Lake of the Woods Elementary School

Home of the Bears

Student Rights & Responsibilities Handbook

2026-27

Lake of the Woods High School
ISD390
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218-634-2510
-www.lakeofthewoodsschool.org

Updated 7-27-26

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Dear Students and Parents/Guardians,

Welcome to Lake of the Woods School and the 2026-27 school year!

Our focus as a school is to provide opportunities for all students to succeed. Your involvement and support are a vital component in accomplishing the mission of Lake of the Woods School District 390. With students, parents/guardians and school staff working together, we will make this an outstanding year.

To help you be successful, this handbook containing an explanation of school expectations and policies for students in grades PreK - 5 has been prepared for your reference. It is important that you become familiar with the procedures and regulations that govern the school. All students are required to abide by the Rights and Responsibilities Handbook. Some rules are condensed in this handbook; however, complete policies are available on the district website. Students and parents/guardians, please take time to read and discuss the Student Handbook and to keep it handy for future reference.

If at any time you have questions about the information in this handbook, please contact me at 218-634-2510.

As your principal, I would personally like to welcome you. I am looking forward to a successful year as we focus on the District vision to strive to be a premier school district that inspires and prepares all learners to thrive today and tomorrow. Together students, parents/guardians, faculty, staff and administration will achieve a rewarding year for each student at Lake of the Woods School.

Sincerely,

Lake of the Woods School Principal

Go Bears!

Mission

To ensure that all learners achieve their highest potential and become contributing citizens in a rapidly changing world.

Vision

To be a premier school district that inspires and prepares all learners to thrive today and tomorrow.

This handbook and its contents were approved by the Lake of the Woods School Board of Education at the July 2026 Board meeting. Several of the policies in the student handbook are condensed. The handbook may be changed or amended anytime during the school year. Updated handbooks are posted on the District website.

SCHOOL RESPONSIBILITY AND AUTHORITY

All employees and students of Lake of the Woods School have the responsibility to enforce school regulations. The principal, teachers, office personnel, cooks, bus drivers, student supervisors, paraprofessionals, custodians and fellow students have the right and responsibility to address those who violate school rules.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to: attend school and gain an education as provided by law, including the right to classroom instruction and individual study without interruptions, disruptions or distractions; free speech and expression as long as such expression is not libelous or obscene, does not interfere with the rights of others or disrupt the school setting; participate in student government and positive change; privacy of their school records.

Student responsibilities include regular attendance; conscientious effort in school work and activities; respect for the rights of other students, school staff and school visitors; upholding local, state, and federal laws along with district and school policies and regulations. Students share with the administration and staff the responsibility of establishing and maintaining a safe, stimulating and productive learning environment.

BOARD OF EDUCATION

Craig Severs, District 1
Boyd Johnson, District 2
Nate Hayes, District 3
Robyn Sonstegard, District 4
Kayla Johnson, District 5
Jerem Haack, District 6

SCHOOL TELEPHONE DIRECTORY

District Office: 218-634-2735 ext 1501
Main Office: 218-634-2510 ext 1421
Main Office Cell Phone: 218-434-0427
Health Office: 218-634-2510 ext 1522
Superintendent: 218-634-2510 ext 1506
Principal: 218-634-2510 ext 1436
Transportation Director: 218-634-2510 ext 1515

ELEMENTARY SCHEDULE

Bus arrival and breakfast served 7:45 a.m. - 8:00 a.m.
Class begins at 8:15 a.m. and dismisses at 3:00 p.m.
Buses depart at 3:10 p.m.

SCHOOL HOURS AND STUDENTS IN THE BUILDING

School hours are 8:15 a.m. - 3:00 p.m. Students are not to be dropped off until 7:45 a.m. and are required to leave the building promptly upon dismissal. After 3:00 p.m., students must be supervised by the person in charge of the after-school activity. Students are not to stay with an older sibling who is staying for an activity.

When students arrive at school they are to go directly to breakfast or sit at a table in the Commons Area until 8:05 a.m.

All exterior doors will be locked from 8:15 a.m. - 2:45 p.m. If you need to enter during the school day, use main doors and press the button on the security panel on the right. All visitors are to report to the main office during school hours.

PROCEDURES- EARLY PICK UP/ LATE ARRIVAL

If a student needs to leave school prior to the end of the day, send a note to the teacher and office stating the time you will pick up your child at the main office. The office will call your child's classroom teacher to notify them that you have arrived. No student is permitted to leave with anyone unless requested and approved by the parent/guardian. Adults are required to come to the main office to sign your child out of the building.

CALENDAR

Teacher Inservice	August 31 - September 2
High School Open House	September 2
First Day of School	September 8
Mid Quarter 1	October 2
No School, MEA Break	October 15 – 16
End of Quarter 1, Noon Dismissal	November 6
Parent Teacher Conferences	November 12
Thanksgiving Break	November 26 – 27
Mid-Quarter 2	December 11
Christmas Break	December 23 – January 1
No School, Teacher Inservice	January 18
End of Quarter 2/Semester 1, Noon Dismissal	January 22
No School, President's Day	February 15
Mid-Quarter 3	February 24
No School, Teacher Inservice	March 8
End of Quarter 3, Noon Dismissal	March 25
No School, Easter Break	March 25 – 29
School Showcase	April 8
Mid-Quarter 4	April 23
End of Quarter 4 / Semester 2, Last Day of School, Noon Dismissal	May 27
Graduation, 5:00 PM	May 28
Teacher Inservice	May 28

BEVERAGES & FOOD

Beverages and food items are permissible in the common areas as long as they do not cause a problem and garbage is disposed of properly. Items are allowed in the classroom with teacher's approval.

CLASSROOM EXPECTATIONS AND GUIDELINES

The teacher will post and discuss classroom expectations at the beginning of the year.

CLASS PLACEMENT

Teachers and administration use several criteria in placing students in classes to create the best learning environment for all students. Criteria include but are not limited to: balance class loads at each grade level, balance class composition of male and female students, balance special education student needs, teacher style and caseload, balance ability ranges, student dispositions and parental input based on unique circumstances.

COMMUNICATION

Call, email or send a note with your child to communicate with teachers, the office or bus drivers. You may contact staff via e-mail. Staff address are their first name_first initial of their last name@lakeofthewoodsschool.org. Staff information may be found on the district website. A note needs to be sent to your child's teacher if he/she is to refrain from physical activity or outside recess. A note from a physician needs to be on file if your child is to refrain from physical activity or outside recess for 3 or more days.

COUNSELING SERVICES

The school has a social worker who is available every day. Students can meet individually, in small groups, or in the classroom. Contact the social worker for more information.

ATTENDANCE POLICY

It is the responsibility of the parent / guardian to ensure student school attendance; to inform the school when there is an absence; and to work cooperatively with the school to solve any attendance problems that may arise. A parent/guardian is to call the main school office if their child is going to be absent. If a call is not received at the office by 8:45 a.m., the school secretary will call to verify the absence.

Upon returning to school after an absence, students are to report to the school office with a note unless their parent/guardian has called in the absence. Students are expected to make up work for all absences and will have two days after returning to school complete the makeup work.

A student who leaves school during the day will be excused only through the office with the consent of his/her parent/guardian and must sign out and exit through main doors.

Excused absence indicates an absence from school with parent/guardian consent and school permission. The following are excused within the limits per semester:

Child illness, medical, dental, orthodontic or counseling appointments including appointments conducted through telehealth, family emergencies, the death or serious illness or funeral of an immediate family member.

School sponsored activity.

Suspension.

Parent requested and approved absences i.e. family vacations, hunting, fishing etc. Parents must submit a written request stating date/time and the reason for the absence prior to the absence.

Extended leave requests: Students who know they will be absent for an extended period of time (e.g. family trip) should notify the office and teachers prior to the absence. Students are responsible for obtaining all makeup work in advance of the absence. Extended absences will be recorded and count against the absence maximum.

Unexcused Absences include absences detected by the school and not verified by the parent as an excused absence other than those listed above. Any absences in which a student and/or parent/guardian fails to comply with reporting attendance procedure is unexcused. Examples of unexcused absences include but are not limited to:

Truancy, any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures, work at home, work at a business except under school work release, absences resulting from cumulated unexcused tardies (3), missed bus, overslept, excessive visits to the nurse determined by the nurse and reported to the main office, car trouble, running late, not having the right clothing, shopping, haircuts, tanning, child care of siblings/babysitting.

Students not attending their regular schedule or leaving the school building without arranging necessary permission of the office personnel will be marked unexcused or skipping even if parents attempt to excuse the absence.

The following procedure will be used in dealing with unexcused absences: Student and parent will be notified of the unexcused absence. The student will be required to make up missed work and will be warned about academic and activities eligibility.

The school reserves the right to refuse excusing an absence when requests become excessive. Once a student and parent/guardian have been given notification, future absences will be unexcused unless documentation signed by a health care provider for absence is presented to the school.

TARDIES

Students who arrive at school after the start of the day need to check in at the main office. After 5 tardies parents will be notified. At 7 tardies parents will be contacted and a verbal plan put in place to address the issue. 10 tardies will require a meeting and contract to address punctuality. Continued tardiness will result in disciplinary action.

TRUANCY

Pursuant to state laws and regulations, students shall be in attendance each day that school is in session. Minn. Stat. 260A.02 provides that truancy is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school without valid excuse approved by Lake of the Woods School. Parents of children under age 17, will be notified by email after 3 days of continual truancy. Upon 5 days of truancy, notification will be sent requesting a conference with the parents and student to set-up a contract. The appropriate county authorities will be notified of habitual truant status after 1O days of truancy. Parent/Guardian will also be notified of the referral. Habitual truant reporting is based on cumulative days of truancy within a single school year.

APPOINTMENTS

Appointments for medical, dental, counseling, or other areas should be made outside of school time whenever possible.

CAMERA SURVEILLANCE

Lake of the Woods School is under camera surveillance at all times. Due to data privacy, monitoring is restricted to administration and/or law enforcement.

CANINE INSPECTIONS

Lake of the Woods School is contracted with Interquest Detection Canines, Inc. to provide random, unannounced inspections of all locations in the district. The canines are trained to detect the presence of illicit drugs, alcohol, prescription and gunpowder-based items. If prohibited items are detected and found, the district will initiate the appropriate disciplinary action.

CELL PHONES / ELECTRONIC DEVICES

Cell phones/personal electronic devices/earbuds may not be used during the school day 8:10 a.m. - 3:00 p.m. Devices must be turned off and kept in lockers.

If a cell phone/electronic device rings, vibrates, or is used for any reason, a staff member will confiscate the device and bring it to the high school office.

Refusal to surrender your device upon request is insubordination, which will result in disciplinary consequences, including suspension. Parents/guardians will be notified.

Extenuating Circumstances: Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times, but must adhere to all other expectations of the cell phone policy. Contact the principal if there is an essential need for a phone for approval. In case of medical necessity or emergency, a student should have a health plan or prior approval.

Disciplinary actions will include:

1st Offense - Confiscation of electronic device(s) and parent/guardian will be notified. Student will pick up electronic device(s) at the end of their academic school day.

2nd Offense - Confiscation of electronic device(s) and parent/guardian will be notified. Parent/guardian will pick up electronic device(s).

3rd Offense and additional offences - Confiscation of electronic device(s) and parent/guardian will be notified. Parent/guardian will pick up electronic device(s). The student will no longer be allowed to have a cell phones/personal electronic device in their possession during the school day (8:10 a.m. to 3:00 p.m.) for a period of 1 month. If students do not leave the device at home, they will bring it to the high school office before the school day begins (before 8:15 am) and pick it up at the end of their academic day. Students may not use electronic devices belonging to others during this penalty. If students are caught sharing devices, both will be disciplined accordingly.

CONFERENCES

Parent Teacher Conferences are scheduled in the fall and anytime throughout the year as requested by parent or teacher. In the spring Lake of the Woods School holds a School Showcase which everyone is encouraged to attend. Conferences in the spring are as requested.

DATA PRIVACY, DIRECTORY INFORMATION AND STUDENT RECORDS

Directory information is public and includes the following: parent's name, address and telephone listing; student's name, address, telephone listing, date and place of birth, dates of attendance, degrees and awards received, and the most previous educational institution attended. Public information shall include team roster information such as height and weight, names and pictures of students participating in or attending co-curricular activities, school events, and Minnesota State High School League activities or events. Pictures and names in the school annual, website, and local newspapers are also considered directory information. Students or parents who do not want directory information released to the media should inform the high school office in writing by September 12th of each school year.

Students and parents/guardians have the right to access to school records. Student's records will not be disclosed to people outside of the school without the student's or parents/guardian's knowledge and permission, except by court order.

DETENTION

Faculty, support staff, and administrators may require a student to serve a detention as a disciplinary consequence. Detention will be during noon hour. A notice is sent to the parents (phone call or email) informing them of the incident and detention.

DISCIPLINE POLICY

In accordance with Minnesota Statutes, Section 121A.61 Lake of the Woods School has developed the following discipline policy.

All students shall be held responsible for their behavior and for knowing and obeying policies, rules and regulations. Teachers and coaches may have their own set of classroom rules as well as those stated in the student handbook.

Disciplinary action shall be taken against students for any behavior which is disruptive or which violates the rights of others. The following are examples of unacceptable behavior subject to disciplinary action by the School District:

Damage to or destruction of school property or the property of others, including, but not limited to, arson, breaking and entering, theft, trespassing, unauthorized usage, or vandalism;

The use of profanity or obscene language, or the possession of obscene materials;

Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds;

Using, possessing or distributing tobacco, alcohol, intoxicating substances, narcotics, drugs or other controlled substances on school premises or at school-sponsored activities.

Using, possessing or distributing weapons or other dangerous objects at school, on or near school premises or at school-sponsored activities;

Violation of any local, state or federal law such as inappropriate or criminal activity;

Violation of school procedures or acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

Violation of school bus or transportation expectations, parking or school traffic rules;

Violation of locker expectations or improperly gaining access to a school locker;

Possession or distribution of slanderous, libelous or pornographic materials;

Student attire and personal grooming which creates a danger to health or safety or creates a disruption to the educational process;

Falsification of any records, documents, notes or signatures;

Sexual abuse, assault and/or harassment, illegal or inappropriate sexual conduct or indecent exposure;

Fighting or any assaultive behavior, real or threatened;

Harassment, interference or obstruction, restraint, attack with a weapon;

Verbal assaults, either oral or written, by a student toward another student, teacher or other School District personnel, including degrading conduct and inappropriate, abusive, threatening, or demeaning actions based on race, religion, gender, handicap, ethnicity, or national origin;

Physical or verbal threats by a student, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist;

Violation of school regulations, policies, procedures, or disruptive acts committed by students to and from school, including time spent on school buses and in lunchrooms;

Other acts, as determined by the School District, which are disruptive of the educational process or dangerous or violate rights of others.

DISCIPLINARY ACTION

All students are to act in a responsible manner. Students who are causing a disturbance when it disrupts learning of other students will be disciplined. Staff will contact parent/guardian by telephone, email, or use a detention or discipline referral form. If the student is too disruptive to be dealt with in the classroom, or repeatedly breaks the rules, the student will be referred to the principal. A student sent to the principal's office for disciplinary reasons, is to go directly to that office. If the principal is not in the office, the student may attend the next class period. The teacher will submit a written report of the problem as soon as possible.

The adult addressing the issue will deal with incidents in halls, in the lunchroom, **or** on the school grounds. Flagrant acts, repeated offenses or excessively disruptive actions that are referred to administration will result in further disciplinary action.

The principal may impose or recommend longer suspensions, expulsions or any other discipline as appropriate on a case-by-case basis.

Law enforcement will be notified if deemed necessary. In these situations, an attempt will be made to notify the parent/guardian. A parent conference will be held as needed for parental input in seeking solutions to your student's behavioral needs.

Disciplinary action may include but is not limited to: removal from class, conference with a teacher, school social worker, staff member, or principal, detention, loss of school privileges, parent/guardian conference with school staff, restitution, or referral to Social Services or outside agency, referral to law enforcement or other appropriate authorities, suspension, exclusion, and expulsion.

The above-described disciplinary actions are a representative, but not necessarily exhaustive, example of disciplinary actions that may be imposed against a student for violation of District policies and rules.

SUSPENSION

Suspension will be assigned for willful disobedience, habitually disobeying a school rule, habitual truancy, swearing or use of suggestive body language or gestures, use of vulgarity, theft, harassment, physical contact/fighting, use or possession of vaping devices, tobacco, alcohol, drugs/chemicals, or threatening the safety of others or for other reasons listed under discipline.

Suspension means action taken by the school administration prohibiting a student from attending the classroom for a period up to and including ten days. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days.

Suspension may be in-school suspension or out of school suspension under the direct supervision of his/her parents/guardians.

The administrator will notify the student of grounds for suspension except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practical following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present their explanation.

The district shall make reasonable efforts to notify the parent/guardian of the suspension by telephone as soon as possible following suspension. In the event a student is suspended without an informal administrative conference because the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent/guardian within 48 hours of the suspension. Written notice will include grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of Minnesota Statute Sections 121A.40 to 121A.56. Service by email is complete upon sending.

Students are not permitted to engage in school activities on the day of a suspension. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity.

SUSPENSION PENDING EXPULSION OR EXCLUSION

A student may be suspended pending the school board's decision in the expulsion or exclusion hearing if alternative educational services are implemented to the extent that suspension exceeds five days.

"Expulsion" means an action taken by the Board of Education to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar school year. The authority to expel rests with the Board of Education.

"Exclusion" means an action taken by the Board of Education to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the Board of Education.

All expulsion and exclusion proceedings will be conducted pursuant to, and in accordance with, the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 127.26 through 127.39.

BULLYING AND INTIMIDATION

An act of bullying and/or intimidation, either by an individual or group of students is prohibited on school property, or at school functions. It is the district's intent to prevent bullying and intimidation and to act to investigate, respond, and discipline.

Bullying is a repeated action directed at a person or group of people by one or more people to cause intentional negative action. It means any written or verbal expression, physical act or gesture, direct or indirect actions, or a pattern of behavior by a student or group of students that is intended to cause distress to another. Bullying includes, but is not limited to harming a student, damaging a student's property, placing a student in reasonable fear of harm, creating a hostile environment for a student, or verbal taunting (name-calling, defamation, racists slurs, untruthful accusations, threats, suggestive remarks, etc.).

Upon receipt of a complaint/report of bullying and/or intimidation, an investigation by school officials, or a third party designated by school officials will commence. Steps will be taken to protect the reporter and students involved. Upon completion of the investigation, appropriate action will be taken that may include warning, detention, suspension, exclusion, expulsion, or transfer.

The school district will discipline or take appropriate action against any person who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

CYBERBULLYING

Cyberbullying is the use of electronic communication (SMS, text, apps or online social media, forums, gaming) where people can view, participate in, share content. Cyberbullying includes sending, posting or sharing negative, harmful, false, threatening, intimidating or mean content about someone else. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

DRUGS/CONTROLLED SUBSTANCES/ALCOHOL/TOBACCO

It is a violation for students to possess and/or use alcohol, intoxicating beverages, drugs, drug paraphernalia, controlled substances, mood-altering substances, misuse of over-the-counter drugs, or misuse of prescription drugs, product containing tobacco, lobelia or nicotine, alternative tobacco/nicotine/lobelia products, vaping devices and products, including but not limited to sticks, orbs, strips, snus, toothpicks, mints or nasal spray intended for human

consumption. The odor of alcohol or illegal substances on the breath or person of a student is cause for disciplinary action. Sale or attempted sale of alcohol, controlled substances, mood-altering substances or prescription drugs will result in an exclusion and/or expulsion. Reference MN Statute 144.4165.

Alcohol - refers to the possession, use or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

Tobacco- refers to the possession or use of any type of tobacco product, vaping products, chewing, holding a lighted tobacco product, or exhaling of smoke from the mouth or nose on school property or at school sponsored activities.

Controlled Substance - refers to any illegal mood-altering substance.

HAZING

Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing may include one or more of the following: physical brutality; physical activity or other type of activity that subjects the student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student; any activity that discourages the student from being in the school; any activity that is in violation of the law or school regulations.

School principals are the persons responsible for receiving reports at the building level. 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 who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during and after school hours.

Discipline for students involved in hazing may include one or more of the following: conference with warning notice, detention, suspension, exclusion, expulsion, change of educational placement, remediation/counselor referral or other corrective action.

MSHSL consequences are in addition to school district consequences for students who engage in hazing.

SEXUAL/ RACIAL/ RELIGIOUS HARASSMENT AND VIOLENCE

The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.

Sexual Harassment is intimidation, bullying or coercion of a sexual nature, the unwelcome or inappropriate touching of the body, and suggestive comments taken by the victim to imply sexual activity. Unwelcome sexual conduct or language that intimidates, is hostile, offends a person or interferes with a person at work or while receiving an education is prohibited.

If you believe you are subject to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building principal verbally or in writing. Finally, students always have the option of reporting to any responsible adult in the school. The school will investigate all reports of offensive behavior promptly, fairly and completely. The school will handle each report discretely and respond to the report based upon its facts. The school may resolve the report by requiring the offender to apologize, receive individual instruction on harassment, transfer, seek counseling or training, be suspended, be dismissed, lose privileges or face other appropriate discipline.

This policy applies to every student, employee, teacher, administrator and board member in the district. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a students, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

WEAPONS

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

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), num-chuks, throwing stars, lasers, explosives, stun guns, ammunition and mace. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the high school office shall not be considered in possession of a weapon.

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

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

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

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled (expulsion for at least one year). The school board may modify this requirement on a case-by-case basis.

Consequences for Bullying, Cyberbullying, Drugs, Alcohol, Tobacco, Hazing, Sexual, Racial, Religious, Harassment or Violence or Weapon Violations:

Detention/Suspension / Expulsion;
Parent/Guardian notification/conference;
Notification to law enforcement;
Confiscation of the item(s) which will not be returned and be appropriately disposed of.
Notification of Title IX officer in cases of sexual harassment/sexual violence.
Behavior Plan as applicable.

DRESS CODE

Working in conjunction with administration, school board, teachers and student council, the following guidelines apply to dress code:

Clothing must not be hazardous to health or safety.

Clothing must be decent by reasonable standards:

Whether sitting or standing, no undergarments may be showing.

Clothing must not be disruptive to the educational environment.

Clothing or shoes must not be such as to cause damage to school property.

The inseam on shorts must be a minimum of 3 inches long and must fully cover your backside.

Buttons or insignia on clothing may not be worn which displays obscenity, advertises alcohol, drugs or smoking, or promotes its use.

Hats, caps, scarves, hoods, sports head sweat bands or "rags/doo rags" are not to be worn in the school building during the school day. Headbands will be considered an accessory.

Any clothing with derogatory, offensive, or suggestive pictures or slogans is not allowed.

Any apparel, jewelry, accessories, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute (as a primary purpose) denotes membership in an organized gang as defined by MN Statue 260.125. is not allowed.

Graffiti on a person, their clothing, books, notebooks, or other personal items which denotes affiliation with an organized gang or threat group is not allowed.

e-LEARNING DAYS

a-Learning days will be implemented if we experience any inclement weather days and need to cancel school. The state of Minnesota allows for districts to use up to 5 e-Learning Days per school year. Lake of the Woods School Board approved this plan on April 25, 2022. Key highlights to be aware of when an a-Learning day goes into effect may be located on the District Website. Elementary students will have Choice Boards to complete.

EMERGENCY/ EVACUATION PROCEDURES/ DRILLS

In order to be prepared for an emergency evacuation of the school, fire drills, lockdown drills, and tornado drills are conducted on a periodic basis. We attempt to impress upon the students the importance and seriousness of this safety precaution. It is hoped that continual practice in evacuation of a building will ensure rapid and orderly evacuation when an emergency should arise.

Fire Drills: Students will leave rooms as soon as the fire siren sounds, keeping to the side of the hall. Students should walk rapidly, but not run. When clear of the building, all school personnel should move quickly to west parking lot for roll call and instructions.

Crisis Drills: Students will be informed of the logistics for this drill via a public address system. Various drill scenarios will be conducted in accordance with our crisis management policy.

Tornado Drill: All students, staff, and other occupants of the building shall proceed immediately to pre-designated tornado shelter areas within the building. Inside your designated areas, everyone is to be in a sitting position with backs against walls or lockers, knees up, head between knees and hand over your head. An "all clear" will be announced over the P.A. system to return to your classrooms.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

When the administration and transportation director make the decision to close or delay school due to severe weather, mechanical malfunction, disaster/potential disaster alert, etc. you will receive a recorded message (voice, text or e-mail) from the school's automated instant alert system.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of ISD 390 to provide equal educational opportunity for all students. The district does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital or parental status, status with regard to public assistance, disability, sexual orientation, or age.

EVENT RULES

Students are encouraged to take pride in supporting our teams in a sportsmanlike manner. Displays of enthusiasm should be positive. Inappropriate actions will typically result in an initial warning. Removal from the game will be considered for flagrant or repetitive unsportsmanlike behavior.

FIELD TRIPS

Classes may take educational field trips during the school year under the teacher's direction. When trips are made in school buses outside of school district boundaries, parent/guardian will be notified. Students are required to have written permission from a parent/guardian and emergency medical authorization slip signed prior to going on a field trip.

GRADING POLICY

Each student will receive a letter grade in each course at the end of each twelve-week period. Letter grades are as follows:

Kindergarten:
- 0 - Outstanding
- S - Satisfactory
- N - Needs More Practice

Grades 1-2:
- 0 - Outstanding
- S - Satisfactory
- I - Improvement Shown
- **N** - Needs Improvement

Grades 3-5:
- **A** - Excellent Performance
- B - Above Average Performance
- C -Average Performance
- D - Below Average Performance
- U - Unsatisfactory

Physical Education and Music will be graded for all grades:
- S - Satisfactory
- U - Unsatisfactory

HOMEBOUND INSTRUCTION

Homebound instruction is for a student who is out of school due to illness (either at home or in the hospital) for an extended period. It is a offered to our students to insure they do not fall too far behind their classmates due to an extended illness. Please contact the school office if you have any questions regarding homebound instruction.

ILLNESS/ INJURIES / NURSE

Students who become ill or injured while in school will report to the school nurse. If the nurse is unavailable, the school secretary will initiate the procedure. If a student is ill enough to be sent home during the school day, the nurse will make the necessary arrangements. Students must have prior parent consent and school permission to leave. The nurse will contact the parent/guardian and plan for the student to be transported home. The person designated by the parent/guardian must pick up students in the health office. If the nurse has to leave the office before the parent arrives to pick up the student, the student will be in the office.

Any injury/accident involving personal injury should be reported to the nurse. The nurse will summon help from the staff available and will call 911 (Medic Alert Team) if it appears to be necessary. An accident report will be completed and turned in to the superintendent's office.

IMMUNIZATIONS

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

INSURANCE

Lake of the Woods School District does not provide accident insurance for students.

INTERNET USE EXPECTATIONS

By accessing district data networks, you are agreeing to Lake of the Woods School District's Internet Usage Policy. Parents/guardians are responsible for conveying the standards that their children should follow when using media and information resources. Lake of the Woods School supports and respects each family's right to opt-out of access. This opt-out must be provided in writing to the principal's office.

Students are expected to follow the guidelines below:

The internet is to be used for educational purposes only.

Access to the Internet is a privilege. Abuse of this privilege may result in the suspension or termination of the user's access, as well as possible further disciplinary action.

Students will not reveal personal information online for themselves, other students, staff, family, and/or friends.

Transmission of any information in violation of district, state, or federal regulations is prohibited.

Accessing, uploading, downloading, or sending information that is written in inappropriate language, including but not limited to sexual, racist, or abusive language, is prohibited.

Violation of copyright laws or otherwise use of intellectual property to which a user does not have rights is prohibited. Intellectual property includes but is not limited to music, movies, books, photos, games, and software.

Use of the internet that results in charges, including but not limited to monetary fees, billing violations, and unwanted subscriptions to Lake of the Woods School is prohibited.

Destruction or alteration of another user's information is prohibited.

Use of another user's credentials is prohibited.

Computer storage and communications may be treated like school lockers. School officials may review all information and communications contained therein. Users should be aware that any information on the network might not be private. Third parties without the knowledge of the user and/or Lake of the Woods School may access information sent over the Internet.

Consequences of Violations

Suspension/revocation of computer access;
Suspension/revocation of Internet access; School detention/suspension/expulsion;
Legal action and prosecution by the authorities.

LOCKERS

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 and without student consent.

Each student is assigned to a locker and is responsible for the appearance and condition of that locker for the duration of the school year. Charges may be assessed for any damage done to lockers or for school locks that are not returned. Students are to use their assigned locker and not switch lockers. Students should not share their lockers with other students.

It is recommended that you do not leave money or other valuable items in your locker. If you have money or possessions that you do not want to lose, you may bring them to the office for security. The school is not liable for lost or stolen items.

LOST AND FOUND

Lost and found areas are provided in the school to collect lost items. We encourage all students and parents to check these areas for your items. Items not claimed by the end of the quarter are discarded or given away.

LUNCH/ BREAKFAST

The district office will take meal money deposits. Applications for free or reduced-price meals should be submitted to the district office for approval. Students receiving free or reduced-price meals may not use personal

identification number (PIN) to buy meals for anyone other than themselves. It is recommended that meal deposits be made by the week or by the month. The cost for lunches will be established and announced by the Board of Education prior to the first day of school each fall.

MEDICATION

School personnel will not provide students with any medication or cough drops. The school nurse will store medications for students who are on prescribed drugs. If a student must take medication from home, he/she must bring the medication to the nurse with written instructions from the parent or physician as to how it is to be administered.

MCA's (Minnesota Comprehensive Assessments}

The statewide assessments measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor reading, mathematics and science achievement to ensure a strong workforce and knowledgeable citizens. Students in grades 3-8, 10, 11 participate in MCA's during the spring of each school year. Test results are received in the fall and shared with parents/guardians. Additional information may be found on the Minnesota Department of Education website.

MONEY, VALUABLES AND PERSONAL PROPERTY

Please pay by check whenever possible. The school is not responsible for valuables that are lost, damaged, or stolen at school. Phones, iPods, Ear Buds, jewelry and large sums of money should not be brought to school. If they are brought, they are the responsibility of the student.

PARENT ACCESS

Parents will have access to their student's school information through the internet. Student information includes attendance, food service accounts, grades and discipline information. User ID's and passwords are available to families upon request. This information is password protected; therefore, parents/guardians will only have access to their child's records.

PLEDGE OF ALLEGIANCE

Students shall recite the Pledge of Allegiance to the flag of the United States of America on a regular basis. 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 other persons' rights to make that choice. Students will be instructed in proper etiquette toward, correct display of, and respect for the flag, as well as in patriotic exercises.

PBIS / POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Lake of the Woods is a PBIS School. This means everyone will strive to:

Be Safe
Be Responsible
Be Respectful

Staff guides and teaches and practices PBIS throughout the school year. Students receive recognition for making safe, responsible and respectful choices throughout the year.

POSTERS/FLYERS

Posters or signs must receive permission from the district office. Posters shall be neat and beyond reproach in subject matter, grammar, spelling etc. Posters are to be removed by the individuals who posted them the day following the event or function.

Approved posters may be displayed in the following areas:

Designated hallways;
Individual rooms with the permission of the teacher.

PUBLIC DISPLAY OF AFFECTION

In order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property, and at school-sponsored events. On first offense, the students will receive a verbal reprimand. On second offense, a disciplinary referral is to be completed and the principal will address with the students. If the inappropriate behavior continues, parents will be notified.

PUBLICATIONS & ACTIVITIES (SCHOOL SPONSORED)

The school district may exercise editorial control over the style and content of student expressions in school sponsored publications and activities. Faculty shall supervise student writers to insure compliance with the law and school district policies.

REASONABLE FORCE STATEMENT

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when necessary under the circumstances to restrain or correct a student; or prevent bodily harm or death to another person.

REPORT CARDS

Report cards will be generated on a nine-week basis. All grade reports are accessible electronically on ParentVue. Contact the main office to obtain a password.

RETENTION

Staff are concerned with any student who is not working up to his/her ability. Parents/guardians concerned about your child's lack of achievement, are to contact your child's teacher. As a staff we believe that if your child is not performing up to his/her ability your child's teacher will contact you to provide interventions. We will be asking your assistance from home as well. If your child has the ability to achieve but is not doing so, he/she will be retained in the present grade level the next school year.

SCHOOL PICTURES

The school contracts annually to have pictures taken during the school year. Information regarding prices, times, and dates will be distributed. You are not obligated to purchase any pictures; the school simply offers the services. All students in will have their picture taken.

SCHOOL PROPERTY

Students are responsible for the books, school property and locker as assigned. Damage to books, lockers or other school property will be repaired or paid for by the student. Students are requested to help keep the floors and walls in the washrooms, halls, classrooms, etc..... clean and looking presentable.

SCHOOL SONG

Behold! Behold!
The Bears in Maroon and Gold!
We're Here to Start and Never Depart.
The Bears in Maroon and Gold!

Come on and hail Lake of the Woods High School
And wave our colors through the air!
Come on and hail Lake of the Woods High School
And let the players take the dare!
Come on and hail Lake of the Woods High School
Keep our opponents on the run!
Come on and hail Lake of the Woods High School and shout the victories we have won!

Victory-Ready-Let's Go
V-I-V-I-V-I-C-T
T-O-T-O-T-O-R-Y
V-I-C-T-O-R-Y
We Want Victory!

SEARCH OF STUDENTS' LOCKERS, DESKS, PERSONAL POSSESSIONS & PERSONS

Pursuant to Minnesota Statutes 121A.72, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers, desks, personal possessions or persons provided for the convenience of students. School authorities for any reason, may conduct inspection of the interior of lockers, desks, vehicles, personal possessions, and persons at any time, without notice, without student consent, and without a search warrant. The district may use a trained canine unit to inspect school lockers, indoor and outdoor areas, and the district parking lots. School authorities will provide notice of a search to students unless disclosure would impede an ongoing investigation by law enforcement or school officials.

STAFF

You may contact staff via e-mail. Staff address are their first name_first initial of their last name @lakeofthewoodsschool.org. Staff information may be found on the district website.

THE PUPIL FAIR DISMISSAL ACT OF 1974

All of the following procedures for discipline/suspension/exclusion/expulsion would be carried out in accordance with The Pupil Fair Dismissal Act of 1974 **(M.S.** 127.26-M.S.127.39).

TITLE IX and SECTION 504

It is the policy of ISO 390 not to discriminate based on sex or disability in admission to or employment in its educational programs or activities, as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX and Section 504 may be directed to the Coordinators listed.

Section 504 Coordinator:

Shelby Nosan, Principal
218-634-2510 ext. 1436
shelby_n@lakeofthewoodsschool.org

Title IX Coordinator:

Shelby Nosan, Principal 218-634-2510 ext. 1436
shelby_n@lakeofthewoodsschool.org

TRANSPORTATION POLICY

District 390 has established formal bus policies, rules, and regulations. Minnesota Statute 121A.59 provides that transportation by the bus is a privilege, not a right. All students who ride a school bus are subject to regulations.

Students will be cited for the following: failure to remain seated, refusing to obey the driver, fighting, throwing objects, use of tobacco, alcohol or drugs, profanity, vandalism. Behavior problems will be addressed by the driver, including suspension of riding privileges. The driver, transportation director, and high school principal will address serious and persistent situations. Offenses that are dangerous or destructive will result in suspension and may include notification of legal authorities. Students damaging school buses will be held liable for the damages. Failure to initiate payment will result in loss of riding privileges until damage is paid for.

Students will participate in bus safety training of which will address the following competencies: school bus transportation is a privilege, not a right, district policies for student conduct and school bus safety, appropriate conduct while on the bus, the danger zones surrounding a school bus, procedures for safely boarding and leaving a school bus, procedures for safe vehicle lane crossing, school bus evacuation and other emergency procedures.

Bus drivers are empowered to enforce safe and healthy behavior on the bus as well as requirements of dress to enter the bus. Riding a bus is a privilege which will be suspended or removed if circumstances warrant.

Bus drivers are responsible for the discipline on the bus. When behavior jeopardizes the safety and well-being of all students, the drivers must act. The action that is taken by the driver is:

Parent/guardian notified.

Student consequences include but are not limited to warning, assigned seat, restitution, suspension.

A serious infraction could result in an immediate loss of riding privileges.

A School Bus Incident Report is sent to parents each time an incident occurs. Communication with the parents will occur with each incident. A copy of the report is filed with the principal and the transportation supervisor. The bus driver may seek counsel from the principal. If an issue cannot be satisfactorily resolved between the driver and the parent or child, the transportation supervisor is to be called.

NOTE: Warm clothing is to be worn on extracurricular bus trips when conditions warrant. Each student must have a cap, boots, coat and gloves.

TRANSPORTATION PROCEDURES

Students will need to ride the bus they are assigned to and will not be allowed to change assigned buses for convenience reasons.

Students in Pre-K through grade 3:

Bus drivers will pick up and drop off students at designated points.

If the bus driver becomes aware that there is nobody home when dropping a child off, the driver will contact the office. Every possible attempt will be made to contact a parent/guardian or your emergency contact to work out a plan.

On those rare occasions when we are unable to contact anyone, the bus driver will bring the student back to school and a call will be made to Lake of the Woods County Social Services for help.

We will drop the Early Learners Program students through grade 3 children off at their home if they have a sibling in grade 4 or above with them.

TRESPASSING

It is a violation of the law to be found in a school building or in an unauthorized area of the campus without permission. In general, anyone in the building should be an enrolled student, parent/guardian of a student, a guest with permission from the office to be in the building, or attending an event which is open to the public.

VISITORS

All visitors, including parent/guardians are required to report to the office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day 8:15 a.m. to 3:05 p.m. Student visitors are not allowed during the school day. Administration has the statutory right to ban someone from school premises, Minnesota Statute 69.605(4).

If you wish to visit your child's classroom, please arrange your visit with the classroom teacher ahead of time.

WEATHER RELATED CLOSURE

In the event that school is to be closed for bad weather, information is provided by Lake of the Woods District instant alert system which will notify parents through School Messenger via phone, text message and email when school is closing. Parents may access this system via the Lake of the Woods School website at http://www.lakeofthewoodsschool.org. This system will also be used when there are other important district wide notices for parents.

Please discuss with your child/children a plan for early school closing.