Chokio-Alberta
Public Schools

Parent/Student Handbook

2026-27

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

School Board Members 2026-27

Christina Pederson, Chairman
PO Box 216
Chokio, MN 56221
320-324-2726

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

Mark Gibson, Clerk/Treasurer
65352 St Hwy 28
Johnson, MN 56236
320-324-4080

Heidi Brethorst, Director
29172 600th Ave
Chokio, MN 56221
320-324-7473

Chandler Erickson, Director
28947 590th Ave
Chokio, MN 56221
320-287-0535

Steve Howe, Director
62538 280th St
Chokio, MN 56221
320-287-1853

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
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:	Adam Foslien, Principal
Office Address:	PO Box 68 Chokio MN 56221
Office Phone Number:	320-324-7131

Title IX Coordinator:	
Name:	Adam Foslien, Principal
Office Address:	PO Box 68 Chokio MN 56221
Office Phone Number:	320-324-7131

August 2026

Dear Parents/Guardians of Chokio-Alberta Public Schools:

My name is Adam Foslien, and I am excited to serve as the new PreK-12 Principal for the upcoming school year. I am eager to see and meet students and families as we get closer to the upcoming school year. A friendly reminder that Open House is scheduled for August 27th from 4:30-6:30 PM.

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-AIberta 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.

We are excited to welcome three new staff members to our team. Rebecca (Becca) Holland will be teaching 6th grade, Kandi Retzlaff will serve as our new High School Special Education teacher, and Mackenzi Young will be teaching 5th-12th grade band. Please help us welcome them to Chokio-Alberta schools!

I want to encourage you to get excited about the 2026-2027 school year. Your child receives the best education when you and our staff work as a team. We are proud of our school district, and the positive, safe, and friendly environment it offers to all of our students.

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!

Sincerely,



Adam Foslien
Pre-K-12 Principal (320) 324-7131
afoslien@chokioalberta.k12.mn.us

August 2026

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2026-2027 CALENDAR

DATE	ACTIVITY
Aug. 3	**Preschool Screening Day**
Aug. 10	**All Activity Kickoff @ Morris Elem**
Aug. 24-25-26-27	**Teacher Workshop – all day**
Aug. 25	**Collaborative in Morris**
Aug. 27	**Back to School Open House**
Aug. 27	**Picture Day w/Pics by Paula (During Open House)**
Sept. 1	**First Student Day K-12**
Sep. 7	**No School – Labor Day**
Sep. 16	**Picture Retake Day**
Sept. 20	**Homecoming Coronation**
Sept. 23	**FAST Testing**
Sept. 21-25	**Homecoming week**
Oct. 12	**Fall Elementary Only Parent-Teacher Conferences**
Oct. 13	**Fall Elem & Secondary Parent-Teacher Conferences**
Oct. 14	**Early Out – Students Only**
Oct. 15 & 16	**NO SCHOOL (Education MN)**
Oct. 30	**End of Quarter 1**
Nov. 2	**NO SCHOOL – Teacher Workshop**
Nov. 11	**Veteran's Day Program (During the school day)**
Nov. 25	**Early Out – Staff & Students**
Nov. 26-27	**NO SCHOOL Thanksgiving**
Dec. 7	**7th-12th Band and Choir Winter Concert – 7:30pm**
Dec. 8	**ASVAB – Grade 11**
Dec. 14	**BPA Spaghetti Supper / PreK-6th Winter Concert – 7pm**
Dec. 18	**Early Out – Staff & Students - Last day in session before winter break**
Dec. 21-Jan. 1	**Winter Break**
Jan. 4	**School Resumes**
Jan. 13	**Early Out – Students Only**
Jan. 15	**End of Quarter 2 & Semester 1**
Jan. 18	**NO SCHOOL – MLK Jr Day observed/Teacher Workshop**
Jan 18	**Popcorn Concert/One Act Community Performance**
Jan. 22	**Regional Spring BPA Leadership Conference @ Marshall**
Feb. 8	**Winter Elementary Parent -Teacher Conferences**
Feb. 9	**Winter Elem & Secondary Parent-Teacher Conferences**
Feb. 11	**Early Out – Staff & Students**
Feb. 12 & 15	**NO SCHOOL – President's Weekend**
TBD	Large Group Band Contest @ Morris
TBD	Large Group Choir Contest @ Minnewaska
Mar. 4-6	**State Spring BPA Leadership Conference – Mpls**
Mar. 24	**End of Quarter 3 – Early Out – Staff & Students**
Mar. 25	**NO SCHOOL – Teacher Workshop**
Mar. 26 & 29	**NO SCHOOL – Good Friday & Easter Monday**
TBD	MCA On-Line Reading Testing Window, Grades 3-8 & Grade 10
TBD	MCA On-Line Math Testing Window, Grades 3-8 & Grade 11
TBD	MCA On-Line Science Testing Window, Grades 5, 8, 9 & 10
TBD	ACT Plus Writing Test, Grade 11
TBD	Choir Solo/Ensemble Contest
TBD	Band Solo/Ensemble Contests
Apr. 14	**Early Out – Students Only**
Apr. 30	**Prom**
May 3	**Honors Ceremony**
May 3	**7th-12th Band and Choir Concert – 7:30pm**
May 5-9	**National BPA Leadership Conference – Denver, CO**
May 10	**PreK-6th Spring Concert – 7:00pm**
May 18	**Last Day for 3 Yr Olds**
May 21	**Preschool Graduation**
May 27	**Last Day of School - Early Out Staff & Students-End of Qrt 4 & Sem 2**
May 28	**NO SCHOOL - Teacher Workshop**
May 30	**Graduation**
May 31	**Memorial Day**

CHOKIO-ALBERTA PUBLIC SCHOOLS
2026-27 FACULTY

ADMINISTRATION

Tate Jerome	Superintendent
Adam Foslien	K-12 Principal

ELEMENTARY

Amanda Baxter	Special Education
Hunter Burnett	PreK – Sixth Grade Physical Education
Darcie Daugherty	ADSIS
Maggie deNeui	First Grade
Brooke Johnson	Third Grade
Kayla Kirchner	Second Grade
Amanda Marty	Fifth Grade
Kim Marty	Kindergarten
Rebecca Holland	Sixth Grade
McKenzie O'Connell	Preschool
Tiffanie Pew	Title I
Jamie Van Eps	Fourth Grade
Mackenzi Young	Fifth & Sixth Grade Band

SECONDARY

Lynnette Arens	Mathematics
Adam Calhoon	Social Studies
Darcie Daugherty	High School Choir / ADSIS
Wendy DeRung	Business Ed. / Technology Coordinator
Shaun McNally	Science
Kayla Morrill	High School Language Arts
Kandi Retzlaff	High School Special Education
Rachel Schott	Physical Education – 8th, 9th & 10th / Spanish
Tom Schott	High School Industrial Technology
Mackenzi Young	High School Band

Early Childhood Program

McKenzie O'Connell	Child Educator and Coordinator

SPECIAL SERVICES

Rebecca Homan	Nurse
Todd Travis	Special Services, Director
Julie Smith	Preschool Special Education
Andrea Miller	Vision Consultant
Chelsea Albers	Work Experience for Special Education Coordinator
Brooke Kill	Occupational Therapist
Deb Peterson	Hearing Impaired Teacher Consultant
Lakes Country Services Co-op	Physically Handicapped Consultant
Samantha Lennox	Speech Pathologist
Amanda O'Neill	School Psychologist

OFFICE PERSONNEL

Jennifer Wulff
Nicole Daly

PARAPROFESSIONAL

Jessica Ayres
Alyssa Barry
Nicole Daly
Kim Fischer
Alivia Jerome
Kathy Karsten
Suzanne Motz
Tanner Persing
Tamara Thielke

FOOD SERVICE

Wanda Howe	Head Cook
Marsha Vail	Cook
Kris Quackenbush	Point of Sale

CUSTODIANS

Thomas Johnson	Buildings / Grounds

TRANSPORTATION

Aksamit Bus Company

CHOKIO-ALBERTA SCHOOLS
PRICES/FEES
2026-2027

Meal Prices

LUNCHES		BREAKFAST	
Elementary/PreK	**Free**	Elementary/PreK	**Free**
Grades 7-12	**Free**	Grades 7-12	**Free**
Second Lunch	**$3.20**		
Extra Milk/Juice	**$0.42 each**	Extra Milk/Juice	**$0.42 each**
Adult	**$5.75**	Adult	**$2.60**

Chokio-Alberta Public School will continue to operate 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 – 12th grade as stipulated by the MN-FSM guidelines.
It is our desire that all students receive a healthy breakfast and noon meal each day. One breakfast and one lunch are elective, students are not required to participate, however, federal and state guidelines ensure that school meals have important nutritional value which will help students stay satisfied, focused and alert throughout the school day.
High School students do have the option to sign up for additional lunches if desired but, in doing so, they will assume the cost of the extra meals. One carton of milk, or juice in the case of breakfast, is provided with each meal. Students or adults who take extra milks/juices, or those elementary students taking a milk during milk breaks in their classroom, will be charged $.42 per carton.
The Free/Reduced Meal Benefit Program will operate as normal. Please consider filling out an application, 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, in turn, 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. Please call the office if you have questions.

Athletic Admission Prices – Morris Area		Season Passes – Morris Area	
Adults	$8.00	Adults	$110.00
Students (K-12)	$5.00	Family Pass	$190.00
		Students/Sr. Citizen	$ 80.00

C-A EXTRA & CO-CURRICULAR FEE SCHEDULE

High School Activities and Fees - Grades 9-12

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

Junior High Activities and Fee – Grades 7-8

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

If a family has a child in both grades 9-12 and 7-8, the family cap for the 9-12 level will apply.

Activity Tiers

Tier 1- All Sports except Alpine Skiing

Tier 2- Speech, Drama, Robotics, Spring Play, BPA and Knowledge Bowl

Tier 3-** 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 Fam./Ind. Caps.*

Band Equipment Rental - Grades 5-12 - $50.00 per instrument.

Lunch prices & fees approved July 15, 2026 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 STUDENT STATUS FORM (*emergency information card)* is sent home annually with your child/children at the beginning of the school year. If there are any changes in parent/guardian contact information or emergency contact information this form should be completed and returned to the office on the first day of school.

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 specific as to the reason for the students' absence 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) 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.
10) Family emergencies.
11) 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 absentees do not become excessive. **Administration reserves the right to count Family Home Needs as unexcused if determined excessive.**
12) Active duty in any military branch of the United States.
13) 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.

UNENROLL or DROP STUDENT – 15-DAY DROP RULE
A student who is absent from school for **15 Days CONSECUTIVE** day regardless of whether the absences are excused or unexcused must be removed from enrollment tracking purposes and funding.

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.
8. Any illegal activities by students will be reported to the Steven's County Sheriff's Office.

DISCIPLINE POLICY
PHILOSPHY 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. Any illegal activities by students will be reported to the Steven's County Sheriff's office. The following acts are unacceptable behavior subject to disciplinary action in the school district:

A. Truancy and Unauthorized Absences
    1. Damage to School or Personal Property and possibly reported to Steven's County Sheriff's Office.
    2. Vandalism
    3. Theft

B. 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 and reported to Steven's County Sheriff's Office.

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" and reported to Steven's County Sheriff's Office.

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" and reported to Steven's County Sheriff's Office.

C. Verbal Assaults

D. Threats and Disruptions
   1. Dangerous Threats
   2. School Disruptions

E. Dangerous, Harmful, and Nuisance Substances and Articles will possibly be reported to the Steven's County Sheriff's office.
   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) nunchucks, 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.

F. Failure to Identify Oneself

G. The violation of any state or local law or the violation of any federal law is unacceptable behavior and will be reported to the Steven's County Sheriff's office.

H. 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.

I. Cheating is defined as knowingly giving or taking answers or text from **<u>any</u>** 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.

J. Insubordination is defined as a student refusing to comply with a reasonable request of any staff members.

K. 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.

L. 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, duties as assigned by administration and possibly reported to the Steven's County Sheriff's office. **There are many circumstances, factors, and variations of events that makes up every inappropriate student behavior. Disciplinary Action by the Chokio-Alberta Public Schools Administration takes all factors in account and strives to help students learn from their mistakes and keep everyone safe and respected without violating anyone's rights. The C-A Administration is granted the authority by the C-A School Board to perform and deliver disciplinary action as they deem appropriate.**

1. Detention may be held during lunch or 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.
2. In-School Suspension which is having student(s) secluded from other students and supervised by an adult during the school day.
3. Out of School Suspension is when the student(s) is sent home to be excluded from school and any activities including after school activities, events, practices, meetings, etc. for the day or days the student is suspended from school for.
4. Contact Steven's County Sheriff's Office
5. Expulsion Process of student

B. Parent/guardians shall be notified of violation of the rules of conduct and resulting disciplinary actions by first-class mail, by phone call, or via email 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 and the student may receive detention. The second time the student is removed from the classroom the student may receive in-school suspension or 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 Statues 121A.582 and other laws."

DRESS CODE POLICY 504 – STUDENT DRESS AND APPEARANCE

I. Purpose

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

II. General Statement of Policy

A. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

B. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

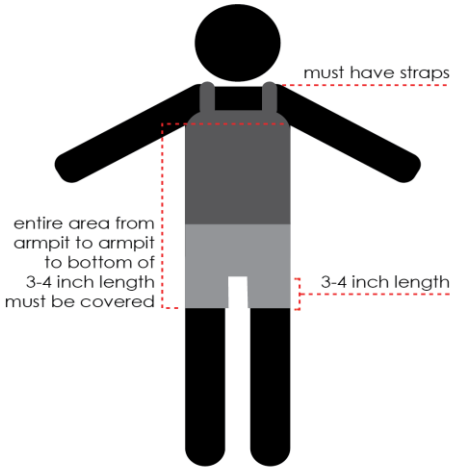
1. does not injure people or damage property;
2. does not materially and substantially disrupt or interfere with the educational process or classwork;
3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.

C. Student clothing may not include the following:

1. Extremely brief garments and see-through garments may not be worn. Also, clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

III. PROCEDURES

A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.

B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications.

Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Following are some general guidelines or examples 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 follow above guidelines in above image example. 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 the body as shown in above image or any undergarments due to see-through properties of the garment.
6. Winter coats, backpacks, or purses will not be allowed in classrooms unless under certain circumstances.
7. Dangling chains, cables, straps, and any spiked attire are safety hazards and are not allowed.

When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

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/ administration 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 for sixth grade girls.

HEALTH ROOM

Any student who may be ill or injured may use the health room. The health room is staffed by our office staff who are under the direction and supervision of a licensed nurse.

Students who become sick at school should wait in the sick area until a parent/guardian is able to pick them up. In the event of an emergency, 911 will be contacted first, followed by the students' parents/guardians.

A parent/guardian should notify the school if his/her student is unable to attend school because of illness. To report an absence, call the school office at 320-324-7131 and report the reason for your students' absence*. See page 9 of this handbook for a list of reasons which are considered excusable.*

ILLNESS AT SCHOOL

When a child becomes ill at school, vomits or has a fever of **100.4 degrees** or more, or is not able to participate in routine activities, the parents will be contacted at home or work to come get their student(s).

Students who go home ill should stay home until symptoms improve and, in the case of a fever, until they are fever-free for 24 hours without medication. Always consult a healthcare provider for advice if your child(ren) is persistently sick.

If parents cannot be reached to come get their child(ren), the relative or neighbor designated on the Student Status Update Form will be notified. <u>If you have a change in telephone number or emergency number, please notify the school as soon as possible; it will be kept confidential if requested.</u>

IMMUNIZATIONS REQUIREMENTS

Minnesota State Law requires that children entering kindergarten be immunized for diptheria-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 DIEASES

DISEASE	EXCLUSION PERIOD
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	Until fever is gone unassisted by medication, and the child is well enough, as in the case of a Respiratory Infection for instance, to participate in routine activities.
STREP THROAT (Streptococcal Infection)	Until 24 hours after antibiotic treatment begins and children are without fever unassisted by medication. 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 not required 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 PRIVELEGE

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 lock anything valuable their lockers in Phy. Ed. and in hallway lockers. The school district cannot be responsible for items lost or removed from lockers. (Locking them will discourage theft.) A combination padlocks can be 'rented' from the school and students will not be charged unless the lock is lost or damaged. Valuables can and should be brought to the office for safe storage during the school day!

MEDICATION POLICY

1. Medication can be given in school when needed by staff who have completed the online medication administration course.
2. A Medication Request Form must 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 can be obtained in the school office. Signed forms sent via email either by the parent or the doctors' office are acceptable.
4. Medication will be stored in a locked cabinet. For controlled substances: the amount in the container will be documented upon 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.
7. MEDICATION MUST BE BROUGHT IN THE ORIGINAL CONTAINER.
8. 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.
9. Only Certified Staff will administer medication.
10. Medication will be dispensed with careful attention to right person, right medication, right dose, right time, right route, and right documentation.
11. Medication will be returned or destroyed at the end of the school year or when the medication is discontinued.
12. 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.

13. Students may carry a personal asthmatic inhaler.
14. 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.

CELL PHONES, SMART DEVICES, ETC.

1. Cell phones, electronic devices that have smart phone capabilities, and other personal devices can only be used by 7th-12th grade students in between classes and at lunch break during the school day (8:15am to 3:06pm). This includes but is not limited to smart phones, smart watches, smart ear buds, smart headphones, etc. or any other item that can work as or have smart phone capabilities. To clarify: Students can use ear buds or headphones, **if allowed by classroom teacher**, with their C-A Schools issued laptop, Chromebook, or IPad.

2. Students will not be pulled out of class or notified by anyone via device unless it is an emergency. Students in grades PreK through 6th grade will not be allowed to use cell phones, electronic devices that have smart phone capabilities, and other personal devices at all during the school day.

3. With the use of laptops, Chromebooks, or IPads issued to all students by Chokio-Alberta Public Schools there is very limited need to use personal smart phones or smart devices in the classroom setting. If, for whatever reason, there is an educational situation where a personal smart device is appropriate to use for limited educational purposes, the classroom teacher has the authority to allow it.

4. Misuse of any of the above-mentioned smart devices, etc. by a student will 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 loss of the item.
   a. 1st offense will result in device(s) confiscated for the rest of the day and student may pick up device from teacher or office at the end of the day.

b. 2nd offense will result in device(s) confiscated for the rest of the day and the students' parent/guardian must pick the device up at the end of the day or as soon as they can after the day is over.
c. 3rd offense will result in device(s) confiscated for the rest of the day, the students' parent/guardian must pick the device up at the end of the day or as soon as they can after the day is over, and student will turn the device in to administration the next morning and can collect after school for five(5) consecutive school days.
d. Any offense after the 3rd will result in longer periods of device(s) confiscation and other disciplinary action(s). Disciplinary actions will be determined by administration.

5) As with all valuable items, we strongly suggest that personal devices be left at home or locked in a secure location. The school assumes no responsibility for the loss of such items.

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.)

Guidelines:
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. If a student chooses to bring his or her device into the classroom, staff are allowed to ask students to put their devices in a designated location which they may retrieve at the end of the class period.
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. If needed, administration will contact Stevens County Sheriff's Office for assistance.
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 MAY NOT use their device to record, transmit or post photos or video of a person or persons on campus. In addition, NO IMAGES or VIDEO recorded while at school shall be transmitted or posted at any time without the express permission of a teacher.

TOBACCO/SMOKE/VAPE FREE POLICY
The Board of Education has designated all buildings, grounds, and school-owned vehicles in I.S.D. #771 as Smoke/Tobacco/Vape 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.**

We have a permission form that is required for students driving other students or riding with other students from school to Morris Area School for practices and home events.

STUDENT TRANSPORTATION SAFETY POLICY

Aksamit Transportation Inc. (ATI) is pleased to offer school bus transportation to and from school for your student(s). ATI takes great strides to provide safe and reliable transportation each and every day. Our moto is "Transporting America's Pride" and we wholeheartedly believe in this. The following information will assist us in making this possible. Please share this information with your child(ren) prior to the start of the school year.

School Bus Safety training is scheduled within the first four weeks of school start. During School Bus Safety training students will be provided training for safe and proper behavior on and around the school buses.

PROPER CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavior 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.

SCHOOL BUS AND BUS STOP RULES

The school district bus safety rules are to be posted in every bus. It is the school bus driver's responsibility to report unacceptable behavior to the appropriate ATI terminal manager or ATI staff.

RULES AT THE BUS STOP

- Be at your stop five (5) minutes before your scheduled pick-up time. The school bus will not wait and will not return.
- Keep your arms, legs and belongings away from where the bus stops.
- Stay 10' away from the bus while the bus is moving.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus comes to a complete stop 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 wave you across before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

RULES ON THE BUS

- Always follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Keep ALL personal belongings in your backpack.
- Do not throw any objects.
- Do not damage the inside or outside of the school bus or van.
- Make sure you have all of your belongings and are prepared to exit the bus prior to arriving at your stop.
- There are NO guarantees that items left on the bus or van can be returned.
- The driver may take items from a student(s) if the driver finds it to be offensive or unsafe.
- No eating, drinking or use of tobacco or drugs.

- Do not bring any weapon or dangerous objects on the school bus.

STUDENT BEHAVIOR MANAGEMENT POLICIES

- The school bus driver is responsible for the safety and supervision of students on the bus.
- Rules must be enforced according to School District policies.

CONSEQUENCES

Consequences for school bus/bus stop misconduct will apply to all riders. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (Ex: field trips or competitions) will be in the sole discretion of the school district and ATI staff.

1st Offense	Warning
2nd Offense	Assigned seat or 1-5 day suspension
3rd Offense	1-5 day suspension
4th Offense	5-10 day suspension; possible loss of all bus privileges
5th Offense	10 day suspension; possible loss of all bus privileges

INCIDENTS OF MISCONDUCT

Incidents or serious misconduct must be documented and reported to the proper authorities (MN Stat. 169.4582).

Offenses include but are not limited to the following:

- Spitting
- Excessive Noise
- Horseplay
- Eating and drinking on the bus
- Standing
- Profanity, verbal abuse
- Prohibited objects
- Hanging out the windows
- Throwing of any object
- Physical aggression
- Use of tobacco or controlled substance
- Vandalism to bus
- Holding onto or touching exterior of bus
- Lighting of matches or incendiary device
- Tampering with or using emergency exits unless in an emergency or drill
- Other offenses otherwise not list

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.

CRIMINAL CONDUCT

In cases involving criminal conduct (Ex. Assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety may be informed.

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 1st 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 1st 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
2026-2027

ELEMENTARY

- Preschool 3/4/5 year old classes

1 set of extra clothes w/child's name indicated inside of a Ziploc bag (no shorts or tank tops), 1 backpack (big enough for folders), 1 resting rug and 1 small blanket labeled with name or last name, 3 boxes of snacks, 2 containers of disinfectant wipes, 2 boxes of Kleenex, 1 green plastic folder with your child's name on it, 6 thicker pencils and 1 box of thick crayons(easier for grasping), 1 pack of small glue sticks (Elmer's 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 with lid labeled with your child's first and last name. Also, please consider velcro closure tennis shoes vs lace up.

- Kindergarten

1 backpack or school bag, 1 resting rug or towel, 1 Water Bottle, 1 3-ring binder pencil pouch, 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 sharpened pencils, 1 water bottle and 2 boxes of Kleenex. (First two items will be used to make a memory book of 1st 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, pack of 2 highlighters, 1 black sharpie, 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

2 single subject wide-ruled notebooks, 3 pocket folders(plastic-durable-at least 1 that is green), 1 pack of washable markers, 1 pack of 24 colored pencils, 1 pack of 24 count crayons, 1 scissors, 3 dry erase markers(at least 1 black or blue), 1 white big eraser, 1 pack of glue sticks, 1 bottle of glue, 3 packs of no. 2 pencils(Dixon Ticonderoga preferred), 2 highlighters, 2 black sharpie markers, 1 pencil box, 1 ruler(hard, not bendy), 2 boxes of Kleenex, 1 container of disinfectant wipes, 1 pair of tennis shoes for gym, a backpack to carry back and forth to school(no wheels) and a water bottle labeled with students name on it.

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

- Fourth Grade

2 single subject, spiral bound, wide-ruled notebooks, 3 pocket folders, 2 packs of washable markers, 2 packs of colored pencils (or one pack of 24), 1 scissors, 3 dry erase markers, 1 dry erase eraser, glue sticks, 2 packs of #2 pencils-wooden or mechanical, erasers, 1 highlighter, 1 black sharpie marker, 1 pencil box, 1 pencil zipper pouch, 3 boxes of Kleenex and 1 container of disinfectant wipes.

- Fifth Grade

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

- Sixth Grade

Two 1-Subject notebooks, 1 pocket folder, one pack of Expo dry erase markers, 1 pack of no. 2 pencils, erasers, 2 highlighters, 1 set of colored pencils (12 or more), 1 pack of washable markers, scissors, glue (either stick or bottle), 2 boxes of Kleenex and 1 container of disinfectant wipes.

HIGH SCHOOL

3 boxes of Kleenex to be dispersed in the high school classrooms, 1 pocket folder for each class, 1 college-ruled notebook for each class, 1 highlighter, pencils, pens.

**Special Note: All High School Language Arts classes please add 1 -one subject notebook, 1 -one inch 3-ring binder and 1 - three hole punched folder.

Adopted August 2022 / Revised July 2025

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 3.2 (on a 4.0 point scale)
- Seniors must be in the top half of their class or have a minimum GPA of 2.8 (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 College Courses for the 1st semester to register for the 2nd semester 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.

COLLEGE LEVEL COURSE/HIGH SCHOOL CREDIT EQUIVALENT

A student taking a PSEO course in high school will receive the following high school credits:

4 Credit College Course = 1 or 100% high school credit
3 Credit College Course = ¾ or .75% high school credit
2 Credit College Course = ½ or .50% high school credit
1 Credit College Course = ¼ or .25% high school credit

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^{th}, 10^{th}, 11^{th} and 12^{th} 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 9th, 10th, 11th, and 12th grades indicates at the end of the first semester of the 12th 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 9th, 10th, 11th grades **and at the end of third quarter of the 12th 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/PSEO

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

- Courses are offered to juniors and seniors only.
- Students must have at least a 3.2 GPA as a Junior and a 2.8 GPA if a Senior
- Students may enroll in more than one course per semester subject to PSEO guidelines.
- All course work must be completed in the semester in which it is started.
- Student will work in the supervising teacher's classroom, study hall or other available designated area 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/Adds is accepted during the first 5 days of each semester.

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 Statues 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) / Scott Turnbull (Morris)

ACTIVITY	COACH/ADVISOR
Band	Mackenzi Young
Choir	Darcie Daugherty
Baseball	Kirby Sayles
Basketball - Boys	Jacob Torgerson
Basketball - Girls	Jodi Holleman
BPA	Wendy DeRung
Cheerleading	Abby Weick
Cross Country - Boys	Dale Henrich
Cross Country – Girls	Tina Bauleke
Drama – One Act Play	Kayla Morrill
Fall Musical	Kelly White
Football	Kevin Pope
Golf – Boys	Joey Fragodt
Golf – Girls	Jacob Torgerson
Gymnastics	Trent Oberg
Hockey – Boys	Aaron Goff
Hockey – Girls	Jeremiah Day
Knowledge Bowl - JH	Hunter Burnett
Knowledge Bowl – SH	Amanda Marty
Soccer	Juan Cid
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	Dylan Viss
Volleyball	Jordann Gillespie
Wrestling	Hunter Burnett
Swimming – Boys	Sam Oellien
Swimming – Girls	Sam Oellien

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. A chenille 'C-A' and an activity pin will b awarded the first time the student 'letters'. A bar will be awarded beginning with the second letter awarded for that activity and each year after that, or on the advice of the 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.

DISTRICT POLICIES

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 sympomatology 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 Statues 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 Statues 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

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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____

PARENT SIGNATURE DATE

Adopted August 2022 / Revised July 2025

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	$60.00
Non-commercial use	$40.00
Church groups for afternoon or night (commercial rate if fundraiser)	$25.00
2. Kitchens	$25.00
3. Summer church school (during the week)	$25.00 per week
4. Short-term meeting during the work day	$10.00

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 use for 90 minutes	$40.00
2. Each additional 30 minutes	$15.00
3. Plus regular admission - student or adult	$3.50
4. Swim Pass punch ticket - 20 punches for	$60.00

5. Pool Party held during Open Swim – admission price at $3.50 per person.

SECTION E – Vocational Equipment

Will be rented at the discretion of the administration.

NOTIFICATIONS TO PARENTS AND GUARDIANS FOR STUDENT HEALTH

GENERAL INFORMATION FOR INDOOR AIR QUALITY NOTIFICATION

The Chokio-Alberta School District advocates a healthy school environment in which the surroundings contribute to a conductive 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. Tom Johnson 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 Tom Johnson (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 Tom Johnson, 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.

CHAIN OF COMMUNICATION

Chokio-Alberta Public School, ISD 771 believes that the best educational experiences are built through open communication, mutual respect, and strong partnerships among students, families, staff, and the community. As a School Board, our goal is to work collaboratively with all stakeholders to provide a safe, healthy, and meaningful learning environment for every student.

The **Chain of Communication** outlined below is intended to serve as a guide for addressing questions, concerns, or suggestions. Following this process helps ensure that concerns are directed to the individual who is most knowledgeable and best equipped to provide information and work toward a resolution.

While agreement may not always be possible, following the established Chain of Communication promotes understanding, timely responses, and productive problem-solving. Bypassing the process can often lead to unnecessary confusion, frustration, and delays in resolving concerns.

Whenever possible, we encourage stakeholders to begin by communicating directly with the individual or department most closely connected to the concern. If you are unsure where to start, please contact the Chokio-Alberta Public School office at **(320) 324-7131**, and our staff will be happy to direct you to the appropriate person.

Thank you for your partnership and for helping us maintain a positive, respectful, and collaborative school community.

Following are easy-to-understand reasons and real-world examples to explain why following the Chain of Communication is essential in our school district.

Why Following the Chain of Communication Matters

1. **The closest person to the concern usually has the best information.**
    - **Example:** A parent has a question about a math grade. The classroom teacher created the assignment, graded it, and can explain the student's performance. Going directly to the superintendent or School Board delays getting the most accurate answer.
2. **Most concerns can be resolved quickly at the first level.**
    - **Example:** A bus is running late. The transportation director or school office can explain the situation immediately. If the concern goes directly to the School Board, valuable time is lost while the question is redirected.
3. **It allows everyone to hear all sides before conclusions are made.**
    - **Example:** A student tells a parent that a teacher was "unfair." After speaking with the teacher, the parent learns there were additional circumstances that changed the understanding of the situation.
4. **It respects the responsibilities of employees.**
    - Teachers manage classrooms.
    - Principals supervise instruction and daily operations.
    - Superintendents oversee district operations.
    - School Boards govern district policy.
      Each level has different responsibilities and authority.
5. **It prevents misinformation from spreading.**
    - **Example:** A concern discussed on social media may only tell part of the story. Addressing the concern through the appropriate staff member often provides facts that were not previously known.
6. **It builds trust and positive relationships.**
    - Addressing concerns directly with the people involved encourages respectful conversations rather than assumptions or rumors.
7. **It allows administrators to support employees appropriately.**
    - Administrators can only effectively help after the staff member closest to the situation has had an opportunity to resolve the issue.
8. **It helps the School Board remain impartial.**

- The School Board establishes policy and hires the superintendent. If board members become involved in day-to-day personnel or student issues before the administrative process has occurred, it becomes difficult for them to remain objective if the matter later requires board action.

9. **It protects student and employee privacy.**
    - Federal and state laws often prevent school officials from discussing confidential information publicly. Following the Chain of Communication ensures concerns are handled appropriately while protecting everyone's privacy.
10. **It results in better decisions.**
    - Good decisions are based on complete information. The Chain of Communication ensures facts are gathered before conclusions are reached.

A Simple Analogy

Think of the Chain of Communication like visiting a doctor.

If your knee hurts, you don't start by asking the hospital's Board of Directors. You begin with your primary care provider, who has the knowledge to assess the situation. If additional expertise is needed, the concern is moved to the next level. Schools work the same way.

What Happens When the Chain Is Not Followed?

- Small concerns become larger than they need to be.
- Employees may never have the opportunity to address or correct an issue.
- Decisions may be made without all the facts.
- Misinformation and rumors can spread.
- Time is spent redirecting concerns instead of solving them.
- Trust between families, staff, administration, and the School Board can be weakened.

The Goal Is Resolution—Not Redirecting

The purpose of the Chain of Communication is **not to create barriers or make concerns harder to address.** Its purpose is to ensure concerns are handled by the person best equipped to resolve them, as quickly, fairly, and accurately as possible. If a concern cannot be resolved at one level, it naturally moves to the next level until an appropriate resolution is reached.

This process supports respectful communication, strengthens relationships, and helps Chokio-Alberta Public School focus on what matters most—providing the best possible educational experience for every student.

Chain of Communication

It is the goal of **Chokio-Alberta Public School – ISD 771** to work collaboratively with all stakeholders to provide the safest, healthiest, and most meaningful educational experience possible. The **Chain of Communication** diagram below serves as a guide to help address any questions or concerns while promoting effective communication and understanding. Although agreement may not always be possible, following the Chain of Communication helps reduce confusion and frustration and leads to better understanding and resolution. Please begin by communicating with the individual most directly involved with your concern. If you are unsure where to start, please contact the school office at **(320) 324-7131**.

Parent/Guardian Concern(s)	***1st Contact***	***2nd Contact if needed***	***3rd Contact if needed***

Classroom	Teacher	Principal	Superintendent
Community Ed - Summer Rec	Community Ed Director	Principal	Superintendent
Counseling	Counselor	Principal	Superintendent
Curriculum	Teacher	Principal	Superintendent
Health Services	Office Manager	School Nurse	Principal
Special Education	SPED Case Manager	Principal	MSEC - Coordinator
Testing	Testing Coordinator	Principal	Superintendent
Staff Concern(s)			
Custodial/ Cleaning	Head Maintenance	Principal	Superintendent
From Teacher	Principal	Superintendent	School Board Chair
From Paraprofessional	Teacher	SPED Case Manager	Principal
From Other Staff	Principal	Superintendent	School Board Chair
From Students	Teacher	Principal	Superintendent
Other Concern(s)			
Budget or Financial	Principal	Superintendent	Business Manager
Other unnamed Concern(s)	Principal	Superintendent	School Board Chair

Chokio-Alberta Public Schools
Independent School District No. 771
"Excellence in Academics, Athletics, and the Arts"

Principal Mr. Adam Foslien
311 1st St W PO Box 68
Chokio, MN 56221
Phone: 320-324-7131
Fax: 320-238-5293

Superintendent Mr. Tate Jerome
311 1st St W PO Box 68
Chokio, MN 56221
Phone: 320-324-7131
Fax: 320-238-5293

Dear Parent/Guardian:

Our school offers healthy meals each day. 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 application may help the school qualify for education funds. To apply, complete the enclosed Application for Educational Benefits and return it to:

Chokio-Alberta Public Schools
Attn: Jennifer Wulff
311 1st St W. PO Box 68
Chokio MN 56221

Who should complete this application? 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 qualify without reporting household income. Alternatively, children can qualify if their household income is within the maximum income shown for their household size on the instructions.

COMMON QUESTIONS:

I GET WIC OR MEDICAL ASSISTANCE. CAN MY CHILDREN QUALIFY? **CHILDREN IN HOUSEHOLDS PARTICIPATING IN WIC OR MEDICAL ASSISTANCE DO NOT AUTOMATICALLY QUALIFY. CHILDREN MAY BE ELIGIBLE 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 you to complete an application.

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, 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.

If you have other questions or need help, call 320-324-7131.

Sincerely,

Jennifer Wulff, Office Manager, Chokio-Alberta Public Schools

Chokio-Alberta School Board Members: Christina Pederson, Chairperson; Matt Westerman, Vice-Chairperson; Mark Gibson, Clerk/Treasurer; Heidi Brethorst, Director; Chandler Erickson, Director; Steve Howe, Director

AN EQUAL OPPORTUNITY EMPLOYER

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.

How to Complete the Application for Educational Benefits

Complete the Application for Educational Benefits form for school year 2026-27 if any of the following applies to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), 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, 2026, through June 30, 2027.

Maximum Total Income

Household size	$ Per Year	$ Per Month	$ Twice Per Month	$ Per 2 Weeks	$ Per Week
1	29,526	2,461	1,231	1,136	568
2	40,034	3,337	1,669	1,540	770
3	50,542	4,212	2,106	1,944	972
4	61,050	5,088	2,544	2,349	1,175
5	71,558	5,964	2,982	2,753	1,377
6	82,066	6,839	3,420	3,157	1,579
7	92,574	7,715	3,858	3,561	1,781
8	103,082	8,591	4,296	3,965	1,983
Add for each additional person	10,508	876	438	405	203

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 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 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 eligibility. The information helps to ensure we are meeting civil rights requirements and fully serving our community.

2026-27 Application for Educational Benefits

Mail or return completed form to: Chokio-Alberta Public Schools, PO Box 68, Chokio, MN, 56221

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 children in the household 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 (√)
						☐
						☐
						☐
						☐
						☐

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
$	☐	☐	☐	☐

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. Not sure what income to include here? 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)	Gross Earnings from Working at Jobs					Are you Self-Employed or a Farmer?			Any Other Gross Income				
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.	Weekly	Bi-weekly	2x Month	Monthly	Report income **before deductions or taxes** in whole dollars (no cents).	Monthly	Yearly	**Net income** from Farm or Self-Employment. Do not duplicate elsewhere.	Weekly	Bi-weekly	2x Month	Monthly	SSI, Unemployment, Public Assistance, Child Support, and others on Page 2
	☐	☐	☐	☐	$	☐	☐	$	☐	☐	☐	☐	$
	☐	☐	☐	☐	$	☐	☐	$	☐	☐	☐	☐	$
	☐	☐	☐	☐	$	☐	☐	$	☐	☐	☐	☐	$
	☐	☐	☐	☐	$	☐	☐	$	☐	☐	☐	☐	$

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 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 Programs 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

Do Not Fill Out: For School Office Use Conversions to Annualize All Income:	X52	X26	X24	X12	X1	☐ **Verified? Attach Tracker**	No change ☐	Free After Verified ☐	Reduced After Verified ☐	Denied After Verified ☐
All Total Income (Include child and adult income)	Weekly	Bi-weekly	2X Month	Monthly	Annualize	**Household Size:**	Categorical Eligibility	Free	Reduced	Denied
$	☐	☐	☐	☐	☐		☐	☐	☐	☐
Determining Official Signature:								**Date:**		
Confirming Official Signature:								**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
• Earnings from work • Social Security a. Disability payments b. Survivor's benefits • Income from person outside the household • Income from any other source	• A child has a regular full or part-time job where they earn a salary or wages • A child is blind or disabled and receives Social Security • A parent is disabled, retired, or deceased, and their child receives Social Security benefits • A friend or extended family member regularly gives a child spending money • A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	All Other Income
• Salary, wages, cash bonuses (before deductions or taxes) • Net income from self-employment (farm or business) • If you are in the U.S. Military: a. Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) b. Allowances for off-base housing, food and clothing	• Cash Assistance from State or local government • Supplemental Security Income • Unemployment benefits • Worker's compensation • Alimony payments • Child support payments • Veteran's benefits • Strike benefits	• Social Security • Disability benefits • Regular income from trusts or estates • Annuities • Investment income • Rental income • Regular cash payments from outside household

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced-price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met.

Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

At public school districts and charter schools, each student's eligibility status also is recorded on a statewide computer system used to report student data to MDE as required by state law.

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/ad-3027.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

This institution is an equal opportunity provider.