

Madelia Elementary School Family and Student Handbook



2025-2026

Revised and approved by the Board of Education on August 21, 2025

Dear Madelia Elementary Caregivers and Students,

Welcome to Madelia Elementary School! We are thrilled to have you here. Our school is dedicated to fostering a safe, inclusive, and engaging environment where every student can thrive academically, socially, and emotionally.

This student handbook has been designed to provide you with essential information about our school's policies, procedures, and expectations. It serves as a guide to help you navigate your daily life at Madelia Elementary, ensuring that you have the resources and support needed to succeed.

We encourage you to read through the handbook carefully and discuss its contents with your learner. Understanding and adhering to these guidelines will help create a positive and respectful atmosphere for everyone.

At Madelia Elementary, we believe that every student has the potential to achieve greatness. Our dedicated staff is here to support you on your educational journey, helping you to develop the skills, knowledge, and character needed to become a confident and compassionate individual.

We look forward to a fantastic school year filled with learning, growth, and new friendships. Together, let's make this year one of the best yet!

Sincerely,
Ann Mikkalson
Madelia Elementary Principal
507-642-3234
annmikkalson@isd837.org

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Mission Statement

Madelia Public Schools, partnered with our diverse community, will provide all students with equitable opportunities to achieve success in a global society.

Important Information

Principal	Mrs. Ann Mikkalson
Counselor	Ms. Angelita Kukacka
School Phone Number	MES: 507-642-3234
District Website	https://www.madelia.k12.mn.us/
ML Liaison	MES: 507-642-3234 (ext. 2112)
School Day for Students	8:15 a.m.- 3:05 p.m
School Office Hours	7:30 a.m. - 4:00 p.m

Important Dates to Remember

Elementary School Parent Teacher Conferences	August 27 (3:30pm-7:00pm) September (9:30pm-5:30pm) November (3:45pm-7:15pm) November (7:45am-3:45pm) February 26 (invite only)
Teacher Staff Development (No School)	September 26, October 15, November 7, January 19, January 30, February 13, March 13, April 2
Other Non-School Days	October 16-17, November 26-28, December 22 - January 2, February 16, April 3-6, May 25
Education MN Days (No School)	October 16-17
End of Quarter	Q1 - November 6, Q2 - January 29, Q3 - April 1, Q4 - June 3
End of Semester	January 29, June 3

Madelia Elementary School

Student Handbook

It is not possible to put every contingency that may arise in a handbook. Those contingencies that arise that are not covered in the handbook will be at the discretion of the principal.

If you have questions regarding information found in the handbook, please contact the principal.

Section 1: Academics and Instruction

The staff at Madelia Elementary would like to encourage you to be involved with your child's education. Your involvement in your child's education is a critical factor in his/her success. Equally important to the formal communications are the informal communication. Please keep the lines of communication open with your child's teacher. **We encourage parents to contact their child's teacher by phone, email, in writing, or in person. All staff have a district email address, which is usually their first and last name followed by @isd837.org. Feel free to call any time you have questions and concerns.** If a teacher is in class when you call or send a message, he/she will respond as soon as possible. If you would like to visit your child's classroom or need to deliver something for your child, please come to the office. The office will then contact the classroom teacher and/or ask for the student to meet the parent in the office.

Conferences and Report Cards:

The first parent-teacher conferences at the elementary are held in September to ensure an understanding of expectations for the upcoming school year. The second conference is held in November. Additional conferences will be held in the spring by teacher invitation. You will be notified when conferences are to be held. However, anytime a question arises, please call and schedule a conference. It is always better to discuss concerns when they happen. Report cards are issued on a quarterly basis. Check the school calendar and website for exact dates. Report cards will be mailed to your home address at the end of each quarter.

Gifted & Talented Program:

Challenge is a program for select students who are identified as being advanced in their learning and who would benefit from more rigorous study. Students will be invited to participate in Challenge based on academic criteria.

Homework:

Parents/Guardians, we ask you to please make your child's education a high priority. We ask that you support and encourage the homework responsibilities. Homework is expected to be completed. Independent reading is considered part of a student's homework. Ask your child each night if he/she has homework and check that it is completed.

Communicate with your child's teacher when you have concerns.

- Write a note to or email the teacher if your child is unable to complete most homework assignments within the recommended timeframe.
- Let the teacher know about factors which may be affecting your child's ability to complete homework assigned.

Homework Recommendations

Students should:

- Schedule a time and a place to do homework.
- Complete all assignments on time.
- Do assignments neatly.
- Do your own homework independently with assistance as needed.
- Take responsibility for making up homework assignments missed due to absence.

Special Services:

Children who have special needs in academic, physical, or behavioral areas are served by our school staff. Students qualify through a formal evaluation process. If a child qualifies for service, the team works with the classroom teacher, specialists, and the child's parents to develop a suitable individual educational plan. If your family has been impacted by Homelessness, please contact the office at 507-642-3234. We will connect with you privately about access to support and services.

ML (Multi- Language) Program

The mission of the Madelia Public Schools Multi-Language (ML) Program is to ensure Multi-Language students attain English language proficiency and meet District 837 and Minnesota academic achievement standards. Our goal is to enable ML students to take full advantage of their education by achieving academic language proficiency in Listening, Speaking, Reading and Writing.

Section 504

It is the policy of the Madelia Board of Education to provide a free and appropriate education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA). Due process rights of disabled students and their parents under Section 504 will be enforced. *Meghan Ward, School Counselor*, is the coordinator for Section 504 processes at the elementary school.

Special Education

Services include Speech (language or articulation), Learning Disabilities, Emotional-Behavior Disorders, and Developmentally Cognitively Delayed. Services are also available for vision, hearing, physical disabilities and other health impairments. The team meets to discuss the needs of children who have been identified by classroom teachers, parents and/or other appropriate agencies. The team is composed of the principal, special education teachers, a speech and language pathologist, the school psychologist, the school counselor and appropriate classroom teachers. If a child qualifies for service, the team works with the classroom teacher, specialists, and the child's parents to develop a suitable individual educational plan.

Section 2: Attendance

Learning experiences in the classroom are an integral part of the educational experience and there is a direct correlation between regular attendance and successful academic performance. Consistent attendance helps a student develop personal responsibility and self-discipline. Student absence from school should be limited to those instances that can not be avoided or are in the best educational interest of the student.

Appointments:

Please avoid taking your child out of school early. If it is absolutely essential to do so because of a medical appointment or other urgent matter, please make certain the child's teacher and office staff is notified in advance. We expect students to return to school when scheduled appointments are completed. When these situations are known in advance, we ask that you send a note to the teacher explaining the situation. Parents must check out the student at the main office when taking the student from school during school hours. School administrators have the discretion to determine whether or not an absence is excused. **Students will only be released to parents or other**

designated adults as indicated on your child's enrollment form or when express permission is given to the school by way of a phone call, email message or note.

Student Attendance

In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law, Minnesota Statutes Section 120.10, the students of District No. 837 are REQUIRED to attend all assigned classes and/or study halls every day school is in session.

Madelia Elementary School feels that school sponsored events and field trips conducted during the school day are an integral part of a well balanced curriculum and will not include absences resulting from these activities in the total number of 9 allowable days given. All other absences will count toward the 9 days total that is allowed per term unless there are extenuating circumstances.

Parents or guardians will be notified when their student has an unexcused absence. Parents will also be notified by mail when their student has their third and fifth excused absence in any one term.

Students are expected to be in school unless there is a medical reason or other extenuating circumstances (i.e. serious illness or death of immediate family member) for them to not be in attendance.

Parents or guardians will be notified when their student has an unexcused absence. Parents will also be notified by mail when their student has their third and fifth unexcused absence in any one term.

Policy #503 Student Attendance

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>.

Attendance Recording:

Absentees must present a note from home explaining the absence or, if possible, parents/guardians are encouraged to call the school between 7:00 and 8:00 a.m. to inform the office of the reason for the absence. The school must receive a note or phone call no later than the day of the students return to school/class or the absence will be unexcused. The school has the authority to determine if the absence is excused or unexcused.

The following are considered **acceptable** reasons for absence:

- A. Illness.
- B. Serious illness in the student's immediate family.
- C. A death or funeral in the student's immediate family or of a close friend or relative
- D. Medical, dental, or orthodontic treatment, or a counseling appointment.
- E. Court appearances occasioned by family or personal action.
- F. Religious instruction not to exceed three hours in any week.
- G. Physical emergency conditions such as fire, flood, storm, etc.
- H. Official school field trip or other school-sponsored outing.
- I. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- J. Family emergencies.
- K. Active duty in any military branch of the United States.
- L. A student's condition that requires ongoing treatment for a mental health diagnosis.

The following are examples of **unauthorized** or "unexcused" absences:

- A. Unverified absences.
- B. Unspecified family emergencies or Unexplained "personal" reasons.
- C. Family vacations during school time without prior arrangements.
- D. Missing the bus or ride because of oversleeping or missed alarms.

- E. Shopping trips or appointments for personal appearance (hair/nail appointments)
- F. Work at home (household chores or childcare for siblings or other children.
- G. Attending appointments with other family members

Tardiness:

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

Excused Tardiness

Students with legitimate reasons for being tardy should obtain an admit slip from the office upon their arrival.

Unexcused Tardiness

Being on time to school is critical to academic success. Students should be in class and ready to learn at 8:15 am. If the school has not been contacted by the start of the school day, the tardiness may be considered unexcused.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Section 3: General Information

Animals/Pets:

There is an increased awareness of health and safety concerns in the school. Therefore, before a student brings a pet to school, the student and parents must receive prior approval from the principal, school nurse, and classroom teacher. Animals of any kind must be appropriate for school visitation and support the learning process. **A parent must remain with the pet while it is at school.**

Arrival and Dismissal:

School Hours

Preschool

8:00-11:00 AM (morning class)

12:00-3:00 PM (afternoon class)

Grades K-6

8:15-3:05 PM

Arrival Schedule

7:45-8:05 AM	Playground Supervision (playground)
7:45-8:05 AM	Breakfast Food Service (cafeteria) *enter at cafeteria Door D
7:55: AM	Kindergarten Line up & Breakfast
8:05 AM	1st-6th Grade Line up & Lockers
8:15 AM	School Begins **A student will be considered tardy if not in the classroom at 8:15**

Dismissal Schedule

3:00pm	Walkers, Parent Pick Up, TMT, Crossing Guards
3:05pm	Preschool and Elementary Dismissal
3:10pm	Busses Depart MES

Backpacks:

Backpacks should be stored in the student's assigned student locker. Backpacks may be allowed in the classroom at the discretion of the teacher due to special circumstances.

Birthdays:

We understand that birthdays are important occasions in the life of a child. We permit students to bring treats for their birthday, but have limitations as to what is allowed. State law prohibits any homemade snacks from being brought to school for birthday treats or special parties. Parents should call their child's teacher in advance to determine the best time of day and the best options for birthday treats according to each teacher's individual guidelines and expectations. **Due to the high number of food allergies, we strongly encourage parents to provide nonfood items to recognize student birthdays.** It is requested that birthday invitations not be handed out at school.

Building Security:

Students are not to be in the building outside of regular school hours unless they are authorized under the direction of an appropriate advisor/supervisor. Doors open at 7:30 a.m. and lock at 8:15 a.m. daily. All visitors and students who arrive outside of the regular school hours are required to check in at the office.

Calendar:

The district-wide school calendar is made available to all households on our school website, <http://www.madelia.k12.mn.us>. This calendar has detailed information and important dates for the entire school district.

Cell Phones and Personal Items from Home:

Cell phones and personal digital devices are not required resources for students at school. However, we recognize that the prevalence of cell phones among students has increased significantly in recent years. In the school environment, cell phones are a distraction, an interruption, and occasionally, a tool for exchanging inappropriate information. Due to these distractions and based on what is best for our students, Madelia Public Schools has adopted a Cell Phone Policy that has our cell phones and electronic devices be put away for the day.

While we prefer that cell phones are kept out of the buildings, cell phones are required to be off and put away in backpacks/lockers during the school day. Phones are never allowed in bathrooms or locker rooms. Students who have a medical or other emergency reason for accessing their phone during the day should discuss an exception with an administrator. If parents need to reach their child during the school day, please call the main office. We will ensure students receive messages in a timely manner. For all other non-emergency messages, students may check their phones after school as they leave the building.

If a student does not meet this expectation, the following will occur:

- On the first offense, a student will be referred to the office and will pick up their cell phone at the end of the day. Expectations around cell phone use at school will be reinforced in partnership with the parent/ guardian.
- If there is a second or third offense, the student's parent/guardian will be required to pick up the cell phone from the office.
- If there is a fourth offense, a plan will be made in partnership between the school and the family to either store the cell phone in the office each day or to leave it at home. Please review this letter with your student as soon as possible. Thank you for your continued support in ensuring a safe and healthy learning environment for your child. If you have any questions regarding our cell phone guidelines, please do not hesitate to contact either one of us.

Personal items such as toys, sports equipment, collectable cards, electronics and money should be left at home as they are a potential disruption to the educational

process and are at risk of damage or theft in unsecured lockers. We ask that you please instruct your child(ren) to leave these items at home.

Communication:

Infinite Campus Messenger (Messaging for Activities, School Closings & Late Starts)

Parents are encouraged to sign up for Campus alerts by contacting the office. Campus Messenger is a phone/text/email messaging service to inform parents about upcoming events and school cancellations. It is the parent's responsibility to contact the office to update information.

Newsletters and Notes

We have a monthly school-wide newsletter which is sent to families via Infinite Campus Messenger. As important events approach or as plans change, the office will also send specific parent notes home with students. Parents also receive ongoing communication from teachers via class newsletters and calendars that are specific to their class/grade level, as well as quarterly student progress reports. It's important to read these articles to stay informed of your child's school events and educational activities. Your interest will encourage your child to bring them home.

Parent Portal

The Parent Portal is a software tool designed to enhance the communication and involvement of parents in their child's education at the Madelia Public Schools. The Parent Portal will allow you to monitor your child's progress in school by providing Internet access to grades, attendance, and academic history in a secure password protected environment. Parents can also pay for food service on the Parent Portal. Please contact the Madelia Elementary Office to request a password which will then allow you access to your students' progress with parents each week.

Computer Use and Expectations:

- No eating and drinking is allowed while using devices.
- Access to computers is allowed only when the teacher or another faculty member is in the classroom.
- Only classwork is allowed to be completed on computers.

District Technology Acceptable Use and Safety Policy:

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. (See Appendix D - Policy 524 and for further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.)

Our network is defined as any computer, software, input, or output device owned by or used by students, faculty, staff, and administration of the school district. All network users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are expected of all district students, faculty, staff, and administration.

When using network resources:

- Keep your password private. Do not give it to anyone. This is for your protection.
- Your account is for your use only. Do not log anyone else into our system other than you. Again, this is for your protection.
- Use common sense with your network account and when printing documents. Please keep your network folder up-to-date and delete old or unneeded files. This ensures everyone has plenty of room on the file server. When printing, make sure to use print preview before sending a file to the printer. This will ensure that we do not waste toner, ink, and paper. In addition, please obtain permission from the teacher, computer lab supervisor, or Technology Coordinator prior to printing personal, non-academic documents.

In e-mail and other forms of electronic communications:

- Be polite. Do not be abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Protect your privacy. Never reveal your personal address or the home phone number of students or colleagues to unknown Internet users.
- Be aware that email is not guaranteed to be private. People who operate the system do have access to mail. There is no expectation of privacy when using e-mail or other internet services owned by the Madelia school district. In addition, messages relating to or in support of illegal activities will be reported to the authorities.

When using Internet services:

- Obtain permission from the teacher, computer lab supervisor, librarian, or technology coordinator prior to using the Internet.
- Use the Internet for academic purposes.
- Access sites that directly relate to the topic you are researching. Do not waste class time by researching sites not directly applicable to your research topic. In the instance that you accidentally come across a site of an inappropriate nature, click the "Back" button on your web browser immediately and inform the teacher, computer lab supervisor, librarian, or Technology Coordinator.

There are unacceptable uses of our network, electronic mail, and the Internet. These include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright and other laws.
- Using the network in ways that violate school policies and behavior guidelines.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to computerized resources or entities.
- Using an account owned by another user, with or without their permission.
- Posting personal communications without the author's consent.
- Accessing web sites or propagating electronic mail discussions/documents that contain inappropriate photos, graphics, obscenities, swear words, or vulgarities.
- Accessing web sites or propagating electronic mail discussions that contain information/threats encouraging terrorist activity, the illegal use of firearms and/or other weaponry.
- Excessive use of network services for non-educational related research and/or communication.
- Use of IRC (Internet Relay Chat) Servers, more commonly known as chat rooms or instant messaging.

Consequences:

Consequences will be assessed to students who abuse internet and e-mail privileges. Infractions will be cumulative throughout the student's career in each building. Students will get a "fresh start" when they move from the elementary school to the high school.

Network violations:

Instances where students disrupt school computer systems performance, access computer accounts other than their own, use district computer services for illegal activity, or other violations of this type - will be taken seriously and will be handled in a different manner than Internet email violations. Consequence guidelines are as follows:

Student Internet/E-mail Consequence Table:

First Offense	Student will lose corresponding system privileges (Internet/Email) for 15 school days. Parents will be notified.
Second Offense	Student will lose corresponding system privileges (Internet/Email) or 60 school days. Parents will be notified.
Third Offense	Student will lose corresponding system privileges (Internet/Email) for 90 school days. Parents will be notified.

Fourth Offense Student will lose corresponding system privileges (Internet/Email) indefinitely at the discretion of the technology coordinator and building administrator. Parents will be notified.

Regaining Privileges: In order to regain network privileges, students must meet with the technology coordinator and the building administrator.

Network Consequence Table:

Each Offense -Student will incur disciplinary actions that reflect the severity of the infraction. The disciplinary action will be determined by the building administrator and the technology coordinator.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form *annually*.

Fire Drills and Lockdowns:

The school will participate in the Minnesota Department of Education's required five fire drills, five lockdowns, and one tornado drill per year. All drills and lockdowns must always be carried out in a serious format. For a fire drill evacuation from the building should be done expediently and orderly. For a tornado drill students will move to the assigned area. Instructions are posted in each classroom for evacuation.

Fundraising:

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

Insurance:

The School District does not carry health or accident insurance on students. This is the responsibility of each individual family.

Lockers:

Lockers are the property of the Madelia School District and are on loan for student use. The administration has the right, under law, to search any student's locker at any time if they suspect that the student has violated or is violating either the law or school rules. The school is not responsible for lost or stolen items.

Lost and Found:

The school will make a reasonable effort to find lost items. However, the school does not assume the responsibility for any personal items. The school has a designated lost and found bin for the students to claim belongings. Labeling your children's coats, jackets, and lunch containers with their name helps a great deal when items are lost. Articles not claimed at the end of the year are given to a charitable organization.

Pledge of Allegiance:

The weekly recitation of the Pledge of Allegiance is a state law for Minnesota Public Schools. The students will be educated on the proper etiquette toward, the correct display of, and respect for the flag and in patriotic exercises. The students and staff have the right to refrain from participation if they choose. However, the rights of others choosing to participate should also be respected. (See Appendix D - Policy 531 and for further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.)

School Closings:

Should weather or other emergencies prohibit holding school, parents will be notified utilizing the Campus Alert Messenger system and can also be found on Radio Stations KSUM/KFMC (1370-Fairmont), KNUJ (107.3-New Ulm), WCCO (830 AM), Z99 (99.1 FM-Mankato), KBEW (Blue Earth), and KSTP TV (CHANNEL 5), KEYC TV, KARE 11, WCCO (CHANNEL 4), and MCTV (CHANNEL 14). Announcements will be made at the earliest possible hour. Parents are requested not to call the school for this information unless absolutely necessary as phone lines need to be free for emergency information.

Parents are urged to use judgment relative to sending elementary children to school in cases of severe weather conditions. *Morning Pre-Kindergarten classes will be canceled*

on days of late starts. Afternoon Pre-Kindergarten classes and buses will run on regular schedules. All parents should have a form on file in the school office indicating where their children should go in the event that school is called off early, especially if they ride the bus and buses cannot take them home.

School Website/Social Media:

The school website is used to post school updates, reminders, and photos. The district calendar is also posted on the Madelia Public Schools website. We use our Facebook and Campus Messenger to quickly share updates, reminders and alerts such as weather related school delays and closings. We also want to positively promote the accomplishments of our students and the events that take place at Madelia Elementary. Students whose parents have granted photo permission may have their picture added to our Facebook page. Student names are not included with student images on either the website or our social media page.

Searches in Lockers, Desks, Personal Possessions, and the Student's Person:

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

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

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

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.

(For further information see Appendix D - Policy 502 and for further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.)

Student Council:

The Madelia Elementary School Student Council includes representatives from each classroom in grades 1-6. The Student Council meets periodically to plan activities throughout the year. Activities include community involvement opportunities, service projects, and promoting school spirit. Student Council representatives are expected to show positive behavior in all settings at Madelia Elementary.

Student Dress:

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. The school dress code is not concerned with what the student should wear, but what is considered improper. This applies to both males and females. We believe that neat and proper dress contributes to a student's safety as well as fostering desirable attitudes and behavior. Good judgment is expected in determining the type of dress most appropriate for a learning setting. If a student arrives at school in attire that may be disruptive to the classroom environment, the school personnel will call the parents of the student to bring in appropriate clothing. Please help by sending your children to school properly attired. We ask that hats not be worn in school. Clothing bearing the names of alcohol or tobacco products or any profanity is not acceptable. In addition, any logo or design on apparel or accessories that promotes or is associated with violent behavior is prohibited (movies, video games, internet sources).

Dressing for Winter Weather

Boots and warm clothing are especially important in cold weather. Students go outside for morning and noon recess unless the temperature and/or windchill is below 0 degrees. Students must wear winter hats, boots, and snow pants if there is snow on the ground or the temperature is below 40 degrees. When the temperature is less than 32

degrees, hats and gloves should be worn. If the temperature is near 50 degrees, a sweatshirt or lightweight jacket is acceptable.

Visitors:

Parents are welcome and encouraged to visit Madelia Elementary School. As a courtesy to school personnel, it would be helpful to know about visits in advance. For the safety of all students and staff, all visitors at Madelia Elementary School must report to the office and sign in upon arrival. Visitors and volunteers are asked to wear visitor badges/stickers for identification. Friends and relatives of your child (student-age) who may be visiting your home are discouraged from spending the day at school as they are “non-enrolled” students.

Section 4: Student Conduct

At Madelia Elementary we believe in the **HAWKS** way...each of us is expected to be **Honest, Accountable, Work Hard, show Kindness, and make Safe choices.** We are a PBIS school. Positive behavioral interventions and supports (**PBIS**) provides the framework for encouraging good behavior. We teach our students the steps in acquiring positive behavior. Our goal is prevention, not punishment. We hold HAWKS Assemblies and recognize and reinforce students’ positive behavior with HAWKS Bucks, in addition to other routines and activities.

Behavior Expectations:

Bathroom

- Quick
- Quiet
- Clean

Bus

- Calm
- Courteous
- Careful

Cafeteria

- Eat
- Be Neat
- Stay in your Seat

Hallway

- Straight
- Silent
- Spaced

Learning Areas

- Positive
- Prepared
- Persevere

Playground

- Play
- Include
- Postive Attitude

Bullying Prohibition Policy:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or

disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented.

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. (See Appendix D - Policy 514 and for further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.)

Section 5: Student Discipline

Student discipline is an area of continuous focus and reflects the combined responsibilities of the students, parents and staff. Please become familiar with the elementary discipline policy. Parents are encouraged to review the policy with their child/children. If you have any questions about the policy, please call the school at 642-3234.

Discipline Policy:

The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Removal of Students from Class:

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning other consequences, or contacting the student's parents. Teachers will work to employ all non-exclusionary discipline practices before removing a student from the classroom.

"Non Exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

A school discipline policy (K-12) as required by the Minnesota Legislature has been adopted by the Board of Education. This policy shall govern the disposition of disciplinary cases. (See Appendix D - Policy 506 and for further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.)

Major and Minor Behaviors:

As part of our PBIS framework, behaviors are identified as major or minor behaviors. "Major behaviors" refer to serious, disruptive actions that require intervention from a school administrator, while "minor behaviors" are smaller, less disruptive actions that can typically be handled by a teacher or directly with the individual without escalating to higher levels of intervention. Major and minor behaviors are outlined below.

Minor Behaviors	
Minor Problem Behavior	Definition
Defiance	Student engages in brief -intensity failure to follow directions or talks back.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Disruption	Student engage in inappropriate disruption such as yelling, acting out of control, interrupting others' learning, not stopping when repeatedly asked.
Inappropriate Language	Student engages in inappropriate language.
Touching	Student engages in inappropriate physical contact.
Property Misuse	Student engages in misuse of property.
Technology Violation	Student engages in non-serious (as defined by school) use of cell

	phone, pager, music/video players, camera, and/or computer or smart watch.
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Major Behaviors

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Bomb Threat/ False Alarm (Bomb)	Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion.
Bullying (Bullying)	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.

Defiance/ Insubordination/ Non-Compliance (Defiance)	Student engages in refusal to follow directions or talks back.
Disrespect	Student delivers rude or dismissive messages to adults or students.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district and refuses to change.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual

	nature to another student/adult.
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip class	Student leaves or misses class without permission.
Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Truancy	Student receives an 'unexcused absence' for ½ day or more.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco/Vaping	Student is in possession of or is using tobacco.
Use/Possession of Weapons	Student is in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm.

Consequences for Minor Behaviors:

When a minor behavior occurs, school staff work through the process of redirecting behavior, giving verbal warnings, reteaching appropriate behavior, and documenting the behavior. If a minor behavior occurs three or more times over 20 school days, the behavior is referred as a major behavior.

Consequences for a Major Behavior:

When a major behavior occurs, a meeting is required with the school administrator. Consequences are given based on progressive discipline. Documentation and communication with school staff and parents is done by school administration.

School staff and administration reserve the right to determine if behaviors are minor or major.

Section 6: Student Health Services

A licensed school nurse is employed by the school district on a part-time basis and is usually at the elementary school between the hours of 9:30 a.m. and 1:30 p.m.

Always report changes in employment or telephone numbers to the school. In the event of student illness/injury, we need to be able to contact parents in a timely manner (see the section regarding emergency procedures below).

Allergies, Asthma, and Other Health Concerns:

Parents are asked to inform the school and contact the health office regarding any known allergies, asthma, and other significant changes in their child's general health or of any physical limitations which may require special attention or consideration.

Illness / Injury:

If a child becomes ill or is injured and cannot remain at school, parents are responsible for the transportation of the child to the child's home. Parents will be notified as soon as possible. **If parents cannot be contacted, we will call the designated "emergency contacts". If there is not a designated "emergency contact" we will be required to call emergency services personnel (i.e. law enforcement officers or county social services providers).**

In minor accidents, parents will be notified and asked to make a decision regarding the need for medical care. In case of accident/serious injury, emergency first aid will be administered. If necessary, an ambulance will be called and parents notified immediately. Emergency medical authorization forms are maintained and will be used if necessary.

Children should be kept at home and will be sent home for the following conditions:

1. **Diarrhea** - A student should be kept home unless the student is known to have diarrhea from a non-contagious condition. Students may return to school when symptoms resolve.
2. **Fever** - A student should be kept home if they have a temperature of 100.4 degrees or higher for grades K-12; pre-k 101 degrees or higher. Students may return to school when signs and symptoms of illness have resolved.
3. **Rash** - A student should be kept at home if the rash is accompanied by a fever or behavioral change until a physician has determined the illness is not a communicable disease.
4. **Vomiting** - A student must be kept home if there is active vomiting, two or more times during a 24 hour period unless vomiting is caused by a non-communicable condition.
5. **Covid-19** - The health office will inform parents based on protocols related to Covid-19. Please ask for Shannon, our school nurse, or call 507-642-3234 at x 2127.

Immunizations;

Minnesota law requires that all children entering a public, private or parochial school, day care center or nursery school show proof of immunization. Immunization records are a part of a child's cumulative school record. It is the responsibility of the parent(s) to make the information available to the school. If a child is not up-to-date on their immunizations, they may be asked to do so prior to attending. *All children, unless they have legal exemption, must have five immunizations for diphtheria-tetanus, four oral polio, regular immunization of measles, and all boys and girls aged twelve must have an immunization for Measles. Children up to age seven should be vaccinated for mumps.*

Medication Policy:

Since administration of medication to students presents potential problems, it is preferred that medication be given outside of school hours. For instance, medication ordered three times a day can be given in the morning, after school, and at bedtime. **Medication sent to school must be sent in the original prescription/non prescription container. Medication will be administered only after a physician's order and a signed permission form has been received from the parent or guardian.** It is understood that this permission and physician's order will release the school from any liability.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual - Policy 516. For consent forms refer to the district website under the parent tab - medication guidelines.

Section 7: Food Services

Households are encouraged to apply for free/reduced meals at the start of the school year. Applications are mailed to all households and are included in new enrollment packets. In addition, applications are available on our school district website at www.madelia.k12.mn.us and in the office at both the High School and the Elementary School.

Food Service Information:

For more information about A la carte and additional lunch prices, applications for Free and Reduced breakfast and lunch, and menus can be found on the district website at <http://www.madelia.k12.mn.us> under the schools tab - food service - quick link sections.

(See Appendix D - Policy 534 and for further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.)

Section 8: Transportation

Bicycles/Scooters/Rollerblades/Skateboards/Wheeled Devices:

Children are allowed to ride bicycles to school. Racks are provided for parking them, but the school does not accept any responsibility for the bicycles. As a measure of safety, we have established the following guidelines that must be followed:

1. All bicycles must be parked and locked in the racks provided.
2. Bicycles must be walked on school grounds, which includes the sidewalk surrounding the school.
3. Children may only ride their own bicycles.
4. Respect should be shown to others and their property.
5. Riders should follow all traffic rules.
6. Riders should avoid all door entrance areas of the school.
7. Students should not bring scooters or rollerblades to school or use these on school grounds during school hours.
8. Tennis shoes with wheels in the sole are not allowed during school hours.

Bus Expectations:

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

If it is necessary for a student to ride a different bus than he/she would normally ride, you must send a note regarding this change to the child's teacher and bus driver. To arrange for busing or when there are bus issues, please call the bus company at 507-642-8426.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.

- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director.

Parent Drop off/Pick Up:

If you are dropping off/picking up your child before or after school, you are to do so by parking on Adams Avenue. If you are picking your child up during school hours, you may park in the parking lot and sign your child out of the office. Otherwise, park on Adams Avenue to reduce traffic in the parking lot. At no time do we want K-6 parents to be parking on Main Street to drop off or pick up their child(ren).

Parking Lot Safety:

Madelia Elementary School has a small and easily congested parking area, which can be very hazardous when children are present. The possibility of accidents increases with many young children entering and leaving school at the same time. The parking lot should only be used to drop off or pick up children during the school day. The elementary parking lot will be closed to anyone not entering the building between the hours of 7:50 - 8:15 am and 2:55 - 3:15 pm.

Safety Patrol:

We offer Student Safety Patrol to support the safety of students who walk to and from school. Parents and students who need to cross East Main Street should cross at the designated crosswalk with the school safety patrol to ensure their safety. The school safety patrol is on duty from 7:50-8:05 a.m. and 3:05-3:15 p.m. Please note that for safety reasons Safety Patrol WILL NOT be present during severe electrical storms and exceptions are made in instances of extremely cold weather.

Students at Crossings:

1. Students should cross at intersections where patrollers are stationed whenever possible.
2. Listen to and follow patrollers' directions.
3. Wait behind the patroller until flags are out and the patroller tells students to cross.
4. Walk safely. Bicycles need to be walked when crossing the street.

Students who ride the Bus to and from School:

The buses arrive and depart from Buck Avenue. Upon arrival, students should remain on the sidewalk and go to the cafeteria for breakfast or to the playground for morning recess. Students are not to enter the parking lot for any reason. At the time of dismissal, students will exit the building with their teacher or other staff member and walk to get on the buses.

End of Day Expectations:

All students are required to leave school grounds at the end of the school day. School grounds are not supervised.

Section 9: District Information

Annual Asbestos Notification:

Refer to <http://www/madeli.k-12.mn.us> for detailed information. Select the District Information tab - District Reports - Annual Health and Safety Notification Reports.

Distribution of Non School-Sponsored Materials on School Premises The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

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.

Indoor Air Quality:

Refer to <http://www/madeli.k-12.mn.us> for detailed information. Select the District Information tab - District Reports - Annual Health and Safety Notification Reports.

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 *[include title, name, office address, and telephone number here]* as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice Concerning Use of Pest Control Materials:

Refer to www.madeli.k12.mn.us for detailed information. Select the District Information tab - District Reports - Annual Health and Safety Notification Reports.

Notice Concerning Lead Testing:

Refer to www.madeli.k12.mn.us for detailed information. Select the District Information tab - District Reports - Annual Health and Safety Notification Reports.

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. whether the teacher is teaching in the field of discipline of the certification of the teacher
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 does not meet applicable State

certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Student Disability Nondiscrimination:

See Appendix C - Policy #521.

Student Parent Rights Under FERPA:

See Appendix C - Policy #515.

Title IX Sex Nondiscrimination Policy:

See Appendix C - Policy #522

Section 11: Appendices

Appendix A: 2023-2024 School Calendar

Visit <https://www.madelia.k12.mn.us/district/annual-calendar/> to open the 2024-2025 school calendar or visit the district website at <https://www.madelia.k12.mn.us>. You will find the newsletter under “District Info” in the “Annual Calendar” tab.

Appendix B: MN Immunization Law

The Minnesota Immunization law requires that a parent must show their child has received immunizations, or provide an exemption form, to enroll a child in child care, early education programs, or school.

Appendix C: Policy #102 Equal Education Opportunity

I. PURPOSE - The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY -

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully 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. The school district also makes reasonable accommodations for students with disabilities.

B. The school district prohibits harassment and discrimination of any individual

based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).

- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.
- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the

absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Policy #413 - Harassment and Violence

PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>.

Policy #419 - Tobacco-Free Environment

I. PURPOSE - The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY -

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #501 - Weapons

I. PURPOSE - The purpose of this policy is to assure a safe school environment for students, staff and the public.

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

III. DEFINITIONS -

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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

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

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

“School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

“Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person

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

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

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

C. Personal Possessions and Student's Person

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

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

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #506 - Student Discipline

- I. PURPOSE - The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

- II. GENERAL STATEMENT OF POLICY - The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

A. "Non Exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Non Exclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #514 - Bullying Prohibition Policy

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

students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a co curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

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

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student

against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may

result in disciplinary action up to and including termination or discharge.

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

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

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #515 - Protection and Privacy of Pupil Records (FERPA)

- I. PURPOSE - The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

- II. GENERAL STATEMENT OF POLICY - The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #520 - Student Surveys

- I. PURPOSE - Occasionally the school district utilizes surveys to obtain student opinions and information about students. This policy establishes the parameters of information that may be sought in student surveys.

- II. GENERAL STATEMENT OF POLICY - Student surveys may be conducted, as determined necessary, by the school district. The superintendent or designee may refuse to permit a survey to be conducted based on the alignment of the survey to the mission of the district and the impact the administration of the survey would have on the students' instructional day. Surveys, analyses and evaluations conducted as part of any

program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>.

Policy #521 - Student Disability Nondiscrimination

I. PURPOSE - The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY -

A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR - Persons who have questions or comments should contact the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator. Meghan Ward serves as the Title IX Coordinator, Human Rights Officer and 504 Coordinator for the Madelia School District. Ms. Ward can be contacted in person at Madelia High School, phoned at 507-642-3232 extension 202 or emailed at meghanward@isd837.org.

Policy #522 - Title IX Sex Nondiscrimination Policy

I. GENERAL STATEMENT OF POLICY -

A. The Madelia School District does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinators are: Meghan Ward, School District Counselor Madelia H.S., 320 Buck Avenue SE, Madelia, MN 56062 507-642-3232 meghanward@isd837.org Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinators, the Assistant Secretary for Civil Rights of the United States Department of Education, or all three.

E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #524 - District Technology Acceptable Use and Safety Policy

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the

school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>.

Policy #526 - Hazing Prohibition

- I. PURPOSE - The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

- II. GENERAL STATEMENT OF POLICY -
 - A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
 - B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
 - C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
 - D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
 - E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
 - F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
 1. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
 2. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
 3. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
 - G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
 - H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
 - I. The school district will act to investigate all complaints of hazing and will

discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #531 The Pledge of Allegiance

- I. PURPOSE - The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.
- II. GENERAL STATEMENT OF POLICY - Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:
 - A. By each individual classroom teacher or the teacher's surrogate; or
 - B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.
- III. Exceptions - Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.
- IV. Instruction - Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

For further information, refer to the district website at <https://www.madelia.k12.mn.us/district/board-of-education/#policies>

Policy #534 School Meals Policy

- I. PURPOSE - The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient

funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.†

II. PAYMENT OF MEALS -

1. All a la carte items or second meal purchases are to be prepaid before meal service begins. A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student's account.

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

2. Free School Meals Program

- 2.1. The free schools program is created with the Minnesota Department of Education.
3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
4. Each school that participates in the free school meals program must:
 - (1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - (2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
 - (3) A student who has been determined eligible for free and reduced price meals must always be served a reimbursable meal even if the student has an outstanding debt.
5. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
6. When a student has a negative account balance, the student will not be allowed to charge a snack item.

7. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
8. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
9. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. A low balance reminder will be sent via email when a low balance of \$5.00 is reached. Families will be notified by email daily with a low balance and a paper copy for negative balance is sent biweekly.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non reimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES -

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$100.00, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

Appendix D: Parent/Guardian Refusal for Student Participation in Statewide Assessments

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.

Appendix E: Legal References and Cross References

LEGAL REFERENCES - Minn. Stat. §120B.02 (Educational Expectations for Minnesota's Students) Minn. Stat. §120B.02 (Graduation Requirements; Course Credits) Minn. Stat. §120B.07 (Early Graduation) Minn. Stat. §120B.11 (School District Process) Minn. Rule Parts 3501.0010 to 3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading) Minn. Rule Parts 3501.0200 to 3501.0290 (Rules Relating to Graduation Standards - Written Composition) Minn. Rule Parts 3501.0505 - 3501.0635 (K-12 Standards) 20 U.S.C §6301, et.seq. (No Child Left Behind Act) Minn. Stat. 121A.11, Subd. 3 (Pledge of Allegiance) U.S. Const., amend. IV Minn. Const., art. 1, 10 New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 83 L.Ed.2d 720 (1985) Minn. Stat. 127.47 (school locker policy) Minn. Stat. 127.26-127.39 (Pupil Fair Dismissal Act) Minn. Stat. 127.282 (expulsion for possession of firearm) Minn. Stat. 127.48 (referral to police) 18 U.S.C. 921 (definition of firearm) Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120A.05, Subds. 9,11,13, and 17 (Definition of Public School) Minn. Stat. § 120B.232 (Character Development Education) Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence) Minn. Stat. § 121A.031 (School Bullying Policy) Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act) Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy) Minn. Stat. § 124D.10 (Charter School) Minn. Stat. Ch 363A (Minnesota Human Rights Act) 20 U.S.C. § 1232g et seq.(Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

CROSS REFERENCES - MSBA/MASA Model Policy 104 (School District Mission Statement) MSBA/MASA MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure) MSBA/MASA Model Policy 615 (Basic Standards Testing,

Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodations and LEP Students) MSBA/MASA MODEL Policy 616 (School District System Accountability) MSBA/MASA Model Policy 417 (Chemical Use/Abuse) MSBA/MASA MODEL POLICY 418 (Drug-Free Workplace/Drug-Free School) MSBA/MASA Model Policy 501 (School Weapons) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion) MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 413 (Harassment and Violence) 38 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse) MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults) MSBA/MASA Model Policy 423 (Employee-Student Relationships) MSBA/MASA Model Policy 501 (School Weapons Policy) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 507 (Corporal Punishment) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy) MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students) MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)