or any other function of the cell phone to spread rumors, make fun of, exclude, or create a disruption to the learning environment is not allowed.

PARENTS/GUARDIANS: If you need to contact your son/daughter during the school day, please contact the school (507-425-2581) and not your child's cell phone as we may need information to assist you accordingly.

TELEPHONE

We will not permit a child to use the telephone unless we feel it is absolutely necessary. Permission to go to a friend's home after school, arranging for a ride home, etc., are considered unnecessary calls and are discouraged because of the heavy demand on the phone. When your child leaves home in the morning please make sure they have everything they will need for the day (homework, daily planners, book bag, band instruments, etc.). It is important that the student assumes the responsibility of bringing the things they need each day. We also ask parents who call the school to talk to the secretary or Principal and your message will be delivered to your child.

DRESS CODE

We want students to wear clothes that will protect them from the various activities that occur during the school day. Secondly, we want our students to wear clothing that will not be a distraction to the learning process. Thirdly, we feel strongly that students often act and feel the way they dress. Neat, clean clothes often make a child feel better and act more appropriately. All students are required to wear clean

clothing. During the fall and spring students are allowed to wear shorts on extremely hot days before October 15th and after April 15th (or days deemed appropriate by administration).

WINTER DRESS CODE: We strongly encourage that students be adequately dressed during the winter months in order to be prepared for the severe weather which they may encounter either coming to school, going home from school, or during recess. We advise parents to pay very close attention to what their children are wearing and to see that they are provided with gloves, scarves, hats, boots, and snow pants. It is our practice to have all students go outside during the noon hour daily. All students should have a pair of outdoor boots during the winter and spring season. Be sure to put your child's name on both boots. If your child is not adequately or appropriately dressed a school official may call and request that appropriate attire be brought in for your child. When there is snow or water on the playground, students will be required to wear appropriate winter/wet weather clothing or they will not be allowed access to the playground for recess. If they do not have appropriate clothing, they will have to stand in a dry area near the building for the duration of their recess time.

With these factors in mind, we will use the following guidelines:

1. Caps will not be worn in the building
2. Clothing with alcoholic or inappropriate slogans will not be allowed.
3. Skirts and shorts are allowed in the fall and spring, but the length should be appropriate to the activities in a school setting. Shorts are not allowed between October 15th and April 15th.
4. Tank tops may be worn if the shoulder strap is at least one inch wide. No shirts with sleeves cut off or missing, or mesh shirts are allowed unless worn with another sleeved shirt. Shirts should be full length as not to expose the midriff area.
5. Holes in pants must be below the fingertip line, or spandex or leggings must be worn underneath.

Dress which endangers the student or other students, or school property will not be allowed. Students who engage in this type of dress will be required to remove these items of clothing. Parents will be notified if a dress code violation is present upon arrival of the student in school.

The student will call home to make arrangements to change clothing. If parents cannot be reached an alternate clothing option, provided by the school, will be offered to the student. If the student declines the option they will remain in the office until the clothing violation has been rectified. In this event, all procedures regarding temporary suspension will be governed by the Minnesota Fair Pupils Dismissal Act.

COSMETICS (make-up)

The administration reserves the right to prohibit or have the student remove or reduce the amount of make-up they are wearing if it is causing a negative effect or is disruptive to the educational process.

FIELD TRIPS

Most classes will be involved in field trips during the year. Permission slips will be sent home by the teacher and must be returned before the student is allowed to go. The school views these trips as a valuable educational experience, however, administration reserves the right to keep students back from field trips. In the event that the parent does not want his/her child to go on a trip, the child must be in attendance at school on that day.

FIRE DRILLS/SEVERE WEATHER/EVACUATION (LOCKDOWN) DRILLS

State law requires that all schools have a plan for building evacuation in case of fire. The law requires

that five fire drills and five evacuations/lockdowns be conducted during each school year. Practice for these drills is usually carried out more frequently during the early weeks of school. In addition to a fire drill plan, we also have a plan for severe weather (hail, high winds or tornado). This plan is the same one that would be used in case of a civil defense alert.

HEALTH INFORMATION

Immunizations:

Minnesota State Law requires that all children must be up-to-date on immunizations before entering school. The law specifies that students in all grades have documentation for all required vaccines. If the school requests immunization records for any student (K-12), parents must comply by providing the immunization dates or a legal exemption. Schools are required to report compliance to the Minnesota Department of Health yearly. This is a state law not just a school policy.

Immunizations required for enrollment into preschool program are: Hepatitis A - 2 doses; Hepatitis B - 3 doses; DTaP - 4 doses; MMR - 1 doses; Hib - at least 1 dose; Polio – 3 doses; Pneumococcal - 4 doses; Varicella - 1 dose.

Immunizations required for Kindergarten and all elementary grades are: Hepatitis B - 3 doses; DTaP - 5 doses; Polio - 4 doses; Measles, Mumps, Rubella (MMR) 2 doses; Varicella (chicken pox) - 2 doses. Also recommended but not required for Kindergarten: rotavirus and Hepatitis A.

Parents/guardians who do not wish to have their children receive immunizations or students who cannot receive the immunizations for health reasons may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

NEWLY ENROLLED STUDENTS: Prior to initial enrollment in any school in this state, every child shall submit to the Principal or School Nurse, an immunization record showing that he has received the state required immunizations for school enrollment or file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

SCREENINGS:

Vision and hearing screening is done every year for all elementary grade levels. Additional screenings are done if requested by parents or teachers.

HEAD LICE:

Head lice are a common occurrence among school age children. Head lice do not transmit any communicable diseases and therefore exclusion from school is not necessary. Lice are usually transmitted by close contact or exchange of personal items such as combs, brushes, towels, clothing, caps, stuffed toys or sharing a bed.

If a child is observed itching their head by the teacher, the child is sent to the nurse's office for a careful, private check. If lice or nits are found, parents are notified, the student is sent back to class and the family is instructed on treatment. The school nurse will work with families to help them successfully get rid of the lice in their home. Please be continually aware of the possibility of lice. Tell your children to inform you of itching or rashes.

MEDICATIONS:

Parents are urged to administer any medication that students require at home. Parents of students who require medication during the school day need to fill out the Policy for Administration for Prescription Drugs form from the school office requesting and authorizing school personnel to give the medication

following the orders of the physician. If the length of administration or the complexity, strength or date of the medication is questionable, the school will not administer the medication. The purpose of the policy is to inform and protect the parent, student and school. We want to make sure that parents are always aware of any medication their child is taking, so the student receives the medication properly and so we know why the student is taking the medication.

Any medications administered at school are kept in the school office in a double locked location and must be in the original prescription bottle from the pharmacy labeled with the instructions for administration and the prescribing doctor's name. If the medication will also be given at home the pharmacy will give you a second labeled bottle if you request it. No medications will be given at school without the written permission of the parents.

Over the counter medications can be given when absolutely necessary to students who have brought those medications from home in the original packaging. The medication authorization form will also need to be filled out and signed by the parent. Final determination to give the medication will be made by the licensed school nurse. According to school policy, NO MEDICATION will be given without parent notification and written or verbal permission from a parent or guardian.

ILLNESS

If an illness of some sort makes it necessary for a student to leave after school has begun, the student must sign out and have permission from the school office before leaving the school grounds. If your child becomes ill at school, or for some reason needs medical attention, the school will make every effort to contact the home or if necessary, the parent's place of employment. Parents will always be contacted by the school before a child is sent home.

Guidelines for keeping your child home: fever of 100.0 or higher within the last 24 hours (without use of medication like Tylenol/Advil/ibuprofen to lower the fever), diarrhea, vomiting, or severe cough that impedes the learning process. If your child has vomited before school or at school, the parents will receive a call to come and take their child home. Students that are sent home with a fever from school will need to remain home until they are fever free for 24 hours

ACCIDENTS

In the event a child is involved in an accident at school, first aid may be administered by the school nurse, principal or secretary. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parents, the emergency number you have left in the office will be called. The Fulda School District does not carry accident insurance on children in school. They do, however, authorize an insurance carrier to offer parents accident/dental coverage for protection against mishaps that might occur in school. These plans are offered to parents on an optional basis at the beginning of each school year.

AFTER SCHOOL PLAYGROUND

The playground will be closed from 3:00 to 3:30 after school, and students are encouraged to go straight home after dismissal. The playground is not supervised after school.

APPOINTMENTS MEDICAL/DENTAL

Parents are urged to make their medical and dental appointments so as to avoid conflicts with the school day. If appointments occur during the class time, parents should notify the office and the teacher in advance. When you come to school to pick up your child for an appointment we will

notify the classroom and your child will come to the office to meet you. You will be required to sign your child out. **Upon returning, the student should check in at the office and sign in before going to the classroom.**

FOOD ALLERGY GUIDELINES

The purpose of these guidelines are to provide a safe environment for students with food allergies and to support parents/guardians in managing their child's food allergies. It is our desire to provide thorough necessary accommodations when required, and the opportunity to participate fully in all school programs and activities.

We recognize the need to help the allergic child avoid the foods he/she is allergic to and to establish emergency procedures to treat any allergic reactions that should occur.

In order to properly implement this policy for management of food allergies, the following administrative regulations are established:

1. The primary concern of the school is the prevention and appropriate treatment of potentially severe allergic reactions, anaphylaxis.
2. The parents/guardians of the student with allergies must indicate this on the Health Information Form and should provide the school with a written diagnosis of the allergy and an individual action plan prepared by the students' physician.
3. An individual health plan will be written by the school nurse with assistance of the parents/guardians, classroom teacher and administration. This plan should be reviewed at least once a year and updated as necessary.
4. It is suggested that the at risk student have some means of identification, such as a medical alert bracelet.
5. Parents/Guardians are encouraged to review/preview menus to select foods that are safe for their child to eat.
6. Most food allergy children bring their lunch from home. However, guidelines established by USDA Child Division in charge of school lunches requires school lunch service staff provide substitute meals to allergic students if the physician of the child completes the required forms with written instructions certifying the child's allergy, what foods to avoid and safe substitutions. These forms will be provided by the school nurse or food service staff.
7. Due to increasing incidence and severity of peanut allergies, no products containing peanuts or peanut residue will be offered in the school lunch program or in classroom snacks provided by the school or school staff.
8. Training will be provided to all staff supervising the students with the food allergy in the signs and symptoms of anaphylactic shock, basic first aid, resuscitative techniques and in the use of the epinephrine auto injectors.
9. The school will follow and ask the parents/guardians to assist in implementing the following avoidance strategies due to the fact that the risk can never be fully eliminated in the school environment:
 - a. Parents are encouraged to instruct the child/children in how to avoid contact with substances they are allergic to.
 - b. Staff will carefully monitor identified children, especially in the younger grades.
 - c. Allergic children should consider eating foods that are only prepared at home and/or parents/guardians should preview the school menu and discuss with the allergic child the foods he/she should not eat that are included in the school lunch menu.
 - d. Students will be encouraged not to exchange foods or utensils with other students.
 - e. Surfaces, toys and equipment will be washed clean of any allergy containing foods.

- f. Food service personnel will be instructed about necessary measures required to prevent cross contamination during food handling, preparation and serving of food.

SUICIDE PREVENTION INFORMATION

The 988 Lifeline provides 24/7, confidential support to people in suicidal crisis or mental health-related distress. By calling or texting 988, you'll connect to mental health professionals with the Lifeline network. 911 may be called to access local Emergency Services.

BREAKFAST PROGRAM

Students in grades K-6 may participate in the breakfast program. Students will go to the cafeteria starting at 7:30 AM for breakfast. All students need to have breakfast done and report to their classrooms by 8:00 AM. The State of Minnesota is providing one breakfast for each student daily at no cost to families.

HOT LUNCH

The State of Minnesota is providing one lunch for each student daily at no cost to families. Families will be charged for any additional a la carte items or seconds on lunches, so we recommend maintaining a positive balance in student lunch accounts. **Money for your lunch account can be paid at any time. It is an on-going account.** Please make all checks payable to the Fulda Public Schools. One check per family is acceptable to add money to student lunch accounts. Low balance notifications will be sent home as needed. Students/parents are responsible for keeping their account in balance. You are able to check the balance of your lunch account electronically by visiting the school web page and accessing the Parent Portal. If you choose, reimbursements can be made at the end of the year for the remaining balance in student lunch accounts. You will also have the choice to roll the balance over into your account for the following year. Applications for free or reduced meals will have been sent home before the school year begins, however if you did not receive one and feel you qualify please contact the school so we can provide you with one. The health of our students and the financial situation of the district is greatly dependent on the number of qualifying free and reduced applicants. This information is strictly confidential and is only shared with the Minnesota Department of Education. Mealtime should be a comfortable and enjoyable part of our school day. Students are expected to have courtesy and respect in the lunchroom so that all persons may enjoy their meal.

NOON HOUR

The children who stay at school for noon lunch must stay on the school grounds. If you wish for your child to leave at noon, they must have a note from home on the day they are scheduled to leave the school grounds. If the child does not have this note, they will have to wait until they can furnish a note. No student will leave the elementary school grounds without a signed note from their parent/guardian.

HOMEWORK

All students will/may receive homework from time to time. The assignments may be brief and will involve materials related to the school curriculum with little parent assistance. Samples of homework are weekly spelling lists, review tests, working on special projects and make-up work due to school absences. Teachers will determine late work policies for their classrooms.

LIBRARY

The elementary library is open daily. Each class is scheduled one day a week, and individuals or small

groups may use the library anytime. Students may exchange books and magazines as often as they wish providing they are checked out of the library. We would like to solicit your cooperation in seeing that library books are returned. Lost books must be paid for at the end of the school year and before report cards are issued. A fine is issued for books lost or not returned at the end of the year. If the book is found later the fine will be reimbursed.

LOCKERS AND DESKS

Lockers and desks will be loaned to students in grades K-6 on the first day of enrollment. Students should always keep their lockers and desks neat and clean. Students are responsible for the contents of their locker and their desk. Lockers do not have locks, so do not store valuables in them. School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers or desks, provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school authorities for reasons whereby determination has been made for reasonable cause to search the locker or desk.

PERSONAL POSSESSIONS AND STUDENT'S PERSON

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

LOST AND FOUND

Space is provided in the office for all articles lost or found in the bus or in the school. A simple way to retrieve lost articles would be to see that items are marked with the child's name. Names should be on all jackets, hats, mittens, boots, book bags, etc. and materials of younger children. Please mark all boots with a marking pencil or tape. You may stop in anytime and look through our lost and found items. They will not be kept over the summer months.

NOTICES SENT HOME

During the course of the school year it is necessary for the school to communicate many times with parents. The most effective way to do this is through notices and newsletters sent home with all students in the elementary school. Many times however, students neglect to bring these items home and their parents are uninformed. Parents are urged to discuss this with their children and impress upon them the importance of bringing these notices home promptly.

PARENT COMMUNICATION

The school will be making a concentrated effort to maintain good communication with parents. The student planner is a very effective tool for teachers to communicate with you and for you to communicate with them. Please check your child's planner on a daily basis and encourage them to become effective planners and communicators. Also, you may receive periodic phone calls, emails and texts during the year from your children's teachers. Please accept these as the honest effort they are, to keep you informed of your child's development. The school also sends out periodic mass alerts through our JMC student management system. To ensure that you receive these alerts, please keep all contact information up to date.

PARENT/TEACHER CONFERENCES

Fall Conferences are scheduled for Monday and Wednesday, November 4th & 6th from 3:30 to

7:00 pm. Approximately two weeks prior to fall conferences a signup sheet will be sent home for parents to choose a time that will work best for them. The staff will take into account the time the parents choose and try their best to fit that time into their schedule. Any parent who wishes a conference other than at the time appointed should phone the office for an appointment. This is to ensure that the teacher will be in when they arrive.

PARENT VOLUNTEERS

During the past many parents have expressed an interest in being more directly involved in the education of their children. We have encouraged this involvement by offering opportunities for parents to do volunteer work in the school. Parents have provided valuable services in the classroom, working with teachers or small groups of students, chaperoning field trips, working with the swimming program and assisting with noon duty on the playground at noon hour. If you would like to volunteer, you may do so by responding to requests for volunteers that go home periodically or by contacting your child's teacher or the office.

PROMOTION AND RETENTION

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

BAND/VOCAL MUSIC

Band instruction, in the form of a weekly lesson as well as large group band, is available to pupils in grades 5 and 6. In the spring, grade 4 will begin their band lessons. Students in grades K-6 attend music class for 25 minutes a day. Musical concerts are performed during the Christmas season and during the year at various functions. Concerts are intended to teach students about performing in public and show parents what has been taught throughout the year. Parents are strongly encouraged to attend all concert opportunities. Students not able to attend a concert must have a written excuse from their parents.

Concert Courtesy

1. Students are expected to maintain a high standard of courtesy.
2. There should be no talking or horseplay during the program.
3. Appreciation for performers should be shown in a proper manner
- no whistling, booing or shouting.
4. Feet will not be put on the back of the seats/person in front of them.

BROKEN OR DAMAGED EQUIPMENT

Any child who breaks, loses or damages any school property will be expected to pay for the broken, damaged or lost items. We would sincerely appreciate your cooperation in keeping our school clean and free from vandalism by helping us teach your children to respect the school building and its property, and by reporting promptly any information you may acquire concerning damage to the building. We are all proud of our school and the cost of vandalism is a needless expense to the parents.

CONDUCT AT SCHOOL DISTRICT SPONSORED ATHLETIC EVENTS

Students are encouraged to attend all home activities. Due to the large number of people in a small area, we will expect our students to comply with the rules or be asked to leave.

1. Trips to the concession booth and bathrooms should only occur at halftime

and between games. Students should not leave if the game is in progress.

2. No sitting on the floor.
3. No walking or running on the playing area of the floor.
4. No roughhousing while in or on school buildings and grounds.
5. No loitering while activities are in progress.
6. Once a student has entered a building or ground; if he or she leaves again, they will not be allowed to re-enter without prior permission.
7. No booing or unsportsmanlike conduct will be allowed.
8. During the National Anthem, students will face the flag, remove any headwear, put their right hand over their heart and sing. If a student chooses not to sing, they may stand quietly.

CONDUCT AT SCHOOL DISTRICT FOOTBALL GAMES

Students are encouraged to attend all home football games and support our teams. Failure to comply with the rules may result in removal from premises.

1. Keep off all football equipment: tires, bars, etc.
2. No wrestling, tag, or playing football.
3. Students will remain behind the fence that surrounds the field.
4. Students will not be in the area where the band plays.
5. During the National Anthem, students will remove their caps, place their right hand over their heart, face the flag and sing. If a student chooses not to sing, they may stand quietly.

PETS

Children who bring pets to school must do so with the teacher's approval. Domestic pets brought to school must be accompanied with an up to date shot record. An adult should bring the pet and take it home after it has been shown to the students.

PHYSICAL EDUCATION

The physical education program has an important place in our school curriculum. Everyone must participate in physical education unless excused by a medical doctor. The goals of the P.E. Curriculum are to teach and develop the overall fitness of the students, teach organized games, sports, dance, gymnastics, and swimming, teach lifetime activities and how to stay healthy, and instill cooperation, fair play, and effort. When in the gym, students are required to wear a separate pair of gym shoes which should be kept in the classroom or locker when not in use. All students are evaluated quarterly in cooperation, participation, effort, and fair play.

CLASS / ROOM PARTIES

Class / Room parties may be held during the school year. Classroom teachers are in charge of activities and details of these parties.

SAFETY

Please help your children realize the potential dangers of crossing the streets and using the crosswalks provided for them when they are going to and from school. When dropping off children in the morning, parents are encouraged to let them out in front of the gate by the North entrance in order to avoid bus traffic. The cooperation of parents is essential in continuously reminding children of the importance of observing safety rules and respecting the rights of others while going to and from school. Students in Kindergarten through 2nd Grade must be escorted home at the end of the school day. This escort may be

an older sibling, student or parent/guardian.

For the security and safety of our students and staff, all exterior doors will be locked during school hours. Students arriving in the morning may enter through the main entrance or the recess door, which will both be open until 8:00 AM. All visitors must enter through the main entrance on the West side of the building. They must ring the buzzer and an office staff member will let them in if needed.

DISMISSAL TIME: Teachers will walk students to the buses. Students that walk home will be dismissed out the recess door. If parents are picking up their students, parents must wait outside (either in their vehicle or on the playground) and students will be dismissed out the main entrance by a school staff member.

RIDING THE SCHOOL BUS

Students are not allowed to ride any other bus other than the one to which they are assigned. This will ensure that the parents know where their child is after school. At times, special arrangements need to be made but must be approved by the office by means of a written note from home. The office must know how a student is leaving school each day. This also increases our security for your child.

Please call the bus company if your child will not be riding the bus.

SCHOOL BUS POLICY

It is the school bus driver's responsibility to report unacceptable behavior to the School District Administration.

Briefly stated, unacceptable behavior is:

- a. Use of alcohol/drugs/tobacco/vape products on the bus or bringing these items on the bus.
- b. General disruptiveness such as fighting, throwing things, unauthorized opening or closing of windows or doors.
- c. Refusal by passenger to sit down and stay seated at all times while the bus is in motion.
- d. The transportation of unauthorized passengers. (All regular passengers are on a bus list).
- e. No loud, obscene or abusive language of any kind.
- f. No drinking anything on the bus without driver approval.
- g. Vandalism or failure to obey the driver.
- h. Refusing to sit in assigned seat.
- i. Repeatedly late to board the bus.
- j. Fire of any kind.
- k. Bringing any weapon or dangerous objects on the bus.
- l. Viewing, showing, or playing obscene content on electronic devices.
- m. Taking pictures or recordings of other students without their permission.
- n. Using cell phones and/or other electronic devices to spread rumors, make fun of, exclude, or create a disruption.

Rules at the Bus Stop

1. Get to your bus stop at your scheduled pick up time.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. After school, wait behind the yellow stripe on the sidewalk until the driver motions you to

- enter the bus.
7. After getting off the bus, move away quickly.
 8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 9. No fighting, harassment, intimidation, or horseplay.

Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (IE: field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

Elementary K-6: The following suspensions are to be used as a guideline and may be modified at the discretion of the superintendent.

- 1st offense - warning
- 2nd offense - 3 school day suspension from riding the bus.
- 3rd offense - 5 school day suspension from riding the bus.
- 4th offense - 10 school day suspension from riding bus/meeting with parents.
- Further offenses - Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Note: When a student goes 60 calendar days without a report the student's consequences may start over at the first offense.

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.

The school administration will back the drivers and owners if:

1. All students are treated equally.
2. All of the above rules are enforced at all times.
3. No favors are given to any of the bus patrons.
4. All violations are reported immediately to the administration.

SCHOOL BUS TO BALLGAMES

Children in the sixth grade or younger will not be allowed to ride the school bus to out of town ballgames. It is felt these children should be accompanied by their parents.

SCHOOL PATROL

Boys and girls in grades 5 and 6 may be on safety patrol. Parents must sign a permission slip for them to do so. Slips will be given to your child the first day of school. We believe it is good training for every child in these grades to perform these duties at some time in the school year. Parents, when you pick up your child from school, remember the child must observe the safety patrol. Please park your car on the corners by the school. Every student will cross the street by means of the safety patrol. No parking is permitted across the street east of the school when the buses are loading.

SCHOOL POLICIES

There are several policies that Fulda Public School has adopted and are carried out by the staff. Due to

the length of the policies, they will not be reprinted in this handbook but are on file in the office. These policies include: Multi-Culture/Gender Fair, Pupil Fair Dismissal Act, Title I, Section 504 of the Rehabilitation Act, Weapons Policy and Privacy of Student Records policies. A complete copy of each policy is available in the superintendent's office.

SCHOOL RECORDS

The school has a file with your child's grades, attendance, and standardized test scores that have resulted from his/her work since he/she began school. If the student has attended several different schools, these records have all followed to the school and are on file here. Students and parents or guardians may see the contents of these records by making an appointment to do so with the administration. Students and parents or guardians may place any statements or items in your records that you wish to, if it pertains to your school work. Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you or your guardian. Student files will be mailed to a new school district. Files will not be given to parents when moving to a new school district.

This means that your school will not, and cannot by law, send a transcript of your school records to another school without first receiving written consent from parents or guardian. All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of MN.

THROWING OF SNOWBALLS

Snowball throwing on the school grounds or on the way to and from school is absolutely forbidden. This regulation is necessary as a safety precaution to protect the health and welfare of children. The responsibility for any injury sustained by this activity must be assumed by the parents.

STORMY WEATHER/SNOW DAYS

If in your opinion, the weather or road conditions are so severe as to cause a hazard to your child, exercise the same judgment that you would use in deciding whether or not your child would attend school if the child was ill.

Fulda School website will broadcast all school closings and Instant Alert will send weather related announcements through phone and text message. Parents will need to be signed up for Instant Alert to receive this. Contact the school to sign up.

They will also broadcast any late starts and early dismissals. If it seems necessary to close school early and send students home, parents are urged to watch for their children. If the weather becomes so severe that the buses cannot run, children will be taken to their snow homes.

STUDENT DAILY PLANNERS

Students in grades 1-6 will receive a daily planner at the beginning of the school year. This planner will serve as an organizational tool for the student, as well as a communication tool between the teacher and parent. Older students will be expected to write their daily assignments in the planner daily, bring it home daily, and return it to school daily. Younger students may bring this planner home on a weekly basis. Your child's teacher will communicate with you regarding how the daily planner will be utilized in their classroom. We hope the planners promote organizational skills and assist in effective communication between parents and teachers.

TESTING

We use progress monitoring assessments for Kindergarten through 6th grade for Math Computation and Reading Fluency. The elementary students in grades 3 through 6 do the MCA's II for Math, Reading, and Science (in 5th grade). These assessments along with teacher judgment are used to identify students needing supplemental help such as Title 1 services.

Use of Test Results

The tests provide a measurement of development of skills. However, test results are interpreted with wisdom, ingenuity, and caution. Test results are used to supplement, not replace teacher judgment. They are used in conjunction with everything else the teacher knows about the student to meet individual instructional needs.

VALUABLES AND MONEY

Normally, students have no reason to carry large amounts of money in their billfolds or purses. Usually, school projects are paid for by the school. However, students sometimes bring small amounts at the request of the teacher to pay for items which will go home. Your cooperation given this matter will help eliminate the problem of lost or stolen money. Please do not allow students to bring valuables to school as we are not responsible for lost or stolen articles.

VIDEO AND AUDIO RECORDING

AV ON SCHOOL BUSES

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

AV IN PLACES OTHER THAN BUSES

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

VISITORS

Siblings and children visiting from other schools will not be allowed to attend school with your child. Contact the office for questions on parent visits.

BICYCLES, SKATEBOARDS, ROLLER BLADES AND WHEELIE SHOES

Facilities for parking bicycles are provided on the school grounds and all bikes should be placed in these racks appropriately. Children are not permitted to leave bicycles on the walks or lawns and they should not be ridden on the school grounds, as serious accidents may result. Since the school cannot assume responsibility for the loss of bicycles, all bicycles should be locked. We also ask that students not ride their bicycles in the bus areas while the buses are loading or unloading. Skateboards and roller blades are not allowed on school grounds or in the buildings during the school day or at school sponsored events.

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 Mr. Don Tiesler (PO Box 103, Fulda, MN 56131) 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.

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.

In addition to this Handbook, District-wide Policies and the High School Student Handbook may also be used as reference points.

DISTRICT-WIDE POLICIES

DISTRICT-WIDE SCHOOL DISCIPLINE POLICY

I. STATEMENT OF POLICY

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

The following school board policies apply district wide.

II. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district.

A. Truancy and Unauthorized Absences

1. As required by current statutes, regulations of the State Department of Education, and the School Board of this District, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
2. Truancy, for purposes of this policy, is the absenting of one's self from school or class without the approval of the school.
3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. Damage to School or Personal Property

1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.
2. Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault:

Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another.

D. Verbal Assaults:

Verbal assaults are abusive threatening, profane, or obscene language either oral or written by a

student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats and Disruptions;

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
2. School disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

F. Dangerous, Harmful, and Nuisance Substances and Articles:

1. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcohol at school, on school grounds, or at school-sponsored activities.
2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
3. Use of Tobacco: Tobacco use by students is prohibited at school, at school-sponsored activities, and on school grounds.
4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

G. Failure to Identify Oneself:

Failure to provide proper identification upon request of a staff member is unacceptable behavior.

H. The violation of any state or local law or the violation of any federal law is unacceptable behavior:

I. The following constitute unacceptable behavior:

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

III. DISCIPLINARY ACTION

District 505 Student Discipline: Progressive Consequences

I. Teacher/Staff Level:

Every employee has a responsibility to address inappropriate student conduct. Depending on the severity of the infraction, a student or other employee may take one or more of the following actions:

- Oral warning.
- One on one discussion.
- Time out.
- Written warning w/suggestions; contract.
- Parent/Guardian contact.
- Discipline referral.

II. Teacher and Principal Level:

Referral # 1 Student meeting with principal -teacher will make contact with student's family.

- Referral # 2 Parent/Student/Teacher meeting or interaction encouraged; Principal facilitates.
- Referral # 3 In-School Suspension (ISS).
- Referral # 4 Out of School Suspension. Re-entry meeting with parents required; improvement plan developed. Assignments must be turned into the office upon return to school to receive credit.
- Referral # 5 ISS/OSS: Refer/Consult with appropriate outside agency or service provider.
- Referral # 6 OSS.

III. Serious Offenses:

1. If a student or students assault another student or are involved in a mutual fight, the student or students are referred to the Principal.
2. If a student or students are involved in a second assault or mutual fight, the student or students are referred to the Board of Education for expulsion or exclusion.

Notes:

- Severe Clause: Serious incidents may be advanced automatically to any level.
- Tardy and bus referral are handled outside the above.
- Minnesota statutes preempt local process.
- Student going 60 days without referral begins at zero.

A. Disciplinary action may include but is not limited to:

- Meeting with the teacher, counselor or principal;
- Detention;
- Loss of school privileges;
- Parental conference with school staff;
- Modified school programs;
- Removal from class;
- Suspension;
- Exclusion; and
- Expulsion.

B. Removal from Class:

1. Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.
2. Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 1974 as amended.

- C. Copies of this policy together with The Pupil Fair Dismissal Act of 1974 shall be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act of 1974.
- D. Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 1974.

District 505 Policy Against Religious, Racial, Sexual Harassment, Bullying, Teasing or any form of Verbal and Physical Harassment and Violence

1. Everyone at District 505 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, sexual harassment, bullying, teasing or any form of verbal and physical harassment, and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender.
 - . name calling, jokes or rumors;
 - a. pulling on clothing;
 - b. graffiti;
 - c. notes or cartoons;
 - d. unwelcome touching of a person or clothing;
 - e. offensive or graphic posters or book covers; or
 - f. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
 - g. Any form of teasing or bullying that deprives a student of feeling safe or uncomfortable in the school environment.
2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
3. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
4. Your rights to privacy will be respected as much as possible.
5. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
7. 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.

Human Rights Officer:

Mr. Don Tiesler
PO Box 103
Fulda, MN 56131
507-360-2343

Computer, Software, Internet, and Network Services Policy

Fulda Public School District recognizes the value of providing technology equipment, network services and Internet services and Internet access to students, staff, and community in order to enhance its mission of education. Therefore: it is important to understand that technology is a tool that teachers can use to facilitate the process of learning by increasing engagement for students of all learning levels, collaboration, and overall personalized learning paths for our students.

The use of the technology equipment and services by staff, students, or the public is a privilege not an inherent right. Any use of the equipment and services in opposition to this policy and the basic philosophy and goals of this educational institution will result in appropriate discipline which may result in loss of privileges, suspension, financial compensation, and/or criminal prosecution. Proper use of the technology equipment and services is the responsibility of the individual user. This policy applies to all who access the technology resources belonging to and from this institution. This District reserves the right to limit or deny access to certain users and to certain types of information.

SCOPE

This policy shall apply to all users of the Fulda School District's equipment which includes but is not limited to computers, printers, Internet access, 1:1 initiatives, chromebooks, and network services. The word user applies to anyone but is not limited to students, faculty, support staff, administrators, agents, and board members.

PRIVACY AND RIGHTS ACT

District No. 505 administrators or their agents can and will inspect information and files stored, processed or communicated by or through its information systems without further notice to users. Users of the District's computers, equipment, networking services, and Internet access shall have no expectation of privacy related to such use.

The information, communication, processing, and storage resources provided by District No. 505 are the sole property of the District. Files, data, and other communication created, originating from, or stored on the District's hardware, computer disks, or other electronic systems are the property of the District.

DISCLAIMER

The District has adopted and shall enforce this policy to the extent practical. The District shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, network services, or Internet access, which violates this policy or any law.

The District expressly disclaims any liability resulting from any of the following:

1. Financial obligations resulting from the use of the District Internet Access.
2. Information received through the District's computers, equipment, online resources, or networks.
3. Damages, injuries, or improper communications resulting from contact between individuals, including students, through the Internet, e-mail or use of the District's equipment, computers, or systems.

ACCEPTABLE USE

The acceptable use of the technology services, equipment and Internet access belonging to and provided by District No. 505 is for educational purposes. Student use of these services are for educational purposes exclusively as related to curriculum. Employee use is for school district related business.

CONSEQUENCES FOR PRIVACY INFORMATION

Any user who violates this policy or abuses computer privileges will be subject to the following consequences and/or consequences of other existing school policies and/or legal action. The Administration reserves the right to modify these guidelines based on the severity of the infraction.

1. Suspension or termination of computer use privileges are per the following occurrences.
1st Offense: The user will lose his/her computer usage for a period of four weeks.
2nd Offense: The user will lose his/her usage for nine weeks.
3rd Offense: The user will lose his/her privileges for the remainder of the school year or 12 weeks, whichever is greater.

Consequences for student may be carried over to the next school year. Loss of computer use privileges occurring in the 4th quarter will carry over through the 1st quarter of the following school year.

Students who violate this policy during independent access may be allowed to use equipment in supervised computer dependent classes. Students who violate this policy during supervised curriculum activities may be asked to complete an alternate form of the assignment, may lose credit for the assignment, or may be removed from the class.

0. Should any user violate the law while using Fulda Public School's computers or networking, referral may be made to the appropriate authorities for civil or criminal prosecution.
0. Should any user of the Fulda Public School's computers or networking services result in penalties or damages for which School District No. 505 becomes liable or results in claims or litigation involving School District No. 505 for all damages, penalties and costs incurred by the school district.
0. Additional disciplinary action, coinciding with existing policy regarding unacceptable behavior, may be enforced at any time in the consequence process.

CLASSROOM COMPUTER/PORTABLE COMPUTER

Classroom or portable computers are provided to teachers as a tool for management and curriculum enhancement. Student access of these computers is encouraged for electronic presentations, access to information, printing, and other curriculum activities. The availability and networking of computers is an ongoing process.

1. Students will not access a classroom/portable computer without the permission of the classroom teacher.
2. Users will not install any software on classroom/portable computers which violates the license agreement of the software provider.
3. Users will not copy or delete any District software from classroom/portable computers.

SOFTWARE

The District will provide licensed software needed for basic processes such as word processing, databases, spreadsheets, classroom management, and authoring. Curriculum specific software will be requested by classroom teachers.

1. Users will not install on any District equipment software that violates the license agreement of that software provider.
2. Users will not copy, modify, or delete system files or applications from lab computers.
3. Users will not delete District software installed on District computers.

NETWORK SERVICES

It is the goal of the District that classroom computers and lab computers be a part of building and area networks and have access to the Internet. The network will provide access to high quality printers, electronic information, software, data storage, and communication.

PRINTING SERVICES

Students and staff have access to District printers. The use of printing services is for curriculum and school related projects.

1. Users will not use District printing services for printing pornographic, obscene, abusive, or sexually explicit materials.
2. Users will not use printers for duplicating purposes.

FILE SERVERS/HARD DRIVE STORAGE

Students and staff will be provided with file storage space on our server. Saving documents on servers is encouraged because of routine backup procedures. Security of files on the server is maintained through passwords. Privacy of files stored on any computer or server is not absolute. Network administrators may review files and communications to maintain system integrity and insure that users are using computers and the network responsibly. The file server or hard drive on any District computer shall not be used for storing offensive messages or pictures.

Users shall not...

1. Store offensive messages or pictures on any server or hard drive.
2. Use the passwords of other people to access, view, copy, modify, damage, or erase files or documents of other users.
3. Modify the system software, add or remove fonts, erase or copy applications from the server.

INTERNET

The Internet is a resource that provides access to information and other services available on networked computers throughout the world. The purpose of providing access to the Internet from lab and classroom computers is to enhance educational resources for curricular and personal development reasons. Information published on the Internet is the product of anyone who has access to the appropriate resources. Users should be aware that this global publishing opportunity may result in material that is inappropriate, invalid, or unrelated to the educational goals of the District.

Proper use of the Internet means that users will not.

1. Access, upload, download, transmit, receive, or distribute pornographic, obscene, abusive, or sexually explicit materials or materials containing unclothed or partially clothed people.
2. Transmit or receive obscene, abusive, or sexually explicit language or profanity.
3. Violate any local, state, or federal law or engage in any type of illegal activities.
4. Engage in any form of gambling.
5. Engage in any type of commercial enterprise unrelated to the specific purposes of curriculum or goals of the District.
6. Promote any political or private causes, or other activities that are not related to the purpose of the District.
7. Access information advocating any type of unlawful violence, vandalism, or illegal activity.
8. Engage in any type of harassment or discrimination, including but not limited to sexual harassment, harassment or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, disability, or any other type of harassment or discrimination prohibited by law and District No. 505

ACCEPTABLE USE AGREEMENT FOR INDEPENDENT INTERNET ACCESS

Students of Fulda School District wanting independent Internet Access must read with their parents/guardians this policy and the Acceptable Use Agreement for the Unsupervised Use of the District's Computers, Printers, Networks, and Internet Access. Both student and parent or guardian must sign the agreement. After the agreement is returned to the network administrator, the student will be provided with a password to access the Internet. Students, who do not return a signed agreement, will be placed in a no Internet privilege group, which denies them Internet access.

Licensed users of the Internet will after every session, logout of the software and return the computer to a general user screen.

Licensed users of the Internet will not:

1. Provide access to users without parent permission or students that are in the not Internet access group.
2. Share their access passwords with users not having parent permission.

SUMMARY OF ACCEPTABLE USE

1. All computers that are designated for student use network services, printers, and Internet access are provided for educational purposes. Users will not engage in any activity that violates the mission, philosophy, or goals of District No. 505.
2. Users understand that files and communications are not private.
3. Users understand that printers are for assignments and District use.
4. Computer users will log off and return computers to a general user screen.

Users will not...

1. Store documents on computers.
2. Delete district software from computers
3. Obtain or use the passwords of other users or access, copy, modify, or destroy files of other users
4. Use any Internet or e-mail software unless they have permission from parents/guardians and the school administration.
5. Access the Internet to receive obscene, abusive, or sexually explicit language or pictures, or profanity.
6. Share their name, address, or other personal information on the Internet
7. Engage in any type of illegal activity
8. Use the network to promote any political or private cause
9. Add any programs, fonts, or files, that violates any software license
10. Engage in any type of gambling
11. Access information advocating any type of unlawful violence, vandalism, or illegal activity
12. Users will not provide access to the Internet to other users that do not have parent permission for Internet access.
13. Violate copyright, trademark, or other intellectual property laws.

Inappropriate Internet Sites Include But Are Not Limited To Those Identified Below...

1. Social chat rooms
2. E-mail - that is not school district assigned
3. Pornography
4. Gambling
5. Illegal Drugs

2024 – 2025 SCHOOL YEAR NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Fulda Public School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community’s youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Fulda Public School were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Fulda Public School has completed their 3-Year-Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations Maintenance.

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. IEA, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians, and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Fulda Public School has a list of the location(s), type(s) of asbestos containing materials found in the school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to John Schaefer, IEA, Inc., at john.scaef@ieasafety.com or by contacting the Fulda Public School.

FULDA PUBLIC SCHOOL

GENERAL PESTICIDE NOTICE

A Minnesota state law went into effect in 2000 that requires schools to inform school staff, students and parents or 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 application and to make the schedule available to employees, parents and guardians for review or copying at each school office.

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 there are any questions regarding the Fulda Public School Integrated Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the school at 507-425-2514.

LEAD IN DRINKING WATER

02-1-19

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. Fulda Public Schools has conducted testing in February 2019 and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

INDOOR AIR QUALITY

The Fulda Public School is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission-educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situations by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Fulda Public Schools Indoor Air Quality contact person is Theresa Roberts, Head Maintenance staff. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 507-425-2514.



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is only applicable for the 2022 to 2023 school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- _____ MCA/MTAS Reading _____ MCA/MTAS Science
- _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Handbook Signature Form

The purpose of the handbook is to provide relevant and current information related to policies and procedures to students and parents. It will be helpful to students and parents to become familiar with the content of this handbook. Take time to read it. Be informed.

***Please sign and return one form per student to your classroom teacher.*

I have read the 2023-2024 Fulda Elementary Handbook.

Student Name _____

Grade _____

Teacher's Name _____

Parent's Name _____
(Please Print)

Parent's Signature _____