

# Ellsworth School

**“Home of the Panthers”**



**School Year 2020-2021**

**513 South Broadway Street**

**Ellsworth, MN. 56129**

**Telephone: 507-967-2242**

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**Ellsworth Public School  
2020-2021 Calendar**

| July 2020      |    |    |    |    |    |    | January 2021  |    |    |    |    |    |    |                                 |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------------------------|
| S              | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |                                 |
|                |    |    | 1  | 2  | 3  | 4  |               |    |    |    |    | 1  | 2  | Jan 1 NO SCHOOL                 |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 | 3             | 4  | 5  | 6  | 7  | 8  | 9  | Jan.4 – School Resumes          |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 | 10            | 11 | 12 | 13 | 14 | 15 | 16 | Jan 18 Teacher In-Service       |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 | 17            | 18 | 19 | 20 | 21 | 22 | 23 | 22 – End of Quarter 2 – 43 Days |
| 26             | 27 | 28 | 29 | 30 | 31 |    | 24            | 25 | 26 | 27 | 28 | 29 | 30 | 22 – Early Release              |
|                |    |    |    |    |    |    | 31            |    |    |    |    |    |    |                                 |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 19                              |
| August 2020    |    |    |    |    |    |    | February 2021 |    |    |    |    |    |    |                                 |
| S              | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |                                 |
|                |    |    |    |    |    | 1  |               | 1  | 2  | 3  | 4  | 5  | 6  |                                 |
| 2              | 3  | 4  | 5  | 6  | 7  | 8  | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 15 - No School                  |
| 9              | 10 | 11 | 12 | 13 | 14 | 15 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 17 – Early Release              |
| 16             | 17 | 18 | 19 | 20 | 21 | 22 | 21            | 22 | 23 | 24 | 25 | 26 | 27 |                                 |
| 23             | 24 | 25 | 26 | 27 | 28 | 29 | 28            |    |    |    |    |    |    | 31-3 Teacher In-Service         |
| 30             | 31 |    |    |    |    |    |               |    |    |    |    |    |    |                                 |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 19                              |
| September 2020 |    |    |    |    |    |    | March 2021    |    |    |    |    |    |    |                                 |
| S              | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |                                 |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 3 - Pre K-12 Open House         |
|                |    | 1  | 2  | 3  | 4  | 5  |               | 1  | 2  | 3  | 4  | 5  | 6  | 7 - Labor Day NO SCHOOL         |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 8 – First Day of School         |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 17 – Early Release              |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 26 – End of Quarter 3 – 45 Days |
| 27             | 28 | 29 | 30 |    |    |    | 28            | 29 | 30 | 31 |    |    |    | 30-PT Conf PreK-12 3:30-7:30    |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 23                              |
| October 2020   |    |    |    |    |    |    | April 2021    |    |    |    |    |    |    |                                 |
| S              | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |                                 |
|                |    |    |    | 1  | 2  | 3  |               |    |    |    |    |    |    |                                 |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |               |    |    |    | 1  | 2  | 3  | 1 – Early Release               |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 | 4             | 5  | 6  | 7  | 8  | 9  | 10 | 14 – Early Release              |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 | 11            | 12 | 13 | 14 | 15 | 16 | 17 | 15 – 16 Ed MN NO SCHOOL         |
| 25             | 26 | 27 | 28 | 29 | 30 | 31 | 18            | 19 | 20 | 21 | 22 | 23 | 24 |                                 |
|                |    |    |    |    |    |    | 25            | 26 | 27 | 28 | 29 | 30 |    |                                 |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 20                              |
| November 2020  |    |    |    |    |    |    | May 2021      |    |    |    |    |    |    |                                 |
| S              | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |                                 |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 6 – End of Quarter 1 - 42 Days  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 12 – All Grades PT 3:30 – 7:30  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 25 – Early Release              |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 26 – 27 Thanksgiving            |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 | 23            | 24 | 25 | 26 | 27 | 28 | 29 | NO SCHOOL                       |
| 29             | 30 |    |    |    |    |    | 30            | 31 |    |    |    |    |    | 28 End of Quarter 4 - 43 days   |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 28 - LAST DAY OF SCHOOL         |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 31 - No School                  |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 20                              |
| December 2020  |    |    |    |    |    |    | June 2021     |    |    |    |    |    |    |                                 |
| S              | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |                                 |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    |                                 |
|                |    | 1  | 2  | 3  | 4  | 5  |               |    | 1  | 2  | 3  | 4  | 5  | 4 - Graduation                  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 | 6             | 7  | 8  | 9  | 10 | 11 | 12 | 3 Staff Development             |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 | 13            | 14 | 15 | 16 | 17 | 18 | 19 | 23 - Early Release              |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 | 20            | 21 | 22 | 23 | 24 | 25 | 26 | Dec 24 through Jan. 3           |
| 27             | 28 | 29 | 30 | 31 |    |    | 27            | 28 | 29 | 30 |    |    |    | NO SCHOOL                       |
|                |    |    |    |    |    |    |               |    |    |    |    |    |    | 2                               |

Snow Make Up Days are: June 1, 2, 3, 4, April 5.  
 Early Release days for Staff Development – Oct 14, Jan 22, Feb 17, March 17  
 Early Release days staff leave at 12:30: Nov 25, Dec 23 April 2,  
 Staff Full In-Service Days: Aug 31-Sept 3, Jan 18, June 3

## **Welcome**

Welcome to Ellsworth Public School. It is the hope of the faculty and staff that you will have a fulfilling educational experience while enrolled here. We believe that learning is a process that involves the combined efforts of the students, staff and parents/guardians. It is our goal to provide the learning necessary to prepare students for their next step of learning experiences and becoming contributing citizens of the community.

This handbook has been developed to provide information on policies and procedures that will assist you in having an exceptional school experience. Ultimately, school policies are established to provide guidance and set expectations in an effort to ensure a positive and safe learning environment.

We encourage students at Ellsworth Public School to make use of the opportunities to become well-rounded individuals. The academic, social, athletic, and fine arts programs exist for that purpose. Use them to your best advantage.

We are here to assist students and parents in having a successful year.

John Willey

Principal/Superintendent

## **Ellsworth School Mission and Vision Statement**

### **Mission Statement:**

*Through small class sizes the Ellsworth Public School in partnership with area communities strives for educational excellence to prepare all learners for success.*

### **Vision Statement:**

*Working together with families and communities, Ellsworth Public School strives to develop successful learners.*

## **About Our District**

Ellsworth is a city in Nobles County, Minnesota, United States. The population was 462 at the 2013 census. According to the United States Census Bureau, the city has a total area of 0.63 square miles (1.63 km<sup>2</sup>), all of it land and located in Grand Prairie Township in the far southwestern corner of Nobles County.

A board of six members, elected by the people for four-year terms, governs District 514. The central administrative office for the school district is located in the school building located at 513 South Broadway Street.

We have a very involved community and a supportive Parent Teacher Organization.

In the 2015-2016 school year, the Ellsworth School District was awarded "A Reward School" by the Minnesota Department of Education for demonstrating exceptional student outcomes and success in closing achievement gaps. Also, The U.S. News and World Report recognized Ellsworth Secondary in the National Rankings, which earned the school a bronze medal based on their performance on state-required tests and how well they prepare students for college. Ellsworth Secondary has a graduation rate of 100%. The average ACT score for the 2019 graduating class was 27.

## **Professional Staff**

### **Administrative Staff**

Superintendent/Principal  
Activities Director

John Willey  
Judy Huisman

### **Office Staff**

District Secretary/Payroll/Human Resources  
District Secretary/Financial Secretary

Judy Huisman  
Darcey Groen

### **Teaching Staff**

Pre-School  
Kindergarten:  
First Grade:  
Second Grade:  
Third Grade:  
Fourth Grade:  
Fifth Grade:  
Sixth Grade:  
Title I/RTI:  
Physical Education/Health/DAPE:  
Music  
Business/AG/Technology  
Elementary Special Education  
Social Studies  
Family & Consumer Sciences  
Art  
Math  
English  
Agriculture Education  
Science  
Secondary Special Education  
Social Worker

Christina Aukes  
Jennifer Gaul  
Sara Leuthold  
Leah Deutsch  
Hanna Walters  
Ethan Van Briesen  
Lauren Stanton  
Ben Henning

Alyson Gunnink  
Jaysa Saumer  
Corwin Slagter  
Kathy Hawes  
Jason Wischnak  
Jazmine Olson  
Jen Huisman  
Mike Palm  
Rachel Kramer  
Bailey Leaman  
Mac McDowell  
Hope Kordahl  
Heidi DeKruyf

### **Paraprofessionals**

Mary Boom  
Laura Boltjes  
Saebra Boltjes  
Alleen DeBoer  
Brenda Fenton  
Julie Fastert  
Kiara Heikes  
Merrily Hinrichs  
Linda Kix  
Anita Kruse  
Colette Smythe  
Amber Swanson

### **Custodians**

Mike Nolte  
Dean Von Holtum

### **Kitchen Staff**

Lori Lenz  
Anita Kruse

### **Bus Drivers**

Marlin Boom  
Dan Huisman  
Ray Siemonsma  
Larry Lewis  
Arnie Arends  
Judy Hinrichs

## **Attendance Rules and Regulations**

1. Regular attendance is a responsibility that should be shared by parents/guardians, students, and the school.
2. Students will be required to attend all their scheduled classes, activities and study halls unless they have a parental request that has been approved by the building administration. Students must sign-out in the office when leaving the building.
3. The following guidelines are to be used by the school administrator in granting passes for a student:
  - A: Illness or injury of the student – a note from a doctor or school nurse will be required - after three (3) consecutive days or ten (10) absences in a year
  - B: Serious illness or death in the family
  - C: Religious observances
  - D: Court appearances or other legal procedures
  - E: Health appointments (i.e. medical, dental, chiropractic, optometric). Students must return with a signed appointment slip.
  - G: College visitations (allowed 2 a year)
  - H: Quarantine as imposed by a public health officer
  - I: Other prearranged absences which have been approved by the building administration
4. Students whose absence is not excused by the building administrator shall be considered unexcused.
5. When a student is absent, his/her parent/guardian shall contact the school during the day by 8:30 a.m. Failure to contact the school will result in a school contact to the home or place of employment before the end of the first hour of absence. All absences are considered unexcused (truant) unless contact and agreement has been made between the parent/guardian and the school.
6. Parent/guardians will be expected to provide a written explanation of absences at the time their student returns to school, or in the case of prearranged ("pre-excused") absences, prior to the absence. When students return to school following any absence, they must stop in the office.
7. Students with excused absences shall be entitled to and be responsible for making up the work missed - including examinations.
8. Students with unexcused absences will be allowed to make up work. However, it could be for reduced credit or no credit. It is the student's responsibility to contact teachers and make arrangements to obtain make up work.

**Absence** is defined as missing more than five (5) minutes of any class.

**Tardy** is defined as not being in an assigned classroom or signed into a study area when the bell rings.

**Tardiness**- Upon late arrival at school, a student must report to the office for a tardy pass before going to their scheduled area. A note should accompany the student. A phone call to the home may be made to determine the circumstances of the tardiness. Students are to be in their classrooms and seated when the bell rings to start the class. For each "unexcused tardy" a student may receive detention time. Disciplinary action by the office and instructors will be enforced for student tardiness. It is at the discretion of the principal and instructors to determine if student tardiness is excused or unexcused. Students with chronic, unexcused tardies may serve multiple days of detention.

**Nobles County / Ellsworth District 514  
Stay and Succeed Program**

- **Ongoing School Interventions** (These can start at the first absence, and can continue in addition to the other interventions listed below.):
- The Nobles County / Ellsworth District 514 (“the School”) will contact parents of students who have one or more unexcused daily absences. Contact may be live or automated phone calls, texts, or email messages from the school’s JMC system. Contact may be made as few as one time per calendar day or may be as often as every period that is missed, with an additional contact at the end of a full day of absence.
- At any time the School thinks it would be helpful, the School, through the District Attendance Officer or any other school official can request the involvement of the County Attorney’s Office, a representative of the Nobles County Community Services Agency, or Rock/Nobles Community Corrections.
- Contacts with students and parents, group meetings, and letters will be documented.

**After 1 unexcused absence:**

- District Attendance Officer (DAO) will meet with the student, determine the cause of the absence and report back to the Principal. The DAO will also communicate with the school Attendance Secretary.
- This meeting does not have to be one-on-one, the DAO can meet with a group of students to accomplish this.
- If the absence qualified as an excused absence, nothing further need be done. But if the absence was unexcused the DAO will phone the parents of the student to discuss school policy on unexcused absences.

**After 2 unexcused absences:**

- DAO will meet with the student, determine the cause of the absence and report back to the Principal. The DAO will also communicate with the school Attendance Secretary.
- If the absence qualified as an excused absence, nothing further need be done. But if the absence was unexcused the DAO will phone the parents of the student to discuss school policy on unexcused absences.
- If the student has been absent for two calendar days and/or if the DAO has not been able to have phone contact with the parents, the DAO will contact the Principal about scheduling a home meeting.

**After 3 unexcused absences:**

- 3-day letter will be sent by the attendance secretary at the student’s school.
- DAO will meet with the student, determine the cause of the absence and report back to the Principal. The DAO will also communicate with the school Attendance Secretary.
- If the absence qualified as an excused absence, nothing further need be done. But if the absence was unexcused the DAO will phone the parents of the student to discuss school policy on unexcused absences.



- The attendance secretary will set-up an attendance meeting. In addition to the student and the parents, the meeting will be attended by representatives from the School (DAO and/or principal) and from Community Services and Probation (as needed and as available). This meeting is to discuss what is keeping the child from attending school; to address questions, concerns, interventions; and to discuss educational options and any additional student support services that may be available.
- This meeting may involve more than one student and more than one family, there may be multiple families at the meeting.
- Whether the parents attend the scheduled meeting or not, the student will be placed on an attendance contract, and will be asked to acknowledge in writing that the student understands that if the student continues to accumulate unexcused absences, truancy proceedings could begin. A copy of this contract will be given to or sent to the parents.
- If a meeting cannot be scheduled or if the parents fail to attend a scheduled meeting, the DAO will make a home visit to check-in with the family and to attempt to schedule a meeting.

**After 4 unexcused absences:**

- DAO will meet with the student, determine the cause of the absence and report back to the Principal. The DAO will also communicate with the school Attendance Secretary.
- If the absence qualified as an excused absence, nothing further need be done. But if the absence was unexcused the DAO will phone the parents of the student to discuss school policy on unexcused absences.

**After 5 unexcused absences:**

- 5-day letter will be sent by the attendance secretary at the student's school. The letter will be hand delivered to the home of the student by the DAO or other designee of the school, and if contact can be made with the parent or guardian, the contents of the letter will be explained. The letter will contain a list of time for upcoming Group Meetings.
- DAO will meet with the student, determine the cause of the absence and report back to the Principal. The DAO will also communicate with the school Attendance Secretary.
- If the absence qualified as an excused absence, nothing further need be done. But if the absence was unexcused the DAO will phone the parents of the student to discuss school policy on unexcused absences.
- The attendance secretary will set-up an attendance meeting. In addition to the child and the parents, the meeting will be attended by representatives from the School (DAO and/or principal) and from the County Attorney's Office, Family Services and Probation (as needed and as available). This meeting is to discuss what is keeping the child from attending school; to address questions, concerns, interventions; to educate the family on the law on school attendance, the court process, the legal, financial and personal consequences of failing to graduate; and to discuss educational options and any additional student support services that may be available.
- At this meeting the School, the student and the parents will create an attendance contract and discuss what could occur if absences continue, such as possible educational placement.

- If a meeting cannot be scheduled or if one is scheduled and the student and/or parents fail to attend, the DAO, Community Services representative or probation officer or other designee of the school will make a home visit to check in with the family and to set a meeting time.

**After 6 unexcused absence:**

- DAO will meet with the student, determine the cause of the absence and report back to the Principal. The DAO will also communicate with the school Attendance Secretary.
- If the absence qualified as an excused absence, nothing further need be done. But if the absence was unexcused the DAO will phone the parents of the student to discuss school policy on unexcused absences.
- Principal meets with student to discuss attendance.

**After 7 unexcused absences:**

- 7-day letter will be sent by the attendance secretary at the student’s school.
- DAO will meet with the student, determine the cause of the absence and report back to the Principal. The DAO will also communicate with the school Attendance Secretary.
- If the absence qualified as an excused absence, nothing further need be done. But if the absence was unexcused the DAO will phone the parents of the student to discuss school policy on unexcused absences.

**Truancy petition**

- At any time after the child has enough absences to meet the definition of a “habitual truant” under Minnesota law, a petition may be filed with the court for truancy. Before filing a truancy petition, the school, Community Services Agency and County Attorney’s Office will meet to discuss whether the matter should be referred to court for truancy.

*NOTICE: This program may be changed at any time. If changes are made during the school year, the School will give students and send parents or guardians written notice of the changes. Changes will be effective on the date notice is given or sent by the School (not on the date received by the student or parents).*

**Leaving Or Entering The Building During School:**

Students may not leave the building or school grounds without obtaining permission from the school office and signing out.

Participation In Events On Day Of Absence: Students are not allowed to attend or participate in school functions (to include after-school practices and rehearsals) when they are absent on the day of the activity, unless the absence is pre-arranged due to authorized school-related activities, valid professional appointments, or family emergencies approved by the High School principal.

**Absence for School Activities-** Students who are absent from school while participating in school sponsored activities (field trips, athletic contests, etc.) will not be counted as absent from school. However, it is the student's responsibility to see that he/she has all assignments, etc., and does all make- up work in advance.

## **Technology Rules and Procedures**

### **District Internet Policy:**

The Ellsworth School District provides computers and telecommunications technology in support of the instructional and educational objectives of the school district. The school networks, including the Internet, are intended for educational purposes only.

The ability to use computers to gather information, communicate and to collaborate with others has become a fundamental skill for every citizen. To this end, the School District provides access to local area networks (LANs), wide area networks (WANs) electronic mail (currently faculty), and the Internet.

The Internet is an electronic highway connecting thousands of computers and millions of users all over the world. Internet access enables students, teachers, and administrators to explore libraries, databases, discussion groups and other resources while exchanging a variety of information with others.

With access to this quantity of information comes the availability of some material that may be considered to be of little educational value within the context of the school setting. The Ellsworth School District has taken precautions to regulate and filter student access to the Internet. However, it is recognized that it is not possible to guarantee that students will not be able to find Internet resources which are offensive, profane or otherwise objectionable. The ultimate responsibility for appropriate use lies with the user.

### **Educational Use**

The Ellsworth School District will expect teachers to use school networks and computer resources to support the instructional objectives and to provide guidance and supervision for all Internet activities. The computers in classrooms, labs and the Library Media Centers are to be used for educational purposes during the normal school day.

In the elementary schools (PK-6), teachers will directly supervise students' use of the Internet. The sites and resources that students access should have been previously explored by teachers, to ensure that they are relevant and appropriate for the instructional lesson.

In the middle schools (7-8), teachers will supervise the students' use of the Internet providing guided practice as students initiate searches for information and resources. Teachers will model the skills required for research and assist students as they learn to evaluate the credibility of their findings. Teachers will make every effort to see that students explore areas that are appropriate and relevant.

In the high school (9-12), students will become more independent as they use the Internet for research. Teachers will continue to monitor student use to ensure that they develop skills which will allow them to become responsible users.

Electronic mail (E-Mail) accounts will be held by administration, support staff, and teachers. The use of E-mail as a communication medium should not be regarded as secure.

### **Privileges**

The use of the School System computer network is a privilege, not a right, and inappropriate use will result in the cancellation of the privileges and/or disciplinary or legal action by the school, local, state and federal officials. Student and faculty activities while using school networks must be in support of education and research.

### **User Accounts**

Each user will have a unique account that they will be held responsible for. Each account will have a personal password:

If you feel your user account has been compromised contact the IT Director immediately!

DO NOT allow another user to access your account. If the person you give the password to violates the Computer and Internet Use Policy you will be held accountable for the violation.

### **Unacceptable Use**

The following actions are examples of unacceptable use of the Ellsworth School District computer network system and the Internet:

- Use the computer to propagate computer viruses.
- Use a computer to threaten or intimidate others by using inappropriate language.
- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Misrepresent yourself in order to deceive or gain from the misrepresentation.
- Knowingly logon as another user and/or access their information.
- Attempting to gain access to another person's resources, programs or data.
- Changing any computer files that do not belong to you.
- Changing any computer system settings which cause the computer to perform in ways not intended by the system administrator.
- Share username/accounts or passwords with anyone.
- Circumvent the computer security system.
- Physically damage any portion of the computer (CPU, Monitor, Mouse, Keyboard)
- Connect any computer to the network that has not been purchased or donated to the Ellsworth School District.
- Install ANY Applications on ANY Computer at ANY time!
- Sending messages that are likely to result in the loss of the recipient's work or systems usage.
- Using the Internet for commercial purposes, solicitation, or advertising.
- Using the Internet for political lobbying (external to district organizations).
- Sending or receiving copyrighted materials without permission
- Use the computer to cheat on classroom work.
- Using Internet access for sending, viewing or retrieving pornographic materials, inappropriate text files or files dangerous to the integrity of the network.
- Falsifying one's identity to others while using the Internet or any other computerized communication system.
- Reveal the personal address or phone numbers of yourself or others on the Internet.
- Run any program that connects to the peer-to-peer (p2p) networks i.e. Napster, WinMX, KaZaa(lite), etc.
- Using the computer to view any data file that offends another individual.
- Shopping IS NOT permitted during regular school hours.
- Any activity that violates US Code - Title 18, Part 1, Chapter 47, Section 1030.

This is not a comprehensive list of activities that are unacceptable. If a user is in question regarding the nature of their computer activity, they should contact the It Director, a Teacher, Library Media Specialist or Principal (not necessarily in that order) to determine if the activity is in violation of the Computer and Internet use Policy. Please use good judgment while on the computer system and the Internet, be respectful and responsible!

### **Privacy**

All communications and information accessible via the school networks should be assumed public property. Users should not expect that files stored on school-based computers will be private.

Authorized administrators and teachers may review files and logs of Internet use at any time, without prior notice, to maintain system integrity and to determine that users are acting responsibly or otherwise consistent with this policy. Messages relating to, or in support of, illegal activities will be reported to the appropriate authorities. Employees will not electronically transmit confidential information concerning students or others.

### **Copyright**

All software placed on the School System computers must have a valid license for each copy used. Copying the school's software or duplication of software for which there is no valid license violates school system policy and is illegal. Employees will be held personally liable for any of their own actions that violate copyright laws.

## **Students**

If a user is found to be in violation of the Computer and Internet use Policy, the following will apply:

- 1st Offense – A verbal warning will be issued to the individual(s) in violation.
- 2nd Offense – The individual(s) will lose Internet and Computer use for 1 week and a written notice will be delivered to the parent(s) of the individual.
- 3rd Offense – The individual(s) will lose Internet and Computer use for a semester and the parent(s) will be summoned for a meeting regarding the situation.
- 4th Offense – The individual will lose Internet and Computer use for the remainder of the school year.

### **NOTE:**

If the violation punishment cannot be fulfilled during the current school year, the punishment will be carried forward to the next school year.

If the breach of policy is of a nature that requires local or federal law enforcement intervention, the individual(s) responsible will be held accountable to the appropriate jurisdiction.

If the violation involves the damage, theft or abuse of computer equipment or any component of the information technology system and the user who committed the offense is a senior or student transferring to another school district, the individual(s) transcripts will be held until the infraction has been resolved to a satisfactory level.

Because of the nature of some incidents, the order of notification and penalties does not necessarily have to follow the order as listed. The principal will be responsible for levying the appropriate punishment, as well as the documentation of the incident.

As the knowledge of technology becomes more pervasive in our district, our use of technology will become an integrated entity. The loss of these privileges will certainly affect the way you participate in class and how you will process your information. Please be respectful and responsible.

## **Student Technology**

### **Building Expectations:**

There are certain behaviors related to electronic device use that are unacceptable at all times, not only during the school day, but in general society as well. Threats, photos, sexting, plagiarism, cheating, copyright violation, etc. will result in disciplinary consequences as well as potential legal charges.

1. Students will be allowed to use their electronic devices and earbuds before and after school and during lunch.
2. Teachers will select a classroom standard regarding cell phone use. Each classroom teacher will set the appropriate level of acceptable usage. In the event of a teacher absence, phones will not be allowed.
3. Students will be considered "in-class" once the bell rings. Should a student have their electronic device out during posted prohibited times, the student will comply with the consequences outlined below:

1st classroom offense: The teacher has the discretion to take the student's device(s) for the remainder of the hour and the teacher will assign a Minor Infraction

2nd classroom offense: The device will be confiscated by the teacher for the remainder of the hours and a Minor Infraction will be issued.

3rd classroom offense: The device will be turned into the main office and a detention will be assigned. Confiscated devices need to be picked up in the main office by a parent.

\*Offenses beyond the third will result in an administrative referral\*

4. Electronic devices are the responsibility of the student. It is the students responsibility to treat their belongings with respect and protect them to prevent theft or damage.

### **Cell Phones**

1. Students will have their cell phones on vibrate during the school day. Alarms will not be used as they typically sound rather than vibrate. No Earbuds or Headphones will be allowed.
3. Students will put away their phones during the day. They may be used and visible and used during lunch time.
4. Don't take pictures or videos of any person without the individual's permission.
5. Cell phone and texting conversations should be school appropriate at all times.

### **Computers**

Students may use their district issued Chromebooks, but no personal computers are allowed without administrative approval.

Students at Ellsworth School District ISD 514 have been issued Google Chromebooks for use in our school. This document will provide students and their parents/guardians with information about taking care of the equipment, using it to complete school assignments, User Responsibilities for Computer Systems, Electronic Information, Network Security and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right. Activities on any device, network, or electronic communication device may be monitored by the Ellsworth School district authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use and/or disciplinary consequences.

Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

#### **OWNERSHIP of the CHROMEBOOK:**

Ellsworth School District ISD 514 retains sole right of possession of the Chromebooks. The Chromebooks are LOANED to the students while in school for educational purposes for the academic year. Moreover, Ellsworth District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

#### **RESPONSIBILITY for the CHROMEBOOK:**

Students are solely responsible for the Chromebooks issued to them.

#### **The student:**

- A. Must comply with the Chromebook Agreement, Ellsworth Acceptable Use Policy and all Ellsworth policies when using their Chromebooks.
- B. Must place the Chromebooks in the charging cart at the end of every day so that their chromebook remains charged when needed.
- C. Must treat the device with care, never handling it inappropriately or in such a way that could cause possible damage; if such damage occurs students and/or their families may be financial responsible for their chromebook (Do not use chromebook as writing surface or lean on it)
- D. Must never leave their chromebook in an unsecured location.
- E. Must promptly report any problems with their chromebook to the teacher immediately in order to determine where the problem occurred and so that technical support can be rendered.
- F. May NOT remove or interfere with the serial number and other identification of the chromebook that is currently on the chromebook; if such removal occurs, consequences will ensue.

- G. May NOT attempt to remove or change the physical structure of the chromebook, including the keys, screen cover or plastic casing; if such removal occurs, consequences will ensue.
- H. May NOT attempt to install or run any operating system on the chromebook other than the ChromeOS operating system supported by Ellsworth; if such additions occur, consequences will ensue.

**RESPONSIBILITY for ELECTRONIC DATA:**

The students are solely responsible for any apps or extensions on the Chromebook that are not installed by Ellsworth District or a member of the school staff. Users of school technology have no rights, ownership, or expectations of privacy to any data that is or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

**COPYRIGHT AND FILE SHARING:**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy (AUP).

**DIGITAL CITIZENSHIP:**

Students must follow the six conditions of being a good digital citizen:

- A. **RESPECT YOURSELF:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are inappropriate.
- B. **PROTECT YOURSELF:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- C. **RESPECT OTHERS:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not bother other people's private spaces or areas.
- D. **PROTECT OTHERS:** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will not participate in receiving unacceptable materials and conversations.
- E. **RESPECT INTELLECTUAL PROPERTY:** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- F. **PROTECT INTELLECTUAL PROPERTY:** I will request to use the software and media others produce. I will use free and open source alternatives provided by Google apps for education and Ellsworth District resources. I will act with integrity.

**Consequences for Violations of the Student Chromebook & Acceptable Use Policy:**

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- A. Student/Parent Conference
- B. Restitution (money paid in compensation for theft, loss, or damage)
- C. Removal of Unauthorized Files and Folders
- D. Restriction of School-Issued Chromebook Use Privileges.

**WARRANTY:**

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student and family to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or damage of a Chromebook due to intentional or willful student negligence will result in the student being charged the full \$270.00 replacement cost to purchase a new Chromebook.

**REPLACEMENT/REPAIR COSTS:**

Estimated Costs (subject to change) The following are estimated costs of Chromebook parts and replacements:

- ❖ Replacement - \$270.00      Screen ONLY - \$100.00      Keyboard/touchpad- \$60.00

**Discipline****Rules/Infractions and Penalties**

The Board of Education, in support of the aims of public education, believes that the behavior of students attending the Ellsworth Area School District shall reflect standards of good citizenship demanded by members of a democratic society. Self-discipline is one of the important, ultimate goals of education.

1. Each teacher shall analyze his/her own discipline cases and attempt to apply the appropriate corrective measures to the best of his/her ability. This would involve inclusion of parents and guidance personnel.
2. In the event the problem(s) continue or warrant additional aid, the teacher shall present the discipline problem to the administrator. The administrator shall give careful and definite consideration of all offenses brought to his/her attention. Outside sources may be suggested for further counseling. Providing all due processes have been fulfilled, the district administrator and principal shall have the authority and support of the board to suspend students from school.
3. Students who continue to cause major discipline problems shall have their cases presented to the board with a recommendation for expulsion.

**General Rules of Behavior**

Ellsworth High School is based on respect and consideration for the rights of others. High schools have rules so that a large number of people may work and learn together with understanding and ease. Faculty members and other adults have been given the responsibility for the supervision of student behavior; students will be responsible to their authority.

Any conduct which causes disruption of any school function or that interferes with the health, safety, well-being or rights of others is prohibited.

This is a general standard that should be used as guide by all students. Not all acts of misconduct can be itemized here. The following is an enumeration of some of the main areas of concern and penalties for misbehavior:

1. The use of tobacco products is prohibited in the school building, on school district property, or on school buses. Violation of this regulation will result in a suspension and referral to municipal police authorities for possession of tobacco.
2. Backpacks, book bags, gym bags, and other types of packs or bags or blankets may not be carried to classrooms, study halls, or other areas in the school. All packs, bags and blankets will be stored in lockers during the day.



3. No student shall possess, sell, distribute, fire, or threaten to use or explode any firearm, bomb, smoke or “stink” bomb, firecracker or other explosive or incendiary device on school premises, buses or school-sponsored events. This also applies to knives and any other objects that might endanger the welfare of others. A student in violation of the above WILL BE IMMEDIATELY SUSPENDED from school. A conference with the student's parents will be required prior to an administrative decision to either reinstate the student or to recommend expulsion.
4. Coats should be kept in lockers during the school day.
5. Students and staff will listen, speak, address and act toward each other respectfully.
  - a. Swearing, profanity and name-calling are unacceptable forms of speech.
  - b. Language that degrades (put-downs) individuals or groups and language, which is a threat to others, are also not acceptable.
  - c. Actions such as controlling or harassing someone by touch, public displays of affection, pranks, stealing, disrespect of others property, fighting and vandalism are inappropriate.
6. Students and staff will accept each other without discrimination.
7. The guidelines for our dress code stress responsibility by the individual to maintain reasonable dress and grooming. A student’s appearance adds or distracts from overall school morale. We want all of our students to reflect pride in their appearance at school, in the local community, and when visiting other schools. Students are expected to dress and groom themselves in a manner that does not endanger or disrupt the school environment. The following guidelines concerning grooming and dress should be followed:
  - a. Shoes must be worn in the building.
  - b. Headgear may not be worn in the school building during school hours –
    - i. This includes hats, hoods, caps & bandannas.
  - c. No bare midriffs, revealing blouses & tops, short skirts or shorts, or exposed undergarments are not allowed.
    - i. A good measuring tool to use is to keep the garments halfway between knees and waistline.
  - d. Muscle shirts, halters, mesh or see through materials, t-shirts with the sleeves cut off are not allowed.
  - e. Any apparel with indecent, obscene, “double meaning” expressions, print signs, or logos; and any apparel that advertises alcoholic beverages, tobacco products, or illegal substances are not allowed.
  - f. Underwear including underpants, thongs, and bras should not be visible.
8. Personal property and school property which students and staff use (books, lockers, equipment, etc.) should be used appropriately and may not be used to display offensive wording, photos or drawings that promote vulgarity, nudity, drugs, tobacco, alcohol, violence, or discrimination.
9. Students involved with stealing, causing damage to or destruction of school or private property will be subject to disciplinary action. Students responsible will compensate for damages resulting from defacement or destruction of school property, whether willful or accidental. Students, who participate in vandalism at Ellsworth, may be penalized by loss of privileges, will pay for the cost involved, be suspended from school and will be referred to law enforcement agencies.
10. Students are not permitted to loiter in the building or on school district grounds after school. Students with an appointment with a teacher, or are involved in a school-sponsored event are welcome.
11. Non-Ellsworth students are not permitted on campus unless a visitor's pass is obtained from the office. A minimum of two days advance notice is required.
12. The school reserves the right to regulate the sale of any commodity on school property.
13. Students are subject to student handbook rules at ALL school functions and on all school-provided transportation.
14. Any student conduct that violates municipal, county, or state statutes will be referred to the appropriate law enforcement department for processing.

## Behavior Rule Infraction Levels

**Major Rule Infractions:** Examples are: Disorderly conduct, inappropriate language and/or actions; Verbal and/or Physical assaults Tobacco/drug/alcohol Vandalism theft Harassment

### Major Rule Infraction Penalties:

1st Offense: ISS (In-School Suspension) or OSS (Out -Of-School Suspension), 1 - 2 days, Parent notification and/or conference, Law enforcement notification, Restitution for damages if applicable, Possible movement to 3rd offense if administration deems necessary, Possible expulsion.

2nd Offense: ISS or OSS - 1 to 3 days, Parent notification with conference, Law enforcement notification, Restitution for damages if applicable, Possible movement to 3rd offense if administration deems necessary, Possible expulsion.

3rd Offense: OSS - 4 to 5 days, Parent notification with conference, Law enforcement notification, Restitution for damages if applicable, Recommendation for possible expulsion.

### Drugs/ Alcohol/Paraphernalia

Use, possession, selling of chemicals or a controlled substance or possession, use, selling of drug paraphernalia is strictly prohibited on the Ellsworth School grounds.

All Offenses: OSS - 3 - 5 days, Parent notification, Law enforcement notification, Recommendation for expulsion

### Minor Rule Infraction Penalties

1st Offense: Possible detention(s), ISS of 1 or 2 days, Parent notification with possible conference, Possible law enforcement notification, Restitution if applicable, Possible revoking of open campus privileges.

2nd Offense: Possible detention(s), ISS of 1 or 2 days, Parent notification with possible conference, Possible law enforcement notification, Restitution if applicable, Possible revoking of open campus privileges.

3rd Offense: ISS/OSS of 2 to 5 days, Parent notification with possible conference, Possible law enforcement notification, Restitution if applicable, Possible revoking of open campus privileges.

### Dangerous Weapons on School Grounds

Any illegal weapon, firearm, explosive (including smoke bombs and all fireworks) is prohibited on school property, school buses, school vehicles, and/or at any school related event. Also prohibited are objects possessed with the intent to threaten, intimidate, and cause bodily harm and/or property damage. This would also include look-alike weapons. Weapons under control of certified law enforcement personnel are permitted. Students violating this policy will be subject to disciplinary action, possible suspension, and/or recommendation for expulsion. In the case of possession, with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified. Parents/guardians will be notified and recommendation for suspension or expulsion reviewed.

#### 1st Offense

- A: Suspension 1 - 5 days in or out of school
- B: Parent notified
- C: Law enforcement notified.
- D: Reimburse district for damages
- E: Possible expulsion

#### 2nd Offense

- A: Suspension 5 days out of school
- B: Parent notified
- C: Law enforcement notified
- D: Reimburse district for damages
- E: Expulsion procedures started

**NOTE:** Any student found in possession of a gun or having had possession of a gun while on school property may be expelled for not less than one (1) semester!

**Disciplinary Actions** It is the philosophy and beliefs of the administration of Ellsworth High School that the responsibility of dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy we will not hesitate to call the police and initiate arrest and prosecution proceedings.

### **Student Behavior Expectations**

**Detention** -Ellsworth High School believes that when students violate school rules and regulations they should be disciplined for their actions. Teachers or the principal may assign students a detention. Parents or guardians will be notified of all detentions so that transportation can be arranged. Students shall work on an assignment during the detention period. Failure to serve detentions on the assigned day will result in a referral to the principal. Detention will be served from 3:00 to 4:00 Monday – Thursday. If a student fails to serve his/her detention - detentions will double. Failure to serve the double detention will result in a one-day suspension.

**In-School Suspension** – Students may be assigned to in-school suspension by the principal. In-school suspension will take place in a supervised setting. The parent or guardian shall be given notice of the in-school suspension and the reason for the in-school suspension. Students may be assigned to an in-school suspension area for various amounts of time not to exceed one day. Students shall work on assignment work when in the in-school suspension. Credit may be given for assigned class work completed during the period of the in- school suspension. A student assigned to in-school suspension shall not be denied the opportunity to take quarterly, semester or grading period examinations missed during the suspension period.

**Out-of-School Suspension** - Students may be suspended from school by the principal up to five days for serious or repeated violations, or for conduct while not at school or under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled. The parent or guardian shall be given notice of the suspension and the reason for the suspension. Suspended students may not be on school grounds nor participate in any school activities while on suspension. Credit may be given for all assigned class work completed during the period of suspension. A student suspended from school shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

**Expulsion** -Expulsion means the removal of a student from school for the remainder of the school term. In accordance with state statutes, students may be expelled from school by the board if it finds the student guilty of extreme or repeated refusal or neglect to obey school rules; or finds that while the student was at school or under the supervision of a school authority he/she endangered the property, health, or safety of others; or for conduct while not at school or under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled; and it is satisfied that the interest of the school demands a student's expulsion. Prior to expulsion, the board will hold a hearing regarding the proposed expulsion. The school board shall mail, via certified mail, separate written notice of the hearing at least five days before the expulsion hearing to the pupil and if the pupil is a minor, to the pupil's parent or guardian. The notice will state the reason for the proposed expulsion; the time and place of the hearing; the fact that expulsion may result; the right to legal representation; and the right to appeal the board's decision. At the hearing, the minutes will be kept of all proceedings. Upon the board's decision to expel a student(s), a copy of the expulsion order will be mailed to the pupil and his/her parent or guardian. The pupil will have the right to appeal the expulsion to the state superintendent and an appeal to the state superintendent's decision may be made within 30 days to the county circuit court. This penalty is reserved for situations involving serious misconduct or disobedience or repeated infractions of school rules for which the student has been penalized previously. The decision regarding expulsion is made by the school board based on the recommendation of the administration. In all situations, however, the administration must reserve the right to take disciplinary actions, which are deemed to

be in the best interest of the student and the school, while ensuring those due process procedures are followed. Thus, the above information specifies disciplinary actions as a consequence of student misconduct, and furnishes general guidelines rather than hard and fast mandatory action when dealing with student discipline at Ellsworth High School.

## **Academic and School Policies**

### **Lockers**

1. A student locker is provided by the school for the convenience of the student and is to be used solely by the person assigned, for the purpose of storing school supplies and personal items the student is legally entitled to have in his or her possession.
2. A physical education locker is assigned for the storage of Physical Education supplies only and is not to be used by students for the storage of books, coats, lunches, etc.
3. It is the student's responsibility to properly secure all lockers assigned. PE lockers will be issued a combination lock by the PE instructor. Hallway lockers may be secured by district-provided locks if so desired. The school is not responsible for lost or stolen property.
4. Lockers assigned are not the student's private property or under his/her exclusive possession, and may be opened and inspected by school authorities.

### **Ellsworth High School Student Searches and Monitoring**

Ellsworth High School recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. It also recognizes that students have basic constitutional rights that cannot be ignored.

### **Lockers and Vehicles**

Ellsworth High School expressly reserves the right to search lockers and vehicles parked on school property, with or without reasonable suspicion of a violation of the Ellsworth School District's Alcohol and Other Drug Abuse Policy, Dangerous Weapons Policy, other school policy, or other state law.

The Ellsworth School Board retains ownership and possessory control of all pupil lockers at all times and thus retains the right to conduct searches. In the event a school administrator or a designee of the administrator determines it is necessary or appropriate to search a student's locker, the locker may be searched without the consent of the student, without notification to the student, and without obtaining a search warrant.

### **Personal Searches**

Searches of a student's person or personal effects may be conducted in accordance to guidelines established by Ellsworth School District Board Policy.

### **Canine Searches**

Searches by dogs specially trained to detect the odor of narcotics may be conducted by law enforcement officials on high school grounds in accordance to guidelines established by Ellsworth School District Board Policy.

### **Electronic Monitoring**

Monitoring in the form of video, and/or audio recording may be used on Ellsworth Public School property to assist in providing a safe and secure learning environment and to monitor/record student behavior in accordance to guidelines established by Ellsworth School District Board Policy.

### **Academic Honesty**

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to, plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own

work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. High school personnel will have the responsibility for monitoring the above actions. In the event a student may be witnessed cheating by high school personnel the following will apply:

**1st Offense**

- A. Student will receive a 0% on the project, assignment, quiz, or test
- B. One hour of detention
- C. Parent contact.

**2nd Offense**

- A. Student will receive a 0% on the project, assignment, quiz or test
- B. Parent contact
- C. 1 day ISS or OSS.

**ELLSWORTH GRADING SCALE AND HONOR ROLLS**

|            |           |           |           |           |           |
|------------|-----------|-----------|-----------|-----------|-----------|
| 100% - 94% | <b>A</b>  | 93% - 90% | <b>A-</b> |           |           |
| 89% - 87%  | <b>B+</b> | 86% - 84% | <b>B</b>  | 83% - 80% | <b>B-</b> |
| 79% - 77%  | <b>C+</b> | 76% - 74% | <b>C</b>  | 73% - 70% | <b>C-</b> |
| 69% - 67%  | <b>D+</b> | 66% - 64% | <b>D</b>  | 63% - 60% | <b>D-</b> |
| 50% - 0%   | <b>F</b>  |           |           |           |           |

|  |                  |
|--|------------------|
| HIGH HONOR GRADUATION AFTER 7 <sup>TH</sup> SEMESTER | 3.67 to 4.00 GPA |
| HONOR GRADUATION AFTER 7 <sup>TH</sup> SEMESTER      | 3.33 to 3.66 GPA |

|  |                  |
|--|------------------|
| <b>A</b> Honor Roll at end of Quarters | 3.67 to 4.00 GPA |
| <b>B</b> Honor Roll at end of Quarters | 3.00 to 3.66 GPA |

**Make-up Work**

Students will be granted the number of days absent plus one (1) for make-up time. This provision applies to all work assigned during absence (s). (Example: Student misses 2 days Monday & Tuesday, the student is then given Wednesday, Thursday & Friday for make-up time). All work assigned prior to the absence is due upon return.

Examinations missed during an excused absence will be taken at a time mutually agreed upon by the student and the teacher.

Examinations announced then missed by the student will be taken upon return. Example: Exam announced to be given on Friday. Exam announcement was given on Wednesday and Thursday. Student missed school on Friday; Test will be taken on next day student returns.

**Lunch Hour Open Campus**

Open campus during Ellsworth High School lunch hour is a privilege for all students. High School students (9-12) are allowed to leave the building during their scheduled lunch hour to eat lunch off campus, visit with others on school grounds or attend to personal matters. Students who are tardy in returning to campus for a class following their scheduled lunch hour or students who violate Major or Minor Rule Infractions as listed in the EHS Student Handbook during their lunch hour, will have their open campus privileges suspended or revoked.

## Study Halls

The supervisor in the study hall is responsible for the conduct of the students assigned there. The following guidelines will be used:

1. Students must bring books and materials to study hall. Failure to do so will result in consequences determined by the study hall teacher or the principal.
2. No eating or drinking allowed in study hall.
3. Talking by permission only. Students wishing to study together must have the permission of the study hall teacher.
4. Permission to leave the study hall without a pass will be up to the discretion of the study hall teacher. If permission is granted, a time limit should be set for how long the student can be gone. Students who abuse this will forfeit the right to leave the study hall for any reason.
5. Sleeping will not be allowed.
6. Game playing of any type is prohibited.
7. If a student wishes to work in another school area, she/he must obtain a pass from the teacher in charge of that activity before coming to the study hall. Study hall supervisor will not issue passes or allow a student to leave study hall in order to get a pass from another teacher.

## Extra-Curricular Fees

|                         |         |         |                     |
|-------------------------|---------|---------|---------------------|
| Activity Fee            | 7-8     | 9-12    |                     |
| Per Sport               | \$50.00 | \$50.00 | Family cap of \$200 |
| Insurance               |         |         |                     |
| NOT AVAILABLE THIS YEAR |         |         |                     |

### Class Dues:

|                |          |
|----------------|----------|
| Grades 7-8     | \$1.00   |
| Grade 9        | \$2.00   |
| Grade 10       | \$3.00   |
| Grade 11       | \$4.00   |
| Grade 12       | \$5.00   |
| Driver Ed. Fee | \$300.00 |

## Student Driving

The Ellsworth School District provides transportation by bus. Students who find it necessary to drive to school because of family or work necessities are required to:

- A. Park the vehicle PROPERLY.
- B. Motorcycles or motorbikes are covered by the same sanctions as automobiles.
- C. Students are not allowed to drive during lunch time.

## Spectator Sportsmanship

We are proud of our school and its students. One way that we show our pride is by proper spectator behavior.

1. Officials do make mistakes, but generally the referee's position to judge a play is far better than ours. Booing or other such behavior reflects badly on all of us and is unacceptable behavior.
2. Treat visiting teams, cheerleaders, etc. with respect. They are doing their best for their school just as we are our own representatives.
3. Students demonstrating inappropriate behavior will be asked to leave and may be suspended from future events.

### **Free and Reduced Application for Free or Reduced Breakfast and Lunch**

Parents are encouraged to fill out the application for free and reduced breakfast and lunch. The application is in your school packet and it only takes a few moments to see if you qualify.

Your participation in the free and reduced program qualifies the District to receive additional state and federal funds that benefits the entire school.

Breakfast is served from 8:00-8:10 daily. Students who use the lunchroom for breakfast and noon meal are reminded of their responsibility to help keep it clean. Plates, silverware, napkins, etc. must be picked up and returned to the wash area after the meal.

#### **Breakfast and Lunch Prices for 2017-18**

|                     |        |         |        |
|---------------------|--------|---------|--------|
| Food Service Prices | Adult  | K-6     | 7-12   |
| Breakfast           | \$2.40 | \$1.65  | \$1.65 |
| Lunch Daily         | \$3.75 | \$2.80  | \$2.90 |
| Reduced Lunch Daily |        | \$ .00  | \$ .00 |
| Milk per carton     | \$ .35 | \$ .35  | \$.35  |
| Milk per semester   |        | \$32.00 |        |
| Milk per year       |        | \$64.00 |        |

**Lunch money may be paid in the high school office by 8:00 A.M. any day of the week.**

### **Activity Ticket Fees**

|                             |            |          |
|-----------------------------|------------|----------|
| Activity Tickets            | All Season |          |
| Family                      | \$150.00   |          |
| Adult-Punch Card 10 Punches | \$50.00    |          |
| Student                     | \$20.00    |          |
| Seniors (65+)               | Free       |          |
| Admission Prices            | Adults     | Students |
| Sport Events                | \$6.00     | \$4.00   |
| Play                        | \$6.00     | \$4.00   |

### **Lost and Found**

The lost and found department is located in front of the main office. Please deliver found items to the office, and check with the secretary if an item has been lost.

### **Contacting Your Child during the School Day**

The school telephone is available for use by pupils for emergency calls. Pupils may obtain permission from their classroom teacher to use the phone. The building secretaries will take telephone messages for teachers and students. Telephone messages for staff members will be routed to individual voice mailboxes. Remember, student cell phone use during the school day is prohibited. (See Personal Electronic Devices & Communication Devices Policy). The office telephone is a business phone and should only be used if absolutely necessary. Permission must be requested. Phone will be limited to two (2) minutes. The office will not call students out of a class to receive phone calls except in case of an emergency. Remember the student phone in the office is in a public area. When using this phone conduct yourself accordingly, if you are unable to do this discipline procedures will be taken.

### **Activity Free Wednesday Nights**

No school activities will be scheduled after 6:00 PM on Wednesday's. School facilities will not be made available on Wednesday nights after 6:00 PM for youth activities run by non-school / non-church organizations or individuals. An exception to this rule is made to accommodate MSHSL scheduled events that may fall on a Wednesday night. Such events are beyond local control and supersede this policy. The limitations on Wednesday night will be in

effect from the start of the first day of school in the fall to the end of the last day of school in the spring. Wednesday night facility use will be allowed during summer vacation.

### **Weather Related Announcements & School Closings**

If it becomes necessary to start late, close school, or dismiss early due to inclement weather conditions, parents and staff will be notified with a phone call, text message, an email at the numbers and email addresses each family has posted in our student information system. Please Note: If we implement a Late Start, school will always open 2 hours later than normal. In addition, the morning session of Preschool will not be held. Late start or school cancellation phone calls and notifications will be made prior to 10:00 PM and after 6:00 AM in most cases. Early release calls will be made at least one hour in advance of the release time. In addition, these announcements will be broadcast on radio station KQAD (K101.1 FM) in Luverne. In addition, KELO television, located in Sioux Falls, will run the closing or late start on their station. It is our goal, except in extremely unusual situations, to have weather related announcements on the air by 6:30 a.m.

On a day that there is an announced late start, we encourage you to continue to listen in case we decide to close school for the day. Every effort will be made to have this decision on the air no later than 8:45 a.m. When weather conditions result in school closings or early dismissals, no practices will be held and facilities will be closed for Open Gyms. Events scheduled on those days when school is closed or dismissed early will be cancelled or rescheduled to another date. Our phone messaging system and the radio stations listed above will carry the announcements when scheduled events are postponed.

The District's JMC Phone Messaging system is the primary communication tool for any weather related or emergency message communications between school and home. Please take the time to listen to the phone message and/or read the text/email message. If you are experiencing any difficulties with the system, or want to make changes to your contact information due to changing phone numbers or email addresses, please contact the school. The District values and respects our parental instincts regarding your child's safety and we want to emphasize that the decision to send your son/daughter to school is ultimately yours.

### **Academic Assistance Program**

Ellsworth High School will provide Academic Assistance services to all students. Services include staff communication with parents to include meetings and staffing, student-teacher meetings before and after school, assigned or contracted academic assistance provisions during the noon hour or after-school time, and guidance counselor reviews of student status.

### **Post-Secondary Recruitment**

During the year post-secondary schools, and the various military services, send recruiting representatives into our school. Students wishing to take advantage of this privilege must get a pass from the office giving them permission to miss class. Students will be released from class to meet with the admissions counselors and recruiters, provided they make-up the work that is missed.

### **Senior Post-Secondary Visits**

School policy allows students to use time during their senior year to visit post-secondary institutions. To be excused, these absences must be: verified prior to the date of visitation, and students must make arrangements for makeup work prior to the absence. Failure to meet these two requirements will result in the absence being listed as unexcused. Post-secondary visits do not affect extracurricular eligibility.

### **Post-Secondary Education Option (PSEO)**

PSEO is a program that allows students in 10th, 11th and 12th grades earn both high school and college credit while still in high school, through enrollment in and successful completion of college level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses.



Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses. There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Students must notify their school by May 30 if they want to participate in PSEO for the following school year.

For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

## Transportation

### **Bus Transportation**

Students who ride the Ellsworth School Busses are governed by the same rules that apply on all school grounds. It is important that student behavior does not distract the driver from his/her attention to the road. Students are to ride the bus and route, which they are assigned. Any request to ride a different bus home on a specific day needs to be presented in writing to the Principal. No student should take it upon themselves to change busses. Each family annually receives a complete set of Ellsworth School Bus Rules and Regulations (in this handbook), violations of which may result in suspension or expulsion from the bus. Absence from school due to bus suspension will not be excused.

All rules apply to any field trip or extra-curricular activity as well as regular daily transportation. Students riding a bus to an athletic event or other school activity must return on that bus unless the parents personally transport the student home from the event. In this case the parents are to sign the coach's or supervisor's log at the time they take responsibility for the child's transportation and supervision.

### **Bus Rules and Regulations**

With the School District transporting children each day, we need the cooperation of students, parents, drivers, and the school personnel to avoid serious accidents on our buses. With the large number of miles we travel each day, there is always the possibility of an accident occurring. This makes child safety our primary concern and we solicit your continued cooperation in continuing our record of safe and efficient transportation.

Guest riders are discouraged, but may be permitted, provided that written authorization is given by the building administrator. The building administrator will require parental authorization before granting permission. We reserve the right to refuse a guest rider if bus capacity would be exceeded.

Changes in pick-up or delivery points must be authorized in writing by the parent, signed by the school principal, and presented in advance to the bus driver. This is an absolute must. We reserve the right to refuse changes if request is deemed to be unreasonable. Also, for safety reasons, students will be picked up at only the appropriate school stops for afternoon runs when transporting children home after school.

Problems or Questions regarding transportation should be directed to the Office, 507-967-2242.

If not riding the bus on a specific day for reasons of illness or other reason, please contact the school office 507-967-2242. Messages can be left and are encouraged on the school phone 24/7. This will help the bus driver avoid unnecessary travel.

The following rules and regulations will be in effect for the school term. Please take the time to review and discuss these rules with your child. His / Her safety is at stake.

1. Previous to loading (on the road and at school):
  - a. Be on time at the designated school bus stops. This is mandatory if schedules are to be kept.
  - b. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
  - c. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion, in single file.

d. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop and the door is opened. There should be no pushing or shoving. Remember to line up in single file.

2. While on the bus:

- a. The driver or chaperone is responsible for controlling the bus riders. The students must obey the driver and the driver assistants promptly and cheerfully.
- b. Always remain in your seats while the bus is in motion.
- c. Be courteous to fellow pupils, the bus driver, and the driver's assistants and to passers-by.
- d. Keep absolutely quiet when approaching a railroad crossing stop, while the bus is stopped and until the bus is safely across the tracks.
- e. Keep hands and the head inside the bus at all times after entering and leaving the bus.
- f. Remember that loud-talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- g. Profane or indecent language will not be tolerated.
- h. Treat the bus and its equipment properly to prevent damage and unnecessary wear to seats, windows, padding, etc. Parents will be required to pay for intentional damage to the school bus.
- i. Assist in keeping the bus safe and sanitary at all times.
- j. No eating or drinking on the bus at any time. This includes candy, popcorn, ice-cream, fruit, nuts, sandwiches, gum chewing, etc. unless deemed necessary by the bus drivers.
- k. Keep books, packages, coats, and all other objects out of the aisles.
- l. Do not throw anything while on the bus, this includes objects propelled by rubber bands, spit wads, etc.
- m. Do not throw anything out of the bus window.
- n. Smoking or the lighting of matches or cigarette lighters is prohibited on the bus.
- o. Rear seats of the bus will be used only when the need arises or at the discretion of the bus driver.
- p. Remain in the bus in case of a road emergency, unless directed to do otherwise by the driver.
- q. Windows shall remain closed at the discretion of the bus driver.
- r. Alcoholic beverages or drugs are not allowed. (Juvenile authorities will be notified of any violations).
- s. No weapons shall be allowed on the bus.

3. Leaving the Bus

- a. Leave no books, lunches, or other articles on the bus. If an item is lost, please report to the school as soon as possible. Drivers do clean out the buses after every route and turn in lost articles.
- b. If you opened a window you are responsible for closing it.
- c. When it is necessary to cross the road to get on or off the bus, cross at least 10 feet in front of the bus, only after receiving the signal to do so from the driver. Also, the child should check to be sure that no traffic is approaching.
- d. Help look after the safety and comfort of small children.
- e. Be alert to the danger signal from the driver, which is a steady blast on the horn. Such a signal will be used only when the child could be in possible danger after starting to cross the road. When hearing the horn, the child should try to get in front of the bus immediately.
- f. Riders are not permitted to leave the bus other than at regular stops unless proper authorization has been given in advance by parents and school officials.
- g. It is not recommended that students go to the mailbox to sort or gather mail until the bus has left its stop, as the bus cannot move until the student has safely cleared the drop-off point.

5. DISCIPLINARY PROCEDURE WHEN A STUDENT HAS VIOLATED A RULE, THE DRIVER INVOLVED WILL REPORT THE VIOLATION IMMEDIATELY IN WRITING USING THE BUS CONDUCT REPORT TO THE SCHOOL PRINCIPAL. THE SCHOOL PRINCIPAL OR OFFICIAL WILL FOLLOW THE PROCEDURE BELOW.

A. First Offense

The principal will meet with the student. The parent will be sent a copy of the misconduct report in the expectation that the parent will correct the child's behavior. If there is a question regarding the offense, the supervisor of transportation and / or driver will be involved at the request of the principal.

B. Second Offense

The principal will hold a conference with the student, and has one or all of the following options and will send a warning to parents of more serious action if the problem persists and a third report is filed.

A. Reprimand

B. Parent Conference

C. Temporary suspension of bus service for up to 3 days.

C. Third Offense

Bus riding privileges are suspended for 3-5 days and a conference will be held with the principal, school administrator, student and a parent to consider permanent revocation of rider privileges for the ensuing school year. This conference may include transportation supervisor and / or driver if school officials see it as necessary.

D. Fourth Offense

The Board of Education will be notified and procedures for consideration of permanent loss of riding privileges will follow.

Serious Misconduct

Misconduct of an extremely serious nature at the discretion of the principal will be cause to omit preliminary steps of the bus discipline procedures and move to steps C or D immediately.

6. Extra-curricular activity trips:

- a. The above rules and regulations will apply to any trip under school sponsorship.
- b. Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.
- c. Students making an extra-curricular or special activity trip must return on the same bus unless written authorization has been presented to the principal in advance by the parent or guardian of the child.

To have safe buses, the driver's attention must not be diverted by misbehavior on the bus. Only one or two students causing trouble can put all of the riders in danger. Therefore, rules will be enforced. The bus driver will be in charge at all times and may find it necessary to initiate disciplinary action. This action may take the form of suspension of riding privileges.

**Buses to Events**

Rules for bus riders to athletic or other school events are the same as those applying to regular rides. Some special considerations are:

1. The chaperone is in charge at all times. Any disrespect or rule violation will be reported to the principal. Any student whose conduct is such that he/she is reported to the principal may be denied the privilege of riding buses to events as well as face other disciplinary actions.
2. Buses will leave at the announced times and refunds will not be made to students who miss the bus.
3. Any students who wish to be allowed to remain at the bus destination site must get advance approval of the principal and supply written request from the parent. Chaperones have been instructed to turn down any requests not previously approved by the principal. Students, who wish to return by means other than the bus, will be allowed to do so, only if the student is returning with parents who make the request personally and with a written note/signature.

### **Driving in School Zones**

In order to ensure the safety of students, the streets around our school must be maintained to ensure student safety. Unsafe driving in school zones will be reported to law enforcement. School consequences will be enforced if a student drives in an unsafe manner on the streets adjacent to the school building.

## **Student Health and Safety**

### **Safety Drills**

In accordance with state law, each school will conduct the following safety drills throughout the school year. Five (5) fires drills, Five (5) lockdown drills and One (1) severe weather drill. Fire and tornado drills are held at irregular intervals throughout the school year.

Remember these basic rules:

- Check the posted instructions in each classroom that indicate how to exit the room/building in case of an emergency.
- Move quickly and quietly to your designated area.

### **Safety Equipment**

Each school building is equipped with AEDs, heat sensors, manual-pull fire alarms and extinguishers of different types. They have been installed to protect lives and property. It is a violation of state law, the State Fire Marshal's regulations, school policy, and common sense not to tamper with, or to activate, any of these protective devices - except in time of emergency. School consequences will be enforced if a student tampers with this equipment. (See section on student discipline).

### **Visitors**

In an effort to ensure student safety, all visitors need to check in at the office upon arrival. Should it become necessary for an individual to accompany a student to school, a parent or guardian must contact the building administrator prior to the visitation for approval. Failure to do so will result in the visitor being asked to leave the building. The school reserves the right to determine if the presence of a visitor may be inappropriate for the school setting or a potential disruption. In such cases, the visitor will not be allowed to visit.

### **Law Enforcement and Students**

There are times when police will ask to interview students at school for purposes of investigating school and non-school related incidents. Unless the District believes such interviews to unreasonably disrupt the student's educational program, such interviews will be allowed. The District will make a reasonable effort to contact the parent to apprise them of the request and the date and time of the interview. The School District has no legal obligation to provide parents the notice described above. The School District is prohibited from notifying parent(s) of police interviews conducted in response to maltreatment.

### **School Nurse**

The school nurse is shared with the Adrian School District. The nurse provides yearly screenings for vision, hearing and scoliosis. Parents may also request a vision or hearing test at any time throughout the year by contacting the office.

### **Illness**

Students feeling ill can go to the office. All injuries incurred while in school should be reported to the office. A student who is ill and needs to go home must report to the office before leaving school. Parents will be contacted in the event of an injury or illness.

## **Medication Policy**

The administration of medications to pupils in our school is carried out in accordance to the policies of the MN Department of Health and the State Department of Education. Designated school personnel, will administer all medications. Any student requiring medication during school will abide by the following:

- Parents and their prescribing doctor are required to sign a written permission form for the school to administer both over the counter and prescribed medication.
- All medications must be sent in the original container with full instructions. This includes cough syrup, Tylenol, or any over the counter or prescribed medication. Parents will be contacted if there are any questions about the medication.

## **Health Records**

Up to date health records are kept in the office for every student in school. Parents should contact the office if their child has any special medical problem. This information will be recorded on the health record and any necessary instructions followed.

## **Immunizations**

At Kindergarten school entrance, a student needs to have 5- DTAP, 4 – polio, 2- MMR (measles, mumps and rubella), 3- Hep B, and 2- varicella (chicken pox) shots or proof of the disease. At the 7<sup>th</sup> grade level, students are required to have 2- MMR ( measles, mumps and rubella), TDAP (tetanus, diphtheria, and pertussis), and Meningitis (Menactra) shot, and 2- Varicella (chicken pox) shots or also proof of the disease. New immunization information will be sent home with students regarding any changes in the immunization requirements under the Minnesota State Law. Information concerning school health entrance recommendations is available at the Kindergarten Round-Up or through the school office.

## **Communicable Disease Control and Prevention**

Conditions such as tonsillitis, conjunctivitis, impetigo, skin rashes, ringworm, colds and flu may be contagious to other students. In many instances, these conditions need professional care. Any student who comes to school having a communicable condition will be sent home until the condition clears or a physician's permission is given to attend school. Along with the above, vomiting, diarrhea and a temperature are also reasons to keep your child at home. Parents will be contacted whenever necessary.

## **Pandemic Flu**

If health agencies confirm a case(s) of serious illness related to a pandemic flu at school, then communication efforts will be initiated to inform parents and the community. In the absence of a state or federal agencies issuing a school closure order, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. If an extended school closure is ordered, the school district may make at home learning options available to the extent feasible. Any closed school buildings should be disinfected according to guidance from health officials before reopening. Preventive measures such as flu immunizations and healthy habits (hand washing, covering your mouth and nose when you sneeze or cough) will be encouraged to prevent the spread of a pandemic flu or a highly contagious serious illness. Students and staff alike will be reminded of the importance of taking preventive measures. If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person will be isolated, as much as possible, until he or she can arrange to leave the school.

## **Accidents**

All accidents, which are incurred by children during that portion of the day when they are under the supervision of the school, should be reported immediately to the classroom teacher/adult on duty. Parents will be notified by telephone of any considered serious injury to their child. The school district does not carry insurance to cover accidents to children that occur in the course of the school day. Special accident insurance policies are available for purchase.

## **Hospitalizations**

Parents should contact the teacher/office to report pending medical absences due to severe illness or operations.

## **District 514 Policies**

### **Equal Educational Opportunity**

The policy of the school district is to provide equal educational opportunity for all students.

The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.

The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute a violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.

This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

### **Disability Nondiscrimination Policy**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact John Willey, Principal/Superintendent, 513 South Broadway Street, 507-967-2151, [john.willey@ellsworth.mntm.org](mailto:john.willey@ellsworth.mntm.org). This individual is the school district's appointed ADA/Section 504 coordinator.

### **Harassment and Violence**

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

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district

personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

### **Bullying Prohibition Policy**

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

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 cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

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

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

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

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

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

1. The developmental ages and maturity levels of the parties involved;

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

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

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

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

### **Protection and Privacy of Pupil Records**

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

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 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 Parts 1205.0100-1205.2000.

### **Student Medication**

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

### **Student Disability Nondiscrimination**

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

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

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

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

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or



2. has a record of such an impairment; or
3. is regarded as having such an impairment.

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

### **Student Sex Nondiscrimination**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

It is the responsibility of every school district employee to comply with this policy.

The school board hereby designates the K-12 Principal, Ellsworth Public School, 513 S Broadway Street, Ellsworth, MN 56129, 507-967-2242 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### **Internet Acceptable Use and Safety Policy**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

### **Hazing Prohibition**

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

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.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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.

### **The Pledge of Allegiance**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

### **Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

### **Wellness**

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

The Ellsworth Public School is committed to providing a healthy school environment because:

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### **Development of Parental Involvement Policies for Title I Programs**

[Note: This policy reflects recent federal statutory changes which require school districts and schools to meet with parents and jointly develop parental involvement policies at both a district wide and school building level. This policy lists the required components of the parental involvement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

- A. It is the policy of the school district to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the school district to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

### **School District Curriculum and Instruction Goals**

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.]

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and the federal No Child Left Behind Act and are aligned with creating the world's best workforce.

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

**AGREEMENT**

Please review this handbook with your Ellsworth Student(s). Students will be held responsible for the contents of this handbook. The handbook contains the following very important items:

- I. Bus regulations and rules
- II. Attendance, discipline, and dress guidelines.
- III. Acceptable Use Policy for technology (computer and internet).
- IV. Code of Conduct.
- V. High School Information.

By signing this form, you and your student(s) agree to follow the guidelines, policies, regulations, and rules in this handbook that have been adopted by the Ellsworth School Board.

Student Signature (s)

Date

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Parent Signature

Date

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This form must be returned to the high school office before student will be allowed to participate in EHS activities.

ELLSWORTH SCHOOL DISTRICT

Dear Parents or Guardians:

Almost all of the children in the district will ride a bus at some point during the school year and/or have the opportunity to attend a school sponsored function that occurs off of the school grounds (i.e. field trips, assemblies, sporting events).

Please review the rules for bus riders with your child (children) and retain them for future reference. They are listed in your parent/student handbook.

Please RETURN this page after listing the full names of all the school age children in your household. Then sign below, and return this paper to your child's teacher (only one form needs to be turned in per family).

NAME

AGE

GRADE

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The child (children) listed above have my permission to participate in all school sponsored activities that occur off of the school grounds. In addition to permission to attend these events, I acknowledge receipt and have reviewed with the student (s) the bus ride rules and regulations of the Ellsworth School District with the understanding that some of these activities will require bus transportation.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

John Willey

District Administrator