

**2025-2026**  
**Lake Benton Elementary**  
**Student Handbook**



**Lake Benton Public School**  
**Lake Benton, MN**

[www.lakebentonschool.org](http://www.lakebentonschool.org)

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# WELCOME

Dear Student,

Welcome to Lake Benton Elementary School! **Home of the Bobcats!** Here at Lake Benton Elementary our students, faculty, staff, parents and community take pride in providing a high quality education. How can we help you excel? What are you passionate about? What can we do to both challenge and engage you?

This handbook is a resource for you and your parents to help answer any questions you may have about our school. Becoming familiar with the information in this handbook will allow you to have a successful and productive school year. Please read the handbook and familiarize yourself with the policies, procedures, and expectations that make Lake Benton Elementary a safe and productive learning environment.

If you have any questions about this handbook please ask your teacher for their help. If they cannot answer your question please stop by my office and I will be happy to help you.

Sincerely,

Jeff Hansen  
Principal

## **Lake Benton Elementary 2024-2025 Staff Directory**

### **Board of Education**

Tony Schwing, Board Chair  
Heath Houselog  
Margo Suiter  
Josh Osland  
Steven Hurd  
Janell DeVries

### **Administration**

Principal: Jeff Hansen  
Superintendent: Loy Woelber

### **Front Office**

Kylie Rochel

### **Maintenance**

Steve Bennett

### **Food Service**

Anna Finzen  
Mona Haynes

### **Para Professionals**

Cindy Nielsen  
Penny Krause  
Teresa Kohler

### **Faculty Directory**

Preschool

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Title 1

Music

Enrichment

Special Education

Occupational Therapist

Speech/Language

School Nurse

DAPE

Physical Education

Crystal Enga

Rochelle Drietz

Chelsey Hillard

Alissa Christianson

Angela Coe

Melinda Pahl

Jennifer Castle

Kelli Larson

Kris Benson

Leslie Lueck

TBD

Belle Locke

Allison Kruisselbrink

Mary Carmody

Julie Nelson

Gina Zaske

Gina Zaske

**Phone Numbers**

School Office 507-368-4235

Principal's Office 507-368-4241

**Fax Numbers**

School Office 507-368-4477

**Hours of Operation**

School Doors Open: 7:45

Arrival Time: 7:45-8:00

School Day: 8:00-3:00

Breakfast: 7:40-8:00

The school office will be open each day from 7:30 a.m. to 3:30 p.m.

**Dropping Off and Picking Up Students**

There is a great deal of activity at the beginning and end of the school day. Please be extremely careful if you are dropping off or picking up your child. Students picked up during the school day must be signed out with the office. School doors open each day at 7:45 am. Before and after school drop off zone is the west door. Please pull along the curb.

**Early Dismissal of Students**

Parents are urged to leave their children in school all day. Every attempt should be made to schedule doctor or other appointments outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, they should bring a note to their teacher stating the time and reason for absence.

**Make-up Work Policy**

It is the student's responsibility to make up all assignments, projects, and tests missed during his/her absence within 2 school days after returning to school. Parents may call the school for homework assignments when a child is gone for more than one day. Please call early in the day so that we have time to gather the homework from the classroom teacher.

**Attendance Policy**

The School Board of Independent District 404 believes that success in academic work is directly related to regular school attendance. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience. Furthermore, excessive absences, as defined

below, may result in a failing grade. Such experiences as class discussion and student-teacher interaction cannot be replicated outside of the classroom or at a later time. In addition, regular attendance develops habits of dependability important to the future of the student.

1. As required by current statutes, regulations of the State Department of Education and the School Board of this District, students shall attend each school day that school is in session. **The authority to decide whether an absence is excused or unexcused rests with the building principal.**
2. Unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within Lincoln County.
3. Every time a student is absent for any period of time the school will notify the parents on the day the absence occurs. If the parent has not called a note is to be sent.
4. After three days of unexcused absences, a letter will be sent to parents. The purpose of the letter will be to document the student's unexcused absences.
5. After five unexcused absences, the district will refer to the Lincoln County Truancy Procedures stated below.

### **LINCOLN COUNTY HUMAN SERVICES SCHOOL TRUANCY PROCEDURES**

Lincoln County Human Services, in collaboration with schools and Lincoln County Courts, have developed this truancy procedure protocol, to be incorporated into the policies and procedures of local schools. We have worked together to develop this procedure because we believe it is in the best interest of the child to attend and be academically engaged in order to be successful in school.

1. Unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within Lincoln County.
2. According to Minnesota Law, "Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section **120A.22, subdivision 8**. After three unexcused absences (as defined above), the student's attendance record will be reviewed by the School Attendance Review Board. A meeting may be scheduled with the student and his/her parents to address the issue. An Attendance Plan will be developed to address the current issues.
3. If the Attendance Plan is not followed and the student continues to be truant, at seven unexcused absences the matter will be referred to Lincoln County Attorney's Office to be reviewed by Human Services.

4. Human Services will offer voluntary services to the family to assist in improving the student's attendance. Human Services will also outline possible outcomes that may take place after the matter is referred to the county attorney's office, they include:
  - A Child in Need of Protection or Services (CHIPS) petition may be filed with Lincoln County Court by Human Services. The student and his/her parent(s) will need to appear before a Judge regarding the truancy petition. At that time, the CHIPS petition may be granted or a trail will be scheduled to determine the basis of the petition.
  - Judges can consider the following recommendations in a CHIPS hearing in regards to truancy:
    1. A child may lose their driving privileges until he or she is 18 years old.
    2. That any necessary evaluations, treatments, and counseling services be completed by the child or family.
    3. That attendance at summer school is mandatory.

In accordance with the regulations of the MN Department of Education and the MN Compulsory Attendance Law (Minn. Stat. 120.101), students ARE REQUIRED to attend all assigned classes and/or study hall every day school is in session. The responsibility for attendance is shared by student, parents, teachers, and the school administration.

### **Absence Procedures**

- A phone call from a parent or guardian should be made to the office (507-368-4235) each day a student is absent in the morning **prior to 9:00 a.m.**
- Best hours to reach the attendance clerk are from 7:30 a.m. --- 3:30 p.m. Monday – Friday.
- Written excuses will be accepted and we prefer that they are written in ink, signed, and dated.
- Extended or frequent illness may require a doctor's note stating the reason for the student to be absent.
- Medical and dental appointments should be made after school or during a student's recess if at all possible.
- Homebound instruction may be started when a student's anticipated absence is more than 10 consecutive school days. The school requires a written communication from the doctor stating the reasons for the absence.

If a call is not received, the school will attempt to contact a parent at home, at work during the school day, or that evening.

### **Tardiness**

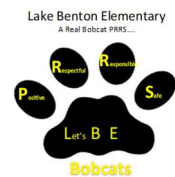
Any student who is not in his/her assigned classroom by 8:00 AM will be considered tardy unless school personnel have received proper notification. Tardiness is included in our attendance records.

## Withdrawing Students

The school should be notified at least two (2) days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, and fines must be cleared before the student secures a transfer record to another school.

## Visitors to the Elementary Schools

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits by parents and community members during the school day provided the visits are consistent with the health, education, and safety of students and are conducted, within procedures established by the school district. Parents wishing to visit a classroom or to conference with a teacher should not expect to interrupt the teacher's class but should telephone the school in advance to arrange an appointment. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the learning process. School District policy requires all visitors to check in at the office upon their arrival and state their business at the school. A visitor badge will be issued for easy identification and to show that the visitor is authorized to be present in the school building.



## School Closing

School closings are announced over the area radio and TV Stations and through the JMC Parent Notification System.

KLOH 10.50 AM, KISD 98.7 FM --- Pipestone

KELO TV --- Sioux Falls

KSFY TV --- Sioux Falls

WCCO- Twin Cities

Please turn on your radio or TV during stormy or extremely cold weather to find out if school is closed for the day or if there is going to be an early dismissal. You may also call the School at 368-4235 for up to date school closing information.

## Behavior Expectations

Lake Benton Elementary Students will be responsible in the hallway by:

- Walking quietly without disturbing others.
- Cleaning off their shoes before entering the building.
- Removing hats when they enter the building.



Lake Benton Elementary Students will be responsible in the lunchroom by:

- Keeping the lunchroom clean.
- Eating their own nutritious lunches quietly and orderly.
- Treating lunchroom adults with respect.
- Remembering to use good table manners.
- Remaining seated unless given permission to leave.
- Putting all trash into the proper receptacles.

Lake Benton Elementary Students will be responsible in the classroom by:

- Listening carefully to all directions.
- Having all needed supplies and assignments ready for class.
- Treating classmates, assistants, and teachers with respect.
- Follow classroom rules.

Lake Benton Elementary Students will be responsible on the playground by:

- Using appropriate language.
- Playing fairly and safely at all times.
- Playing only with approved playground equipment.
- Respecting all others on the playground.
- Dressing properly for the weather – (students will be outside if the temperature and/or wind chills are at or above 0 degrees.)
- Not throwing things... rocks, snowballs, sticks, or walnuts.
- Avoiding name-calling, bullying, shoving, kicking, or fighting.
- Lining up when the whistle is blown.
- Looking both ways when crossing the streets.

Lake Benton Elementary Students will be responsible on the bus by:

- Riding in a safe, quiet manner.
- Using appropriate language.
- Respecting all other riders and the driver.
- Leaving the bus clean and undamaged.

### **Behavior Expectations Plan**

The staff at Lake Benton Elementary School recognizes the rights of all students and staff and understands their right to be respected. In order to insure these rights, the district has adopted and implemented the Positive Behavior Intervention System (PBIS). Lake Benton Elementary has the expectation all students will:

- ✓ Be Respectful
- ✓ Be Responsible
- ✓ Be Positive

- ✓ Be Safe

When a child does not meet these behavior expectations, we will attempt to understand the behavior and help the child to determine if the chosen behavior got the response the child was seeking. At the Pre-K to Grade 6 developmental level, kids are learning daily about how to handle situations that come up in their lives. I hope that with our guidance our students will learn to explore options and choose the best actions.

Lake Benton Elementary places inappropriate behaviors into two categories. These categories include Minors and Majors. Below are a few examples of each category.

#### Major

- Abusive Language
- Fighting/Physical Aggression
- Overt Defiance
- Harassment/Bullying
- Tardy
- Lying/Cheating
- (3 Minor Offenses)

#### Minor (3 Minor Offenses is Equal to a Major)

- Inappropriate Language
- Physical Contact
- Defiance
- Assignment Completion
- Running in Halls
- Excessive Talking

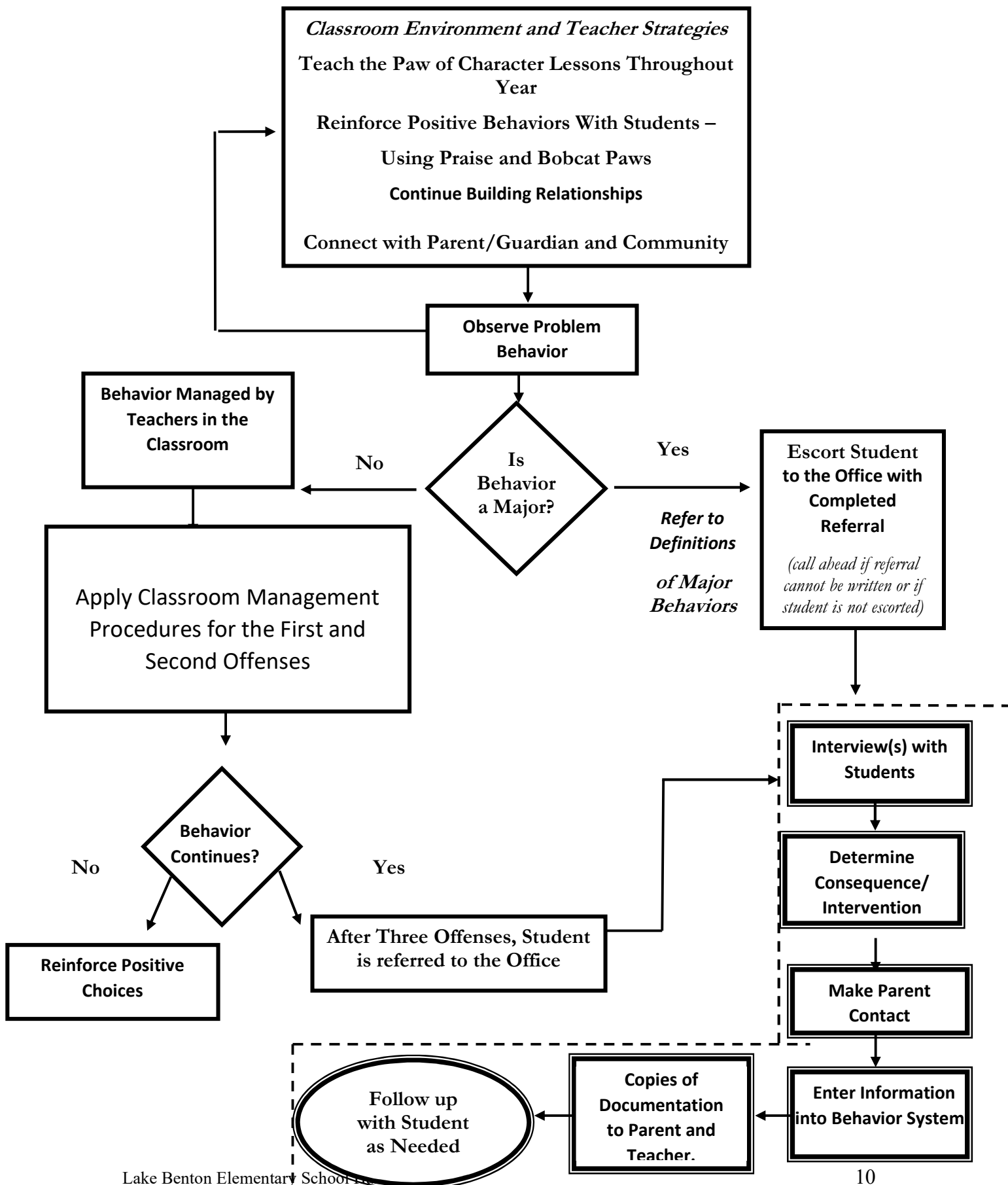
The classroom teacher, classroom assistant, and/or principal will consistently enforce consequences. Parents will be notified of any second or serious offenses by a note sent home with the pupil or a phone call from the school. Below are a few examples of consequences that may be assigned by the principal for major offenses.

Major Consequences: The following consequences are examples of what the principal may assign to students for major offenses.

- After School Detention 3:00-4:00 pm
- In School Suspension
- Loss of Privileges
  - Field Trips
  - Class Celebrations
  - Other Classroom/School Functions

District Student Discipline Policy (#506)

## **Bobcat PRRS Paw Behavior Referral Procedure**



## **Weapons**

Possession of a weapon in school, on school grounds, at a school activity, or in school busses is a violation of federal law. “Possession” refers to having a weapon on one’s person or in an area subject to one’s control.

- Confiscation of the weapon.
- Notification to the police.
- A recommendation to the Superintendent that the student be expelled from the school for 365 days.

According to the “Gun-Free Schools Act of 1994”; a “weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any instrument that is used to threaten or cause bodily harm or death. This includes any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. Some examples of weapons are guns (including pellet/air guns, look-alike guns and non-functioning guns that could be used to threaten other), knives, clubs, metal knuckles, and numchucks, throwing stars, explosives, stun guns, ammunition, and mace.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon. Pocketknives are not allowed and will be confiscated. District Policy (#501)

## **Student/Parent Rights under FERPA**

Lake Benton Public Schools recognizes its responsibility in regard to collection, maintenance and dissemination of public records and the protection of the privacy rights of students as provided in federal law and state statutes.

The procedures and policies adopted by ISD #404 regarding the protection and privacy of parents and students are pursuant to the requirements of 20 U.S.C. & 1232g, et seq., (Family Educational Rights and Privacy Act), 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act. Minn. Stat. Ch. 13 and Minn. Rules. Pts. 1205.0100 to 1205.2000. (Policy #515)

A complete copy of the Student/Parents Rights under FERPA policy is on file in the office or district office. Policy (#515)

## **Health Services Information**

If a student becomes ill in school, he/she should report to the school nurse (or office, if nurse is not available). The district follows these procedures:

A student complaining of feeling ill and having a temperature of 100 degrees will be sent

home. This temperature may indicate a minor illness but it could be early symptoms of a severe illness with the risk of exposing others to a contagious disease. Occasionally a below normal temperature with symptoms will also be an indication that a student should be sent home.

Any student with inflamed eyes will be excluded until the possibility of conjunctivitis or pink eye can be eliminated. Any student having a lesion that resembles impetigo (staph infection) or ringworm must be excluded until medical attention is received. All students with questionable rashes must be excluded until the possibility of a contagious disease can be decided upon.

The school nurse or office personnel will call parents as needed and students are not to leave the building without permission.

***All prescription medication given at school must be stored in the nurse's office. The prescription must be in the original, labeled container and be accompanied by: 1) a doctor's written order, 2) a signed written permission from the parent/guardian to dispense medication, 3) a slip enclosed in the bottle indicating the number of pills sent.***

Children who have prescribed inhalers for asthma or reactive airway disorders may possess and use as prescribed in school, provided the following requirements are met: 1) parent must provide an annual written authorization, 2) the inhaler must be properly labeled for the student, and 3) the school nurse must annually assess student's knowledge and skill level to possess and use in school settings.

Over the counter medications must be stored in the nurse's office and may only be dispensed by the school nurse or office personnel. These medications must be in the original container and accompanied by written authorization from the parent/guardian.

Any medications and medication permission forms transported to school should be left in the office upon entering the building. For safety reasons, students should not be carrying or storing medications in their lockers, school bags, or pockets (asthma inhalers excluded).

Distribution of prescription medication by a student is illegal and will result in suspension and police referral. (Policy #516)

### **Immunization Certificate**

Minnesota law requires all students enrolled in a Minnesota school to have up-to-date immunization records pursuant to Minnesota law. This form may be picked up at the school health office.

## **Food Allergy Guidelines**

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

We recognize the need to help the allergic child avoid the foods he/she is allergic to and to establish emergency procedures to treat any allergic reactions that should occur. In order to properly implement this policy for management of food allergies, the following administrative regulations are established:

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

- d. Students will be encouraged not to exchange foods or utensils with other students.
- e. Surfaces, toys and equipment will be washed clean of any allergy containing foods.
- f. Food service personnel will be instructed about necessary measures required to prevent cross contamination during food handling, preparation and serving of food.

## **Food Services**

### **Breakfast**

The Lake Benton School will be offering a breakfast program to all of its students. All students are eligible to eat breakfast at school. Breakfast will be served at 7:45 a.m. to all students. Children who qualify for free or reduced lunch also qualify for free or reduced breakfast.

### **Lunch**

All students must go to the lunchroom with his/her class at the time the class is designated to be in the lunchroom. The eating area to which the class is assigned must be clean before students are dismissed. Students are to remain seated in the cafeteria until dismissed by the lunchroom assistants. Parents who wish to apply for free or reduced-price lunches for their children may do so by completing an application for each child returning it/them to the school. It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reasons why the child cannot drink milk. The school lunch menu is available on our website. Milk break is part of the regular school day.

### **Milk and lunch costs for students are as follows:**

Milk with noon lunch is included with the price of the meal. If a student wants to buy a carton of milk to go with his/her sack lunch brought from home the cost is .30 per carton. The cost of a milk ticket is \$10.00 (20) twenty days.

Lunch Prices	Single Meal	\$2.50
Breakfast Prices	Single Meal	\$1.50

### **Cold Lunches**

Students will not be allowed to buy, sell, or trade gum, candy, pop, or juice at school. At no time will students be allowed to drink pop as part of their lunch. Students bringing cold lunch can purchase milk or bring juice, water, or milk from home. No glass

containers please. All food is to be eaten in the lunchroom or during scheduled classroom snack breaks only.

### **Deliveries to Students**

Gifts, flowers, balloons, and other items should be delivered to the office.

### **Fire/Tornado Drills**

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. Each teacher will instruct students regarding specific procedures. Teachers will take attendance once outside. In case of a tornado drill, the signal to move to shelter areas in the building will be a pulsating sounding of the emergency alarm. Each teacher will instruct you regarding specific procedures. Students who intentionally pull fire alarms will be suspended for one day. Parents will be immediately notified.

### **Grade Reports**

Lake Benton School operates on a nine-week reporting system. Parents have the ability to monitor student progress using the district's on-line parent portal. For access to the portal, please contact the district office.

### **Parent-Teacher Conferences**

Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss their child's progress or lack of progress. These are held in the teacher's classroom. All parents are encouraged to attend. Any parent wishing to discuss any topic of concern may contact the elementary school at any time to arrange a special conference with the classroom teacher or principal. Call 368-4235.

### **Lockers**

By State Law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Police or school officials may search the personal possessions of students within a school locker unless disclosure would impede an ongoing investigation. Since locks are not issued, and students are not to bring locks from home, students are not to bring valuables to school or leave money in lockers. District Policy (#502)



## **Lost and Found**

Articles that have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be taken to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned immediately.

## **Textbooks**

Teachers will maintain a record of all textbooks issued to students. This record will include text number, student name, and date issued. Students will be charged for any damage to books beyond regular wear and tear. Students will be charged for any lost books.

## **Non-Discrimination/Equal Opportunity**

We comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection therefore, whether full time or part time under any education program or activity operated by the district for which it receives federal financial assistance. District Policy (#102)

## **Equal Educational Opportunity**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Lake Benton Public School. Lake Benton School does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, students with regard to public assistance, disability, sexual orientation or age.

## **Parties**

School - Elementary students have class parties at Halloween, Winter Holidays, and Valentine's Day. Specific information is sent home at these times. All treats must be pre-packaged; home baked goods are not allowed.

Birthday – Students attending birthday parties after school must have contacted the school to notify the school/bus driver. Permission slips are required for students to be bussed to a new destination and to provide documentation in case of weather and accidents as required by our insurance companies.

### **Recess and Physical Education**

Students will be expected to participate in recess and Physical Education (indoors or outdoors, depending on the weather) unless written parent permission is given. **No more than three consecutive days can be missed without a note from a doctor.** Students need to dress properly for outside winter Physical Education and recesses.

### **Pets**

Because of student allergies, students should not bring pets to school.

### **School Attire**

Student dress should be comfortable and in good taste. Clothing advertising alcoholic beverages and tobacco products or containing inappropriate language and/or messages should not be worn.

Dress for the weather! Parents are encouraged to make sure their children are dressed (caps, boots, mittens) appropriately as the weather can change fast in this area. Students not wearing appropriate clothing will not be allowed to participate in recess. Shorts may be worn in warm weather in the months of August, September, October, April and May. Students wearing shorts that are inappropriate will lose this privilege.

Out of respect of others and to help reduce distractions in the classroom, students will be asked to remove hats as they enter the school building.

### **Student Use of Telephone**

Use of the telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc. will not be permitted. These matters should be taken care of at home. Calls can be made from the office or classroom, with teacher permission.

### **Cell Phones/Electronic Devices**

Please leave electronic devices at home. The school is not responsible for lost, damaged, or stolen items that are brought to school. The best way to ensure they are safe is to keep them home.

The use of personal electronic devices is not permitted during the school hours unless given permission by a teacher or administrator. The school is not liable or accountable for the security of electronic equipment brought to school. Students are not allowed to use cell phones or similar electronic devices in the classroom unless given permission by the teacher or principal. If such devices are used without permission, they will be confiscated and returned to parents or guardians.

Lake Benton School prohibits the use of possession of any electronic devices, if not authorized by administration; in the classroom, bathrooms and/or locker rooms. This includes, but is not limited to cell phones, cameras, or any other electronic devices that may be used.

### **Test Refusal**

Parents may ask that their child not participate in statewide standardized testing. In order for students to be excused, parents must complete the Parent/Guardian Refusal for Student Participation in Statewide Testing form found through the following link and submit to the office by January 15 of the academic school year:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

### **Pledge of Allegiance**

Lake Benton Elementary School students shall recite the Pledge of Allegiance. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students and employees shall respect another individual's rights to participate in the pledge (Policy #531).

### **Alcohol or Controlled Substances**

Students are prohibited from using, possessing, selling, or distributing alcoholic beverages, or other controlled substance on school grounds, in school vehicles, or at school sponsored activities.

Disciplinary action may include, but is not limited to: students and/or parent conference; loss of school privileges; suspension from school and/or school activities; referral to in-school support services; referral to police or other law enforcement for criminal action; referral to court services; and expulsion from school.

District Policy (#417)

### **Tobacco-Free Environment**

The purpose of this policy is to maintain a learning environment that is tobacco free. It shall be a violation of this policy for any student, teacher, administrator, and other school personnel of the school district or person to use tobacco or tobacco-related 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. This prohibition includes all school district property and all off-site school district sponsored events.

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. A copy of the District Policy #419 regarding the Smoke/Tobacco Free Environment policy is available in the district office.

### **Student Sex Discrimination Title IX**

It is the policy of Independent School District No. 404 not to discriminate on the basis of sex in its education programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Mr. Jeff Hansen, 101 South Garfield Street, PO Box 158, Lake Benton, MN 56149. Policy (#522)

### **District #404 Sexual Harassment/Violence Policy (#413)**

#### **General Statement of Policy**

- It is the policy of Independent School District No. 404 to maintain learning and working environment that is free from religious, racial, or sexual harassment, hazing, and violence. The School District prohibits any form of religious, racial, or sexual harassment and violence, including but not limited to student or staff hazing.
- It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District).
- It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to conflict, threaten to inflict or attempt to inflict religious, racial or sexual violence, or hazing upon any pupil, teacher, administrator or other school personnel.
- The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

## **Hazing Prohibition District Policy (#526)**

### **General Statement of Policy**

- No student, teacher administrator, volunteer contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- No teacher, administrator volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- 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.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- 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 of that act.

### **Fire Alarm / Fire Extinguisher / Dialing 911**

Tampering with a fire alarm, fire extinguisher, or dialing 911 is dangerous and against the law. Anyone turning in a false alarm will be prosecuted under Minnesota State Statutes. Matches or lighters are not to be in the building or on school grounds.

## **Bus Safety Rules**

### **Conduct on School Busses and Consequences for Misbehavior**

- ✓ Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

- ✓ Consequences for school bus/bus stop misconduct will be imposed by the Building Principal, Bus Company or Principal's designee. In addition, all school bus/bus stop misconduct may be reported to the Department of Public Safety and may be reported to local law enforcement. Failure to follow bus rules may result in removal from the bus.

### **At the Bus Stop:**

1. Be on time at the bus stop.
2. Board the bus only at your assigned pick-up point.
3. Stay back from the road so that you will not accidentally slip and fall into the traffic lane.
4. Wait for the bus to come to a complete stop; do not push or crowd when entering.
5. Take seat promptly.
6. At school always stay on the sidewalks.

### **On the Bus:** (Obey and Respect the Driver at All Times)

1. Keep your head and hands inside the bus.
2. Remain seated while the bus is moving. Wait until the bus comes to a complete stop before you leave your seat.
3. Do not throw things, or spit inside or out of the bus.
4. Do not engage in teasing, tripping, or fighting.
5. Keep bus clean. (Food privileges will be taken away if abused.)
6. Do not shout or make disruptive noises.
7. Don't bring things on the bus that could be harmful. (Matches, lighters, rubber band, squirt guns, water balloons, knives, glass containers, live animals, harmful insects, etc.).
8. Possession of Alcohol, Drugs, Tobacco and Weapons is **prohibited**
9. Damage to the bus or property of others is not allowed. Students can be held responsible for paying damages.
10. Threatening, profane or obscene language, spoken, written, or gestured toward the driver or another student is not allowed.
11. Conduct that degrades others will not be allowed.
12. School rules for conduct shall be followed.

**\*\* Remember that the Bus is an Extension of the School**

### **When Leaving the Bus:**

1. When it is time to leave the bus, remain seated until the bus has completely stopped.
2. Do not push or crowd to get off.
3. Use the handrail when you step off the bus.
4. When you step off, move away from the bus.
5. If you must cross the road, you should:
  - a. Walk ten steps ahead of the bus.
  - b. Stop and look back at the bus driver and wait until the bus driver gives you the signal to cross. Then look left and right.
  - c. Walk quickly across the road. Don't stop or turn back. Don't run.

6. Take all your belongings, as the school bus contractor or driver is not responsible for lost or stolen articles.
7. When riding the bus during the winter months always wear clothing that provides warmth if an emergency would occur.

**\*Students Who Do Not Obey These Safety Rules May Be Denied Transportation**

## **CONSEQUENCES**

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

1<sup>st</sup> offense - Warning or suspension if serious.

2<sup>nd</sup> offense - 1 - 3 school day suspension from riding the bus.

3<sup>rd</sup> offense - 3 - 5 school day suspension from riding the bus/meeting with parent.

Further offenses - Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

For the safety of all bus riders, the School Board has adopted a Pupil Transportation Safety Policy (#709)

## **Lake Benton Public School District Acceptable Use Policy (#524)**

The Lake Benton School District's Computer Network, including Internet access, exists to promote the exchange of information to further education and research, and is consistent with the mission of the District. Staff and Students are encouraged to make use of the Computer Network for the education benefits that it provides; however, students also need to be aware that when accessing the Computer Network they are representatives of the Lake Benton School District, and are expected to act accordingly. While backups of the Lake Benton Network will be performed nightly, the District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Therefore, each individual is responsible for making back-up copies of critical documents and/or data.

**The following activities are prohibited:**

- Use of the Internet to access obscene or pornographic material.
- Use of the Internet to send offensive or objectionable material or to harass other individuals.
- Attempting to access the accounts and files of others. Please keep all accounts and passwords confidential and not accessible to others.

- Improper use or distribution of information. This includes software copyright violations as well as plagiarism. Installation of software on District computers is prohibited without proper authorization.
- Using the Computer Network for commercial purposes or in support of illegal activities.
- Attempting to tamper with Lake Benton Network security or to damage other computing systems. Visiting sites containing known viruses or miscellaneous hacking programs will be viewed as an attempt to tamper with the Lake Benton Network.
- *Violations of the above activities will result in disciplinary action by the principal, or the principal's designee, based upon the current discipline policy.*

### **BULLYING PROHIBITION POLICY (#514)**

A copy is available on the school web site at [www.lakebentonschool.org](http://www.lakebentonschool.org) or can be viewed in the district office.

### **Release of Directory Information**

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records will be released and made public without the written consent of the parents or students 18-years-of-age or older. This information is called "directory information." Directory information includes name, address, telephone, date, and place of birth, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, previous school attended, and photos for school-approved publications, newspapers or district web site.

These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media including the weekly community newspaper may ask to take photos of district students.

Parents of a minor student of majority age who do not want directory information released must notify the district in writing by August 29<sup>th</sup>. They must specify which types of directory information they do not want released.



## **Student Disability Nondiscrimination/Section 504**

It is the policy of Independent School District No. 404 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 special services, accommodations, or programs in order that such learners may receive a free appropriate public education. Inquiries, complaints or grievances regarding section 504 may be directed to Mr. Jeff Hansen, Director of Federal Programs, 101 South Garfield Street, PO Box 158, Lake Benton, MN 56149. 507-368-4241 Policy (#521)

### **Program Plan for E-Learning Days**

Students in grades K-6 at Lake Benton Elementary School have received an E-Learning assignment from their teacher in advance. This assignment will be utilized in the event of an E-Learning Day, which the district has scheduled to take place during days in which school cannot be held in the [2023-24 Academic Calendar](#). To access our school calendar, please go to [www.lakebentonschool.org](http://www.lakebentonschool.org) Activities in your student's assignment will contain activities that are related to course themes, goals and outcomes for each subject area. Teachers will also distribute to students any necessary materials needed to complete these activities outside of school.

### **Access to Materials**

Some activities included in student's assignment packets may require the use of a device, while others will utilize paper-based resources that a student may find at home. Assignments may be given to students digitally through Google Classroom or SeeSaw (or other digital learning platforms) and on paper in the form of an E-Learning packet. Students should keep a copy at home in the event of a snow day. Parents and students may visit <http://www.lakebentonschool.org/> for more information at any time.

### **Teacher Contact Information**

Please contact your student's teacher with any questions, as they will be available by email or phone during an E-Learning day. You may locate their contact information on the school website.

### **Considerations for E-Learning Days**

- Teacher feedback will be given on all student work submitted during an E-Learning day.
- If students do not submit work during the E-Learning day, or the next week when they return to class, they will be marked absent for that class. They may choose to submit work up to five school days following an E-Learning day to change the status of their absence.

# PARENT AND STUDENT AGREEMENT

**Please Return This Page to Your Child's Teacher**

Having read the handbook, and with your signature you agree to abide by the policies and procedures of the Lake Benton School Board as outlined in this Elementary Student Handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## RELEASE OF INFORMATION

At various times throughout the year, the school may publish school yearbooks (Memory Books) containing pictures of our students and activities. We may also release media or post on social media information regarding a student's involvement in activities. Please check the appropriate statement below indicating your preference as to the release of this information.

YOU HAVE PERMISSION TO RELEASE INFORMATION ☐

DO NOT RELEASE ANY INFORMATION ☐

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## FIELD TRIP PERMISSION

During the school year, students may be provided with field trip opportunities. Rather than sending a permission slip home for you to sign each time, your signature covers the entire school year. If you would like to have your child take part in these out-of-school field trips, please sign below and return the form with your child to the teacher. We reserve the right to determine if a student's behavior merits a field trip opportunity. ***We will not take any child without a signed permission slip.***

\_\_\_\_ YES, permission is given for my child to participate in field trips.

\_\_\_\_ NO, permission is not given for my child to participate in field trips.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_