

INTRODUCTION

Welcome to the Lynd School. We are proud of our school, and we look forward to providing a high quality education for your children. We are dedicated to doing our best to ensure that each student develops the skills necessary to succeed in life. In order for all students to acquire these skills, we emphasize good conduct, citizenship, accountability, respect, and effort. We ask for the support of students and parents as we work together to prepare our students for the future. This handbook contains useful information that will assist you in working with the school staff to make your child's school year most satisfactory. Please read it carefully and keep it in a convenient place for future reference. Please feel free to contact us if you have any questions, comments, or concerns during the school year.

Sincerely,
LYND PUBLIC SCHOOL EMPLOYEES

DISTRICT 415 MISSION STATEMENT

Lynd Public School has a safe educational environment and high quality, individualized curriculum which is the foundation that promotes student success and prepares students to become life-long learners.

DISTRICT 415 VISION STATEMENT

Being a leader in curriculum and technology will enable Lynd Public School to be a regional school of choice.

EDUCATION PHILOSOPHY

Within the economic situation of the school district, and in conformity with all federal and Minnesota statutes, it is our basic purpose:

1. To give each student opportunities to fulfill their individual potential, in order to become useful citizens.
2. To train each student to think logically, critically, and independently.
3. To equip each student with skills, habits, attitudes, and character traits essential to our present day culture, and to prepare students to make judgments.

Realizing these obligations, it is also recognized that the school district has only partial responsibility for the education and development of its students. This task of education must be carried on with the individual involved, their families, and others in the district. The Board of Education and the staff must at all times be sensitive to the goals of this philosophy in carrying on the district's program of education.

OBJECTIVES

The objectives are to: 1) design and provide the best curriculum possible within the philosophy, 2) employ the most capable people that are available to instruct, 3) provide organization and administrative support to enhance the school program, 4) provide facilities and equipment to enhance this educational process within the limits of public funds, and 5) develop a close relation with all segments of the community through better co-operation, communication, initiative, and inquiry.

ATTENDANCE POLICY

Regular and on time attendance is necessary for a student to be successful in school. The State of Minnesota has established laws concerning compulsory education and truancy.

GENERAL POLICY: Credit will not be granted to a student who has more than nine (9) absences per semester, eighteen (18) per year. This policy does not apply to prolonged illness, death in the family, or other exceptional circumstances. Notes from the doctor may be requested. All absences will be counted towards the accumulation of the nine (9) absences except when students are under the supervision of school personnel. Guardians and students who are in violation and want credit to be given to their child must go through an advisory committee to plead their case. Committee members could consist of classroom teacher, administration, and/or a school board member. Violation of the attendance policy could result in retention, summer school, and or any other action set forth by the administration.

EXCUSABLE ABSENCES: Excusing absences will be at the discretionary of the administration. Work must be made up. Students will be given 2 days to make up work for every day that they are gone. Any illness or other factors that require a student to be out of school for five (5) consecutive days will have a plan drawn up by their classroom teacher on the deadlines to get missing work turned in on a timely manner. Work not completed as specified by the teacher will be graded as zero or an incomplete grade will be issued. The office will accept the following as excusable absences:
(a) Illness of the student, (b) illness or death of a member of the family, (c) conditions over which the student has no control such as weather, roads, doctor or dental appointments, and (d) family activities.

PROCEDURE TO FOLLOW WHEN ABSENT:

1. Students absent from school should have their parent/guardian call the office (865-4404) by 8:30 a.m. the day of the absence. If the parent/guardian is unable to call the school, the student must bring a written note from the parent to the office when returning to school. The note must include the signature of parent/guardian and the reason for the absence.
2. The school office should be notified of planned absences such as family trips, so that the work to be missed can be made up in advance.
3. After a student is absent from school, he/she will be given two days for each day absent to complete make-up work. Credit will be allowed only if the work is made up within the required time. When it is deemed necessary, an individual teacher may permit

deviation from the regular schedule of make-up work. It is the student's responsibility to find out what work was missed and to complete it promptly.

TARDINESS: Students are expected to be on time to school and to each of their classes. Students who arrive late to school should report to the office with a note from their parent/guardian to give the reason for tardiness. Students who arrive at school before 10:00 a.m. will be counted as tardy. Three tardies for a day or a class will count as 1 absence.

LEAVING BUILDING DURING DAY: Students who must leave school during the day must have permissions from the office. Students should plan to meet parents/guardian in the office so regular classroom instruction is not interrupted and the office has a record of the departure. If a student leaves the building before 2:30 p.m., he/she will be counted absent for 1/2 day. Students who leave after 2:30 p.m. will be counted present for the entire day.

TRUANCY AND UNAUTHORIZED ABSENCES: As required by current statutes, regulations of the State Department of Education, and the School Board of this school district, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the administration. Students receiving unexcused absences will be subject to a reduction in grades for the day's work. Unexcused absences will be judged by the administration as they occur, considering all things involved. Two unexcused absences in a nine-week period will result in one detention period.

Truancy is being absent from school without approval of the school. According to Article 3 of Chapter 226, enacted at the 1995 Legislative Session, a student who is considered a "continuing truant" is defined as someone absent without a valid excuse within a single year for three days. When a student is a continuing truant, parents will be notified by mail and a conference set with parents, staff, and student.

ACCIDENT POLICY

If a student is injured at school, we will make every attempt to notify the parent. If a parent cannot be reached, other family members will be contacted. In addition, the family physician/treatment facility that is listed on the emergency data card will be contacted if necessary. Lynd Public School will do everything possible to ensure each child's safety and well-being.

ARRIVAL AT SCHOOL

The school day officially begins at 7:50 A.M. and ends at 3:25 P.M. Students are allowed into the building at 7:30 A.M. and breakfast is served beginning at 7:30 A.M.

AFTER SCHOOL

The school day for students ends at 3:25 p.m. All students are expected to leave the building unless they are involved in a directed activity or are receiving assistance from a teacher or tutor program.

BUSES

According to Minnesota Law and Lynd Board of Education Policy, riding the school bus is a privilege. The school reserves the right to revoke that privilege from students who do not observe the rules. Continued or serious misbehavior is a danger to the safety of all bus riders and can be cause for loss of bus riding privileges and even suspension from school. Serious offenses (as determined by the transportation director) may result in referral to law enforcement.

Bus behavior rules will be discussed with students the first week of school. Parents are asked to review the Bus Safety Rules with each child.

Violations of bus behavior rules will result in the student not being allowed to ride the bus. Minnesota legislation requires parents of a student who has lost bus privileges to transport their child or see that he/she is transported to school.

Only regularly assigned students are permitted to ride the school buses. Parents who wish that their child ride home on a bus with another student must send a written note. **Students WILL NOT be allowed to ride another bus without a bus pass.** A bus pass can be obtained through a written note or phone call to the district office. **If you do not call the school by 3:00 p.m., your child WILL BE dropped off at the normal drop-off spot.**

BUS SAFETY RULES

MISSION: It is the goal of Lynd Public School to provide safe and efficient transportation for the students of the district. We believe that rider misbehavior sidetracks us from achieving this goal. As such, we support the majority who behave by firm and fair enforcement of these rules for all. Remember, riding the school bus is a privilege, not a right.

a. Students of Lynd School are expected to obey and follow the rules listed below. The driver is fully in charge at all times. Students are to obey and respect the driver. If the following bus rules are violated, students will be referred to the principal for appropriate action.

b. Rules on the Bus

1. Remain seated while bus is in motion.
2. Do not talk to the driver when the bus is in motion.
3. Know all bus emergency exits and procedures (taught every fall to students).
4. Use inside voices when talking on the bus.
5. Listen and follow driver directions. Show respect to the driver, other passengers, and the bus itself.
6. Profanity, suggestive language, throwing of objects or hanging out the windows is not allowed. Windows will only be opened with driver approval and only down to the second notch.
7. Please keep all bus aisles free of any objects.
8. The driver has the right to assign seats.

9. Students may have food and beverage on the bus (if the driver approves it). Please throw all garbage in the trash container provided on each bus.
10. For the safety of all, please follow the following safety guidelines:
 - a. Avoid horseplay.
 - b. Avoid doing anything to distract the driver.
 - c. Line up in orderly manner when entering or exiting the bus.
 - d. When waiting for the bus or when exiting the bus, observe the bus safety zone (10 feet on all sides of the bus).
11. The Lynd School Board of Education requests that older students riding the bus set a good example for the younger students by following the rules and promoting school bus safety.
12. The use of tobacco is prohibited on the school bus.

c. **Consequences**

- 1st offense - Verbal warning from bus driver
- 2nd offense - Written warning from office
- 3rd offense - Removal from bus for 3 days
- 4th offense - Removal from bus for a week and parent conference with administration

CHEMICAL AND TOBACCO FREE

Lynd School is committed to providing a chemical-and tobacco-free environment. Our buildings, grounds, vehicles and school-related activities are chemical- and tobacco-free. The use or possession of tobacco, alcohol or other chemicals in the school building or grounds or at a school-sponsored activity is prohibited.

CHILD ABUSE AND NEGLECT

All adult school personnel are required by law to report any suspected case of child abuse or neglect to the appropriate law enforcement agencies.

CLASSROOM SUPPLIES & MATERIALS NEEDED

Each classroom teacher has a supply and materials list designed for their classroom and grade's needs. Each teacher may also require some special or additional materials for special projects throughout the year as well. This information will be sent home with your child as needed.

COMPUTERS AND TECHNOLOGY

The computer lab is equipped with DELL computers. Students are scheduled for weekly computer lab time. Group and individual lab time is also available to all students and teachers.

Internet access is available in the computer room. Students will be instructed on the district's acceptable use policy for Internet use and will be subject to the district's disciplinary procedures for misuse of programs or equipment.

Lynd School is committed to providing resources and instructions to enable students to effectively access and communicate ideas and information via technology.

CONFERENCES

Formal Parent/Teacher Conferences are scheduled twice a year. Please check the school calendar for the specific dates. Parents are encouraged to establish open communication with their child's teacher and teachers with each student's parents. In addition to the two scheduled conferences, parents and teachers are encouraged to have additional conferences as needed. Parents may request a conference at any time by calling the district office.

CURRICULUM MATERIALS

All print and non-print curriculum materials are available for parents to review. Please contact the office if you wish to examine curriculum materials.

DETENTION

When detention is given to a student, it will be served at the assigned time and location. Parents are responsible for picking up their child after detention is served.

DISCIPLINE

Every student at Lynd Public School is accountable for his/her behavior. If a student chooses to behave in a way that is disrespectful to others, disruptive to the learning environment, violates the rights of others or make school unsafe, the student will experience the consequences for the behavior.

The basic *Rules of Student Behavior* at Lynd School are:

1. *Respect others.*
2. *Respect property and possessions.*
3. *Respect yourself.*

Parental support is essential to maintain a positive learning environment.

Electronic Signaling Devices (Cell Phones/Pagers/I-Pods)

Lynd Public School recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with an electronic signaling device such as a pager or cellular telephone. Through the use of pagers and cell phones families can communicate better and students and staff can feel a greater sense of security while at school.

Thus, the following procedures were implemented for students and staff at Lynd Public School beginning with the 2009-2010 school year.

1. Students shall be permitted to be in possession of electronic signaling devices while attending school and school sponsored activities.
2. Students shall have electronic signaling devices (cell phones, pagers, I-Pods, etc.) turned off at all times during school hours. The only time that students may have the devices turned on or used is before school and after school. This policy also pertains to text-messaging.
3. Should a student receive a phone call during school that disrupts the classroom instructional process or a school assembly, the device shall be confiscated by a certified or classified staff member and be given to an administrator. The student may pick up the device at the end of the day in the office. A second infraction shall result in the signaling device being confiscated and the parent/guardian will be required to meet with the principal or the principal's administrative designee in order to retrieve the device. A third infraction shall result in disciplinary action with the consent to possess all signaling devices being revoked until the end of the semester and/or school year.

If a student needs to use a telephone, he/she is advised to ask permission from the teacher to use the phone in the classroom and/or the phone in the office.

FORBIDDEN ITEMS

For you review the following items have no place in school: knives, weapons of any kind, drugs, cigarettes, or alcohol. Students are not allowed to use personal CD/tape players or I-pods with headsets, cell phones or video games during school hours without permission. These items, plus anything else, which causes problems of control at school, will be taken from students. **Students may be suspended or expelled for knowingly violating the school district's weapon policy.**

LYND PUBLIC SCHOOL **POLICY ON STUDENT BEHAVIOR AND DISCIPLINE**

I. STATEMENT OF PHILOSOPHY

We believe that the Lynd students must have a fair and equitable code of behavior and discipline policy that will contribute to the quality of the school education program. Without discipline in the school, learning cannot occur. Therefore this school wide policy has been adopted.

Students are responsible for complying with the rules and regulations of the School District. All school employees along with parents share the responsibility for safeguarding the safety and health of each student by seeing that standards of behavior are maintained. The school board will support district personnel who act in accordance with state statute, and this policy. This policy recognizes that the teacher has the primary responsibility for maintaining the classroom environment.

II. RULES OF CONDUCT (GRADES K-4)
DISCIPLINE/HOMEWORK /RULES OF CONDUCT
BEHAVIOR CONTRACT—K-4 CLASSES
WE CARE

The behavior plan developed for grades K-4 uses colored levels similar to traffic lights to reinforce self-evaluation and positive behaviors. These colors allow students to earn prizes and special end-of-the month activities. Students may lose privileges if they drop to a lower color level. Individual conduct cards are marked with the color level reached by the end of each day. If a student ends on a lower color level, the problem area will be indicated for that day. Conduct cards will be sent home every Monday so you can discuss any trouble spots as well as lots of praise for improvements and excellence. Conduct cards must be signed by a parent and returned the next day.

<u>LEVEL</u>	<u>INDICATORS</u>	<u>POINTS EARNED</u>
Purple	“GREAT!” I am trusted to do the right thing on my own.	3
Green	“KEEP IT UP.” I only need a reminder once in a while.	2
Yellow	“BE CAREFUL.” I still need more than one reminder about the rules.	1
Red	“STOP AND THINK.” I need to do better.	0

CLASS RULES

- Walk and talk quietly in the halls.
- Treat others with respect.
- Respect other people’s space and property.
- Work neatly and quietly.
- Stay on task.
- Hand in homework on time.
- ALWAYS try your best.
- Have a positive attitude.

Each classroom will follow these procedures:

- Every student will begin the day at the green level, regardless of what color was achieved the day before. This allows everyone a fresh start.
- Students move up or down through the color system based on their behavior in every classroom or area of our school, as well as on school outings. Changes occur during the school day as needed.
- Final color for the day should be a reflection of the entire day’s events. The goal is to be on the green or purple level at the end of the day.
- Weekly conduct cards will be sent home to keep parents informed of their child’s progress. These are to be signed and returned promptly.

Failure to comply with the school rules will result in the following consequences:

- Red--A child who fails to improve his/her behavior or engages in serious misbehaviors will receive a red. Every child has the chance to move up through the color system during the school day by improving.
- Tardy--Each unexcused tardy will result in the drop of one color level at the end of the day.
- Homework--Any homework assignment not returned the day on which it is due will result in the drop of one color level at the end of the day.
- Important Papers--Any work folders, conduct cards, etc., that are not signed and returned the day on which they are due will result in the drop of one color level at the end of the day.

ZERO TOLERANCE

Any serious misbehavior, like those listed below, is an automatic drop to red; no reminders, no discussion. These misbehaviors will result in a trip to the principal's office.

Verbal or physical attacks toward another student

Verbal or physical attacks toward an adult

Damage to school property or property of others

III. RULES OF CONDUCT (GRADES 5-8)

Students are expected to behave at school. Disciplinary action may be taken against students for any behavior which is disruptive of good order or which violates the rights of others. Students may be put on in-school suspension or sent home for the remainder of the day if their behavior is unacceptable. The following acts are considered unacceptable behavior at school-sponsored activities or on the school grounds and are subject to disciplinary action by the Lynd School.

A. Truancy and Unauthorized Absences

1. As required by Minnesota statute and the School Board of District #415, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal.
2. For purposes of this policy, truancy is the absenting of one's self from school or class without the knowledge of the school, including being tardy. Truancy will be considered as an unexcused absence, and parents will be notified and disciplinary action will be taken, including detention as well as the possibility of in school or out of school suspension. Lynd Public School reserves the right to notify Lyon County Social Services and other law enforcement agencies in cases of extreme unexcused absences.

B. Damage to School or Personal Property

1. Any student caught stealing and/or vandalizing in the school building, on the school grounds or school property may be turned into the police at the discretion of the superintendent. In addition, the student may be suspended from school for up to 10 days and will be responsible for making restitution to the appropriate parties.
2. Lockers: Students in grades K-8 are provided lockers for books, clothing, and other personal articles. At no time are students to use the lockers for storage of illegal items or items of a hazardous nature. **Lockers are the property of the Lynd School District**

and can be inspected or searched by school personnel at any time without warning. In addition, students in grades K-8 can have their coats and book bags searched at any time if school personnel believe there is just cause. If a student commits an act which is considered unlawful, the information related to these acts will be reported to the local law enforcement agencies.

C. Physical Assault

Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another person. Physical assault by student against student or staff member is considered to be detrimental to the school climate and will not be tolerated. If necessary, staff members will use reasonable physical force to prevent or minimize injury to student or staff. Parents will be notified when a student assaults another.

D. Verbal Assault

Verbal assault is the use of abusive, threatening, profane, or obscene language, either oral or written by a student toward a student or staff member including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps. Parents will be notified in the event of a verbal assault.

E. Littering

All students and staff will make a conscious effort to place litter in appropriate receptacles, including recycling materials and food and paper products in the lunchroom. If littering becomes a problem, the services of the pop and candy machine will be suspended for 3 days. Students are expected to clean up after themselves in the lunchroom. The lunchroom supervisor has the right to instruct specific persons, groups, or the entire group in the lunchroom to pick up the litter before releasing a student or students to their next class or noon recess.

F. Explicit Language

The use of sexually explicit language or inappropriate show of affection during the school day or at a school function is not tolerated.

G. Threats and Disruptions

Threats to normal school operations or school activities including, but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable.

H. Weapons Policy

No student shall possess a weapon when in the school building, on school grounds or on any school sponsored trip or activity. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or on a school trip/activity.

Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or intimidate other person. Examples are as follows:
Firearms, whether loaded or unloaded, knives, clubs, metal knuckles, numchuks, throwing stars, explosives, stun guns, ammunition, chains, pellet guns, look-alike guns, and other non-functioning guns that could be used to threaten others.

2. Articles designed for other purposes but are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses and letter openers.

Please Note: A person who finds a weapon on the way to school or in the school building and immediately gives the weapon to a staff member or takes the weapon to the principal's office shall not be considered in possession of a weapon.

WEAPONS

Lynd School has a zero-tolerance weapons policy. Anyone found to be in possession of a weapon on school premises before, during or after school hours, or at any school sponsored activity is subject to administrative and/or legal action.

I. Dangerous, Harmful, and Nuisance Substances and Articles Policy

The student shall not possess, use, sell, transmit or be under the influence of any alcohol, tobacco, drug or other controlled substance either on the school grounds or off school grounds at a school function or event. The possession, use, sale or distribution of tobacco, alcohol, drugs or other controlled substances shall be subject to the disciplinary actions as set forth by the district's policy.

J. Nuisance Articles

The principal and school staff will be alert for any possible student involvement with dangerous, harmful, or nuisance substances or articles. If the principal or staff has reasonable cause to suspect that a dangerous or illegal substance or article is present in the school building, on school grounds, at a school activity, on a school bus, or is in the possession of a student, he/she shall investigate and take immediate and necessary action to safeguard person and property. Gang related graffiti will not be tolerated. Students who display in any form gang related signs or symbols will be required to stop signing and/or dispose of the item or remove the item. Failure to comply with a request will result in notification of parent or guardian and possible suspension from school.

IV. BEHAVIOR EXPECTATIONS

A. Behavior Before School Hours

7:30 – 7:50 a.m.

Breakfast in the cafeteria.

7:50 a.m.

Students in grades K-4 will line up in the cafeteria. The teacher will meet the class and escort to the classroom.

Students in grades 5-8 are dismissed from the cafeteria at 7:50 a.m. with the morning bell. They are required to go to their lockers get the items they need and report to class in a prompt and orderly fashion.

B. Behavior in the Building

1. No running in the hallway, in the classroom, or in the lunchroom.

2. Always use the RIGHT side of the hallways when in transit.
3. No loitering in the hallways, classrooms, or restrooms.
4. No excessive noise making or talking while in transit from one area of the building to another.
5. No pop, gum, candy, sunflower seeds, or any other foods will be allowed in the building OR on the playground during school hours for consumption by students.
 - Exceptions will be made for special days as designated by the principal, classroom teacher, or events.
6. If an accident or injury occurs, contact the principal's office immediately.
7. Any defacing of school property, or the breakage of, will be paid for by the student(s) responsible as determined by the proper authority. It is everyone's duty to see that our buildings and grounds are maintained and cared for properly. Be proud and see that others are too!

C. Behavior in the Hallways or Stairways

1. Walk in a quiet, orderly manner.
2. Display courteous, safe behavior.
3. Keep areas free from litter.

D. Behavior on the Playground

1. Students will stay inside the designated play areas.
2. Students will show respect for others at all times, follow instructions, and follow directions given by the supervisor/s.
3. Swearing will not be tolerated.
4. Fighting, name calling, physical or verbal assaults are forbidden.
5. No hard balls such as baseballs will be allowed.
6. Students will show pride in their school by keeping the building and grounds free of litter.
7. Students will take turns on equipment, (count to 25 on the swings).
8. Snowball throwing is prohibited.
9. No food, candy, pop, or gum is allowed.
10. Students must dress appropriately for weather conditions. They will still go outdoors if they do not have the appropriate clothing. They will stand along the fence-line. We need the parents understanding and help in enforcing this rule also.

SPRING & FALL: A light coat/jacket or sweatshirt other than the top or shirt that the student has on.

WINTER:

1. Cap or ear-band, not just the hood on a coat, unless the hood can be tied securely.
2. Mittens or gloves.
3. Winter coat or jacket.
4. Snow pants at all times for K-5. They will be told when the snow pants are no longer needed.
5. Winter snow boots will be required when the playground is covered with snow.

11. Students will not be allowed to slide down the hill behind the school during the winter months.
12. The playground supervisors may stop any game or activity they feel is dangerous or unacceptable.
13. During school, students will not leave the playground for ANY reason without a note signed by their parent and /or their teacher and the principal. The note must be shown to the supervisor on duty.
14. Students will settle differences peacefully. If it can't be settled, talk to the supervisor/s on duty.

E. Behavior in the Lunchroom

1. Sit at assigned table.
2. Remain seated until you are dismissed.
3. Eat only your own lunch.
4. Keep hands and feet to yourself.
5. Talk quietly and appropriately to others.
6. Dispose of food and utensils in proper manner.
7. Obey the directions of lunchroom staff.

F. Behavior After School Hours

1. Students are required to be out of the building by 3:30 p.m.
2. Exceptions include:
 - a. Students staying to talk to a teacher. Student must be in the company of the teacher.
 - b. Students participating in after school activities.
 - c. Students at after-school meetings.

V. DISCIPLINARY ACTIONS

A. Within Class

Teachers are expected to handle the normal range of behaviors within the classroom. Each teacher should have behavior expectations and consequences posted in the classroom. These will also be made available to parents and reviewed with students.

B. Removal from Class

Removal from class is the short-term exclusion of a student from the regular classroom routine. The school retains custody of the student. Removal of a student shall normally not exceed one class period. "Class period" in the elementary is a period of time not to exceed one hour, regardless of the subject of instruction.

In the event it becomes necessary for a student to be removed for more than one class period, the staff member and the principal shall have an immediate informal conference to determine the nature of the student's behavior and the circumstances involved. The length of time of removal shall then be at the

discretion of the principal. During this time, the student must remain in the area assigned and shall be the responsibility of the principal or her designee.

C. Grounds for Removal

Classroom teachers or instructional assistants may remove a student from class under the following grounds:

- a. Conduct which disrupts the rights of others to an education.
- b. Willful conduct which endangers school district employees, other pupils, the pupil himself/herself, or property.
- c. Willful violations of rules of conduct established in this policy or other policies as determined by the Board of Education.
- d. Other violations.

D. Procedure for Removal

1. Teachers or instructional assistants may isolate a student for all or part of a class period during which the teacher or staff member retains the responsibility of the student.
2. Teachers or other staff members may request the assistance of the principal. Staff member will send a student to the principal's office in the company of another person.
3. The student is responsible for all assignments missed during removal from class.

E. Disciplinary Action (Star Policy)

1. Disciplinary action may include but is not limited to:
 - A. Student conference with the teacher or principal.
 - B. Loss of school privileges.
 - C. Parental conference with school staff.
 - D. Modified school programs.
 - E. Removal from class.
 - F. Detention
 - G. In-school suspension.
 - H. Outside agency or police referral.
 - I. Exclusion.
 - J. Expulsion.

F. Notification of Actions

Students who are removed from class and sent to the principal will have their parent(s) notified by telephone or mail.

G. Policy Publication

Copies of this policy shall be published in the Parent-Student Handbook and distributed to students during the first month of the school year. The policy will also be distributed to school personnel.

H. Pupil Fair Dismissal Act of 1974

Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.

I. Special Education Provisions

Students who are currently receiving special education shall be subject to the provision of this policy provided these are not a direct result of their disability or handicap. When a special education student is removed from class, the special education teacher shall review the IEP for that student.

DRESS CODE

Students: Student dress policy is as follows:

- There is special concern about student dress and grooming as it influences the health and safety of students as well as its affect on the learning process. The school expects students to dress in a clean, safe, and school appropriate manner. Clothing which is disruptive or displays improper language or graphics will not be allowed. There is a special concern about excessively revealing clothing including backless tops. Students will not be allowed to wear any chains, spikes, or any gang related articles of dress. **Dressing in this manner is disruptive to the educational process and Lynd Public School reserves the right to send students home for inappropriate dress.** In addition, during the school day, caps or hats are not to be worn by students. Footwear must be worn at all times. Pants must be worn above the buttocks. Shorts can be worn when the forecasted high for the day is 65 degrees or higher. Underclothes, including boxer shorts and bra straps, must be covered with appropriate clothes. Belly-shirts or spaghetti straps will not be allowed, and weather appropriate clothing must be worn. Face and tongue piercings are not allowed as well. Teachers will report inappropriate dress to building administration or send students to the office. The administration reserves the right to determine what is considered appropriate dress and grooming. Failure to comply with this policy with this policy or the request of administration concerning dress or grooming will result in disciplinary action, including possible suspension from school until the student complies with the request.

EQUAL EDUCATIONAL OPPORTUNITIES

Every pupil of this district will have equal educational opportunities, regardless of race, religion, gender, national origin, age, marital status or status with regard to public assistance or disability. No student shall be excluded on such basis from participation in or access to educational opportunities, counseling or activities.

FIELD TRIPS

Field trips serve as valuable educational experiences. They offer the students an opportunity for learning outside the classroom. The same rules of conduct apply on field trips that normally apply in the classroom and on the bus.

Parental permission forms are required for each student to participate in any school trip. All trips will be approved by the administration and planned to accomplish specific educational objectives by the teachers. For certain activities, we reserve the right

to request partial financial support to help defray the cost of an activity. We believe it is important to provide a variety of learning experiences for students.

Parents will be notified of the date, time, place, and purpose of each field trip and will have the right to request their child be excluded if necessary. The child will be supervised at school if parents prefer he/she not participate in a field trip.

FIRE, TORNADO AND LOCKDOWN DRILLS

Fire and severe weather drills are conducted regularly throughout the school year. Safe shelter areas are designated in the school. Exit procedures are clearly stated and posted. It is important that movement is made rapidly and orderly. Tampering with fire extinguishers and fire alarms is against Minnesota Law and is subject to a misdemeanor charge. Lockdown drills are conducted four times a year for the students security.

GYM SHOES

All children should use “gym shoes” for Physical Education. This will help the gym floor stay clean and will also help prevent sliding. These shoes don’t need to be new, but should be clean and serviceable.

HARASSMENT

Everyone in District 415 has the right to feel safe and respected. We have a policy to prevent religious, racial or sexual harassment and violence of any kind. Any words or actions that make a student feel uncomfortable or afraid need to be reported to an adult. All reports will be subject to investigation as set forth by Minnesota Statute and local school district policy.

DISTRICT #415 POLICY AGAINST RELIGIOUS, RACIAL, SEXUAL OR OTHER HARASSMENT AND VIOLENCE

1. Everyone at District #415 has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, sexual or other harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. name calling, jokes, or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers, or t-shirts;
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any word or action makes you feel uncomfortable or fearful, you need to report this to a teacher, counselor or the District’s Human Rights Officer, which is your building administrator.

4. You may also make a written report. It should be given to a teacher, counselor or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial, sexual or other harassment or violence and will take appropriate actions based on your report.
7. The school district will take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District #415 policy against religious, racial, sexual or other harassment and violence. Complete policies are available in the Administration office upon request.

RELIGIOUS, RACIAL, SEXUAL OR OTHER HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.

CONTACT: LYND PUBLIC SCHOOL

ATTN: HUMAN RIGHTS OFFICER

P.O. BOX 68

LYND, MN 56157

PHONE: 507-865-4404

HEALTH EMERGENCY AND ILLNESS

It is the goal of the health services to keep students in school as much as possible. However, there are times when students need to stay home to prevent exposure and the spread of illness to others.

Here are some guidelines to help you determine if your child should stay home:

Temperature of 100 degrees or higher - Students should not return to school until fever free (without medication) for 24 hours.

Vomiting or diarrhea - Students should stay home until 24 hours after the last episode.

Chicken Pox – Students should not return until pox are dry and crusted. Please inform the nurse/office if your child has chicken pox.

Pink eye (conjunctivitis) – Students may return 24 hours after treatment has started. Please inform the nurse/office if your child has pink eye.

Impetigo – Students can return 24 hours after prescription treatment has started.

Skin rash – Students will not be admitted to school with an undiagnosed skin rash.

Strep throat – Students can return to school after 24 hours of antibiotic treatment. Please inform the nurse/office if your child has strep.

Lice – Students can return to school after one lice treatment and are nit free. Office personnel will re-check for nits; students may be sent home if nits are found. A copy of the district's head lice policy is found on the next page.

Since students often become ill during the day and are not able to stay in school, it is essential that each parent fill out the emergency sheet so school personnel know where to reach a parent or other contact person during the school day. It is important that arrangements are made with a neighbor or relative to pick up the child and care for him/her if a parent cannot be reached.

HEAD LICE POLICY

What Is It:

Head lice are small insects about 1/8 of an inch or approximately the size of a sesame seed. They are grayish-brown in color and do not have wings. They have 6 legs on their upper body that allows them to crawl very fast. Lice are not able to jump, swim, or fly. They live in the hair on the head and feed on blood through the skin of the scalp. They lay eggs called “nits” on hair strands near the scalp. Lice live approximately 30 days and lay approximately 6 eggs per day. The nits hatch in 7-10 days and the cycle repeats itself.

Who Gets It and How:

Anyone can get head lice. It is not an indication of dirtiness nor should it be shameful. Three to six million Americans are affected each year, primarily preschool and school age children. Any place children get together, such as schools, preschools, and day care centers; they are at risk for getting head lice. Lice spread from person to person by crawling. This can happen by:

- Head to head contact
- Sharing hair ties, headbands or barrettes
- Sharing hats, coats, scarves
- Sharing combs and brushes
- Sharing helmets and headphones
- Contact with infested bedding, towels, or toys

What to Look for:

Your child may complain of their head itching or you may notice frequent scratching of the head. Check your child’s hair under a bright light, such as direct sunlight or a florescent lamp. Since lice are small and fast they are difficult to find. Look for the teardrop shaped nits attached to the hair strand near the scalp. A nit may be cream, brown, gray, yellowish or clear colored. They are glued on to the hair and cannot be flicked off or moved easily. Lice lay their eggs in the warm moist areas of the head such as the hair at the back of the neck and around the ears. Look in these areas first, then check the rest of the scalp and hair.

Treatment:

Head lice are treated with special lice killing products applied to the hair. Most of these products are insecticides and must be used only as directed. Some over the counter brand names are Nix, Rid, Clear and Pronto. Prescription treatment products are also available from your physician. Check with your physician before any treatment if you are pregnant or if a child is less than 2 years old. After treating the child, all the eggs or nits must be removed with a special nit comb, your fingers, or tweezers. All the nits must be removed, as the treatment products do not kill all the eggs.. Keep brushing with nit

comb twice a day. If not removed, they will hatch and start a new infestation. Re-treatment may be necessary in 7 days. All household members must be checked and treated if lice or nits are found.

Since lice may crawl or hair with nits can fall off the head it is important to clean the environment. Thoroughly vacuum all carpeting, furniture and car interiors. Wash in hot water and dry on hot setting: all recently used clothes, hats scarves, coats, bedding, pillows, hair ties and washable stuffed animals if the child sleeps with them. If an item is not washable, vacuum it thoroughly.

Lice are communicable so it is important to report all cases to your child's school and day-care providers. Your child must be free of all lice and nits before returning to school.

Prevention:

1. Check your child's hair daily at first then weekly.
2. Teach your child not to share hair care items, hats, or hair ornaments.
3. Wash hair frequently and brush thoroughly daily.
4. Teach your child not to share towels, pillows, or blankets.
5. Wash coats and hats frequently.

HOMEWORK POLICY

The school program is developed with supervised study as part of the daily program. If students use their time wisely at school they will not have as much homework. However, students should plan to spend some time other than school hours working on academics. If a student misses school, they will need to make up the assignments. If they miss more than one day of school, arrangements should be made to pick up schoolwork so they do not fall too far behind. Arrangements will be made for situations of lengthy illness, allowing a student adequate time to complete the required work.

Philosophy

The Board of Education acknowledges the importance of current research* in developing and implementing homework policies and guidelines that will maximize the effectiveness of homework as a strategy for improving student success.

The overall effectiveness of homework in achieving improved student success is dependent on many variables including the purpose, type, and quantity of homework assigned, the grade level of the student, as well as the role played by teachers, students, and parents in the design, completion, evaluation, and grading of homework.

Purpose

Research has clearly shown that homework has different purposes at different grade levels. Homework for younger students should be designed to develop positive attitudes and work habits while homework for older students should develop or expand content knowledge.

Student performance is enhanced by five types of homework:

A. Study skills and habits: Homework assignments designed to improve skills such as concentration, discipline, note taking, reading for understanding, and reading for pleasure.

B. Practice/Review: Homework assignments designed to reinforce material presented in class and/or develop mastery of skills.

C. Preparation: Homework assignments designed to introduce material that will be helpful in understanding future instruction.

D. Skill Integration: Homework assignments designed to utilize separately learned skills and concepts and apply them in the completion of a single product such as a book report, science project, or writing assignment.

E. Extension: Homework assignments designed to transfer previously learned skills and concepts to other situations such as making real world and cross-curricular connections.

*

Grade	Cumulative Minutes/ School Day	Type(s)
Kdg	0 - 10	Study skills/ Habits
1 - 2	10 - 20	Study skills/Habits Practice/Review
3 - 5	30 - 50	Study skills/Habits Practice/Review Preparation Skill Integration
6 - 8	60 - 90	Practice/Review Preparation Skill Integration Extension

It is widely recognized that activities such as independent and recreational reading, practicing musical instruments and practice for extracurricular activities are also essential for improving student performance. These types of activities are generally expected to be completed in addition to study skill and content homework.

Use of Homework for Grading

At the Federal, State, and District level there is an expectation that student performance is to be measured and reported on the basis of clear curriculum content and student performance standards. Therefore, academic grades should be directly based on student performance in mastering approved State and District curriculum standards. Whereas homework is an instructional strategy for improving student success, it may only be used to formally evaluate student performance when it is directly related to the student's mastery of academics curriculum standards.

Responsibilities

A. Teacher

There is substantial evidence that the quality of the homework assigned and teacher response to homework enhance its value in improving student success. While it is not practical nor necessary to give in-depth feedback on every homework assignment, teachers should use strategies that will maximize the effectiveness of homework assignments. Therefore, teachers must:

1. design the homework for one of the appropriate purposes noted above;
2. design the homework so that it can be accomplished by the child independent of direct support from others;
3. clearly communicate to the student the purpose, directions, and expectations for all homework assignments;
4. clearly establish and communicate to parents the general purpose and expectations for homework, and encourage feedback regarding quantity and difficulty of homework.
5. provide timely and appropriate feedback to students and parents using strategies that will:
 - a. Acknowledge receipt of the homework;
 - b. Monitor for completion and accuracy;
 - c. Give timely feedback on key assignments;
 - d. Give significant feedback on assignments based on extension, or skill integration.

B. Student

There is strong evidence that students who complete appropriate homework assignments will demonstrate significant improvement in academic achievement. Therefore, students have a responsibility to develop the discipline and study skills necessary to complete homework on a regular basis. Students must:

1. have a system for recording homework assignments on a daily basis;
2. have a clear understanding of the homework assignments before leaving school;
3. have the books and materials necessary to complete the assigned homework;
4. allocate an appropriate amount of time daily for the completion of homework;
5. turn in homework assignments when requested.

C. Parent

Research strongly suggests that parents have an important role to play in providing an opportunity for students to complete homework. However, the research is also clear that parents should not assume responsibility for the actual completion of the student's homework. Therefore, to the extent possible, it is recommended that parents are responsible for providing the following:

1. time for students to complete homework;
2. a place for students to complete homework;
3. the basic materials needed;
4. the expectation for homework to be completed;
5. the supervision necessary to ensure successful completion of homework;
6. information to the teacher about homework questions or concerns, and feedback regarding the quantity and difficulty of homework.

Assignment Completion Policy

We at the Lynd Public School feel that schoolwork is very important for our students. This includes daily assignments and homework. Therefore, the middle school staff has designed the following policy.

- If a student does not turn in an assignment the day that it is due, that student will receive a deduction of 25% of total possible points on that assignment.
- This assignment needs to be turned in as soon as possible.
- The latest that a teacher will accept an assignment will be the following Monday or the first day of the school week.
- If an assignment is not turned in by the end of the day (Monday) that assignment will be given a grade of 0 and a letter will be sent home to the parents to inform them of the situation.
- In the event that a student is absent from school, they will be given two days per absence to make up all missing work.
- In extreme situation the administration can allow an exception to this policy.

Promotion/Retention Policy

Elementary School

The promotion of a student from one grade level to the next for elementary schools shall be based primarily on the successful completion of work and appropriate attendance required at the specific grade level of the student. It will be the individual classroom teacher's responsibility to have discussed with the school's principal the promotion of any student not on grade level.

When retention is recommended, it should occur at the earliest possible time in the student's school career. The primary consideration for grade assignment shall be successful achievement in reading, math, spelling, and language and have appropriate attendance according to school policy. Other factors such as the student's ability to learn,

social and emotional maturity, achievement in other subjects and attendance shall be considered.

Students considered for retention in grades K-8 for the first time shall be reviewed by the Teacher Assistance Team (TAT). These results are to be used as supportive information and not be the sole instrument to determine retention. For those students whose educational performance is not commensurate with their peers and are suspected of having an exceptionality, a written referral to the TAT shall be made.

Should a student be considered for a second elementary retention that student will automatically be referred to the TAT for consideration for evaluation. This is to be done by the first week in April of each school year.

When a student is experiencing academic difficulty, the parent(s) shall be notified as soon as possible. Should a student be seriously considered for retention, the parent(s) shall be notified by March 1st, unless there are reviewed, mitigating circumstances. A conference should be scheduled with the parent(s) to discuss the probability of retention as well as to counsel with the parent(s) on how to deal with the retention should it occur. Written permission from the parents for retention is not required, but parent(s) must be notified of the specific reasons for retention.

Grades on the report cards are to reflect evidence of the student's inclination for promotion and/or retention. The final decision in regard to promotion and/or retention rests with the individual classroom teacher(s) and building principal. Additional professional staff members may be consulted for input. Should there be an impasse at the school level, the final decision will be made by the appropriate administrator.

Middle School

In the middle school grades (6-8) a student must have an overall comprehensive grade average of 1.0 for the first year. They cannot receive an "F" for the year in any one of the following subjects: Language Arts, mathematics, and reading. A student may be retained in one grade for more than one year, but not more than two years without being referred to the TAT.

If a student has a D one semester and an F one semester, for promotion/retention purposes the nine week grades and exam grades will be averaged to determine the final grade, provided that there were no more than two F's during the year.

A student who has failed for two years in the same grade and who has been tested with the results not indicating the need for special education services, is then considered for promotion or retention by a committee made up of the principal, counselor, and all teachers who have had classroom contact with the student. All academic, emotional, and social areas as well as their chronological age should be considered by this committee in regard to the student's promotion or retention

HOT LUNCH PROGRAM

Lynd School provides a nutritious breakfast and hot lunch for every student who chooses to eat. Breakfast is \$.80 per meal or \$16.00 for 20 meals. If you qualify for free and reduced lunches, breakfast will be free. The price for a hot lunch is \$2.00 per meal or \$40.00 for 20 meals. Milk is provided with each meal purchased and additional milk is \$.30 per carton. An adult meal on a normal day is \$3.00 per meal. Any special event meals are \$3.50 per meal.

We request that all lunch accounts are kept current. Make checks payable to Lynd Public School. If for some reason an account develops a negative balance, a notice will be sent out requesting prompt payment. Free and reduced priced breakfasts and lunches are offered to all families who qualify, and we encourage families to apply if they think they might qualify. Much of the funding we receive is based on our percentage of students who qualify for free or reduced meals. Parents should check with the business manager for qualifications and applications.

IMMUNIZATIONS

According to Minnesota law, before a child enters school, he/she must have up-to-date immunizations. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school.

Students transferring from another school district will have 30 days from the time of enrollment to provide proof of immunizations. Minnesota law requires schools to deny entrance to new students who do not have the proper immunizations.

INSTRUMENTAL MUSIC PROGRAM

The band program for elementary students begins in the fifth grade. Students who are interested in playing band instruments are encouraged to participate. Instruments can be rented from the school. The cost for instrument rental is \$25 per year. Conferences should be held with the band instructor before renting or purchasing an instrument. The instructor will direct you as to purchase after having this conference regarding your child's participation in band.

LEAVING SCHOOL DURING THE DAY

Parents who wish to have their child leave school during the day must contact the office or send a written note with the child. The student must wait in the office until the parent or designated adult arrives. The person who picks up the student will be required to sign a release form.

The school may require verification of the right of custody from anyone requesting early dismissal of a student.

LIBRARY

The library has a wide assortment of books, magazines, reference materials, videos, and cassettes. Students are encouraged to check out books or other materials. Fines are not assessed for materials or books that are overdue, however, students will be responsible to pay for lost or damaged items at the end of the school year.

LOCKERS

A hall locker is furnished for each student in grades K-8. These lockers are the property of Lynd School District #415 and can be inspected or searched by school personnel at any time without warning. Lockers are provided as a place in which

students can keep their possessions. The school is not liable for items lost or stolen from lockers. Please do not bring valuable items or large sums of money to school. The school will provide padlocks for grades 3-8. No locks are to be brought from home. Any intentional damage done to lockers or padlocks will result in disciplinary action, including reimbursement for the cost of repair or replacement of damaged items. There will be no switching of lockers without approval from Homeroom Teacher and Principal.

STUDENT LOCKERS

The State mandated locker search policy is as follows:

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

LOST AND FOUND

All clothing and school supplies should be marked with identification. A collection point for lost and found items will be maintained by the office. If something belonging to your child is missing, please check there. Clothing and supplies that are unclaimed will be given to charity after a reasonable length of time.

GENERAL STATEMENT OF STUDENT MEDICATION POLICY

The purpose of this policy is to set forth provisions that must be followed when administering non-emergency medication to students. Many children with chronic and/or acute health conditions are able to attend school because of the effectiveness of their prescribed medication(s). Safe and effective administration of medication includes monitoring of the child's response to the medication to ensure that the medication is therapeutic and has minimal interference with learning. Whenever possible, the parent of guardian should make arrangements so that it is not necessary for school personnel to administer a medication to a student. The medication of a student shall only be done in exceptional circumstances wherein the child's health or education may be jeopardized without it. Only the school nurse or the person she delegates this responsibility to, including office personnel, the administration, or the student's teacher may administer medication.

If your child must take any kind of medicine during school hours, please notify your child's classroom teacher. DO NOT send these medications in an envelope or have your child carry them to school in a pants pocket or book bag. Students requiring medication at school should be made known by parents and/or physician to the appropriate school personnel in the office. Medication brought to school to be taken by

your child while in school should be in the original container. This should include the doctor's name, child's name, prescription name, and why the medication is being taken. A parental note would be beneficial to all. Aspirin/Tylenol will not be administered to students without parental permission.

PRESCRIPTION MEDICATION ADMINISTRATION

The parent or guardian must provide the following information when school personnel administer prescription medication:

1. A signed authorization statement by the parent or guardian.
2. A completed Physician's Order for Medication Form (most clinics should have this form). This form can also be obtained from the Lynd School office.
3. Prescription medication must come to the school in the original prescription container (the doctor can request that two prescription containers be prepared by the pharmacy).
4. Medications are generally not to be carried by the student. If an exception is to be made, there must be a written agreement between the school district and the parent. Possible exceptions could include an asthma inhaler. If a student has written permission to carry an inhaler, the teacher must be notified when the student used the inhaler so it can be documented.

*Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. The medication must be brought to the office, where it will be stored in a secure area. Office personnel will distribute medications at the appropriate time.

MILK PROGRAM

Students in grades K-5 have one milk break each day. **Kindergarten milk is free** under the Minnesota Kindergarten Milk program. The cost of milk for students in grades 1-5 is:

Grades 1-5: \$44.00 per year
 \$00.30 per day

No milk break money refunds will be given to students for days missed or because they choose not to take milk on certain days.

The cost of milk for the year should be paid in one check prior to **October 1**.

PARENT INVOLVEMENT

The Lynd School recognizes and supports a parent's interest in his or her child's education. We acknowledge that each student's future success depends on the education he or she receives today and we strive to create a partnership to provide conditions which allow a child to be successful.

We welcome parent involvement through your attendance at programs, activities, conferences, and meetings. We hope to provide opportunities for you to communicate with the school and its staff and to become involved as volunteers.

The Lynd School encourages open communication between students, teachers, parents, and administration. The administration encourages parents to discuss personal concerns or classroom problems with the teachers first. If you are not satisfied with a response, you are encouraged to meet with the administration. In the event that you are not satisfied with the response from the administration, the School Board Chairperson requests a written communication concerning the matter.

PARENT PERMISSION SLIPS

Please write a note and send it to school for the following situations:

- Your child is going to someone else's home after school.
- Your child is riding a different bus.
- You want your child to stay in during recess or miss physical education.
- Your child will leave school early.

Once students arrive at school, they cannot leave school grounds without permission. All students who are arriving and leaving during the school day **MUST SIGN** in and out in the school office.

PETS

District Administration must approve all animals and/or pets that come to the building at all times. If approved to remain in the building, it is the responsibility of the staff member to maintain a clean and safe environment for students and animals.

REPORT CARDS

Report Cards are issued at each nine-week interval. These will generally be mailed home during the week following the end of the quarter. Letter grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and I are used in marking academic grades in grades 5-8. Incompletes must be made up by the student in the amount of time specified, in order to avoid having the "I" changed to an "F". Attendance and tardiness, as well as narrative comments, may be recorded on the grade card. Students are encouraged to discuss their progress with their respective teachers as well as their parents or guardians.

Grades and Honor Roll: A student will be placed on the B Honor Roll when all grades for courses taken average at least a B- and have a G.P.A. of 2.67 or better. A student will be placed on the A Honor Roll when all grades for courses taken average at least an A- and have a G.P.A. of 3.67. Any grade of either "D" or "F" or an "Incomplete" on the grade card will automatically disqualify anyone for the Honor Roll for that marking period. Honor Roll will be for grades 5-8 only.

The marking symbols below are indicative of a student's work in comparison with the rest of the class:

Letter Grade	Percentage	G.P.A.
A+ =	100, 99	4.00
A =	98, 97, 96, 95, 94	4.00
A- =	93, 92	3.67
B+ =	91, 90	3.33
B =	89, 88, 87, 86, 85	3.00
B- =	84, 83	2.67
C+ =	82, 81	2.33
C =	80, 79, 78, 77, 76	2.00
C- =	75, 74	1.67
D+ =	73, 72	1.33
D =	71, 70, 69, 68, 67	1.00
D- =	66, 65	0.67
F =	64 and below	0.00

Important Note:

The above letter grades and reporting procedures may not apply for students in grades K through 4th. The teachers in the elementary school will communicate their grading practice to students and parents at the beginning of the school year.

SPECIAL EDUCATION SERVICES

The Lynd School District makes every effort to meet the needs of all learners. Programs are available for speech and language services, learning disabilities, mental and physical handicaps, as well as psychological and social services. If parents have questions concerning any of these services, contact the office.

SCHOOL CLOSINGS

In our effort to improve communication between parents and school, Lynd Public School is instituting a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The majority of the scenarios that we intend to utilize this system for are due to inclement weather, and include the following:

- School cancellation
- Late start of school
- Early dismissal
- Afternoon athletic practice cancelled
- Evening music or athletic event cancelled

Please be assured that Lynd Public School will continue to report school closing due to snow or weather on KARZ-107.5 FM, KMHL-1400 AM, KKCK-99.7 FM, KLOH-1050 AM, and KISD-98.7 FM radio stations, KSTP, KSFY, KMSP and KELO television stations, and on www.marshallradio.net. This communication system will serve as an overlay to the public announcements.

SCHOOL DAY

The school day begins at **7:50 a.m.** Students who arrive at school after the start of the school day must report to the office before going to the classroom. Students are dismissed at **3:25 p.m.**

SCHOOL REGISTRATION POLICY

A registration form is required for all students. Before the beginning of each school year, these forms will be sent out to previously enrolled students. Any new families are asked to stop in the office and register their child/children. Please fill these forms out completely, including emergency phone numbers, home phone numbers, and work numbers.

STUDENT HEALTH SERVICES

A Registered Nurse is contracted on a part-time basis from LLMP Public Health Services by the school district. The nurse conducts services such as vision, hearing, and scoliosis screening as well as human growth and development. In addition, the nurse oversees the total student health program of the school. All students are required by law to be immunized against a variety of diseases and illnesses. Each student must have an up to date immunization record on file with the school. Failure to comply with this law will result in the student not being allowed to attend school. If a student is in the process of receiving the proper immunizations, a statement from the doctor or community health agency is necessary for entrance.

STUDENT PARTICIPATION POLICY

If a student is unable to participate in a certain activity due to illness or injury, we require that a written notice from the parent or doctor be submitted to the Lynd School office. If the student is required to miss more than one (1) week of activity, a doctor's excuse is requested.

STUDENT PICK-UP AND DELIVERY

Students expecting to be picked up after school are to leave the school through the exit near the lunchroom, not the lower elementary entrance. In order to avoid any possibility of an accident, we ask that parents who drop off or pick up students stay clear of the area where the buses drop off and pick up students.

STUDENT PROGRESS

Students in the upper grades will use assignment notebooks that serve as one way parents and teachers can communicate. Students in lower grades will have folders. Parents are encouraged to contact teachers at any time during the school year to discuss their child's progress.

STUDENT RECORDS

Certain information about students is considered "public" under state and federal laws and school district policy. Unless parents give specific instructions to the contrary, Lynd School District #415 regards the following information as public information: name, address, phone number, date and place of birth, grade level, dates of attendance, participation in activities, pictures for school-approved publications, newspapers, videotapes, and honor roll information. Parents must sign a request to keep any or all-public information from being released in accordance with U.S. Federal Public Law #93380.

SCHOOL TELEPHONE

Every classroom at Lynd Public School is equipped with a telephone. Students will be allowed to use the school and or classroom telephone only for emergencies. Permission must be granted by the teacher to use at anytime.

Students are not allowed to receive phone calls except in emergencies. A message will be relayed to them.

TUTORING SERVICES

Tutoring services is a program for providing additional help to students in the areas of reading and/or math. Students are eligible for assistance if they meet eligibility criteria on a standardized test and are referred by the classroom teacher.

VALUABLES

Students are discouraged from bringing large sums of money and/or valuables to school. The practice of leaving such items on or in a desk, jacket or coat, locker, and/or book bag is a decided risk. Please do not bring such items to school if at all possible.

VISITORS

Lynd School welcomes and encourages visits by parents and community members. This is your school. We require that visitors report to the office before visiting any area of the school. It is recommended that visits be prearranged with the teacher or the office to prevent an interruption during an assessment time. Students who wish to have a relative or friend come to school with them for a day must have the pre-approval of the principal.

VOLUNTEERS

Volunteers play a valuable role at Lynd School. All parents as well as community members are encouraged to become a part of our volunteer program. Volunteers are used to chaperone field trips, tutor students, assist the teacher with classroom projects, help with health screenings, provide library helps, or serve as a resource to share information with students about one's job, hobby, or travel.

Anyone wishing to volunteer is asked to fill out the volunteer form or call the district office.

WITHDRAWING A STUDENT FROM SCHOOL

In the event that a student withdraws from the Lynd School, we request that the office be notified and that a transfer form be filled out. This will enable us to provide the new school with pertinent information. When the Lynd school receives a release of information form from the new school, the student's permanent records will be transferred to the new school.

DISTRICT #415 POLICY ON STUDENTS AND EMPLOYEES WITH HIV OR AIDS

I. Students: It is the policy of the School Board that students with HIV or AIDS not be excluded from attending school in their regular classrooms so long as their attendance does not create a substantial risk of transmission of the illness to children or employees of the School District. A procedure for minimizing interruptions to learning resulting from HIV or AIDS will be established by the School District in consultation with community health and private health care providers. Procedures for inclusion or exclusion of students with HIV or AIDS from school will consider educational implications as well as recommendations from the County Public Health Agency, the Minnesota Department of Education and the United States Public Health Services Centers for Disease Control.

II. Employees: It is the policy of the School Board that employees with HIV or AIDS not be excluded from attending to their customary employment so long as they are physically able to perform tasks assigned to them and so long as their employment does not create a substantial risk of the transmission of illness to children or employees of the School District.