

# **Chokio-Alberta Public Schools**



## **Parent/Student Handbook 2023-24**

Chokio-Alberta Public Schools  
311 First Street West  
P.O. Box 68  
Chokio, MN 56221  
320-324-7131

### **School Board Members 2023-24**

**Mark Gibson**, Chairman  
PO Box 216  
Chokio, MN 56221  
320-324-2726

**Robyn Marty**, Vice-Chairperson  
PO Box 347  
Chokio, MN 56221  
320-324-2749

Kurt Staples, Director  
30857 530<sup>th</sup> Ave  
Morris, MN 56267  
320-324-2547

**Christina Pederson**, Clerk/Treasurer  
65352 St Hwy 28  
Johnson, MN 56236  
320-324-4080

Matt Westerman, Director  
PO Box 265  
Chokio, MN 56221  
320-324-2661

Heidi Brethorst, Director  
29172 600<sup>th</sup> Ave  
Chokio, MN 56221  
320-324-7473

### **MISSION STATEMENT**

The mission of the Chokio-Alberta School District, a community enacting its educational adventure, is to provide every individual the opportunity to develop skills necessary for a successful, productive life by designing and delivering innovative and excellent education experiences.

### **CHOKIO-ALBERTA PUBLIC SCHOOLS**

311 First Street West  
P. O. Box 68  
Chokio, MN 56221  
District Office (320)-324-7131  
Principal/Superintendent  
Mr. Tate Jerome  
tjerome@chokioalberta.k12.mn.us  
www.chokioalberta.k12.mn.us

### **Notice of Non-Discrimination**

Chokio-Alberta Public School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

#### **Section 504 Coordinator:**

Name: Tate Jerome, Principal  
Office Address: PO Box 68  
Chokio MN 56221  
Office Phone Number: 320-324-7131

#### **Title IX Coordinator:**

Name: \_\_\_\_\_  
Office Address: PO Box 68  
Chokio MN 56221  
Office Phone Number: 320-324-7131

August 2024

To All of our Parents/Guardians and to the Students of Chokio-Alberta Public Schools:

Welcome to 2023-24! I hope you're ready for a terrific school year!

Whether your child's a new student or a senior who has attended school here since preschool, Chokio-Alberta Public School continues to be one of the most unique public education experiences in the state. This school has an amazing variety of educational resources and supports to offer our students; and because our staff continue to challenge themselves, those resources and supports are ever changing and improving. We strive to provide methods that are time tested and promise to bring the very best in learning.

Chokio-Alberta Public School is a 'one-of-a-kind' setting with its small classes, intimate school setting and extra-curriculars, offered to our students through our agreements with Morris Area and other surrounding schools. There's no place like C-A! We look like a small, private school but we have big school opportunities.

There are some changes in store for 2023-24. Some of our teachers have made some moves into new classrooms and taken on new roles to help ensure our students have smooth sailing this year. In addition, we are excited to welcome Tom Johnson aboard as our new custodian. Tom and his wife Laura are the parents of two C-A graduates.

I want to encourage you to get excited about the 2023-24 school year. Your child receives the best education when you and our staff work as a team. In all honesty, as we, the staff at C-A, endeavor to provide a fun, safe environment and a quality education, it's your enthusiasm, support, and involvement as a parent or guardian, which truly inspire children to do their best.

Thank you for choosing C-A School and thank you for your commitment to your child's education. I look forward to seeing you soon!

Please stop in or call if you have any questions or concerns.

Sincerely,

Tate Jerome  
Pre-K-12 Principal/Superintendent  
(320) 324-7131  
[tjerome@chokioalberta.k12.mn.us](mailto:tjerome@chokioalberta.k12.mn.us)

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# 2023-2024 CALENDAR

DATE	ACTIVITY
Aug. 7	All Activity Kickoff @ Morris Elem
Aug. 21-22-23-24	Teacher Workshop – all day
Aug. 22	Collaborative in Morris
Aug. 23	Pictures w/Paula @ Open House
Aug. 29	Preschool Screening Day
Sept. 5	First Student Day K-12
Sept. 21	FAST Testing
Sept. 22	Picture Retake Day
Sept. 24	Homecoming Coronation
Sept. 25-29	Homecoming week
Sept. 26	ASVAB – Grade 11
Oct. 9	SingFest @ SMSU
Oct. 17	Fall Parent-Teacher Conferences
Oct. 18	Fall Concert (in school)
Oct. 19 & 20	NO SCHOOL (Education MN)
Oct. 28	8 <sup>th</sup> Grade Honor Band
Nov. 2	End of first 9 Weeks
Nov. 3	NO SCHOOL – Teacher Workshop
Nov. 7 & 8	State Fall BPA Leadership Conference(Mpls)
Nov. 22	Early Out
Nov. 23-24	NO SCHOOL Thanksgiving
Dec. 4	BPA Spaghetti Supper-prior to Elem Concert
Dec. 4	PreK-6 <sup>th</sup> Winter Concert
Dec. 11	7 <sup>th</sup> -12 <sup>th</sup> Band and Choir Winter Concert
Dec. 22	Early Out @ 12:30pm - Last day in session before winter break
Jan. 2	School Resumes
Jan. 12	End of second 9 Weeks
Jan. 15	NO SCHOOL – Teacher Workshop
Jan. 20	Regional Spring BPA Leadership Conference(Marshall)
TBD	Skills Fest Grades 10-12
Feb. 13	Winter Parent -Teacher Conferences
Feb. 15	Early Out @ 12:30pm
Feb. 16 & 19	NO SCHOOL – President's Weekend
Mar. 1	JH Solo/Ensemble
Mar. 13	9 <sup>th</sup> -12 <sup>th</sup> Large Group Band and Choir Contests (all day event)
Mar. 14-16	State Spring BPA Leadership Conference(Mpls)
TBD	Sub-Region Knowledge Bowl
TBD	Regional Knowledge Bowl
Mar. 21	End of third 9 Weeks
Mar. 22	NO SCHOOL – Teacher Workshop
Mar. 28	Early Out @ 12:30pm
Mar. 29 & Apr. 1	NO SCHOOL – Easter Break
Apr. 2 - 9	MCA On-Line Reading Testing Window, Grades 3-8 & Grade 10 & 11
Apr. 9 - 16	MCA On-Line Math Testing Window, Grades 3-8 & Grade 10 & 11
Apr. 17 - 19	MCA On-Line Science Testing Window, Grades 5, 8, 9, & 1
Apr. 9	ACT Plus Writing Test, Grade 11
Apr. 13 (?)	Jazz Fest
Apr. 17	Band Solo/Ensemble Contests
TBD	State Knowledge Bowl
TBD	Prom
May 6	PreK-6 <sup>th</sup> Spring Concert
May 13	7 <sup>th</sup> -12 <sup>th</sup> Band and Choir Concert
May 24	Last Day for Students
May 26	Graduation
Apr 26 - 30	National BPA Leadership Conference(Anaheim, CA)
May 27	Memorial Day
May 28	Teacher Workshop

# CHOKIO-ALBERTA PUBLIC SCHOOLS

## 2023-24 FACULTY

### ADMINISTRATION

Mr. Tate Jerome

Principal/Superintendent

### ELEMENTARY

Brooke Johnson

Kim Marty

Maggie deNeui

Kayla Kirchner

Jamie Van Eps

Amanda Marty

Kayla Morrill

Elizabeth Rath

Rachel Volker

Darcie Daugherty

Tiffanie Pew

Preschool

Kindergarten

First Grade

Second Grade

Third Grade

Fourth Grade

Fifth & Sixth Grade / 7<sup>th</sup> & 8<sup>th</sup> Grade Language Arts

Music / Band

Special Education

Math/Rdg Interventionist and HS Spec Ed

Title I

### SECONDARY

Lynnette Arens

Elizabeth Rath

Wendy DeRung

Melissa Farwell

Darcie Daugherty

Tom Schott

Anita Marty

Shaun McNally

Rachel Schott

Adam Wiebe

Mathematics

Band / Choir

Business Ed. / Technology Coordinator

Art

ADSIS/Special Education

Industrial Arts

Social Studies / Career Counselor

Science

Physical Ed. 7-10 / Spanish I, II, III

High School Language Arts / Social Studies

Test Coordinator

### Early Childhood Program

Kim Marty

Child Educator

## SPECIAL SERVICES

Prairie Health Services

Todd Travis

Andrea Kittleson

Vicki Hoffman

Joyce Nelson

Tim Poore

Lakes Country Services Co-op

Rachel Chalupnik

Amanda O'Neill

Nurse

Special Services, Director

Preschool

Vision Consultant

Work Experience for Handicapped Coordinator

Occupational Therapist

Hearing Impaired Teacher Consultant

Physically Handicapped Consultant

Speech Pathologist

School Psychologist

## OFFICE PERSONNEL

Jennifer Wulff

Nicole Daly

Kathy Karsten

## PARAPROFESSIONAL

Michele Asfeld

Jen Ehrp

Kim Fischer

Kathy Karsten

Suzanne Motz

Kris Quackenbush

Bryana Sanasack

Tamara Thielke

## FOOD SERVICE

Wanda Howe

Marsha Vail

Head Cook

Cook

## CUSTODIANS

Thomas Johnson

Buildings / Grounds

## TRANSPORTATION

Aksamit Bus Company

# CHOKIO-ALBERTA SCHOOLS

## PRICES/FEEES

### 2023-2024

#### Meal Prices

<b>LUNCHES</b>		<b>BREAKFAST</b>	
Elementary/PreK	<b>Free</b>	Elementary/PreK	<b>Free</b>
Grades 7-12	<b>Free</b>	Grades 7-12	<b>Free</b>
Second Lunch	<b>\$2.95</b>		
Extra Milk/Juice	<b>\$0.35 each</b>	Extra Milk/Juice	<b>\$0.35 each</b>
Adult	<b>\$5.10</b>	Adult	<b>\$2.35</b>

Breakfast and hot lunch are elective. It is our desire that all students receive a nutritious breakfast and noon meal each day.

Beginning in the 2023-2024 school year, Chokio-Alberta Public School will be operating according to the Minnesota Free School Meals Program (MN-FSM) which means all students will receive one breakfast and one lunch daily at NO CHARGE. The above costs will apply for Preschool – 12<sup>th</sup> grade as stipulated by the MN-FSM guidelines.

High School students have the option to sign up for additional lunches if desired but they will assume the cost of the extra meals. One carton of milk is provided with each meal. Students or adults who take additional milks/juices or those elementary students taking a milk during milk breaks will be charged \$.35 per carton. The Free/Reduced Meal Benefit Program will still operate as normal. Please consider applying for Free/Reduced Meal Benefits even if you are convinced that you exceed the income guidelines. This program is unique in that the information it contains can help provide multiple benefits to both the school and to our district families. Parents/Guardians can now apply for Free/Reduced Meal Benefits using the link on your parent portal or going to our website at [www.chokioalberta.k12.mn.us](http://www.chokioalberta.k12.mn.us). Please call the office if you have questions.

#### Athletic Admission Prices – Morris Area

Adults	\$7.00
Students (K-12)	\$5.00

#### Season Passes – Morris Area

Adults	\$100.00
Family Pass	\$170.00
Students/Sr. Citizen	\$ 70.00

### **C-A EXTRA & CO-CURRICULAR FEE SCHEDULE**

#### High School Activities and Fees - Grades 10-12

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Family Cap</b>	<b>Individual Cap</b>
<b>Paid</b>	\$120	\$80	See Tier 3** below	\$350	\$200
<b>Reduced</b>	\$100	\$60	See Tier 3** below	\$250	\$150
<b>Free</b>	\$80	\$40	See Tier 3** below	\$150	\$100

#### Junior High Activities and Fee – Grades 7-9

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Family Cap</b>	<b>Individual Cap</b>
<b>Paid</b>	\$100	\$60	See Tier 3** below	\$250	\$150
<b>Reduced</b>	\$80	\$40	See Tier 3** below	\$175	\$100
<b>Free</b>	\$60	\$30	See Tier 3** below	\$100	\$75

*If a family has a child in both grades 10-12 and 7-9, the family cap for the 10-12 level will apply.*

#### Activity Tiers

<b>Tier 1-</b>	All Sports except Alpine Skiing
<b>Tier 2-</b>	Speech, Drama, Robotics, Spring Play, BPA and Knowledge Bowl
<b>Tier 3**-</b>	Trap Shooting, Alpine Skiing, Geography Bee, Spelling Bee, Student Council and National Honor Society

**\*\*Tier 3 fee is either paid directly to advisor/host school or has no fee. These fees do not go towards the Family or Individual Caps.**

**Band Equipment Rental - Grades 5-12 - \$50.00**

Lunch prices & fees approved July 17, 2023 by the Chokio-Alberta School Board



# DISTRICT-WIDE INFORMATION

## ACCIDENTS/INJURIES

Students are to report any injuries to the main office immediately. Each child's records must contain information to guide school personnel in case of accidents. Our procedure will be to call the child's home first for directions. Should medical attention be immediately necessary, we shall use our own judgment and emergency information provided for what we believe is the best welfare of the child. The ANNUAL STUDENT STATUS FORM (*emergency information card*) sent home with your child/children at the beginning of the school year should be filled out and returned to school immediately.

## ATTENDANCE AND ABSENCES

### ATTENDANCE POLICY

#### A. Absence

Definition: A student will be considered absent when he/she is missing from school for any day or part of a day. In the elementary, absences are recorded as half days. Half days are determined as (1) the time school starts in the morning to dismissal for lunch, and (2) resumption of classes after noon lunch to dismissal time. The High School records attendance at each class period. If a child is ill, it is better to remain at home than to expose others.

#### B. Excused and Unexcused Absences

The parent or legal guardian is responsible for notifying the school when their student is absent. We ask that the parent notes be more specific as the Truancy Courts will not accept "a student will not be in school" as a valid excuse.

Notification can be by phone (320-324-7131) or by email ('casecretary@chokioalberta.k12.mn.us') and should be provided either before or the day of the absence. If the parent notifies the school and provides one or more of the reasons set forth in school district policy excusing the absence, the student will not be recorded as an unexcused absence. The following reasons shall be sufficient to constitute excused absences:

- 1) Illness. **Doctor's notes are encouraged and may be required as determined by administration.**
- 2) Serious illness in the student's immediate family.
- 3) A death or funeral in the student's immediate family or of a close friend or relative.
- 4) Medical, dental, or orthodontic treatment or a counseling appointment. **Appointment slip from provider is recommended and may be required as determined by administration.**
- 5) Court appearances occasioned by family or personal action. **Court appearance slip from court clerk is recommended and may be required as determined by administration.**
- 6) Religious instruction not to exceed three hours in any week.
- 7) Physical emergency conditions such as fire, flood, storm, etc.
- 8) Official school field trip or other school-sponsored outing.
- 9) **A family vacation pre-approved by school administration and pre-vacation assignment form filled out by all student's teachers at least 3 days prior to trip.**
- 10) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- 11) Family emergencies.
- 12) Family Home Needs (work, etc.) CA understands families need students to help at home and excuse the student as long as student is keeping up with school requirements and absences do not become excessive. **Administration reserves the right to count Family Home Needs as unexcused if determined excessive.**
- 13) Active duty in any military branch of the United States.
- 14) A student's condition that requires ongoing treatment for a mental health diagnosis. **Appointment slip or documentation from provider is recommended and may be required as determined by administration.**

Parents do not need to notify the school when a student is absent due to participation in a school-sponsored activity.

**Excessive absences or invalid excuses as determined by administration may be counted as unexcused absences.**

C. **Consequences for Unexcused Absences**

**Chokio/Alberta School District understands how important student attendance is for success in school and life. It is our goal to work with the students and parents/guardians to ensure student attendance is a priority. We will communicate by letter, e-mail, and phone to let the student and parent/guardian know of our concerns about unexcused student absences. If any student accumulates over seven (7) unexcused absences in any class period or school district pre-determined time frame (CA Elementary School half day) in a school year the student will be considered a truant. CA School District Administration will file a Truancy Order against the student or a Child Protection Order against the parent with the county the student lives in.**

D. **Class Participation**

Teachers may use Participation Points in their classes as part of the students grade and student must have the chance to make up those points similar to any other assignment they miss in class when absent.

E. **Make-Up Work**

Students are responsible to their teachers for making up missed work. Make-up work not turned in within the timeline determined by the classroom teacher may be given a zero. Teachers may also give a student a zero for an absence that is determined as unexcused. The recommended timeline for completing and turning in make-up work will be 2 days for each day absent.

F. **Permit to Leave Building**

Students who must leave the school building during school hours shall obtain a permit to leave the building from the principal's office. Students will be excused only upon parental request. Students returning to school after leaving should report to the office when they return to secure a pass to class.

G. **Tardies**

Tardiness is defined as being late for a class by no more than 15 minutes. Being late by more than 15 minutes is considered an absence. If the student does not have a pass from the office or another teacher the tardy will be considered unexcused. The student will be informed by the teacher when given an unexcused tardy. **Two (2) Unexcused Tardies also equal one (1) Unexcused Absence and will count towards truancy.** The student will be held accountable for unexcused tardies in the following manner:

1. First unexcused tardy of each quarter will result in a warning from the teacher or the office staff.
2. The second unexcused tardy of each quarter will result in one noon hour detention in the office.
3. All subsequent unexcused tardies of each quarter will result in one-hour detention to be served before or after school hours, or at the principal's discretion.

H. **Absence Affecting Activities**

Students are required to be in attendance for the half day to participate, practice, or be in a public performance of a school activity on that day. Students must report to school no later than 11:30 am to participate in a school activity. This requirement will be waived for students who have received an excused, prearranged absence from school. Students may not participate in extra-curricular events at MACA if student does not attend school on the day of the event.

Exceptions to this policy may be granted on an individual basis for students with disabilities, based on consultation with the activities director, coach, parents, and principal.

Close cooperation between the home and the school is necessary in order to encourage regular attendance of the students.

### **Law for 18-Year-Old Students**

The Minnesota State Statute 120A.20, Sub. 1 reads as follows: "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board." This mandates that all students regardless of age must adhere to the policies of the school. For example: Independent School District #771 requires that students 18 years of age or older must provide parental verification for absences.

### **CONDUCT**

Courtesy - Manners are the outward expression of the spirit within. Good manners show consideration for others.

1. Students are expected to exhibit acceptable behavior at school and all school functions.
2. If one treats others with consideration and respect, others will generally reciprocate.
3. Loud and boisterous behavior is not acceptable.
4. Being a good audience is part of social skills. Unison clapping, booing, whistling, etc. are not acceptable at school functions.
5. Disrespect, insubordination, and defiance of authority will not be tolerated. Detention, revocations of privileges, suspension, or expulsion are in order in such cases.
6. Vandalism of public or private property is illegal and will be dealt with accordingly.
7. Any corrective measures necessary will be handled at the discretion of the faculty and administration.

### **DISCIPLINE POLICY**

**PHILOSOPHY OF DISCIPLINE** – It is the philosophy of this school district that quality education happens most consistently in an environment where good discipline practices are consistently followed. It will be a goal of this school to help develop self-discipline in every student in order that they may become responsible adult citizens. In accordance with this goal, we will use restorative principles to help students understand that the choices they make may result in negative consequences for which they will be expected to make restitution to those who have been affected by their actions.

#### **I. Rules of Conduct**

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district:

##### **A. Truancy and Unauthorized Absences**

##### **B. Damage to School or Personal Property**

1. Vandalism
2. Theft

##### **C. Physical Assault**

1. A threat of bodily harm or death to another person without material physical contact may result in a parent/guardian conference and an initial suspension of up to five (5) days for all students in grades K-12 and referral to policy.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the section of this policy dealing with "weapons".
3. Students in grades K-12 who engage in fighting with another person will be suspended from the classroom or building for a period not to exceed three (3) days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving or scuffling".

4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the section of this policy dealing with "weapons".
  - D. Verbal Assaults
  - E. Threats and Disruptions
    1. Dangerous Threats
    2. School Disruptions
  - F. Dangerous, Harmful, and Nuisance Substances and Articles
    1. Use and/or possession of Alcohol
    2. Use and/or possession of Drugs
    3. Use and/or possession of Tobacco
    4. Use and/or possession of synthetic or vaping drugs
    5. Harmful or Nuisance Articles – possession of a weapon will result in:
      - a. An initial suspension for five (5) days;
      - b. Confiscation of the weapon;
      - c. Contact the Sheriff's Department and;
      - d. A recommendation to the Superintendent that the student be expelled.

"Possession" refers to having a weapon on one's person or in an area subject to one's controls on school property or at a school activity. "

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are guns (including pellet guns, look-a-like guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, (used in a threatening manner) numchucks, throwing stars, explosives, stun guns, and ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.
  - G. Failure to Identify Oneself
  - H. The violation of any state or local law or the violation of any federal law is unacceptable behavior.
  - I. The following constitute unacceptable behavior:
    1. Willful conduct which materially and subsequently disrupts the right of others to an education;
    2. Willful conduct which endangers school district employees, the pupil or other pupils or the property of the school; or
    3. Willful violation of any rule of conduct specified in this disciplinary policy.
  - J. Cheating is defined as knowingly giving or taking answers or text from **any** source, i.e. another person, an answer key/solution manual, internet.
    1. First offense is ZERO, notification of parents and ½ hour detention.
    2. Second offense is a ZERO, a conference with parent, and one day of IN SCHOOL SUSPENSION.
  - K. Insubordination is defined as a student refusing to comply with a reasonable request of any staff members.
  - L. Hazing and initiations are activities specifically prohibited by state law. The school will not allow these activities on the campus or sanction their use by any organization. Parents are encouraged not to allow their students to be involved in these potentially dangerous activities off the campus. People who violate this law are subject to charges of harassment, reckless endangerment, violation of civil rights, or child abuse.
  - M. Public Displays of Affection are defined as affectionate acts, which are inappropriate in a public place.
- II. Disciplinary Action

- A. Disciplinary action may include but is not limited to: Meeting with the teacher, counselor or principal; detention; loss of school privileges; lunch period restrictions; parental conference with school staff; modified school programs; removal from class; exclusion; suspension; and expulsion, and duties as assigned by administration.
  - 1. Detention will be held after school. The minimum amount to be served will be ½ hour every day. Detention must be made up within two days of it being given.  
No extra-curricular practice or participation until detention is served.
- B. Parent/guardians shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 1974.
- C. Parents, teachers and administration have a common interest in remedying the student's behavior problem. Contact may be made with the school social worker, school psychologist, chemical dependency counselors, or other special education personnel as deemed appropriate or as required by an Individual Educational Plan (IEP).
- D. When a student is removed from class for disciplinary reasons the parent (s) may be notified. The second time the student is removed from the classroom the student may be suspended for one day.
- E. It is required now that school districts' discipline policies contain a provision that states "A teacher, school employee, bus drivers or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws."

## **DRESS CODE**

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. The mode of dress should reflect a wholesome attitude toward school without creating offense, distraction or disruption to the school's learning environment. While it is not possible to define or assess by written policy every possible attire or grooming issue, the expectation of this policy is clear: The administration, or his/her designee, is empowered to require such modifications to the appearance or attire so that the appearance or attire no longer disrupts the educational process. If a student is judged to be in non-compliance with this policy, such behavior is deemed inappropriate and subject to disciplinary action.

First Offense: Administration (or Designee)/Student conference and changing attire

Subsequent Offenses: Detention, In-School Suspension, or Out-of-School Suspension

Following are some general guidelines for student appearance and attire; these guidelines include but are not limited to:

- 1. All students are to wear appropriate footwear except as approved for a specific school activity.
- 2. Caps, hats, or bandanas will not be worn in the school building.
- 3. Clothing and accessories such as backpacks, jewelry or notebooks that illustrate or represent with words or symbols the condoning of alcohol, tobacco or drug use, sexual representations or innuendos, violence, profanity or other inflammatory issues are prohibited.
- 4. Trousers, slacks, shorts, and skirts are to be worn at the waist and securely fastened. Shorts and skirts must be of suitable length for the learning environment. Jeans may not have any holes, tears, or shredded fabric in the areas typically covered by appropriate shorts.
- 5. Students are not permitted to wear clothing which exposes too much of the body or any undergarments due to see-through properties of the garment or inadequate coverage of the body. This includes, but is not limited to, sleeveless shirts, low-cut shirts, or shirts which expose the mid region of the body.

6. Students are not permitted to wear clothing that allows the inappropriate revealing of the anatomy due to the tight fit and/or nature of the material of the garment.
7. Winter coats, backpacks, or purses will not be allowed in classrooms.
8. Dangling chains, cables, straps, and any spiked attire are safety hazards and are not allowed.

### **DRESS FOR WEATHER**

Parents/students should be aware of weather conditions and dress or carry along appropriate clothing.

### **EDUCATIONAL FIELD TRIPS**

All Trips sponsored by the school are to be educational in nature. Educational field trips are to be no longer than one day. **Parents will be asked to complete a Field Trip Permission Form at the beginning of the school year which will be used for all trips throughout the year.** Overnight class trips are not permitted, except by school board approval. Trips are considered school functions; so appropriate dress and behavior are required. Visits to colleges or vocational schools should be coordinated with the counselor to make the trips productive. Advisors have the right to search bags etc. before the group departs if there are any suspicions of alcohol etc.

### **HEALTH CHECK-UPS**

We recommend that your child have a thorough physical examination and dental check-up prior to enrollment in school. The school will provide the necessary forms. The check-ups should be done in the summer before the child begins school. If there are any health conditions that prevent your child from participating in certain activities, the doctor should indicate that on the form. A health record is kept for each child. Any disease or immunization that the child has had during the summer or during the school year should be reported to the school nurse so that information can be recorded on the child's health card. Vision and hearing screening tests are administered on a regular basis. Scoliosis screening is held each year.

### **HEALTH ROOM**

Any student who may be ill or injured may use the health room. The health room is staffed with a service aide, knowledgeable in first aide. First aide, as defined by the American Red Cross, is the immediate and temporary care given in case of accidents or sudden illness before the services of a physician are secured. First-aid procedures do not include any form of medical treatment.

### **ILLNESS AT SCHOOL**

When a child becomes ill at school, or has a fever of 99 degrees or more, the parents will be contacted at home or work. If parents cannot be reached, the relative or neighbor designated on the *Emergency Information Card* will be notified. *If you have a change in telephone number or emergency number, please notify the school; it will be kept confidential if requested.*

### **IMMUNIZATIONS REQUIREMENTS**

Minnesota State Law requires that children entering kindergarten be immunized for diphtheria-pertussis-tetanus (DPT), polio, measles-mumps-rubella (MMR), hepatitis B and varicella. The law now requires five doses of DPT, four doses of polio, two doses of MMR, three doses of hepatitis B, and two doses of varicella before children enter kindergarten. Four doses of DPT, and three doses of polio, are sufficient if the final doses of each were given after the fourth birthday. The MMR needs to be given after twelve months of age; fifteen months is the recommended age. **The school needs the complete dates (month, day, and year) of all immunizations before the child starts school.** TD booster (Tetanus and Diphtheria-the pertussis is omitted after age seven) should be given every ten years through life. These boosters will be offered in school in later grades as a convenience for parents. Evidence of a TD Booster given at or after 11 years of age is required.

## **INSURANCE PLANS**

**Accident Insurance** – There will be a voluntary insurance plan offered to students through the school. Forms are available in the office for those who are interested. Participation is voluntary. The school district does not carry student accident insurance.

## **SCHOOL EXCLUSION PERIODS FOR INFECTIOUS DISEASES**

<u>DISEASE</u>	<u>EXCLUSION PERIOD</u>
CHICKEN POX (Varicella)	Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began. Chicken Pox is still a common disease. It takes 10-14 days after receiving vaccines to develop immunity, vaccine failure occasionally occurs, and the incubation period is 10-21 days. Therefore, exclude children who appear to have chicken pox regardless of whether or not they have received varicella vaccine, or develop blisters within 10-21 days after vaccination. Exposed children without symptoms do not need to stay home unless chicken pox develops.
COLDS (Respiratory Infection)	Until fever is gone, and the child is well enough to participate in routine activities.
STREP THROAT (Streptococcal Infection)	Until 12 hours after antibiotic treatment begins and children are without fever. Children without symptoms, regardless of a positive culture do not need to be excluded from school.
PINK EYE	Only if a child has a fever or is not healthy enough to participate in routine activities. Antibiotics or a note from a health care provider are <u>not required</u> to return to childcare or school.
IMPETIGO	Until treated with antibiotics for 24 hours and sores are drying or improving.
LICE	Until first treatment is completed and no live lice are seen. (Nits are NOT considered live lice.)
RINGWORM	For ringworm of the scalp, exclusion until 24 hours after treatment begins. For ringworm of the body, exclusion only until treatment has begun.
SCABIES	Until 24 hours after treatment begins.

## **INTERNET ACCEPTABLE POLICY – (yearly signatures required)**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not merely to provide students and employee with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high quality, self-discovery activities. Users are expected to use Internet access through the district system for further educational and personal goals consistent with the mission of the school district and school policies. Uses that might be acceptable on a user's private personal account or another system may not be acceptable on this limited purpose network.

### IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under applicable laws.

### V. UNACCEPTABLE USE

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
2. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or pose a danger of disruption.
4. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature), or that may constitute harassment or discrimination.
5. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempt to



degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.

#### IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

#### X. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
- C. Disclaimers limiting the school district's liability relative to:
  - 1. Information stored on school district diskettes, hard drives or servers.
  - 2. Information retrieved through school district computers, networks or online resources.
  - 3. Personal property used to access school district computers, networks or online resources.
  - 4. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- D. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- E. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- F. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
- G. Notification that should the user violates the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- H. Notifications that all provisions of the acceptable use policy are subordinate to local, state and federal law.

#### XI. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise that option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

## XII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The Administration shall revise the student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

## LOCKERS

All students (4-12) are assigned lockers for personal belongings and for physical education and athletic equipment. Students are encouraged to provide padlocks for their lockers in Phy. Ed. The school district cannot be responsible for items lost or removed from lockers. (Locking them will discourage theft.) A spare key or combination will be turned in to the office.

## **MEDICATION POLICY**

1. Medication will be given in school only when a student's prescription requires medicating four times a day. Medications requiring three doses per day should be given at home (morning, after school and bed time).
2. A Medication Request Form will be filled out and signed **by a parent, and doctor**. This form will give child's name, grade, diagnosis, name of medication, dosage routine, time of day, and number of days to be given. It will also include special instructions and/or side effects to be noted. **RECEIPT OF THIS FORM IS REQUIRED BEFORE MEDICATION CAN BE ADMINISTERED.**
3. The Medication Request Forms will be sent to each family at the beginning of each school year in the Information Bulletin (the form is in the back of this bulletin). A supply of these forms will be kept at the school office.
4. Medication will be stored in a locked cabinet. For controlled substances: the amount in the container will be documented on receiving, returning, and after each dose is given.
5. **MEDICATION MUST BE RECEIVED IN THE ORIGINAL, PROPERLY LABELED CONTAINER FROM THE PHARMACY.**
6. Use of over-the-counter medications will be discouraged during school hours. However, these may be given with signed, written permission and instructions from the parent. The medication must be in the original container.
7. The initial dose of a prescription medication should be administered at home. This is to ensure that the student is tolerating the medication before attending school.
8. The principals or their designee will give medication.
9. Medication will be dispensed with careful attention to right person, right medication, right dose, right time, right route, and right documentation.
10. Medication will be returned or destroyed at the end of the school year or when the medication is discontinued.
11. The school will maintain a list of students on medication, noting the dosage, time, purpose and side effects. This list will be compiled at the beginning of each school year and updated as necessary.
12. Students may carry own personal asthmatic inhaler.

13. Medication administered after school is dismissed will be discouraged.

### **PLEDGE OF ALLEGIANCE**

In both the high school and the elementary, students will recite the Pledge of Allegiance on a regular basis in their individual classrooms. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

### **SPECIAL EDUCATION SERVICES**

It is the policy of the Chokio-Alberta Public School District to provide a free and appropriate public education for all children with disabilities within its legal jurisdiction, (ages 0-21), regardless of type or severity of the disabling condition. The districts special education system in cooperation with the Midwest Special Education Cooperative provides a Total Special Education System for the district. This system allows for annual review and evaluation.

Program areas include: Speech/Language Impaired, Mildly Mentally Disabled, Moderately and Severely/Profoundly Mentally Disabled, Physically Disabled, Hearing Impaired, Visually Impaired, Specific Learning Disability, Emotional/Behavioral, Other Health Impaired, Autistic, and Early Childhood Special Education.

If you have questions concerning special education programs, please contact the Superintendent or Todd Travis, Director of Special Education, Midwest Special Education Cooperative, 203 South Columbia Avenue Morris, MN 56267, (320) 589-4248.

### **TELEPHONE, CELL PHONE, HEADSETS, ELECTRONICS, BEEPERS, NUISANCE ITEMS**

1. Outgoing telephone calls by students are to be made during lunch break and only with written permission of the teacher. Students will **not** be called out of class to the telephone unless it is an emergency. Phone messages will be delivered to students.
2. Personal electronic equipment and nuisance items (radios, headsets, cellular phones, hacky sacks, etc.) are distractions in the educational setting. Students should not be in possession of these items while classes are in session. Electronic items must be turned off and be out of sight while classes are in session. **The classroom teacher has control as to how and when devices are used within their classroom.** Misuse of any of these items may result in a staff member requesting the item(s) until school is over. Failure to give the item to a staff member may result in disciplinary action. Persistent and continued use of these items after being warned may result in detention, suspension and/or loss of the item. As with all valuable items, we strongly suggest that they be left at home. The school assumes no responsibility for the loss of such items. Items confiscated by school personnel may be picked up by a parent/guardian in the school office.

### **BYOD (Bring Your Own Device) User Agreement/Policy – (yearly signatures required)**

#### **Purpose:**

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, Chokio-Alberta Public School will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

#### **Device Types:**

For the purpose of this program, the word "device" means a privately owned wireless and/or portable

electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.) If you are uncertain whether or not your device meets the criteria to be used for Bring Your Own Device (BYOD), please see your building technology administrator.

### **Guidelines:**

1. Any student who wishes to use a personally owned electronic device within Chokio-Alberta Public School must:
  - Read and sign with parent/guardian
  - Submit signed agreement to the school office
1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times or locked securely in their locker. The school is not responsible for the security of the device.
2. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated ISD771 School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. Violations of any ISD771 School Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
5. The student must comply with a staff request to shut down the device or put the screen to sleep.
6. The student will not be allowed to charge their device while at school.
7. The student may not use the device to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
8. During school hours the student should only use their device to access classroom related activities. Accessing classroom related activities on a mobile device looks like:
  - The device is used only for academic purposes
  - The device is on the desk and visible to everyone in the classroom
  - The device is only used when the teacher prompts students
  - When accessing audio content, earbuds are used
  - The device is NOT under the desk or hidden while in use
9. The student will use the wireless network while in school. Use of 3G & 4G wireless connections is not allowed.

### **TOBACCO FREE POLICY**

The Board of Education has designated all buildings, grounds, and school-owned vehicles in I.S.D. #771 as Smoke/Tobacco Free. A complete copy of this policy will be posted on the district's website.

### **USE OF CARS**

Since the school district provides transportation for students, it is ordinarily not necessary for students to drive cars to school. They are not permitted to drive cars or ride in them during the school day or at noon hour. Any exceptions to the above must have the prearranged approval of the principal/superintendent.

There is special concern about the students who may ride to or from school in another student's car when the parent assumes that they are riding on a school bus. **School legal counsel has advised that the driver and owner of the car are responsible for any injury or accident involving the occupants or their cars.**

# SCHOOL BUS SAFETY RULES

## **RIDING THE BUS IS A PRIVILEGE**

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

The School bus safety rules are posted on every bus. If these rules are broken, the discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Transportation Office.

## **RULES AT THE BUS STOP**

- Get to your bus stop 3-5 minutes before your scheduled pick up time. The school bus driver will not wait for late students
- Respect the property of other while waiting
- Keep your arms, legs, and belongings to yourself
- Use appropriate language
- Stay away from the road when waiting for the bus. Wait until the bus stops before approaching the bus
- After getting off the bus, move away from the bus
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street
- No fighting, harassment, intimidation, or horseplay
- No use of alcohol, tobacco, or drugs

## **RULES ON THE BUS**

- Immediately follow the instructions of the driver
- Sit in your seat facing the front
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep arms, legs, and belongings to yourself

- No fighting, harassment, intimidation, or horseplay
- Do not throw any object
- No eating, drinking, or use of tobacco or drugs
- Do not bring any weapon or dangerous objects on the school bus
- Do not damage the bus

## **STUDENT TRAINING**

The School District shall provide students enrolled in grades Kindergarten through 10 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completion of the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- Transportation by school bus is a privilege not a right
- Policies for student conduct and school bus safety
- Appropriate conduct while on the bus
- The danger zones surrounding the school bus
- Procedures for safely boarding and leaving the school bus
- Procedures for safe vehicle lane crossing, and
- School bus evacuation and other emergency procedures

## **CONSEQUENCES FOR MISBEHAVIOR**

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or designee in conjunction with the Transportation Director. Serious misconduct may be reported to local law enforcement.

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

## **ELEMENTARY (K-6)**

- 1<sup>st</sup> offense    Written warning
- 2<sup>nd</sup> offense    3 school day suspension from the bus  
                    Call parent/guardian
- 3<sup>rd</sup> offense    5 school day suspension from the bus  
                    Call and meet with parent/guardian
- 4<sup>th</sup> offense    10 school day suspension from the bus and a meeting with parent/guardian

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

## **SECONDARY (7-12)**

- 1<sup>st</sup> offense    Written warning
- 2<sup>nd</sup> offense    5 school day suspension from the bus  
                    Call parent/guardian
- 3<sup>rd</sup> offense    10 school day suspension from the bus  
                    Call and meet with parent/guardian
- 4<sup>th</sup> offense    Suspended from riding the bus for the remainder of the year

## **OTHER DISCIPLINE**

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

## **RECORDS**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records will also be maintained in the transportation office.

## **VANDALISM/BUS DAMAGE**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

## **NOTICE**

Students will be given a copy of school bus and bus stop rules. Rules will be posted on each bus.

## **CRIMINAL CONDUCT**

In cases involving criminal conduct (for example, assault, weapons possession, or vandalism), the Superintendent and local law enforcement officials will be informed.

## **PARENT/GUARDIAN RESPONSIBILITIES FOR TRANSPORTATION SAFETY**

- Become familiar with rules and policies, regulations, and principles of school bus safety
- Assist students in understanding safety rules and encourage them to abide by them
- Recognize their responsibility for the actions of their students
- Support safe riding practices and reasonable discipline efforts
- When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus
- Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District
- Respect the rights and privileges of others
- Communicate safety concerns to transportation office
- Monitor bus stops, if possible
- Support all efforts to improve school bus safety

## **OTHER INFORMATION FOR PARENT/GUARDIAN**

- No driver is to make changes in the pick-up or drop-off schedule for their route without prior authorization
- Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved
- No weapons or articles that may be classified as dangerous, may be transported on a school bus. This includes any or all weapons, gasoline cans, animals, and other dangerous or objectionable items
- Any denial of bus-riding privileges must come from the Principal or Transportation Director

## **ELEMENTARY INFORMATION**

### **ELEMENTARY SCHOOL DAY**

Elementary students are asked not to be at school before 8:00 a.m. Breakfast serving begins at 8:00 a.m. Parents are urged not to allow their children to come to school before this time because no supervision is available for them on the playground. Students will have the option of being in their classroom starting at 8:15 a.m. if prior arrangements are made with their teacher. The actual school day begins at 8:20 a.m.

### **KINDERGARTEN CLASS**

Please call the school office if you have a kindergarten age child who did not participate in our preschool roundup last spring. Students must be at least 5 years of age on September 1<sup>st</sup> of the calendar year in the school year for which he/she seeks admission commences in order to be admitted to kindergarten, or 6 years of age on September 1<sup>st</sup> if he/she is to be admitted to first grade.

### **LABEL ALL CLOTHING – LOST AND FOUND**

**All clothing should be labeled so that it can be easily identified in the event of loss or mix-up.** Due to the accumulation of unclaimed clothing, we would appreciate it if you would take the time to label your child(ren)'s clothing. Since many children have the same kind of boots, tennis shoes, etc., it is especially important that these be marked in some way.

A place for lost and found items is located near the office. If something belonging to your child is missing, please check with the office personnel. Many articles that accumulate during the year are never claimed. The lost and found boxes are circulated through the classrooms once a month and the remaining items are donated to Goodwill at the end of the year.

### **NOON RECESS**

It will be our policy to ask all students to go outside if the temperature is 0 degrees Fahrenheit or higher. This policy will be in effect before school, during the noon period, and during physical education class time's outdoors. Wind chill and other weather related factors might result in changes in this general plan. Please dress your children appropriately for the cold weather months. You may want to have them keep a sweater or jacket at school during the cold weather months. Children should be encouraged to wear boots when the ground is wet or snow-covered and warm clothing on cold days.

# Chokio-Alberta School

## School Supplies List

### 2023-2024

#### Elementary

##### Preschool 4/5 year old class

1 set of extra clothes w/child's name indicated inside of a ziplock bag (no shorts or tank tops), 1 backpack (big enough for folders), 1 resting rug labeled with name or last name, 2 boxes of snacks, 1 container of disinfectant wipes, 2 boxes of kleenex, 1 normal size pencil box, 2 plastic folders-1 green & 1 color of your choice, 6 pencils (Dixon Ticonderoga are preferred), 6 glue sticks (Elmers preferred), 1 box of 10 Washable Markers (Crayola preferred, no scented please), 1 set of expo markers(preferably black but others are okay) and 1 water bottle labeled with your child's name.

##### Kindergarten

1 Backpack or school bag, 1 resting rug or towel, 6 pencils, 6 glue sticks (to start with), 2 expo markers for white board, 1 box of markers, one 3-ring binder (1"), 3 boxes of Kleenex, 1 scissors (fiskars), 1 folder, 1 pencil box and 1 box of crayons.

##### First Grade

1-50 pack sheet protectors, 1-3 ring binder (please place the protectors in the 3-ring binder), 1 pencil box, 1 pocket folder, 3 expo markers for white board, 1 container disinfectant wipes, 6 glue sticks, 1 box of crayons, 1 scissors, 3 erasers, 10 pencils, 1 water bottle and 2 boxes of Kleenex. (First two items will be used to make a memory book of 1<sup>st</sup> grade.)

##### Second Grade

1 bottle white glue, 2 large glue sticks, 4 double pocket folders (one in each color: blue, red, yellow, green), 2 boxes Kleenex, 1 pencil box, 1 box 24 crayons, 1 pack washable markers, 1 scissors, 1 box #2 pencils, 3 expo markers for the white board, 1 white board eraser or sock, 1 -3 ring binder and 1 water bottle.

##### Third Grade

3 single subject wide-ruled notebooks, 5 pocket folders, washable markers, 2 packs of colored pencils (or one pack of 24), 1 scissors, 3 dry erase markers and eraser, glue sticks, 2 packs of no. 2 pencils- wooden or mechanical, erasers, 1 highlighter, 1 black sharpie marker, 1 pencil box, 1 pencil zipper pouch, 1 box of Kleenex and 1 container of disinfectant wipes.

Note to Parents: Please send only what is on the list and please label your child(ren)'s items.  
Thank You!!!

##### Fourth Grade

1 pack of wide ruled loose leaf or filler paper, 1 single subject wide ruled notebook, 2 sturdy folders, 3 glue sticks, 2 colored pens (not red), 2 black sharpie markers, 4 low odor dry erase markers, 1 dry erase eraser, 1 pack of colored pencils, 1 pack washable markers, 1 pack mechanical pencils, 1 pack #2 pencils, 1 highlighter, 1 scissors, 1 pencil/crayon box, 2 boxes of Kleenex

##### Fifth and Sixth Grade

Two 1-Subject notebooks, 1 pocket folder, coloring utensils (markers, colored pencils or crayons), one pack of Expo dry erase markers, 1 pack of no. 2 pencils, erasers, 2 highlighters, 1 pack of pens (no red), scissors, glue (either stick or bottle) and 2 boxes of Kleenex OR 1 container of disinfectant wipes.

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#### HIGH SCHOOL

2 boxes of Kleenex to be dispersed in the high school classrooms, pocket folders for each class, notebook for each class, 1 highlighter, pencils, pens.

- **Anita Marty's Classes** - single subject notebook, pencils, 3-hole binder/3-hole folder.
- **Adam Wiebe's Classes** – 1 – 1" 3-ring binder.
- **Kayla Morrill's Class (7th&8th grade Language Arts)** – One 1-subject notebook, one 1 inch 3-ring binder and one 3-hole folder.



# HIGH SCHOOL INFORMATION

## HIGH SCHOOL DAY

High School students are asked not to be at school before 8:00am. Students meeting with instructors or coaches are permitted in the building earlier. The actual school day begins at 8:20am. Class period times are as follows:

Period 0	8:20 – 8:40	Noon	12:02 – 12:32
Period 1	8:43 – 9:30	Period 5	12:35 – 1:22
Period 2	9:33 – 10:20	Period 6	1:25 – 2:12
Period 3	10:33 – 11:10	Period 7	2:15 – 3:06
Period 4	11:13 – 12:00		

## STATEMENT OF ACADEMIC POLICY

It is the policy of the Chokio-Alberta School District to provide an education for its students that meets and exceeds all requirements of the Minnesota Department of Education, which allows for students to enter the work field upon graduation if they so desire, and which meets and exceeds the requirements or admission to post-high school educational institutions. In order to implement this policy, it is necessary that there be coordination among the educators within the elementary school and the high school, and there must be cooperation among students, parents and educators within the district. There must also be certain rules, regulations and educational criteria established and enforced. Below are listed several academic statements which together help in the clarification and understanding of academic goals of the district.

### COLLEGE LEVEL COURSE/ADMISSION REQUIREMENTS

Students who plan to enroll in college level courses must meet the following requirements. The final decision is up to the discretion of the administration and/or the college registrar.

- The student must be at least 16 and a Junior or Senior
- Juniors must be in the top third of their class or have a minimum GPA of 3.0 (on a 4.0 point scale)
- Seniors must be in the top half of their class or have a minimum GPA of 3.0 (on a 4.0 point scale)

It is possible that a student may not have the above requirements and still have the academic ability to be successful in a college course. Students in these circumstances may be allowed to enroll in college courses if they meet the following requirements.

- Exemplary attendance record
- Approval from the school counselor and principal
- A recommendation from the core course teacher

**Students must maintain a C- or above in the math/LA college courses for the 1<sup>st</sup> semester to register for the 2<sup>nd</sup> semester math/LA college courses.**

### COLLEGE LEVEL COURSE/NON-WEIGHTED CLASSES

A student earning an A of 4.0 will receive a 4.0 on their transcript. This will also apply to a 3.0 being a 3.0 and a 2.0 receiving a 2.0.

## CHOKIO-ALBERTA HIGH SCHOOL EXTRA-CURRICULAR AND SPECIAL PRIVILEGES ACADEMIC ELIGIBILITY POLICY/PROTOCOL

\*This policy and protocol mirrors Morris Area's policy and protocol to cause less confusion.

In order to be eligible for extra-curricular activities and special student privileges, a student must be passing all courses he/she is taking.

When decided by administration or every two (2) weeks (beginning of the school week) and each quarterly report, the office/designee, will compile a list of all 'F' and 'I' grades. Students and parents and the student's coaches/ advisors /directors of MACA activities will then be notified via email that the student is in danger of being placed on academic probation.

The students will have three (3) school days to get incomplete work handed in or upgrade a course grade to passing. If the student's grade is still incomplete or failing after three (3) days, they are on academic probation. **Academic probation means the student is ineligible to compete in events for seven (7) calendar days and will lose any special defined privilege including leaving C-A School Campus during Lunch Hour.** If the student has obtained proof that they are passing the course(s) in question during their week of academic probation they will become eligible after the seventh day; if not, the academic probation continues for seven (7) additional days.

While on academic probation the student is encouraged to still attend practices / meetings.

\*\*\*Note: Extra-curricular and co-curricular activity events include all MSHSL activity events, Fall and Spring Plays, BPA contests, Student Council Contests, Knowledge Bowl Contests, etc. It does not include activities, field trips, and special events (concerts) that are related to academic classes or unique events such as Homecoming Royalty or dances.

It is important to note that there is a carryover from Spring activities to Fall activities. Incompletes related to medical problems will be reviewed by the athletic director and principal. In order to be eligible for extra-curricular activities, a student must be passing all courses he/she is taking.

### **DROPPING AND ADDING CLASSES**

Students will have an opportunity to change class schedules during the first five (5) days of each semester. All "Drop/Add" forms must be processed during that time. Such changes require the approval of a parent/guardian and the high school principal, with consultation with the teachers of affected classes.

### **GRADING AND REPORT CARDS**

Grades for each student shall be determined by the teacher on the basis of fair evaluation of the performance of each student. Report cards will be issued following the end of each reporting period. Students and parents are encouraged to examine the report cards carefully and to contact the teacher(s) and/or the school principal if there are questions or concerns about the grades.

### **GRADUATION/COMMENCEMENT**

Students who meet all graduation requirements established by the Minnesota Department of Education and the Chokio-Alberta School Board shall receive a high School Diploma recognizing their accomplishment and will participate in Commencement Exercises. Students who maintain regular attendance during the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades but who fail to meet graduation requirements established by the Minnesota Department of Education and the Chokio-Alberta School Board may choose to continue their high school education in order to meet all requirements, or they may receive a Certificate of Attendance. Any student whose lack of progress during the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades indicates at the end of the first semester of the 12<sup>th</sup> grade that it is impossible to meet graduation requirements established by the Minnesota Department of Education and the Chokio-Alberta School Board

may choose to participate in Commencement Exercises but with designation of his/her receipt of a Certificate of Attendance rather than a Diploma, or he/she may choose nonparticipation in Commencement. The student and parents shall make this decision and the decision will be submitted in writing to the high school principal. Failure to submit such a written statement shall be interpreted as a decision against participation in Commencement.

### **HIGH SCHOOL CREDIT**

Each student in grades 9-12 must successfully complete all required classes and meet all credit requirements in grades 9-12 in order to graduate from high school. High school credit will be earned for each class successfully completed by the student. Any student enrolled in a college or university course in accordance with Minnesota Statute 123-3514 as amended shall receive high school credit upon presentation to the high school principal of verification of successful completion of such a course. 24 credits will be required to graduate.

Students who enroll in and successfully complete other course work outside the normal high school offerings may apply for credit through a process established by the school administration. Such a process will consist of a written application for credit, including statement of course objectives, objectives achieved, description of course format, hours of class and related work, and evaluation of learning by the student. Application will be submitted to the high school principal, two high school teachers, one school board member, and one student council representative. Any negative decision by the committee may be appealed to the school board.

### **HONOR ROLL**

Honor roll status will be based on a student's grade point average (G.P.A) for the marking Period.

A	= 4.000	C	= 2.000
A-	= 3.670	C-	= 1.670
B+	= 3.330	D+	= 1.330
B	= 3.000	D	= 1.000
B-	= 2.670	D-	= .670
C+	= 2.330	P	= Pass/2.00

A student with a 3.670 G.P.A. (or better) qualifies for the "A" honor Roll. A student with a 3.000 G.P.A. (or better) qualifies for the "B" Honor Roll. A student who receives a "D" (in any form) in any subject is ineligible for the Honor Roll. Students who have incompletes will not be eligible for publication of that quarter's honor roll.

Students are only allowed to take 1 pass/fail course per semester. All P's on the transcript will be coded as a 2.0 grade point average on the official transcript. Students who elect to take summer school for credit recovery will be taking courses on a pass/fail basis.

### **HONOR STUDENT/GRADUATING WITH HONORS**

Honor students or students "graduating with honors" will be so designated at commencement exercises and on the permanent record if the grade point average during the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grades **and at the end of third quarter of the 12<sup>th</sup> grade** is an overall 3.300 or higher.

### **INCOMPLETES**

All incompletes must be made up within ten (10) days of the end of the grading period. If the work has not been made up within ten (10) days of the grading period, the grade will become an F. Exceptions to this rule must be approved in writing with the

principal/superintendent and instructor's signatures. Students who have incompletes will not be eligible for publication of that quarter's honor roll.

### **CORRESPONDENCE/INDEPENDENT STUDY/ONLINE CLASSES**

Students may enroll in courses not currently in the curriculum. The following guide applies to all of these courses: **The faculty and administration must approve all classes.**

- Courses are offered to juniors and seniors only.
- Students must have at least a 3.0 GPA
- Students may enroll in ONE course per semester.
- All course work must be completed in the semester in which it is started.
- Student will work in the supervising teacher's classroom or study hall during the designated course time.
- Student must earn a grade of C- or better. Failure to do so will prevent the student from taking future courses.
- Drop/Add is accepted during the first 5 days of each semester.

### **WITHDRAWAL FROM CLASS**

A high school student who is absent from classes for an extended period of time (20 school days or more) due to illness may withdraw from a class without penalty upon approval by the high school principal/superintendent and the student's parents/guardians. This shall apply **only** to a class that is not required for graduation and when in the judgment of the principal the continuation in the class might jeopardize successful completion of required courses.

### **ACADEMIC LETTERING**

Students in grades 9-12 who are on the honor roll all four quarters of the school year will receive a letter, pin, and/or bar for their achievements.

### **SCHOOL DANCE REGULATIONS**

1. All dances must be approved by the high school principal.
2. All dances may be attended by student's grades 7-12 (with the exception of prom). Students must sign a guest up at the door as they arrive at the dance.
3. Those in attendance who leave will not be readmitted.

### **STUDENT OF THE SEMESTER**

One student from each grade 7-12 will be selected by the faculty at the end of the semester, based on the following criteria:

- Demonstrate academic proficiency
- Exhibit positive leadership and attitude in the school setting and extra/co-curricular activities
- Display a positive role model by showing respect for staff and students
- Show growth and improvement in the school setting and extra/co-curricular activities

### **STUDENT WORK HOURS**

Minnesota Statutes section 181A.04 states that a high school student under the age 18 must not be permitted to work after 11:00 p.m. on an evening before a school day or before 5:00 a.m. on a school day. With written permission from a parent or guardian, these hours may be expanded to 11:30 p.m. to 4:30 a.m. Minors involved in agricultural operations, performing arts, newspaper carriers, or minors employed to do home chores are exempt from this restriction. Employers who fail to comply with the law are subject to fines. Repeated violation of the law carries a gross misdemeanor charge. Persons needing further information should contact the Department of Labor and Industry, Labor Standards unit, (651) 284-5005.

## **STUDY HALLS**

Study halls exist for the purposes of doing class assignments and using the library. Students are limited to 5 study hall periods per a five-day week. Students will bring sufficient work with them for the full period. The following is required of all study halls:

1. Students are expected to be in their seats when the period begins.
2. Attendance will be taken and it will be quiet before anyone can get up.
3. Only one pass per student per period to the locker or lavatory is permitted.
4. Pre-signed passes must be secured before the beginning of the period. Students wishing to study together in the study hall or library must have a pre-signed pass from the teacher of the class.
5. Talking in study halls is limited to one conversation at a time.
6. Students must report back to the study hall before the end of a period unless permission has been given to stay elsewhere until the bell rings.
7. Youth Educational Services (YES) **YOUTH EDUCATIONAL SERVICE-LEARNING -** Students in grades 10 through 12 will have the option to participate in service learning during study halls or free periods. Students will provide service to the community and school through volunteering time for beneficial activities. A commitment to the service learning for one quarter will be required. The student will declare how many days a week they are interested in providing service. Records will be kept and students may declare these service-learning hours for college and scholarship applications and resumes.

# EXTRA-CURRICULAR ACTIVITIES

## Athletic Directors –

### Tate Jerome (Chokio-Alberta) / Blake Karas (Morris)

ACTIVITY	COACH/ADVISOR
Band/Choir	Elizabeth Rath
Baseball	Kirby Sayles
Basketball - Boys	Jacob Torgerson
Basketball - Girls	Dale Henrich
BPA	Wendy DeRung
Cheerleading	Abby Weick
Cross Country - Boys	Dale Henrich
Cross Country – Girls	Tina Bauleke
Drama – One Act Play	Adam Wiebe
Fall Musical	Joe Ferriero
Football	Kevin Pope
Golf – Boys	Joey Fragodt
Golf – Girls	Lanna Stahman
Gymnastics	Trent Oberg
Hockey – Boys	Jeremiah Day
Hockey – Girls	Coleton Anderson
Knowledge Bowl - JH	Elizabeth Rath
Knowledge Bowl – SH	Anita Marty
Softball	Mary Holmberg
Spanish Club	Rachel Schott
Speech	Rachel Schott
Tennis - Girls	Britney House
Track – Boys	Dale Henrich
Track – Girls	Tina Bauleke
Trap Shooting League	Jennah Trefz
Volleyball	Leah Schroeder
Wrestling	Kyle Rose
Swimming – Boys	Michele Just
Swimming – Girls	Sam Olien

We encourage students to take advantage of the many fine extracurricular opportunities.

**Transportation is provided to and from practice sessions when school is in session.**

### ATHLETIC/EXTRA CURRICULAR ACTIVITIES

Students who participate in athletics and extra-curricular activities will pay a participation fee.

Participation fee will be paid before participation of any game, unless approved by administration.

### ATHLETIC REGULATIONS

School-sponsored activities are open to all students. Practicing or conditioning with coaches may happen only in accordance with the MN State High School League rules. Only equipment assignments and physicals may be handled before that date. (Dates are given in the Official State High School League Handbook.) On the first day of practice all participants must have a current physical on file (must be updated every 3 years) and a signed parental permission slip.

### SPORTSMANSHIP

Good sportsmanship by all fans (students or adults) is very important at all sporting events. During the 1991 legislative session the legislators enacted a law that prohibits assaulting of a sports official. Any unruly spectator may be asked to leave.

## **STANDARDS FOR AWARDING OF LETTERS**

CHOKIO-ALBERTA -- Students will be awarded a letter for an activity based on the criteria listed below. Specific guidelines will be available from the coach/advisor.

- I. Speech
  - a. Accumulate 10 practice points.
  - b. Accumulate 10 participation points.
  - c. Must participate in the sub-section competition.
- II. Knowledge Bowl
  - a. Students must participate on a tournament team or the Academic Challenge Team.
- III. Drama
  - a. Candidate must participate in sub-section competition.
  - b. Candidate must also attend 75% of scheduled practices for sub-section competition.
  - c. Candidates not participating in sub-section competition will be recognized for participation by certificate.
- V. Music
  - a. Candidate must participate in sub-section competition.
  - b. Candidate must attend pep band.
  - c. Students in grades 7-12 are eligible to letter.

MACA -- Any MSHSL chemical, alcohol, drug paraphernalia, or tobacco penalty served during the season will cause the athlete to lose lettering privileges, captainship, and local post-season honors, excluding all-conference and media appointed awards. No athlete will be penalized in two sports if the penalty extends into the next season. Those athletes, who have a MSHSL violation in which the penalty has not been served in a previous athletic season for that school year, will serve it during the next season. Each coach will have their lettering policy in writing and it will be given to each athlete for all sports. A copy of each sport's lettering policy should be given to the Athletic Director prior to the start of the season.

- I. Baseball
- II. Basketball
- III. Cross Country
- IV. Football
- V. Golf
- VI. Gymnastics
- VII. Softball
- VIII. Swimming/Diving
- IX. Tennis
- X. Track
- XI. Volleyball
- XII. Wrestling

### **Penalties**

All penalties are accumulative starting in grade 7 and going through grades 12.

### **Misc. School activities: Prom, Homecoming, and Snowball etc.**

If the activities fall within the time of the probationary period the student will be ineligible from any formal participation. This includes speakers, attendants, and other "leadership" roles. Students that are ineligible will still be able to attend dances, plays etc.

### **BPA, Speech, Knowledge Bowl**

First violation – suspended from two weeks of local participation

Second violation – suspended from participation for a period of six (6) weeks

Third violation and subsequent – out of the organization for the remainder of the school year or twelve (12) weeks, whichever is greater.

Regional/State meetings, contests, trips – if a violation occur within the quarter of school which meetings, contests and/or trips are scheduled the violator will be suspended from participation. If an entry fee has been paid the student will need to reimburse the school for that fee.

### **Concert Band, Concert Choir**

First violation – suspension from one (1) local performance if the violation occurs in the quarter of school, which that performance is scheduled, and one (1) MSHSL contest

Second violation – suspension from two (2) local performances and two (2) MSHSL contests

Third violation and subsequent – suspension from three (3) performances and three (3) MSHSL contests

Region/State meetings, contests, trip – if a violation occurs within the quarter of school which meetings, contests and/or trips are scheduled the violator will be suspended from participation. If an entry fee has been paid the student will need to reimburse the school for that fee.

### **Drama, including plays**

First –violation – suspension from one (1) play

Second violation – suspension from two (2) plays

Third violation and subsequent – suspension from three (3) plays

Region/State meetings, contests, trip – if a violation occurs within the quarter of school which meetings, contests and/or trips are scheduled the violator will be suspended from participation. If an entry fee has been paid the student will need to reimburse the school for that fee.

### **Jazz Band and Other Small Group Music Activities**

First violation – suspension from performance or competition for two (2) weeks

Second violation – suspension from performances or competition for six (6) weeks and no award for the year

Third and subsequent – suspension from performance or competition for twelve (12) weeks and no award for the year

If after a third or subsequent violation the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in all activities after a minimum period of six weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

### **Pep Band**

First violation – suspension from two (2) pep band events

Second violation – suspension from six (6) pep band events

Third and subsequent – suspension from twelve (12) pep band events

### **Student Council, Class Officers**

First Violation – Two (2) weeks suspension from participation

Second Violation – six (6) weeks suspension from participation

Third Violation and subsequent – twelve (12) weeks suspension from participation

Region/State meetings, contests, trip – if a violation occurs within the quarter of school which meetings, contests and/or trips are scheduled the violator will be suspended from participation. If an entry fee has been paid the student will need to reimburse the school for that fee.



**MOOD-ALTERING CHEMICALS/SEXUAL HARASSMENT & EXTRA-CURRICULAR'S POLICY**  
**GENERAL POLICY – MOOD ALTERING CHEMICALS**

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives. The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront, and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use problems, including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

**Bylaw – Mood Altering Chemicals (under Mood Altering Policy)**

During the calendar year or during the season of practice, play or rehearsal, regardless of the quantity, a student shall not use or possess a beverage containing alcohol or use or possess tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

**SEXUAL HARASSMENT POLICY**

**General Statement of Policy**

Sexual harassment is a form of gender discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000et seq., and MN Stat. 363.01-14, the Minnesota Human Rights Act. The complete policy is on file in the Superintendent's office.

**General Policy – Sexual Harassment**

The Minnesota State High School League believes that all individuals should be treated with respect and dignity. Students should be able to participate in League-sponsored activities in an environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for a student participant in League activities to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence as defined by this policy.

**Sexual Harassment and Sexual Violence Defined**

- A. Sexual Harassment is a form of gender discrimination that violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C.2000, et seq., and Minnesota Statutes Sections 393.10 10-14, the Minnesota Human Rights Act.
  1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
  2. Sexual harassment may include but is not limited to:
    - a. Verbal, written/graphic harassment or abuse;
    - b. Subtle pressure for sexual activity;
    - c. Inappropriate patting or pinching;
    - d. Intentional brushing against the individual's body;
    - e. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
    - f. Demanding sexual favors accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status;
    - g. Any unwelcome touching of a sexual nature.

- B. Sexual violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts either above or underneath one's clothes. An intimate part, as defined in Minnesota Statutes 1990, Section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity. Sexual violence may include, but is not limited to:
1. Touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex.
  2. Coercing or forcing sexual touching on another.
  3. Coercing or forcing sexual intercourse on another.
  4. Threatening to force sexual touching or intercourse on another.

### **Bylaw – Sexual Harassment (under Sexual Harassment Policy)**

During the school year, a student shall not violate the sexual harassment and sexual violence bylaws of the Minnesota State High School League. Interpretation: the bylaw applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

- A. Category I Activities: Those League sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League sponsored tournaments. The penalties for athletic activities, including student managers and cheerleaders are as follows: (The penalties for Athletic Eligibility Information Bulletin which each participant receives.)
1. First Violation: Penalty: after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
  2. Second Violation: Penalty: after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
  3. Third and Subsequent Violations: Penalty: after confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks whichever is greater, in which the student is a participant. If after the third or subsequent violations the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.
  4. Penalties shall be accumulative beginning with, and the throughout the student's participation on a varsity, junior varsity or team activity.
- B. Category II Activities: Those League sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League sponsored tournaments. Also included are school-sponsored activities.

## **STUDENT SEX NONDISCRIMINATION**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates the Superintendent of Schools, (320-324-7131) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### **III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

See District Policy 102 for Grievance Procedure

### **IV. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the principal/superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### **V. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. DISSEMINATION OF POLICY AND EVALUATION**

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

# FIELD TRIP PERMISSION FORM

## 2023-2024

THE FOLLOWING FORM APPLIES TO ALL CHOKIO-ALBERTA STUDENTS

The classroom teacher and organization/activity advisors plan trips to activities to be held during the school day and outside of the school day.

To save you time we would like to have one permission slip signed at the beginning of the school year to cover all events except those that may include an overnight trip. The teachers/advisors will contact you via email when they have set up a field trip for their class.

Please sign below and return to the office the first week of school.

I give permission for the following students listed below to attend any field trips planned by my child (ren)'s teacher/advisor. I understand that if the event is during the school day there may be homework to be made up. This form does not give permission for my child(ren) to attend overnight trips.

NAME

GRADE

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\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

## **CHOKIO-ALBERTA SCHOOL DISTRICT #771 RENTAL POLICIES**

### SECTION A – General Policies

1. All arrangements shall be made through the office of the Superintendent of Schools well in advance of the date of use.
2. School sponsored activities shall take priority.
3. Activities shall not be scheduled that will hinder the normal maintenance work of the custodial staff (during vacations, etc.).
4. The person reserving the facility shall be responsible for rental payments.
5. All groups are to remain in the specific area, room or rooms rented.
6. School equipment shall not be moved from one room to another.
7. Those renting the facilities or using equipment shall be responsible for any damage or breakage that occurs and shall pay for repair or replacement.
8. The use of buildings or equipment by non-residents is prohibited.
9. Neither the school district nor any of its employees shall be held liable in the event of accident or injury to persons renting or using school facilities or equipment.
10. The school district will provide normal custodial service for all activities.

### SECTION B – Use of Building

1. Activity rooms, gyms, or classrooms:

Commercial use	\$35.00
Non-commercial use	\$25.00
Church groups for afternoon or night (commercial rate if fundraiser)	\$10.00
2. Kitchens \$10.00
3. Summer church school (during the week) \$25.00 per week
4. Short-term meeting during the work day \$5.00

### SECTION C – Equipment

1. Chairs (no new Chairs) \$.20 per chair per day (\$4.00 min)
2. Punch bowl \$1.00 per table per day (\$5.00 min)
3. Other equipment \$5.00

### SECTION D – Pool

1. Private party and commercial for first hour \$30.00
2. Each additional hour... \$10.00
3. Plus regular admission - student or adult \$3.00
4. Swim Pass punch ticket - 20 punches for \$50.00
5. Birthday pool party (3:45-5:00 p.m. weekdays) \$10.00  
(For 1-20 people plus regular admission cost. \$20.00 for over 20 people. Charges include pool, and lifeguard.)
6. Pool Party held during Open Swim – admission price at \$3.00 each and room rental at \$10.00

### SECTION E – Vocational Equipment

Will be rented at the discretion of the administration.

## **2023-24 School Year**

### **GENERAL INFORMATION FOR PARENTS AND GUARDIANS INDOOR AIR QUALITY NOTIFICATION**

The Chokio-Alberta School District advocates a healthy school environment in which the surroundings contribute to a conducive learning environment for students, and productivity for teachers and staff. All school occupants should have a sense of comfort, health and well-being. To accomplish this goal, the district has taken on the task of actively managing and improving its indoor air quality (IAQ). This includes an IAQ Management Plan using guidelines provided by the Minnesota Department of Education, and the "Tools for Schools" document developed by the U.S. EPA with The American Lung Association. Rob Blom has been designated as the IAP Coordinator for the Chokio-Alberta School District. He has been trained and certified as an IAQ Coordinator by the Minnesota Department of Children, Families and Learning. If you have questions or concerns about the Indoor Air Quality in the Chokio-Alberta School District, or if you would like to review the district IAQ Management Plan, or if you would like materials to help you evaluate your home, please contact Rob Blom (320-324-7131) at the Chokio-Alberta School District office in Chokio, Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m.

### **NOTICE CONCERNING USE OF PEST CONTROL MATERIALS**

A Minnesota state law went into effect in the year 2000 that requires school to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticides applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticides applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the Principal/Superintendent's Office at 320-324-7131.

### **ANNUAL ASBESTOS NOTIFICATION**

Our school buildings have been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Some asbestos containing building materials (ACBM) have been submitted to the Minnesota Department of Education (MDE), and the report is available for your inspection in the Principal/Superintendent's office in Chokio.

The person designated as Asbestos Program Manager for our school is Rob Blom, Custodial Director, 320-324-7131.

Problem areas in these buildings are outlined in the Management Plan available in the Principal/Superintendent's Office. Anyone interested in reviewing the information can contact him. Re-inspection takes place every July and December. In addition, a certified inspector will re-inspect the schools every three years.

### **LEAD IN WATER NOTIFICATION**

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every five (5) years. This Statute also requires school districts to make the results of the testing available to the public for review and notify parents of the availability of the information. Any lead testing results are available for viewing upon request. To request information contact: Tate Jerome, Superintendent, Chokio-Alberta School District, 311 First Street West, Chokio, MN 56221; phone: 320-324-7131.

# Chokio-Alberta Public Schools

Dear Parent/Guardian:

Our school provides healthy meals each day.

Starting school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs.

Our school is eligible to receive additional state and federal funds based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. These data are reported to the Minnesota Department of Education based on applications provided by each household. The *Alternate Application for Educational Benefits* and instructions on how to complete it are attached. A new application must be submitted each year. Your application also helps our school qualify for education funds and discounts. We ask that you please consider completing the application for meal benefits.

Families now have the option of electronic filing. A link can now be found on your Parent Portal. Follow prompts on the How to Complete the Application for Educational Benefits similar to the attached form and you will be notified by mail of the outcome. You will need to include your child(ren)'s Student ID number. Please feel free to call our office if you have any questions. Ph: 324-7131

**Automatic Eligibility:** Households with children participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), Medicaid as well as foster children automatically meet the federal income guidelines and do not need to report household income. Foster children who are the legal responsibility of a foster care agency or court are eligible for free meals regardless of household income. Households that include non-U.S. citizens may be eligible to generate additional revenue for our school and should complete the *Alternate Application for Educational Benefits*.

**Household Members:** Include yourself and all other people living in the household, related or not (such as grandparents, other relatives or friends). Include a household member who is temporarily away, such as a college student.

**Variable Income:** List the amount that you normally get. If you normally get overtime, include it, but not if you get it only sometimes.

**Who can get free school meals?** Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children can get free school meals without reporting household income. Alternatively, children can get free school meals if their household income is within the maximum income shown for their household size on the instructions.

To apply for free school meals, please complete the Application for Educational Benefits form.

## COMMON QUESTIONS:

**I get WIC or Medical Assistance. Can my children get free school meals?** Children in households participating in WIC or Medical Assistance do not automatically qualify for free meals. Children may be eligible for free or reduced-price school meals depending on other household financial information. Please fill out an application.



**Who should I include as household members?** Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).

**May I apply if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens for your children to qualify for free or reduced-price school meals.

**What if my income is not always the same?** List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.

**Will the income information or case number I give be checked?** It may be. We may also ask you to send written proof.

**How will the information be kept?** Information you provide on the form, and your child's approval for meal benefits, will be protected as private data. For more information see the back page of the Application for Educational Benefits.

**If I don't qualify now, may I apply later?** Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits.

Please provide the information requested about children's racial identity and ethnicity, which helps to make sure we are fully serving our community. This information is not required for approval of school meal benefits.

Information you provide on the form, and your child's income status will be protected as private data. See the back page of the *Alternate Application for Educational Benefits* for more information about how the information is used.

**Verification:** The information may be checked and we may also ask you to send written proof.

If you have other questions or need help, call Jennifer Wulff at 320-324-7131 or email her at 'jwulff@chokioalberta.k12.mn.us'.

Sincerely,

Tate Jerome

## How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2023-24 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), or the Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR) or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child) or
- The total income of household members is within the guidelines shown below (**gross earnings before deductions**, not take-home pay). Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2023 through June 30, 2024.

**Maximum Total Income**

Household size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Add for each additional person	9,509	793	397	366	183

### Step 1: Children

List all infants and children in the household, their school and grade if applicable, and birthdate. Attach an additional page if needed to list all children. Check the box if a child is in foster care (a welfare agency or court has legal responsibility for the child).

### Step 2: Case Number

If any household member currently participates in SNAP, MFIP or FDPIR, write in the case number and then go to Step 4. If you do not participate in any of these programs, leave Step 2 blank and continue on to Step 3.

### Step 3: Adult and Child Incomes / Last 4 Digits of Social Security Number

- Social Security Number/Total Household Members.** An adult household member must provide the last four digits of their Social Security number or check the box if they do not have a Social Security number. Report the total number of household members and ensure all household members are listed individually on the application in the child or adult section as applicable.
- Child Income.** If any children in the household have regular income, such as SSI or part-time jobs, list the total amount of regular incomes received by all children, and check the box for the frequency: weekly, bi-weekly, twice a month, or monthly. Do not include occasional earnings like babysitting or lawn mowing.
- Adult income.** Report the names of adult household members and income earned in this section.
  - List all adults living in the household not listed in Step 1, whether related or not, such as grandparents, relatives, or friends.
  - Gross Earnings from Work.** This is usually the money received from working at jobs where a paycheck is received. For each income, check the box to show how often the income is received: weekly, bi-weekly, twice per month, or monthly.
  - List gross incomes before deductions, not take-home pay. Do not list an hourly wage rate. For adults with no income to report, enter a '0' or leave the section blank. For seasonal work, write in the total annual income.
  - Are you Self-Employed or a Farmer?** List the net income per month or year after business expenses. Do not list the same income twice on the application. A loss from farm or self-employment must be listed as 0 income and does not reduce other income.
  - Any Other Gross Income.** List gross incomes before deductions from all other sources, such as SSI, unemployment, child support, public assistance, social security, rental income or annuities.

**Step 4: Signature and Contact Information** An adult household member must sign the form. If you do not want your information to be shared with Minnesota Health Care Programs, check the "Don't share" box in Step 4.

**Optional:** Please provide the information on ethnicity and race that is requested on the second page of the form. This information is not required and does not affect approval for school meal benefits. The information helps to ensure we are meeting civil rights requirements and fully serving our community.

## 2023-24 Application for Educational Benefits

Complete one application per household for all children. Please use pen (not a pencil). **Mail or return completed form to: (School/District Information)** \_\_\_\_\_

**STEP 1: List ALL Household Members who are infants, children, and students** up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

**Definition:** A Household Member is "Anyone living with you and shares income and expenses, even if not related." Read *How to Complete the Application for Educational Benefits* for more information. Adults over grade 12 living in the same household should be reported in Step 3. If your children attend different districts or charter/nonpublic schools, return an application at each one.

Child's First Name (list all children in household)	MI	Child's Last Name	School	Grade	Birthdate	Foster Child (v)
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

**STEP 2:** Do Any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, MFIP or FDPIR? Medical assistance **does not** qualify. If **NO** > Go to STEP 3.

If **YES** > Enter SNAP, MFIP or FDPIR Case Number (between 4-9 digits, do not report EBT card number) \_\_\_\_\_ then go to STEP 4 (Do not complete STEP 3)

**STEP 3:** Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

**A. Last Four Digits of Social Security Number (SSN)** of Adult Household Member: XXX-XX-☐☐☐☐ Or Check if Adult has **No SSN:** ☐ **Total Number of All Household Members** (Children + Adults) ☐

**B. Child Income.**

Sometimes children in the household earn or receive income, such as from a part time job or SSI. Please include the TOTAL income received by all children listed in STEP 1. Do not include income received by adults in the box to the right.

Total Income Received by All Children	Weekly	Bi-weekly	2x Month	Monthly
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C. All Adult Household Members (including yourself).** For each Household Member listed, if they do receive income, report total gross income only. If they do not receive income from any source, write '0' or leave any fields blank. You are certifying (promising) that there is no income to report. Flip the page and review "Sources of Income" for information. "Sources of Income" will help you with the Child Income section and All Adult Household Members section.

Names of All Adult Household Members (First and Last)
List all Household members not listed in STEP 1 (including yourself) even if they do not receive income. Include children who are temporarily away at school or in college.

Gross Earnings from Working at Jobs				
Weekly	Bi-weekly	2x Month	Monthly	Report income <b>before</b> deductions or taxes in whole dollars (no cents).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Are you Self-Employed or a Farmer?		
Monthly	Yearly	Net income from Farm or Self-Employment. Do not duplicate elsewhere.
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

Any Other Gross Income				
Weekly	Bi-weekly	2x Month	Monthly	SSI, Unemployment, Public Assistance, Child Support, and others on Page 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

**STEP 4: Contact information and adult signature.** "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

☐ I have checked this box if I *do not* want my information shared with Minnesota Health Care Program as allowed by state law.

Printed name of adult signing form \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Address (if available)

Apt# City Zip

SIGN HERE: Signature of Household Adult

Date

### OPTIONAL: Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility. Respond to both Step One, *Ethnicity* and Step Two, *Race*.

**Step One: Ethnicity (check one):** ☐ Hispanic or Latino ☐ Not Hispanic or Latino

**Step Two: Race (check one or more):** ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

### INSTRUCTIONS: Sources of Income

#### Sources of Income for Children

Sources of Child Income	Examples
<ul style="list-style-type: none"> <li>Earnings from work</li> <li>Social Security               <ul style="list-style-type: none"> <li>a. Disability Payments</li> <li>b. Survivor's Benefits</li> </ul> </li> <li>Income from person outside the household</li> <li>Income from any other source</li> </ul>	<ul style="list-style-type: none"> <li>A child has a regular full or part-time job where they earn a salary or wages</li> <li>A child is blind or disabled and receives Social Security</li> <li>A Parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> <li>A friend or extended family member regularly gives a child spending money</li> <li>A child receives regular income from a private pension fund, annuity, or trust</li> </ul>

#### Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	All Other Income
<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses (before deductions or taxes)</li> <li>Net income from self-employment (farm or business)</li> <li>If you are in the U.S. Military:               <ul style="list-style-type: none"> <li>a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li> <li>b. Allowances for off-base housing, food and clothing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Cash Assistance from State or local government</li> <li>Supplemental Security Income</li> <li>Unemployment benefits</li> <li>Worker's compensation</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veteran's benefits</li> <li>Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>Social Security</li> <li>Disability benefits</li> <li>Regular income from trusts or estates</li> <li>Annuities</li> <li>Investment income</li> <li>Rental income</li> <li>Regular cash payments from outside household</li> </ul>

<b>Do Not Fill Out: For School Office Use</b> Conversions to Annualize All Income:	X52	X26	X24	X12	X1	<input type="checkbox"/> <b>Verified? Attach Tracker</b>	No change <input type="checkbox"/>	Free After Verified <input type="checkbox"/>	Reduced After Verified <input type="checkbox"/>	Denied After Verified <input type="checkbox"/>
	Weekly	Bi-weekly	2X Month	Monthly	Annualize	Household Size:	Categorical Eligibility	Free	Reduced	Denied
All Total Income (Include child and adult income)										
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determining Official Signature:							Date:			
Confirming Official Signature:							Date:			

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

At public school districts, each student's school meal status also is recorded on a statewide computer system used to report student data to MDE as required by state law. MDE uses this information to: (1) Administer state and federal programs, (2) Calculate compensatory revenue for public schools, and (3) Judge the quality of the state's educational program.

**Nondiscrimination statement:** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or (2) **fax:** (833) 256-1665 or (202) 690-7442; or (3) **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider



