

**HIDDEN OAKS & TWIN OAKS  
MIDDLE SCHOOL STUDENT AND  
PARENT HANDBOOK  
2021-2022**



**Hidden Oaks Middle School**

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## Contact Information

### Hidden Oaks

Main Office	952-226-0700
Attendance	952-226-0701
Student Services	952-226-0702
Health Office	952-226-0706

### Twin Oaks

Main Office	952-226-0500
Attendance	952-226-0501
Guidance Office	952-226-0502
Health Office	952-226-0506

## Schedules

<b>Standard Schedule</b>		<b>What I Need (WIN) Wednesdays</b>	
Period 1	7:20 – 8:12	<b>Grade 8</b>	
Period 2	8:16 – 9:08	Period 1	7:20 – 8:16
Period 3	9:12 – 10:04	Period 2	8:20 – 9:11
Period 4	10:08 – 11:06 Lunch 10:08-10:38 / Advisory 10:40 -11:06 Advisory 10:08-10:34 / Lunch 10:36-11:06	Period 3	9:15 – 10:06
Period 5	11:10 – 12:08 Lunch 11:10-11:40 / Advisory 11:42 -12:08 Advisory 11:10-11:36 / Lunch 11:38-12:08	Period 4 ( <i>Lunch</i> )	10:10 – 10:41
Period 6	12:12 – 1:10 Lunch 12:12-12:42 / Advisory 12:44 -1:10 Advisory 12:12-12:38 / Lunch 12:40-1:10	Period 5	10:45 – 11:36
Period 7	1:14 – 2:06	Period 6	11:40 – 12:31
		Period 7	12:35 – 1:26
		WIN Time	1:30 – 2:06
		<b>Grade 6</b>	
		Period 1	7:20 – 8:16
		Period 2	8:20 – 9:11
		Period 3	9:15 – 10:06
		Period 4	10:10 – 11:01
		Period 5 ( <i>Lunch</i> )	11:05 – 11:36
		Period 6	11:40 – 12:31
		Period 7	12:35 – 1:26
		WIN Time	1:30 – 2:06
		<b>Grade 7</b>	
		Period 1	7:20 – 8:16
		Period 2	8:20 – 9:11
		Period 3	9:15 – 10:06
		Period 4	10:10 – 11:01
		Period 5	11:05 – 11:56
		Period 6 ( <i>Lunch</i> )	12:00 – 12:31
		Period 7	12:35 – 1:26
		WIN Time	1:30 – 2:06
<b>2 Hour Early Release</b>		<b>2 Hour Late Start</b>	
Period 1	7:20 – 7:58	Period 1	9:20 – 9:55
Period 2	8:02 – 8:40	Period 2	9:59 – 10:29
Period 3	8:44 – 9:22	Period 3	10:33 – 11:03
Period 4	9:26 – 10:02 Lunch 9:26-9:56 / Advisory 9:58-10:02	Period 4	11:07 – 11:52
Period 5	10:06 – 10:42 Lunch 10:06-10:36 / Advisory 10:38 -10:42	Period 5	11:56 – 12:41
Period 6	10:46 – 11:24 Lunch 10:46-11:16 / Advisory 10:18 -10:22	Period 6	12:45 – 1:30
Period 7	11:28 – 12:06	Period 7	1:34 – 2:06

## Middle School Organization

The **Principal** is in charge of the overall operation of the middle school. The principal supervises the teachers, dean/counselors, and all other staff in the building. The **Assistant Principal** assists the principal in the overall operation of the building. Some of the specific responsibilities include overseeing registration of courses, disciplinary actions, and special education services. Each of the middle schools has a principal and an assistant principal. The student services team is made up of a dean, counselors, social workers, a chemical health coordinator, and a police liaison.

## Attendance Procedure

Regular school attendance is directly related to success in academic work and benefits students socially. The school board recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

In accordance with the Minnesota Compulsory Instruction Law, 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. Parents are asked to call the school attendance line if a child will be absent from school for any reason.

### Middle School Student Attendance Policy

Expectation: With the exception of verified school-authorized absences, middle school students are expected to attend each class every day.

Parent/guardians are required to call the school attendance line by 8:00 A.M. on days their child will be absent. Absences/tardies will only be excused if a parent/guardian has telephoned school or the student presents a written excuse signed by the parent/guardian; noting the duration of absence and the reason. The school reserves the right to determine if the absence is excused or unexcused.

Absences that are considered excused include, but are not limited to the following:

School-sponsored curricular and co-curricular activities;

Official religious holidays;

Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent);

Unique or emergency circumstances which are authorized by a school administrator;

Illness, injury, or hospitalization of the student. A doctor's note must be provided if your child is gone from school more than 10 total days over the school year, or 5 days in a row.

Authorized appointments with school personnel.

Unexcused - Unexcused absences are inappropriate and insubordinate and will result in disciplinary consequences for misbehavior outlined in district policy. Unexcused absences occur when a student chooses to be absent from school without the approval of the school. Such absences include, but are not limited to, truancy, oversleeping and planned absences which were not pre-approved by the school. Consequences will be assigned to students who have unexcused absences following current guidelines.

Tardies are defined as being late to class without a pass. Consequences may be assigned to students with excessive tardies.

Parents are asked to send a note to the main office in advance of an absence for an appointment or vacation. The student will be given a pre-signed note to show to teachers whose classes will be missed, and to get class assignments prior to leaving school. When leaving school during the day, the student must be signed out by a parent/guardian in the main office. Homework and any work given in advance to the student are due immediately when the student returns to school.

## Academics

### **Academic Programs**

Both Hidden Oaks and Twin Oaks have advanced courses in all three grade levels. In sixth grade, students have the opportunity to enroll in Advanced English, Math, Geography, and Science. In seventh grade, Advanced English, Math, History, and Science. In eighth grade, Advanced English, Math, Global Studies, and Science.

**Spectrum** is made up of industrial technology, family and consumer science, music, media, arts, business education, physical education, health and world language.

**Advisory:** The school day includes an advisory period that is made up of a group of students and a teacher from their teaching team or grade level. The purpose of advisory is to provide a group setting for discussion of topics appropriate for the grade level, establish academic goals, monitor student progress, give out announcements, and build community. One day each week will be set aside for reading and the students will be required to bring a book or other materials to read quietly. Students should always bring work to do during Advisory. This is a great time for students to visit other teachers to collect and/or complete missing work.

## ACADEMIC COMMUNICATION TOOLS

The student-directed conferences, the goal setting process and the student planner are used as tools to assist student(s), parents, and teachers in monitoring assignments and academic progress. All students are encouraged to write assignments in the planner on a daily basis as a step toward becoming more responsible for their learning. Parent/guardians should monitor the planner daily and write comments to teachers as needed.

**Grades:** Students and parents are asked to set grade goals for each quarter and re-evaluate them during student-directed conferences. In addition, D/F reports and access to the Family Access program are available throughout the grading periods. The following marking system is used: A, B, C, D, F, I - Incomplete, S-Satisfactory, U-Unsatisfactory. A Pass/Fail grade may be given if the teacher, parent and administrator agree to do so.

### **Infinite Campus Student Information System**

Infinite Campus is a web-based tool for parents/guardians to access student information. Parents are assigned an activation key to set up an Infinite Campus account. Infinite Campus houses information such as bus stops, teacher assignments, official grades, school calendar, contact information and health information. Parents also have the capability of entering or changing their email addresses and phone numbers online. This is extremely important for those parents who would like to receive email communications from their school. Please notify the transportation office at 952-226-0050 if your family does not have computer access for your bussing information.

**Schedule Changes:** Schedule changes require counselor or administrator permission. Changes will be made for the following reasons: computer error, medical/physical restrictions, inappropriate placement, and administrator's discretion.

### **Schoology Learning Management System**

Schoology allows teachers to make resources available to students and parents in a format that acts like a digital extension of the classroom. Everything about it serves an academic purpose that is delivered in a safe and secure manner. Parents and students access Schoology using their own unique username and password. Parent accounts will be automatically linked to each of their students. Some of the information you will find in Schoology includes: classroom updates, assignments, calendar, study guides, quizzes/tests and interactive discussions.

## **Recognition**

### AWARDS AND HONORS

**Honor Roll:** Students who are performing at the A and B levels will be placed on the honor rolls.

**Presidential Awards:** 8<sup>th</sup> grade students who have met the U.S. Presidents' criteria will be honored at the end of the year.

**LAKER PRIDE Tickets:** A positive recognition tool for our staff to recognize desired behaviors.

## **Make-up Work**

Parent/guardian homework requests are communicated directly to the teacher via email, Schoology or phone.

### **Homework Requests for Illness:**

Homework requests: communicate directly with teacher via email or phone.

- A student will have 2 days for every day they are absent from school to turn in class work.
- If a student is provided a homework assignment prior to becoming ill, the student is expected to have it completed upon return.

### **Homework Requests for Family Vacations and Extended Leaves:**

- The expectation is that homework is completed before the absence from school or due the day the student returns. Other arrangements may be made between the teacher and student.

### **Homework Requests for Alternate Learning Placement (ALP) and Out-of-School (OSS) Suspension:**

- ALP students will have their missed class work/ homework collected from the teachers. These and any assignments given the previous day are due as if the student were in school. There is no extra time allotted to turn these assignments in late.
- Students given OSS will have their assignments requested through the guidance office. Parent/guardian will be notified of pick up time and date. Students will have two days following OSS to complete homework.

## **Summer School Policy**

**Semester One:** All 6<sup>th</sup> -8<sup>th</sup> grade students who fail English, science, social studies or math for one quarter do not need to attend summer school, but may choose to enroll anyway. All 6<sup>th</sup> -8<sup>th</sup> grade students who fail English, science, social studies or math both quarters will be required to attend session I of summer school.

**Semester Two:** All 6<sup>th</sup> -8<sup>th</sup> grade students who fail English, science, social studies or math for one quarter do not need to attend summer school, but may choose to enroll anyway. All 6<sup>th</sup> -8<sup>th</sup> grade students who fail English, science, social studies or math both quarters will be required to attend session II of summer school.

Transportation is NOT provided. Students may only be absent from summer school for emergencies or illness. Students may not miss any day of summer school due to vacation or other activities. If you believe that summer school may be a possibility for your child, Please plan accordingly. Contact your school guidance office with questions.

### **Grade Level Retention**

Students will be considered for retention and repeat the entire grade level sequence if they fail to complete 8 “credits” in the required courses. A “credit” will be the equivalent of receiving a passing grade, (D- or higher), for the final quarter grade. These required courses in a grade level sequence include math, English, science, and social studies. A student must pass 8 out of the 12 credits in the four required courses to advance to the next grade level. In addition to the grade level retention policies, individual course retention and summer school guidelines will apply.

## **School Wide Behavior Guidelines**

### **LUNCHROOM BEHAVIOR**

Students need to bus their trays and silverware, wipe their tables with a soapy cloth, place refuse in garbage containers and recycle appropriate food and plastics. Students will be dismissed from the lunchroom by tables after an inspection of their eating area has taken place. Students who refuse to comply with the rules may be assigned to a special supervised lunch area, lunchroom clean up, detention or have their lunch privileges removed. Pop is not allowed in the lunchroom.

### **LOCKERS**

Academic Lockers are assigned to all students. Locker number and lock combination will be listed in Infinite Campus. At the end of each school year, students are to remove the contents of their locker and leave the lock as a new locker and lock will be assigned each year.

Physical education locks and lockers will be assigned to students during the first week of school. The student will receive a card that contains the locker number and the lock combination. This lock has been purchased through the student fees and will allow the student to use the same lock with the same combination until he/she graduates from high school. Students are not to share a lock or locker. Students are expected to change into P.E. clothes and appropriate shoes every day.

Pursuant to MN State statute, school lockers are the property of the school district and may be searched at any time, without notice, without student consent, and without a search warrant.

### **FOOD AND BEVERAGE USE**

Vending machines are available to students after school. Food and beverages for special events brought in by parents, students or staff must be store purchased due to health codes.

### **CHEATING/PLAGIARISM**

Students who plagiarize (i.e. accepting the work of others as your own), cheat or aid in cheating on tests, quizzes, homework and other class assignments will work with school staff and administration to follow the Academic Integrity procedures. Depending on the severity and frequency of the violation, further and more severe consequences may occur.

### **SCHOOL TELEPHONE USAGE**

Students will not be allowed to leave class to take a phone call except in an emergency. Arrangements to pick up students for detention or after school activities should be made in advance. Office and classroom telephones are to be used only by staff members for such things as parent communications or school related business. A student phone is located in the main office for student use.

### **SALES**

Students may not sell food, candy, services, or anything else to the student body and faculty without permission from the administration. All sales will be required to be related to a school activity.

### **SKATEBOARDS, ROLLER BLADES AND “ROLLER SHOES”**

Use on school property is not allowed. Students who use these items in school or on school property will have these items confiscated. Parent/guardian may be called to pick up confiscated items. These items may be on school property only if kept in students’ lockers.

### **USE OF SCHOOL PROPERTY**

Students are not permitted access to teachers’ or other school personnel’s property including desks, keys, cabinets, grade books, computers or personal belongings. Unauthorized student use of these objects will be considered a very serious offense.

## **Middle School Activities**

### **MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES**

A middle school activities brochure is available in your school's main and guidance offices. Further questions should be directed to our 6-12 Activities Director, Beth Fuller at 952-226-8960.

#### **Eligibility guidelines:**

Students' first responsibility is the completion of their homework, involvement in co-curricular activities must be secondary. If students are having behavioral or academic challenges while participating in sports/clubs, their involvement in these activities may be limited. Students who are assigned Alternative Learning Placement (ALP) or out-of-school suspension (OSS) are not allowed to participate in co-curricular activities that day; this includes athletic competitions. Coaches and advisors may have other rules related to participation for students who are assigned after school or lunchroom detention. It is expected that students will be receiving passing grades, or working with their teachers on grade improvement before participating in any co-curricular activities.

#### **Attendance:**

A student has to be in school at least ½ day or longer in order to be eligible for that day's practice or contest.

If a student receives a full day of ALP, OSS, or after school detention, the student will be ineligible for that day's practice or contest.

Students need to be off school grounds within ½ hour of the activity (co-curricular/tutoring/etc) ending time. Rides should be scheduled in advance.

Students cannot loiter in or around school grounds.

#### **Alcohol-tobacco-drugs-sexual harassment:**

Same as Minnesota State High School League Suspension Policy.

#### **Medical exclusions:**

When an athlete is unable to participate safely due to a medical issue such as illness or injury, the athlete may be excused with a note from a parent/guardian for a maximum of two days.

Any medical exclusion longer than two days must be approved with a note from a physician. Also, reinstatement to practice after being out more than two days must be accompanied by a note from a physician.

If a student is too sick or injured to participate in physical education class, the student is ineligible to practice or play in a contest that day.

## **Standardized Testing**

At various points throughout the school year, students will be taking standardized tests. Minnesota Comprehensive Assessments (MCA's) are typically held in April and May, communication will be sent out with specific dates closer to the scheduled time.

More information can be found on the district website, under the Learning, Achievement & Innovation (LAI) section. [www.priorlake-savage.K12.mn.us](http://www.priorlake-savage.K12.mn.us)

Based on Minnesota Statute, section 120B.31, subdivision 4a, families may choose to opt students out of standardized testing. Parents/guardians must complete the form found on the school websites if they refuse to have their student participate in state-required standardized assessments. This form is valid for one school year and may be turned in to the school secretary.

## ISD 719 DISTRICT POLICIES

For the full details on the policies listed below and other district policies, please visit our website: [www.priorlake-savage.K12.mn.us](http://www.priorlake-savage.K12.mn.us)

### Anonymous Tip Line – 952-226-0005

In an ongoing effort to maintain a safe and drug-free learning environment for students, ISD 719 has a Tip Line (952-226-0005).

The purpose of the Tip Line is to provide students and parents with a simple and anonymous way to report unsafe situations. The Tip Line makes it possible for students and parents to report weapons, threats of violence, bullying, gangs, sexual harassment, threat of suicide, drugs and any other activity that could potentially endanger students, staff or property.

Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and it's completely confidential.

### Student Breakfast and Lunches

Child Nutrition Services provides students with nutritious, high quality meals that promote good physical and mental development. We focus on serving local foods, many cooked from scratch, with cleaner labels for our students. Check our webpage for more details <https://www.priorlake-savage.k12.mn.us/about-us/departments/child-nutrition>

We offer a variety of nutritional meal choices consisting of at least two hot meal offerings and one cold option. A la carte items are offered in grades 6-12 only.

Menus are available on school websites and our SchoolCafé app where customers can view descriptions of menu items, as well as allergen and nutrition details, and apply for Free and Reduced-Price meal benefits.

PLSAS is pleased to offer all students, PreK-8 and students enrolled at Bridges Area Learning Center a free breakfast and lunch meal at school, regardless of income eligibility. Students will only be charged if they purchase a milk, a side item or a second entrée or meal.

Prior Lake High School is not part of the National School Lunch Program. This allows us to have greater flexibility while providing a healthy, full menu of breakfast and lunch options at a fair price for families. We will also continue serving traditional items from the Lakehouse Café. Meal prices for 2021-2022 will remain the same as 2019-2020. PLHS students are still eligible to apply for free/reduced price meals.

#### Free/Reduced Price Meals

Do you think you may qualify for free and reduced-price meals? You may not think of applying since meals are currently free for PreK-8 students, but we need to ask a favor: please do! Your application generates revenue for other programs in our schools related to classroom curriculum. Electronic applications can be found in SchoolCafé or a hard copy application can be found on our department web page. Applications must be filled out for each school year the assistance is needed. For questions please call Linda Roach, Child Nutrition Specialist at 952-226-0009.

#### Special Diet Menu Options

PLSAS Child Nutrition Services offers various allergen-free breakfast and lunch menu options for students who require a special diet. In order to provide this option, we require a note from a licensed practitioner stating the student's dietary restrictions, the major life activity affected or consequences of consumption, and the food/foods to be omitted. This must be done on an annual basis to ensure that we are current with the student's dietary restrictions.

Please submit this documentation to your child's school building nurse. They will inform the Child Nutrition Services team at your school who will work directly with the parent and/or student to accommodate this request.

### Bullying

The school board believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. School Board Policy 506.1 defines "bullying" as intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. 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.

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

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 ISD 719 who is found to have violated this policy.

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 ISD 719's policies and procedures, including the discipline policy 506. ISD 719 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. ISD 719 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 ISD 719, and foster student, parent, and community participation.

ISD 719 shall require ongoing professional development, consistent with Minn. Statutes, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. For the full Bullying Prohibition policy, 506.1, please visit our website: [www.priorlake-savage.K12.mn.us](http://www.priorlake-savage.K12.mn.us)

## Chemical Health

Student substance abuse is illegal, disrupts normal growth and development and impairs learning. Our responsibility is to encourage and support healthy lifestyles. We strive to create an environment in which students, parents and staff are able to report concerns and obtain the information and support they need regarding chemical health issues. What follows is a summary of the chemical health policy and procedures.

The use, possession, and exchange of tobacco, including synthetic tobacco, alcohol, and other illegal and harmful chemicals are prohibited on both school district property and at school-related functions.

Staff is expected to report all suspicious behaviors and/or incidences potentially relating to chemical use/abuse to chemical health staff, school social worker, school counselor and/or principals. Incidences of chemical health issues, regardless of where the chemical activity allegedly occurred, will be investigated.

### **School District Action**

1. Upon receipt of a report or referral, the school district shall undertake or authorize an investigation by school district staff or third party designee, e.g. law enforcement.
2. The school district may take immediate steps at its discretion to protect the good faith reporter or others pending completion of the investigation. Retaliation in any form will not be tolerated.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to disciplinary action or counseling intervention.
4. Activity consequences at Prior Lake-Savage Area Schools include:
  - 6 weeks for the first violation
  - 1 calendar year for each subsequent violation
  - See ISD 719 Extra Curricular & Co-Curricular Behavior Regulations for further school district action.

## Crisis Management

It is the desire of the school board to provide a safe educational environment by ensuring a consistent and thorough Crisis Management Plan. The intent of policy 806 is to provide a guide for general crisis information for school district and building administrators, school employees, students and school board members.

The school district's Crisis Management Plan has been developed in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. A number of crisis-specific procedures are defined and will continue to be studied to ensure the district and/or building is able to work through crisis situations in an efficient, expedient manner.

## Data Privacy / Release of Student Information

Policy 515 contains information regarding Directory Information. In accordance with federal law and state statutes, the school board has defined Directory Information as listed below.

If you have questions about Directory Information, or should parents (or students age 18 or older) NOT want the below information released, please contact Chelsea Braudt at 952-226-0013 or [cbraudt@priorlake-savage.k12.mn.us](mailto:cbraudt@priorlake-savage.k12.mn.us) and you will be asked to submit a form, which must be completed annually by October 1.

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, yearbooks, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

## Dress Code

A dress code policy is in place to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards.

This is a joint responsibility of the student and the student's parent(s) or guardian(s).

**Appropriate clothing includes, but is not limited to, the following:**

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

**Inappropriate clothing includes, but is not limited to, the following:**

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in policy 413. 5.
- Any apparel or footwear that would damage school property.
- Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- Any item of apparel deemed disruptive to the educational process by an administrator.

Students who are in violation of this policy will be asked to change out of the offensive clothing. Other options may include sending the student home, wearing PE clothes, or other disciplinary actions. If your student questions appropriateness of clothing, they should check in at the office with a principal or counselor before the start of the school day.

More information can be found in School Board policy 504, Student Dress and Appearance.

## Electronic Technologies Acceptance Use

Policy 524 contains information regarding Student Use of Information Technology. Students are able to access the Internet from every classroom. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media.

Should parents (or students age 18 or older) NOT want the following technologies to be used, please schedule an appointment with the MARSS Coordinator at the District Services Center and you will be asked to complete a form. This form must be completed annually by October 1.

During the school day, for educational purposes, students have access to:

- Internet
- Google Apps for Education
- Chromebooks
- iPad or school-issued tablet

If you wish to discuss your student's access to technology and complete a form limiting/denying your students technology access you can contact Richelle Lambert at 952-226-0043 or [rlambert@priorlake-savage.k12.mn.us](mailto:rlambert@priorlake-savage.k12.mn.us)

The District Services Center is open Monday – Friday from 8 a.m. – 4 p.m. Address: 4540 Tower Street SE, Prior Lake MN 55372

## Hazing Prohibition

It is the policy of ISD 719 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.

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

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

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

More information can be found in School Board policy 526.

## Health Services

**Health Services provides:**

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or be placed under their parent's or emergency contact's care
- Administration of medication and treatments under the direction of the school nurse
- Health screenings recommended by MN Department of Health
- School health record maintenance
- Nursing consultation to educators and administrators within the school district

Health Services is staffed by Licensed School Nurses and Health Support Personnel. Our health support staff is an integral part of our health services, available during student hours in each school, and trained in First Aid and CPR. Licensed School Nurses oversee the health offices and staff and provide direct professional support and service to students, families and educators. They assess the health needs of students; develop appropriate health, emergency, and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between health care professionals, educators, students and their families.

### **School Health Records**

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines or diagnosis of infectious disease. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law.

### **Emergency Action Plans**

If your student has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, bee sting allergy, diabetes, seizures) please

download an Emergency Action Plan form from the district website or request an Emergency Action Plan form from your school's health office to ensure that appropriate health/safety measures are developed and implemented for your student.

### **Administration of Medication/Treatments in School**

Students are permitted to take medication, (including over-the-counter), in school only when:

The frequency of dosage makes it necessary for a dose or treatment to be given during school hours.

A written medication or treatment order from a licensed prescriber is on file for the student.

A written parent/guardian authorization, for the school nurse or her delegate to administer the medication or treatment is on file for the student.

Written licensed prescriber's orders are required for all changes in medications, or dosages being given in school, including dosages forgotten at home, nicotine patches and gum for tobacco cessation, and must be renewed annually at the beginning of the school year.

The medication is supplied by the family in a fully labeled original container.

Inhalers, epi-pens, and glucometers may be carried and used by the student after permission forms are completed in the health office and the student has demonstrated the ability to independently administer his/her medication to him/herself and has signed a contract in the health office.

Due to nursing licensure, when the Health Office is asked to give a medication or perform a medical treatment in school, we will require written parent's permission to access the licensed prescriber regarding the order given. Nurses must work under a licensed prescriber's guidance.

For safety reasons, we would appreciate all medications being delivered to the health office by a parent or designated adult during school hours. The Health Support Person will count all controlled medications brought into the Health Office at the time of delivery.

If you have any questions, please call the Health Support or Licensed School Nurse at your student's building.

### **Immunization State Law**

Minnesota Statutes chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact the MDH website: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize).

Prior Lake – Savage Area Schools adheres to a "No Shot (or proof of exemption), No School" Policy.

### **Illnesses**

Many students and parents wonder about when students should stay home or attend school. The following information is intended to help with this decision.

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication.
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school.
- If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your health care provider.

Information regarding specific common childhood illnesses and communicable diseases can be found by following the Health Services link on the building website to the district website. If you require a hard copy, please call the building health office.

When your child is ill, please call the school daily to report the illness (including what the illness is). If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

### **Lockers**

Students and parents are reminded the lockers are school property and "on loan" to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is recommended.

Only school locks are allowed on lockers. Any other locks will be removed, even if destruction of the lock is necessary. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

Any student compromising the security of his/her locker by sharing lockers or divulging or ascertaining combinations may lose all locker privileges and have to carry his/her belongings. A final locker clean out will be held the last week of school at which time all decorations must be removed.

**According to district policy E-53, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students in possession of illegal substances or contraband will be disciplined as determined in policy.**

Padlocks will be issued to students for both hall and gym lockers and are covered by the activity fee. **It is not okay to open or use another person's locker.** THE SCHOOL WILL ASSUME NO RESPONSIBILITY FOR THE LOSS OF MONEY OR OTHER VALUABLE ITEMS.

## Nondiscrimination - Equal Opportunity

Prior Lake-Savage Area Schools is committed to a policy of nondiscrimination. The district will not discriminate in any matters concerning staff, students, education programs and services, and persons with whom the board does business. In compliance with existing federal and state statutes and regulations, the district does not discriminate against persons on the basis of race, gender, religious beliefs, national origin, economic status, age, sexual orientation or disability. Questions about this policy or any concerns about compliance related to student or employee issues should be directed to **Human Rights Officer, Jim Quiram, Executive Director of Human Resources**, Prior Lake-Savage Area Schools, 4540 Tower St. SE, Prior Lake, MN 55372.

## Pledge of Allegiance

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. 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 by each individual classroom teacher or the teacher's surrogate or over a school intercom system by a person designated by the school principal or other person having administrative control over the school, or at school events or assemblies by a person designated by the school principal. 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.

## Removal from Class

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted, by the student's misconduct, as determined by the school district.

Grounds for removal from class shall include any of the following:

- Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teacher or communicate effectively with students in a class or with the ability of other students to learn;
- Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or other conduct, which is the discretion of the teacher or administration, requires removal of the student from class.

Disciplinary action may include, but is not limited to, one or more of the following:

- a. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- b. Parent contact;
- c. Parent conference;
- d. Removal from class;
- e. In-school suspension;
- f. Suspension from extracurricular activities;
- g. Detention or restriction of privileges;
- h. Loss of school privileges;
- i. In-school monitoring or revised class schedule;
- j. Referral to in-school support services;
- k. Referral to community resources or outside agency services;
- l. Financial restitution;
- m. Referral to police, other law enforcement agencies, or other appropriate authorities;
- n. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- o. Out of school suspension under the Pupil Fair Dismissal Act;
- p. Preparation of an admission or readmission plan;
- q. Expulsion under the Pupil Fair Dismissal Act;
- r. Exclusion under the Pupil Fair Dismissal Act; and/or
- s. Other disciplinary action as deemed appropriate by the school district.

## School Closings

When severe weather affects the school day, PLSAS does everything it can to keep families in the know.

- Alerts will be posted on the district and all school websites
- Announcements will be posted to district Facebook and Twitter accounts
- Information will be relayed through local newspapers and television stations
- A phone call will be delivered to all phone numbers on file for all students
- An email announcement will be delivered to all email addresses on file for all students
- A text message will be sent to parents who opt in (sign up to receive text message alerts by texting "Y" to 67587)
- 

Please be sure we have your current information on file. You can update your contact information by contacting the school directly.

## Section 504

Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such an impairment; or
3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3)

*Classroom teachers and parents refer students for accommodations. Students must meet specific criteria to receive accommodations. For more specific information, contact the building principal.*

## Sexual Harassment

The Prior Lake-Savage Area Schools are required by law to address issues of sexual harassment. It is our policy to inform parents, students, and our employees that sexual harassment has no place in our school culture. Our goal is to promote respect for each other through our curriculum by teaching students about our expectations regarding sexual harassment. If there is a breach of this respect, either between adults and students, between students or between adults, violations will be dealt with directly and promptly according to our school district policy and state and federal law. Students, staff, or parents are to report any incidents of sexual harassment to the principal or the school district Human Rights Officer for investigation. Action will be taken as appropriate for the findings and in the prescribed fashion as specified in procedure. Referrals and discipline will be made as specified in school district policy. **The District Human Rights Officer is the Jim Quiram.** Please call 952-226-0000.

## Special Need Program

The district takes pride in the quality of staff and the variety of programs available to students with special needs for learning. Many regular classroom and special education teachers have received various awards for their extraordinary efforts to accommodate the needs of their students.

Special needs programs offered within the school district include (please note this is an overview of services provided. It is up to the IEP Team to decide the best placement for the student):

- Early Childhood (ECSE) and Home Based (ages 0-5), call 952-226-0000 for information
- Specific Learning Disability (SLD)
- Speech and Language Therapy (SLP)
- Developmentally Cognitively Disabled (DCD)
- Emotional Behavioral Disorders (EBD)
- Autism Spectrum Disorder (ASD)
- PLUS
- Lifeskills

The district also partners with the Minnesota River Valley Special Education Cooperative in serving those students whose needs are addressed in off-site special education programs.

Other programs offered by the district are:

English as a Second Language (ESL)

SYNERGY – Gifted and Talented Program

Title 1 – federal program for students with special needs in reading/language arts and math

## Special Visitors and Communication

The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district under policy 903, Visitors to School District Buildings and Sites. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district. 32 During the school day, visitors will be asked to present a government-issued ID, such as a driver's license or passport, which will be scanned into the system. The Raptor system will then conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, a sticker badge will be issued. The system does not create a copy.

- In order to minimize exposure and prioritize safety for our E-12 students, non-essential visitors or volunteers will be permitted in non-student contact areas. We are not able to host lunch visitors at this time.
- Essential visitors and volunteers will be permitted in student contact areas as their role cannot be accomplished by another PLSAS staff person. For example, Reading Corp volunteers, Military recruitment and STRIVE Mentors.

District policy 903 addresses communication between parents and other visitors to the school with school personnel as being appropriate and respectful. Conferences, phone calls, and written communication will be held to that standard of respect and appropriateness.

Therefore, the following kinds of inappropriate communication will not be accepted:

- Shouting or yelling
- Using obscene or foul language in communication
- Using insulting or demeaning language
- Threatening or intimidating by the suggestion of violence or negative consequences if demands are not met
- The use of any physical force, including not permitted or unwelcome touching regardless of whether pain or injury results.
- The consequences of such behavior will be as follows:
  - The offender will be informed that the conduct violates district policy
  - The continuation of such conduct will result in the termination of discussion
  - The offending person will be told that a record of the incident will be kept in district files
  - The incident will be promptly reported to the appropriate administrator

These behaviors constitute disorderly conduct pursuant to MS Section 609.72 and charges may be filed under this statute.

In regard to school visits, the building principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

## Student Discipline

The district would like to ensure that students are aware of and comply with the school district's expectations for student conduct. The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. 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. This policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act and applies to all students in the district. In this handbook is a summary of Policy 506 – Student Discipline. **Students and parents are responsible for understanding the provisions of the entire policy and are urged to read the policy in full, which can be found on the district website under School Board Policies.**

It is the philosophy of Independent School District 719 to establish and maintain an orderly school environment that allows teachers to teach and students to learn. It is further the philosophy at Independent School District 719 that:

1. Responsibility for student behavior is shared by school staff, administration, the parents and students themselves.
2. Individual teacher classroom management skills are the single most important contributor to good discipline in school and should include measures that are proactive.
3. A fair, firm and consistent procedure to deal with discipline problems after they occur must be communicated and administered by school personnel.
4. Support personnel will assist in facilitating and maintaining an effective learning environment.
5. Improvements in school discipline are directly related to bettering the school environment which is brought about by improving the curriculum, improving teacher skills and improving student self-control.

All students have the right to an education and the right to learn. Students in the Prior Lake - Savage Area Schools have the following responsibilities including but not limited to:

- Attend school daily, except when excused by school authorities and to be on time to all classes and other school functions;
- Pursue and attempt to complete the course of study prescribed by state and local school authorities;
- Assist school staff in maintaining a safe school for all students enrolled therein;
- Make necessary arrangements for making up work when absent from school;

Be aware of all school rules and regulations and to accept the consequences if rules are broken;  
 Assume that until a rule is waived, altered or repealed it is in full effect;  
 Be aware of and comply with state and local laws;  
 Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;  
 Protect and take care of the school's property;  
 Dress and groom to meet fair standards of safety and health and common standards of decency;  
 Avoid inaccuracies, indecent or obscene language, in student newspapers or publications;  
 Express ideas in a manner that will not offend or slander others.  
 Conduct themselves in an appropriate physical or verbal manner; and  
 Recognize and respect the rights and property of others.

## **Student Code of Conduct**

Disciplinary action may be taken against students for any behavior which is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees.

The following sections outline prohibited acts, disciplinary actions, no tolerance behaviors and procedures.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assaults
- e. Sexual Harassment and Violence
- f. Hazing
- g. Threats and Disruptions
- h. Bomb threats
- i. Terroristic Threats
- j. Alcohol, Tobacco, and Other Drugs
- k. Harmful or Nuisance Articles (e.g., pagers, radios, and phones, including picture phones, and other electronic devices are prohibited.
- l. Failure to Identify Oneself
- m. Violation of any state or local law or the violation of any federal law.
- n. Violation of school bus or transportation rules and the school bus safety policy.
- o. Violation of parking or school traffic rules and regulations, including but not limited to, driving on school property in such a manner as to endanger persons or property.
- p. Violations of directives or guidelines relating to lockers or improperly gaining access to a school locker.
- q. Possession or distribution of slanderous, libelous, or pornographic materials.
- r. Falsification of records, documents, notes, or signatures.
- s. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
- t. Impertinent or disrespectful language toward teachers or other school district personnel.
- u. Sexual and/or racial abuse and/or harassment (further outlined in School Board Policy 526 Harassment and Hazing).
- v. Bullying (further outlined in School Board Policy 506.1).
- w. Internet misuse, cyber bullying, and misuse of other electronic devices (further outlined in School Board Policy 524, Student Use of Information Technology).
- x. Any and all other acts, as determined by the school district, which are disruptive of the educational process.

## **Student Survey**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. School Board policy 520 addresses the administration of student surveys.

A student, staff and parent survey will be administered annually each spring by the district.

### **Student Surveys Conducted as Part of U. S. Department of Education Programs**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education shall be available for

inspection by the parents or guardians of the students. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- political affiliations or beliefs of the student or the student's parent;
- mental and psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### Student Surveys that are Not Sponsored by a Department of Education Program

Parents will be notified in advance of a survey and may inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student. The notice will include information on how parents may gain access to the survey prior to its administration.

#### Information Collection or Disclosure

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- information collected by teachers to gather students' feedback on the classroom experience;
- college or other postsecondary education recruitment or military;
- book clubs, magazines, and programs providing access to low cost literary products;
- curriculum and instructional materials used by elementary and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs

More information can be found in School Board policy 520.

## Title IX Compliance

Prior Lake-Savage Area Schools complies with the requirements of the Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities or in employment. Board policy 522 (non-discrimination policy) and 506 (student discipline policy) are policies aimed at preventing discrimination. Complaints or questions may be directed to **Jim Quiram, Title IX Coordinator for the district** at 952-226-0021. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois: 312-866-8434.

## Transportation Information and Bus Conduct

- Face coverings are required for students, staff and drivers on all district-provided transportation. This is a CDC requirement, regardless of vaccination status.
- Students who cannot wear a mask or cannot safely wear a mask because of a disability, as defined by the Americans with Disabilities Act, will not be required to wear a mask at any time.

School district policies have established walking distances of 1 mile for grades K-5 and 1.5 miles for grades 6-12. The transportation department reviews hazardous areas on an ongoing basis and makes adjustments as needed. While routes are determined for the welfare of the group, special attention is paid to minimize the amount of time a student must spend on the bus and the distance he or she must walk to the bus stop.

Fall bus schedules including pick-up and drop-off times and locations are posted online in August. Parents and guardians will be able to access transportation information on Family Access using personal login and password codes.

The majority of students will go to and from school by bus. Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Animals, large school projects and sporting equipment such as roller blades, ice skates, skis, skateboards, golf clubs, etc. are not allowed on the bus. Please make other arrangements to get items such as these to school.

Please be at your assigned bus stop at least 5 minutes ahead of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the Bus Dispatch at 952-440-1166, or the Transportation Office at 952-226-0050 or 952-226-0054. Students will be picked up and dropped off only at their designated bus stops. To prevent overcrowding of the buses and for safety reasons, students must ride only the bus to which they are assigned. Parents requesting changes in transportation because of an emergency or residence change

must call the Transportation Office. (Notes alone, sent to the school or given to the bus driver will not be accepted.) The Transportation office will then inform the student's school of any transportation changes.

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privileges as determined by school site administration.

The complete District Policy (709) Student Transportation Safety Policy is available in each school office and also on the district's web site.

## **Weapons**

No student, or non-student, including adults, visitors, and employees shall possess, use, or distribute a weapon when in a school location except as provided in this policy. Independent School District No. 719 will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, or individual offering services on school premises, volunteer, or member of the public who violates this policy.

- a. Consequences for weapon possession/use/distribution by student:
- b. Confiscation of the weapon;
- c. Immediate out-of-school suspension for not less than 3 days;
- d. Immediate notification of the police or police liaison;
- e. Parent or guardian notification; and
- f. Consideration for probable expulsion.
- g. In the case of a student who brings a firearm, as defined by federal law, to school, the student will be expelled for at least one year, pursuant to Minnesota law. The superintendent may modify such expulsion on a case-by-case basis.

## **Withdrawing Student**

If you will be moving and your child will be withdrawn from the Prior Lake - Savage Schools, please inform the school office by sending a note indicating the date of the last day of attendance and your new address. We wish you the best in your new school!