

# STEVENS ELEMENTARY

Dawson-Boyd Public Schools



*Small School. Big Opportunities.*

**2026-2027  
Parent/Student Handbook**

*"Level Up, Blackjacks!"*



### **SCHOOL SONG:**

Come on you Blackjacks, FIGHT,  
we're all for you;

To school and team and colors always true,  
We'll show Blackjack loyalty through and through  
and let them know that we will  
FIGHT! FIGHT! FIGHT!

For black and gold we'll send a cheer on high,  
And let the wide world know a victory's nigh.  
So let's all give that Blackjack battle cry!  
GO! FIGHT! WIN!

### **SCHOOL COLORS**

BLACK AND GOLD

### **SCHOOL MASCOT**

BLACKJACK RABBIT

# Dawson-Boyd Public Schools District Contact Information

**Stevens Elementary**  
**848 Chestnut Street**  
**Dawson, MN 56232**  
**320-769-4590**  
**Fax Number: 320-769-4502**  
[www.dawsonboydschools.org](http://www.dawsonboydschools.org)

| Name              | Position                                                             | Phone        | Email                                                                      |
|-------------------|----------------------------------------------------------------------|--------------|----------------------------------------------------------------------------|
| Amy Hiedeman      | Elementary Principal                                                 | 320-312-2309 | <a href="mailto:ahiedeman@dwby.k12.mn.us">ahiedeman@dwby.k12.mn.us</a>     |
| Laurel Stratmoen  | Elementary Administrative Asst                                       | 320-312-2308 | <a href="mailto:lstratmoen@dwby.k12.mn.us">lstratmoen@dwby.k12.mn.us</a>   |
| Leah Prestholdt   | School Nurse                                                         | 320-312-2312 | <a href="mailto:lprestholdt@dwby.k12.mn.us">lprestholdt@dwby.k12.mn.us</a> |
| Darla Swedzinski  | School Social Worker                                                 | 320-312-2375 | <a href="mailto:dswedz@dwby.k12.mn.us">dswedz@dwby.k12.mn.us</a>           |
| Camey Maland      | Food Service Director                                                | 320-312-2314 | <a href="mailto:cmaland@dwby.k12.mn.us">cmaland@dwby.k12.mn.us</a>         |
| Rebecca Mortenson | Human Rights Officer                                                 | 320-312-2316 | <a href="mailto:rebeccam@dwby.k12.mn.us">rebeccam@dwby.k12.mn.us</a>       |
| Ryan Stotesbery   | Secondary Principal                                                  | 320-312-2306 | <a href="mailto:rstotesbery@dwby.k12.mn.us">rstotesbery@dwby.k12.mn.us</a> |
| Chelsie Bothun    | Secondary Administrative Asst                                        | 320-312-2303 | <a href="mailto:cbothun@dwby.k12.mn.us">cbothun@dwby.k12.mn.us</a>         |
| Andrea Knutson    | Student Support Coordinator/MTSS Coordinator                         | 320-312-2375 | <a href="mailto:aknutson@dwby.k12.mn.us">aknutson@dwby.k12.mn.us</a>       |
| Holly Ward        | Superintendent/Community Education                                   | 320-312-2301 | <a href="mailto:hward@dwby.k12.mn.us">hward@dwby.k12.mn.us</a>             |
| Stacy Stratmoen   | Director of Finance                                                  | 320-312-2302 | <a href="mailto:stacys@dwby.k12.mn.us">stacys@dwby.k12.mn.us</a>           |
| Bryar Kalhoff     | Human Resources                                                      | 320-312-2304 | <a href="mailto:bkallhoff@dwby.k12.mn.us">bkallhoff@dwby.k12.mn.us</a>     |
| Carrie Kleven     | Director of Activities, Transportation, and Community Ed Coordinator | 320-312-2318 | <a href="mailto:ckleven@dwby.k12.mn.us">ckleven@dwby.k12.mn.us</a>         |

[\*] Notice required by statute  
 [\*\*] Notice required by policy

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[\*] Notice required by statute

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- [Stevens Elementary Strategies Reducing Removal of Students from Classrooms](#)
- [Parent/Guardian Guide and Refusal Form for Student Participation in Statewide Assessments](#) [\*]
- [Pupil Fair Dismissal Act](#)
- [District Policies](#) (Policies noted in the handbook are in bold)

[\*] Notice required by statute  
[\*\*] Notice required by policy



*Small School. Big Opportunities.*

## Dawson-Boyd Public Schools

Independent School District #378  
848 Chestnut St.  
Dawson MN 56232

Dear Parents and Students,

Welcome to Stevens Elementary! We are excited for another great year and thank you for entrusting your child/children with us!

This handbook has been designed to familiarize you with Stevens Elementary School. Feel free to communicate your concerns or questions at any time.

Thank you for the part you play in making Dawson-Boyd Public Schools an exceptional learning community.

Please take time to read through the handbook with your children. The time you spend will help to set the tone for the school year. As you look at our handbook I want to note the handbook is laid out in four parts:

1. Information
  2. Academics
  3. Rules & Discipline
  4. Health & Safety
- Please remember to call or email the elementary office by 8:30 if your child will be tardy or absent [320-769-4590 (press 4 for attendance)/[lstratmoen@dwby.k12.mn.us](mailto:lstratmoen@dwby.k12.mn.us)]. Review the section of the handbook that refers to attendance. It will guide you as to attendance expectations. Attendance is key to your child's success. **Please try to schedule appointments and such outside of the school day.**
  - Remember electronic devices are the responsibility of the student when in the school setting. School will not be responsible for lost or damaged items. Please visit with your child before you send any items of value to school. Devices may not be used during the school day unless under the supervision of the classroom teacher - this includes WATCHES used to text and communicate.

I look forward to partnering with you for a successful year of growth for the students and staff of Stevens Elementary.

Sincerely,

Amy Hiedeman

Stevens Elementary Principal | Dawson-Boyd School District

[ahiedeman@dwby.k12.mn.us](mailto:ahiedeman@dwby.k12.mn.us)

"Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that." -MLK, Jr

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[\*\*] Notice required by policy

STEVENS ELEMENTARY WILL HONOR AND UPHOLD ALL POLICIES AS SET FORTH BY THE DAWSON-BOYD PUBLIC SCHOOL BOARD OF EDUCATION. ALL POLICIES ARE ON FILE IN THE DISTRICT OFFICE AT 848 CHESTNUT STREET IN DAWSON AND AVAILABLE UPON YOUR REQUEST.

Additionally, policies can be found on the school district's webpage at [Dawson-Boyd Policies](#).

THANK YOU FOR BEING A PARTNER IN THE EDUCATION OF THE YOUTH OF THE DISTRICT.



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## PART I - INFORMATION

### **District 378 Elementary Employee/Personnel List 2026-2027**

#### **Board of Education**

Tonya Kelly ....Chairperson

Clint Schindler

Cameron Jurgenson

Shawn Zollner

Lynn Marotzke

Megan Lynch

Elsie Nelson

#### **Administration**

Holly Ward

Ryan Stotesbery

Amy Hiedeman

Carrie Kleven

Superintendent

Secondary Principal

Elementary Principal

Activities Director

Transportation Director

Community Ed

Coordinator

#### **Elementary Staff**

Jennifer Mork

Christina Wolner

Hailey Gritmacker

Cali Anderson

Tylee Groenhoff

Alicia Croatt

Bethany Wager

Karla Erickson

Landrey Schmidt

Patti Mork

Thomas Tiernan

Kindergarten

Kindergarten

Kinder/First Multi

First Grade

First Grade

Second Grade

Second Grade

Third Grade

Third Grade

Fourth Grade

Fourth Grade

[\*] Notice required by statute  
[\*\*] Notice required by policy

Amber Omland  
Jami Sather  
Tobi Kemen  
Reis Mitchell  
Chris Lehne  
Brandon Hurley  
Allysa Hurley  
Hank Ireland  
Preston Schwegel  
McKenna Streich  
Kali Connor  
Nichole Andrews  
Kallie Blascyk  
Emma Neet  
Shelby Moen  
Darla Swedzinski  
Kassi Albertson  
Stephanie Kelly  
Chelsea Ludvigson  
Leah Prestholdt  
Laurel Stratmoen

Fifth Grade  
Fifth Grade  
Sixth Grade  
Sixth Grade  
Music/Band  
Music/Vocal  
Music/Orchestra  
Physical Education/DAPE  
Physical Education  
Speech/Language  
Speech/Language  
Special Education  
Special Education  
Special Education  
ECSE/ELL  
Social Worker  
DB Preschool/ECFE  
DB Preschool/ECFE  
DB Preschool  
School Nurse  
Administrative  
Assistant

### **Title I Support Staff**

Amy Hiedeman, Title I Coordinator  
Andrea Enger  
Amy Schlemmer  
Eva Hernandez

### **Custodians**

Chuck Stark  
Todd Henneberg  
Griseldo Bello Miranda

### **Library**

Theresa Vogel

### **Food Service Director**

Camey Maland

\*For additional directory information, please visit [www.dawsonboydschools.org](http://www.dawsonboydschools.org).

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Arrival and Dismissal Hours**

Supervision begins at **8:05** (bus arrival is between 8:05-8:10; students dropped off should NOT arrive prior to 8:05)

Playground or Gym (inclement weather)

Lunch room for Grades 1-6

|                                       |      |
|---------------------------------------|------|
| First Bell (dismissal to classrooms): | 8:20 |
| Second Bell:                          | 8:25 |
| School day begins:                    | 8:28 |

|               |      |
|---------------|------|
| Dismissal     |      |
| Grades PreK-3 | 3:00 |
| Grades 4-6    | 3:05 |

\*\*\*Students are NOT to be on school property without supervision. Only those students having activities, music lessons, or those staying to do school work as requested by the teacher should remain after the regular dismissal times.

**Junior Jacks** is available for all students in grades pre-K through 6 that must arrive outside of the regular school hours. The hours of operation for Junior Jacks are 7:00 AM to 8:20 AM for the morning program and 3:00 PM to 5:30 PM for the after school program. Junior Jacks is available to preschool students on the days they are not in school. Enrollment information is available from the Community Education office/online.

Families will be notified by school administration in regard to student drop off/pick up before and after school. Specific instructions will be shared district wide designating bus loading/unloading areas, limitations on where parents/guardians may drop off or pick up students before and after school, etc.

## **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the appendix of this handbook or on the school district's website at [www.dawsonboydschools.org](http://www.dawsonboydschools.org).

## **Class Assignments**

Classroom assignments are within the school district's discretion. All registered students will be given their classroom placements mid-August. Classroom teachers make suggestions for class lists for the following year based on the academic needs, behaviors, and social skills of the students in that grade level. This is done in May. Parent requests or concerns should be discussed with the elementary principal by the end of the second week of May to allow teachers sufficient time to make recommendations for class assignments. A notification will be issued to each family to allow for parental/guardian considerations via survey (this comes late April/early May each year).

## **Complaints/Concerns**

If a parent or guardian has a concern or question in regard to a school policy, please contact the Principal's office. If the question concerns class work, please contact the teacher. If the parent feels the problem is still unresolved, he/she should then contact the Principal.

[\*] Notice required by statute  
[\*\*] Notice required by policy

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

## **E-Learning Day Plan**

Dawson-Boyd School District is fortunate to be able to address a school closing due to inclement weather through an E-Learning day. Our E-Learning Day Plan is included in the appendix of this handbook - outlining what these days entail. (This is not the same as distance learning due to COVID. This is a one day change of delivery due to uncontrolled circumstances - i.e. weather, water main break, no heat, etc.)

It is important to note that when the school is closed - but it is an E-Learning day, it WILL continue to be considered a school day that counts toward student attendance. Students and teachers will be expected to participate in E-Learning days and attendance will be taken. [eLearning Day Expectations Grid](#)

## **Employment Background Checks [\*]**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct noncurriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **Fees [\*]**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate

[\*] Notice required by statute  
[\*\*] Notice required by policy

in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Stevens Elementary office and/or building principal.

## **Food in the Classrooms**

Dawson-Boyd Schools encourages students to live a healthy lifestyle which supports good school performance. This includes staying well-nourished and hydrated while at school. We encourage the use of water bottles during the school day. Water bottles are permitted during class time. Students will have an opportunity for a snack time, led by their teacher.

Snacks offered during the school day and treats used as classroom rewards should make a positive contribution to children's diets and health, with an emphasis on fresh fruits and vegetables, water, low-fat milk, and other foods/beverages that are low in fat, sugar, salt and caffeine. For more information, please consult the district's Wellness Policy.

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the *Dawson-Boyd School Board*. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

## **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **Holiday Celebrations and Parties**

Dawson-Boyd Schools recognize that communities acknowledge and celebrate for varying reasons, which may include cultural holidays and celebrations, dances, and birthdays. Our

[\*] Notice required by statute

[\*\*] Notice required by policy

district strives to be an inclusive and welcoming institution. However, we also recognize the constraints of time. Instructional time is important, so celebrations will be limited. Three seasonal parties are planned on a cooperative basis by pupils and teachers. Parents may opt out from any school celebration by contacting their teacher and/or building principal.

Birthday parties must be organized outside the school hours to eliminate hard feelings for youngsters not invited. Party invitations must be distributed outside of school. Children are permitted to bring their classmates a treat on their birthday. Treats must be purchased rather than homemade and meet USDA Smart Snack school nutrition guidelines. More information is available in the district's wellness policy. Please contact the school if you have questions.

## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **Library and Media Center**

The library/media center is open 8:30 am - 3:00 pm . Students may use the library/media center during the school day only when a supervisor is present.

## **Meals**

Meals are to be eaten in designated areas only. Meal times vary by classroom. Students will be notified of their assigned lunch meal time on the first day of school.

Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Breakfast and lunch are free for all students. Students who choose to have additional helpings/extra milk will need to purchase these items. Parents/guardians must fill out a form to approve these purchases and money should be deposited in the student's lunch account.

Milk     \$0.50 a carton             Adult meals - Breakfast \$3.00 & Lunch \$5.50

Students may also purchase milk tickets for snack breaks. These can be purchased at the office for \$5.00 for 10 tickets.

Ala Carte: A La Carte selections are available for students in grades 5 and 6 at the lunch hour. If students are using ala carte to charge, parents must fill out a form to approve a la carte purchases. This form is available in both the high school and elementary offices.

Every family will receive an Educational Benefits form. Every family is encouraged to fill out the form regardless of income. This is a confidential form and only viewed by the school officials in charge of this part of the lunch program and those whom parents/guardians give permission to through a release. Parts of school funding and fees for programs are connected to the educational benefits qualification. Qualifying families may choose to accept/deny any financial assistance. We would appreciate every family completing this paperwork. This paperwork is used for reduced activity fees, preschool tuition and fees, summer food programs, etc.

[\*]             Notice required by statute  
[\*\*]            Notice required by policy

## **Local Newspaper and School Publicity**

Stevens Elementary is proud to inform the community of school events through the use of newspapers, radio, online tools, and letters. Public information shall include names and photos of students participating in or attending extra-curricular activities, school events, and engaging in classroom instruction except on social media platforms. Please contact the elementary office if you have concerns about the use of names and photos used to promote our school to the community. Consent is given on the Media Release Form returned annually.

## **Lost and Found**

Parents are encouraged to label items that come to school. Writing a name on a coat, baseball glove, sweatshirt, eyeglasses, etc. will help all lost items to be returned to the owner. All articles found by students and school staff will either be in the **Lost and Found** near the elementary office. Please do your best to monitor your things. We have several items that go unclaimed. They are donated locally each quarter.

## **Messages to Students**

Office and classroom phones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Messages will be delivered to classroom teachers to pass on to students. Personal cell phone use - including watches and gizmos, etc - during the instructional day is prohibited.

## **Nondiscrimination [\*]**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated

CONTACT: Rebecca Mortenson

Human Rights Officer, 848 Chestnut St., Dawson, MN 56232

Phone: 320-769-2955

[rebeccam@dwby.k12.mn.us](mailto:rebeccam@dwby.k12.mn.us)

as the district's Title IX Coordinator and Americans with Disabilities Act (ADA) coordinator.

## **Notice of Violent Behavior by Students [\*\*]**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Parent Teacher Conferences**

Parent and teacher conferences will be held twice during the school year -

- **Monday, October 12 and Tuesday, October 13**
  - these are typically 20 minute scheduled conferences
  - EACH student PreK-6 will have a conference time
  - Scheduling is done in collaboration with families
  - Be watching for information on conferences in mid-September

[\*] Notice required by statute

[\*\*] Notice required by policy

- **Tuesday, March 23**

- these are scheduled only at teacher request
- not all students will have a conference

For more information, contact the building principal.

## **Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building principal. Parents/guardians who visit the school should sign in at the Stevens Elementary Office before entering a classroom. Volunteers will be given a visitors pass and should check out upon departure. All volunteering should be prearranged with the classroom teacher prior to the date of volunteering. For more information, please contact the building principal.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **Schedule**

A schedule is needed to ensure smooth operation of the school. The daily school schedule is often building specific and within the building principal's authority to determine. Information on daily class schedules specific to the various grade levels can be found on teacher websites at [www.dawsonboydschools.org](http://www.dawsonboydschools.org).

## **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

Students are reminded that they too are spectators at sporting events. No rough play or throwing of objects is allowed. Students should pick up their mess before they leave the event. This will assist the custodians and show respect for our school. Be considerate of everyone around you. We want the event to be enjoyable for everyone in attendance. Students are to respect the requests of supervisors.

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No rough and tumble games will be allowed at High School football games. Students' footballs and other equipment will be confiscated. Students can pick up their property at the end of the 3<sup>rd</sup> quarter of the game.

Admission prices for athletic events:

| <b>Athletic Passes</b>                |          |
|---------------------------------------|----------|
| Season Pass (Adult)                   | \$85.00  |
| Senior Season Pass (62+)              | \$55.00  |
| Student Season Pass                   | \$40.00  |
| Family Season Pass                    | \$175.00 |
| Single Event (Adult)                  | \$8.00   |
| Single Event (62+ and non-DB Student) | \$5.00   |

The Dawson-Boyd School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact *the activities/athletic director*.

## **School Closing Procedures**

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over KLQP. The JMC Messenger system makes notification via phone/text/email if contact information is submitted and current.

Do not send your child to school if you think that weather conditions are a threat to the safety of your child. Early dismissal announcements due to rapidly changing weather conditions may occur at any time. Please listen to the radio stations and keep aware of phone messages/email if conditions look questionable.

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

[\*] Notice required by statute  
[\*\*] Notice required by policy

- Lockers and Personal Possessions Within a Locker [\*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Elementary school lockers do not lock nor are students to use padlocks on lockers. Parents and students should take note of this policy when personal possessions are involved. Do not leave money or other valuables in your locker or desk. It is best to leave items of value at home. The school is not responsible for replacement of personal items lost or stolen from lockers or desks.

- Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

- Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

## **Student Publications and Materials**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

- Distribution of Non School-Sponsored Materials on School Premises [\*\*]

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete policy listed on the district website - "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy.

- School-Sponsored Media

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student writers journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and

[\*] Notice required by statute

[\*\*] Notice required by policy

participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

## **Student Records [\*]**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see the complete "Student Records" policy listed on the district website. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the district office.

## **Student Surveys [\*]**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the complete "Student Surveys" policy listed on the district website. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office.

## **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

- Extracurricular Transportation

[\*] Notice required by statute  
[\*\*] Notice required by policy

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[NOTE: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

## **Video and Audio Recording**

- **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

- **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

[\*] Notice required by statute  
[\*\*] Notice required by policy

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## **PART II - ACADEMICS**

### **Academic Integrity**

Students are to do their own work unless they are involved in a teacher-guided cooperative learning group activity.

Students guilty of cheating and plagiarism, as determined by the teacher, will be subject to consequences that may include no credit for work, detention, and/or other consequences deemed appropriate by the teacher and/or building principal.

Academic Integrity will focus on two primary areas:

1. Transparency and Accountability
2. Use of online technology, but maintain original work

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or submitting AI-generated content as one's own is considered plagiarism. AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution. This includes what data it processes and how decisions are made.

Guidelines for AI use:

DO:

- Use AI programs as smart search engines that present information in ways easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.

DON'T:

- Use AI programs to avoid doing your own work.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.

Students shall not rely solely on AI tools to complete assignments. It is important to understand the material and complete assignments on your own, using AI tools as a supplement rather than a replacement for your own work. Students shall not use AI tools to plagiarize. Using AI to generate or modify content to evade plagiarism detection is unethical and violates academic integrity. Students should not assume that AI responses are always correct as AI can generate fake results.

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities

[\*] Notice required by statute  
[\*\*] Notice required by policy

for students with an IEP, contact the building principal and/or your child's special education case manager.

## **Field Trips**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

All class trips must be cleared and planned through the principal. You will be notified when your child's class is planning a trip outside of Dawson's city limits. You will be asked to give your permission for him/her to go with the group. If financial assistance is needed for field trip costs, please contact the building principal.

Please make sure your child is on time for the field trip. Schedules for trip days are very tight and cannot be delayed by a tardy student. Also, please make sure your child knows what to do when the bus arrives back in town if the trip extends beyond the school day. If they will not be picked up at school please send a note notifying the teacher of alternative plans.

## **Grades**

Students' grades will be reported quarterly - four times during the year. Report cards will be sent home with students the week after the end of the quarter for review. The final report card will be mailed following the end of the school year. **We use a common grading scale throughout the district - [Dawson-Boyd Stevens Elementary Grading Scale](#).**

## **Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Parents/guardians are encouraged to consult the teacher with any questions or concerns.

## **Lyceums/Program Attendance**

Students can be excused from any lyceum or program. Parents must send a written and signed note requesting a student to be excused. Students must report to the elementary office during the excused period.

## **Music Lessons**

Students may begin playing an orchestra instrument as early as 3<sup>rd</sup> grade. Parents wanting information about the possibility of their child taking lessons on a stringed instrument should contact the elementary office. The orchestra director will then contact you.

If your child wishes to start lessons on other band instruments, you should contact the band instructor through the high school office. Students are expected to pay for their musical supplies and a music fee for program participation. Lessons begin the summer before the 5th grade year.

The participation fee for participation in band and/or orchestra is \$10 per student. All students must purchase their own practice books.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Physical Education**

Physical education classes will be conducted for the students in grades K-6. Students should have a good pair of tennis shoes to wear to class. Students should also wear suitable clothing. Parents will be notified in advance of units requiring special dress (swimming, etc.). Reminding students to bring proper clothing will be most helpful.

A student will be excused from participation in physical activities only if a written note from the parent is received. The note should include a written explanation of why the student should be excused, the date, and the signature of the parent. The elementary office may require medical documentation to excuse students from participation.

## **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

## **State Testing**

The following tests are currently required by the Minnesota Department of Education:

|                 |                                                                                 |
|-----------------|---------------------------------------------------------------------------------|
| 3rd & 4th Grade | Reading and Math                                                                |
| 5th Grade       | Reading, Math and Science                                                       |
| 6th Grade       | Reading and Math                                                                |
| K-6th Grade     | ACCESS testing for students who qualify as an English Language Learner student. |

The Parent/Guardian Guide to Statewide Testing is included in the Appendix of the Student Handbook. This document is also located on the school and Minnesota Department of Education website and may be used by parents/guardians.

## **Student Supports**

If a classroom teacher finds a student is having a problem academically, medically, behaviorally, socially, or emotionally, he/she will first refer the child to the Teacher Assistance Team. The team will assist in planning interventions to address the problems. If further evaluations are needed after failed interventions, the child is referred to the Child Study Team. The team reviews the problem/s and decides the types of evaluations that need to be done. After all the evaluations are completed, the parents and all staff members who have contact with the child will meet to discuss the problems and seek appropriate solutions. All members at the staffing cooperatively reach decisions as a team on the most appropriate programming for the child.

Special Services/Programs: Programs are available in the school to assist in meeting individual student needs. They are listed here:

- **School Social Worker:** The district employs two school social workers, one in the Elementary and one in the Secondary, that are available to you and your child. Parents having questions about what a school social worker can offer please contact the elementary office.

[\*] Notice required by statute  
[\*\*] Notice required by policy

- **Title I**—the Title I Program is available for students in K-5 who qualify in the area of reading and math. It offers supportive instruction to those students needing an extra boost in these areas.
- **Education Express:** This is an after school and summer program for qualifying students for the purpose of reinforcement of reading, math, and writing skills.
- **Speech services**—are provided in an individualized or small group setting. The program focuses on the needs of the individual child, primarily in the areas of articulation and total language development.
- **Adaptive Phy Ed**—the regular physical education program is supplemented with adaptive skills for students with special needs in this area.
- **Special Education**—special education is provided for students who need those services. In special education, a child's program is planned cooperatively with the classroom teacher, special education staff, and the child's parents. Social and emotional skills, as well as academics, are an important part of these programs. Staffings are held with staff and parents to evaluate progress and to plan the program components.
- **Early Childhood Special Education**—a preschool program is provided for children, ages birth to kindergarten, who have special needs. This is an inter-agency program for all qualifying children in the county. Services are typically provided in the mainstream setting.
- **Dawson-Boyd Preschool**—Dawson-Boyd Community Education offers a couple options for preschool – 4 year old 4 day, and 3 year old 2 day. Information for preschool can be obtained from Dawson-Boyd Community Education.
- **Early Childhood Family Education (ECFE)**—this is another early childhood option funded through community education.

## **Summer Education Express/Extended School Day**

The school district may provide summer school and extended school day learning opportunities. We run this program through Targeted Services and call it Education Express. The purpose of Education Express is to enrich reading and math skills through innovative and creative teaching strategies for students who are at risk and need additional support. This program runs through the school year as an extended school day on Tuesdays and Thursdays (Late October through the end of March).

Classroom teachers make referrals of students they believe would benefit from this additional learning support. Students have to have a teacher referral to enroll. For more information, contact the building principal.

## **Parent Right to Know [\*]**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

[\*] Notice required by statute  
 [\*\*] Notice required by policy

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.is not highly qualified.

[\*] *Notice required by statute*  
[\*\*] *Notice required by policy*

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## PART III — RULES AND DISCIPLINE

### **Attendance [\*\*]**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

Attendance is a responsibility shared by the students, parents or guardians, teachers and administration. The goal is to ensure absences are **infrequent**. It is the responsibility of the school to enforce the compulsory attendance laws and the students' responsibility to be in school. The following procedures will assist in developing good communication between the home and school in matters of school attendance.

- 1) **Please call/email the Stevens Elementary office by 8:30 am** if your child is absent or tardy for any reason. The elementary number is (320)769-4590. We have a voice mail system that is active 24 hours a day. We will attempt to call those families from whom we do not receive calls. **We complete well-child checks if we have not heard from families and have been unsuccessful in reaching household members.**
- 2) If an absence/tardy is anticipated, please inform the **elementary office** in advance to help your child's teacher plan for the absence. If you are sending a note, please address it to the **office**. If you're notifying the classroom teacher via email, please include our office administrative assistant.
- 3) On occasion, you may need to take your child out of class for a short period of time before the end of the school day. **Please come to the office and sign them out.** No child will be allowed to leave his/her classroom early without clearance from the school office.
- 4) Regular attendance is essential for success in school: therefore, **absences shall be excused only for necessary and important reasons** including illness, bereavement, other family emergencies, doctor/dentist **appointments that cannot reasonably be scheduled during non-school time**. **If you are missing school and attending an appointment, please turn in documentation of your appointment.** Recurring and ongoing illness may require doctor verification. You will be contacted by the building principal with a request for this documentation when necessary.

Reasons for absences/tardies that will be recorded as **unexcused** include, but are not limited to: Oversleeping, missing the bus, bus suspension, shopping, visiting friends, haircuts, staying home to care for a sibling or take care of housekeeping, family vacations (unless they are arranged ahead of time - one day will be unexcused the others excused), and reoccurring or on-going illness without the requested medical documentation after request from the Stevens Elementary office.

- 5) If your child is strongly resisting coming to school, we encourage you to contact your child's teacher for suggestions. If the problem persists please call the building principal to talk about support and assistance available to you to help improve attendance.

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| <b>PLEASE CALL/EMAIL THE ELEMENTARY SCHOOL OFFICE BEFORE 8:30 a.m. IF YOUR CHILD IS ABSENT OR TARDY FOR ANY REASON.</b> |
|-------------------------------------------------------------------------------------------------------------------------|

[\*] Notice required by statute  
[\*\*] Notice required by policy

Three unexcused absences will result in classifying the student as “continuing truant.” Families will be notified by the school office when this happens. Seven or more unexcused absences will result in classifying the student as “habitual truant” and may result in filing truancy with the county attorney. Families will be notified via mail of reports made to the county attorney.

Excessive **excused** absences may also result in necessary action from the elementary office. Chronic Absenteeism is based on the total days of school missed, including both excused and unexcused absences. This is critical; the number of days missed matters, not why they miss them – the detrimental impacts of missing school occur if a student misses - period. We define chronic absenteeism as missing 10 percent or more of school days per session. This roughly translates to four or more days a quarter or 17 days a year. Students who have been absent 10 percent or more school days should expect to provide documentation of reasons for absences. Families who have students with issues regarding chronic absenteeism will be contacted by the building principal via phone and in writing. If the problem persists, all stakeholders will be asked to meet to try to resolve the issue. Ultimately, attendance is the parents’ responsibility at the elementary level. If no resolution is found after the meeting, the building principal will contact family services and the county attorney.

Students are required to be in the classroom at the beginning of each class session. All tardy students will report to the office for a pass documenting the reason for their lateness. If the tardiness persists, students may be classified as “habitually tardy”. This may result in further action from the elementary office.

Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance. A school board must provide annual notice to parents of the school district's policy relating to a pupil's absence from school for religious observance.

For further information regarding attendance, see the “Student Attendance” policy.

- **Make-Up Work**

If a student cannot be at school, we appreciate having parents or other relatives stop by to get make-up work. Any work that is of such a nature that it can be done independently at home will assist the child in keeping up. If possible, please call before stopping in so we may have the make-up work ready for you. Children must expect to do make-up work when they have been absent. Usually this work is done during the regular day, at noon, or before or after school. Each teacher will develop his/her own policy in the length of time given to complete the make-up work - typically two days for every day absent.

**Teachers are not expected to prepare work prior to a vacation or planned absence. Plans change and vary, therefore making it difficult to pre-assign work. Students will be responsible to make up work upon return to school.**

## **Bullying Prohibition [\*]**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district’s “Bullying Prohibition” policy.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Buses – Conduct on School Buses and Consequences for Misbehavior [\*\*]**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

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

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

### **• Misconduct and Consequences**

**1<sup>st</sup> Offense**-Warning.-Student may be assigned seat by driver.

**2<sup>nd</sup> Offense**-Report filed with Transportation Safety Director and Principal; consequences, such as detention, may be given (parent notified).

**3<sup>rd</sup> Offense**-Five day loss of riding privileges.

[\*] *Notice required by statute*

[\*\*] *Notice required by policy*

**4<sup>th</sup> Offense**-Twenty day loss of riding privileges. Parental conference required before privileges are reinstated.

**5<sup>th</sup> Offense**-Loss of riding privileges through the end of the year.

- **Other Discipline**

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

- **Records**

Records of bus misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.

- **Vandalism/Bus Damage**

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

- **Notice**

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus, and both rules and consequences will be periodically reviewed with students by the driver.

### **Parent and Guardian Involvement**

1. Become familiar with District rules and policies.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of the students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

- **Parent and Guardian Notification**

A copy of the school district bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

## **Cell Phones and Other Electronic Communication Devices**

Personal electronic devices are not allowed during the school day. Examples could include, but are not limited to the following: tablets, MP3 players, DS, video games, cell phones, Gizmos, Apple Watches (or the like) etc. These items will not be allowed for use during the hours of 8:05 AM to 3:05 PM. Students are allowed to have these items in their lockers during the day; however, misplaced/stolen valuables are not the responsibility of the school.

[\*] Notice required by statute  
[\*\*] Notice required by policy

*If a student needs to use their cell phone for an emergency, please go to the office to get permission to use it.*

Dawson-Boyd Schools does not allow elementary students to record other students using cell phones/other personal recording devices on school property, in school vehicles, and at school related functions. Special permissions may be granted on field trips or on other special occasions through the building principal. Students who are recording for school events would be exempt with proper permission.

## **Discipline [\*]**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

- **Student Conduct**

We believe a sound educational program cannot be achieved without appropriate student conduct and behavior. The main objective is to encourage the students to pursue continual growth in self-discipline and self-regulation. The emphasis will be on building upon the positive behavior of the students through effective role modeling by parents and staff members. We expect this good conduct will take place not only in the classroom, but also the lunchroom, playground, and hallways of our school.

We respect each student's rights and expect the students will, in turn, respect each classmate and staff members as well. This includes cooks, custodians, teachers, assistants, Title I personnel, noon hour supervisors, or anyone else employed here.

We also expect students to practice good manners in school. We expect the following to become an important part of every child's vocabulary: PLEASE, THANK YOU, I'M SORRY, and YOU'RE WELCOME. It helps a great deal if these words are stressed at home as well.

All of the above can only be accomplished if there's good cooperation between the home and the school. We NEED to work as a team.

The theme for Stevens Elementary this year will be "Right Now!" As in past years we plan to focus on growth in learning - taking risks, trying new things, embracing challenges, and encouraging others; however, we also want to push students to take risks and grow to find excitement in new learning. We want to create an environment for healthy growth for ALL students - academically, physically, mentally, and socially - in partnership with classmates, our school, our community, and ourselves. There will be roadblocks, but how we learn to get up and move on will define who we are as learners. We must work together to help our students develop their passion for learning and LOVE themselves and their experience at Stevens Elementary!

- **Statement of Policy**

"It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted. It is the responsibility of the school board, administration, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this

[\*] Notice required by statute  
[\*\*] Notice required by policy

policy.” - Dawson-Boyd School Board.

The discipline procedures used at Dawson-Boyd Public Schools are designed to meet two goals:

1. Provide an orderly environment where students may pursue an education without interference.
2. To provide corrective help and guidance toward self-discipline for each student who violates school policies or the rights of others.

- **Parent/Guardian Involvement**

The ultimate responsibility for the behavior of a student rests with the student and their parents/guardians. The goal of the staff will be to correct the problem with a minimum of disruption to the life of the student. Persistent serious problems can result in conferences with the parents/guardians in an effort to find and implement a solution to the problem.

- **Detention**

The principal and teachers can assign detentions for the violation of classroom and school rules. The detentions will be served in coordination with the principal's office **before or after school** in increments of 15 minutes or a half hour. **Students must serve their detention within two days of when it was assigned. Detentions will not be allowed to accumulate.** If students do not serve the detention by the end of the two days, it will be doubled and must be served immediately. If a student does not serve their detention, a parent/guardian meeting will be scheduled. Students who ride the bus or participate in extracurricular activities are held to the same disciplinary measures as students who are not involved in these activities.

- **Disciplinary Action Options**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor/school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Detention or restriction of privileges;
- G. Loss of school privileges;
- H. In-school monitoring or revised class schedule;
- I. Referral to in-school support services;
- J. Referral to community resources or outside agency services;
- K. Financial restitution;
- L. Referral to police, other law enforcement agencies, or other appropriate authorities;
- M. A request for a petition to be filed in district court for juvenile delinquency adjudication;

[\*] Notice required by statute  
[\*\*] Notice required by policy

- N. Out-of-school suspension under the Pupil Fair Dismissal Act;
- O. Preparation of an admission or readmission plan;
- P. Other disciplinary action as deemed appropriate by the school district.

### [Stevens Elementary Strategies to Reduce Classroom Removal \(Also included in appendix\)](#)

For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy.

## **Dress and Appearance**

Dawson-Boyd dress code expectations are intended to promote excellence and a safe learning environment for every single student. We believe that part of identity development is also expressing oneself through clothing and style choices. However, there also must be parameters around the way we interact with one another and present ourselves within our learning environment. As such, our dress code is intended to be inclusive and responsive in reference to race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and body type/size. The Dawson-Boyd dress code will be enforced during regular school hours. This is the joint responsibility of the student and the student's parent(s) or guardian(s). Parents are responsible for ensuring students are dressed appropriately for weather and conditions. Coaches/club advisors may make appropriate adjustments for practice and performance attire.

### **Standard of Excellence: Certain body parts must be covered for all students at all times.**

The following body parts must be fully covered with opaque fabric: genitals, buttocks, chest, and undergarments (visible straps are allowed). All items listed in the "must wear" and "may wear" categories below must meet this basic standard of excellence.

### **Students Must Wear, while following the basic standard of excellence above:**

A shirt (with fabric in the front, back, and on the sides under the arms), AND  
Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND shoes

### **Students May Wear, as long as these items do not violate the standard of excellence as state above:**

Religious, cultural headwear, head wraps/scarfs/do-rags.

### **Students Cannot Wear:**

Clothing or accessories that:

- Hats and hoodie sweatshirts (hoods on head) (staff discretion in classrooms as outlined in syllabus/classroom rules) - Hats may be worn with approval by the principal for special events or if required in a medical situation.
- Depict violent images or language.
- Has images or language depicting drugs or alcohol (or any illegal item or activity)
- Creates a hostile or intimidating environment based on any protected class or marginalized group.
- Could be considered dangerous or could be used as a weapon.
- Bandanas (except for medical reason)
- Swimsuits (except required in class or athletic practice).
- Blankets, towels, or large coverings or draping.

[\*] Notice required by statute  
 [\*\*] Notice required by policy

## **Drug-Free School and Workplace**

The possession and or use of alcohol, controlled substances, and toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## **Harassment and Violence Prohibition [\*]**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information see the school district's "Harassment and Violence Prohibition" policy.

## **Hazing Prohibition [\*]**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy.

## **Internet Acceptable Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at [www.dawsonboydschools.org](http://www.dawsonboydschools.org).

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of

[\*] Notice required by statute  
[\*\*] Notice required by policy

communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

## **Lunchroom and Playground Expectations**

Staff will see that all students use the restroom and wash their hands before going to the lunchroom. Students are encouraged to **try** the food they take or receive on their trays. Please notify the school nurse and food service if your child has a food allergy or special diet requirements. There is special paperwork that must be completed for accommodations.

Students must display good manners and appropriate behavior while in the lunchroom. They must at all times follow the direction of the noon hour supervisors and assistants. Failure to follow the rules and the direction of the supervisor and/or high school assistants may result in before/after school detention.

Appropriate consequences will be applied as determined by the noon hour supervisor, classroom teacher, and/or Principal.

### **General lunchroom rules may include:**

- Keep hands and feet to yourself
- Keep your feet on the floor
- Use inside voices
- No running in the halls
- No one is to leave the lunch tables without the permission of the lunchroom supervisor

**Outdoor Play:** The school requires children to play outdoors during the noon hour when the weather permits. The temperature with a wind chill of zero degrees or below is used as a general guide as to whether students are inside or outside during the noon break. Students also stay inside on rainy days or if the playground is extremely muddy. Our first choice will always be to play outside. If for some reason a child is to stay in, a note from the doctor or parent dated that day is expected by the teacher. Excessive "staying in" shouldn't be necessary. During cold weather, children should be properly dressed to play outdoors. CHILDREN ARE TO WEAR BOOTS DURING RAINY OR SNOWY WEATHER.

[\*] Notice required by statute  
[\*\*] Notice required by policy

**General playground rules for recess may include:**

1. No throwing pea rock or other items
2. No pushing
3. Do not block slides when others are coming down
4. No walking up slides
5. No walking or crawling on the outside of tubes
6. No fighting
7. No tattling. If you need help, make sure you let the noon hour aide know. Their job is to help you. Are you trying to help or trying to get somebody in trouble?
8. Show respect to everyone on the playground...students and adults
9. Remember Sorry is Good but Change is Better
10. No tackle football (Touch only)
11. Baseball/softball can be played only with soft balls and school issued bats
12. Please label the equipment you bring from home with your first and last name
13. No wandering in the hallways
14. STOP, THINK, ACT

**Winter Guidelines**

1. No throwing snowballs
2. Boots, hats, mittens, snow pants, and warm coats are a must
3. Students will stay indoors if the temperature/wind chill is zero degrees or below

**Inside Gym Rules**

1. No climbing in or around the bleachers
2. No dodge ball, football, or baseball/softball playing in the gym

Note: Any student who chooses not to follow the rules will have limited noon hour privileges and may result in before/after school detention.

**Parking on School District Property****Visitors**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

**Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices**  
**[\*\*]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information see the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping

[\*] Notice required by statute  
[\*\*] Notice required by policy

Awareness and Prevention Instruction” policy. Contact the building principal if you have questions or wish to report violations.

## **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the building principal.

[\*] Notice required by statute  
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## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse/principal's office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Plan [\*]**

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

### **Bicycles**

Please discuss these bicycle safety rules with your children. Students who violate these rules may lose this privilege.

1. Bicycles **must be left in the bicycle racks** immediately after arriving at school.
2. Bicycles must not be ridden on the playground during the times immediately before, during, and after school.

### **Crisis Management**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Emergency Contact Information**

It is the responsibility of the student's parent(s) to update emergency contact information so it is kept current. This can be updated in JMC via the Parent Portal or by contacting the school office.

### **Health Information**

#### **• First Aid**

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

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The district has installed automated external defibrillators (AEDs) in the following locations:

- Infant/Toddler Daycare Room
- Commons (near food services)
- High School Blackjack Commons
- Weight Room/Fitness Center
- 

Tampering with any AED is prohibited and may result in discipline.

## • Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The Dawson-Boyd School District uses recommendations from the Minnesota Department of Health (MDH), Center for Disease Control (CDC) and uses the [Hennepin County Child Care/School Manual](#) as a reference for exclusion and handling of infectious disease.

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Below are some guidelines, which will help you decide whether to send them or keep them home.

**Fever:** If a student has a temperature of 100 degrees or more, parents should keep their children home. If they have 100 degrees or more fever at school, parents will be called to come to pick up their child. They need to be fever-free for 24 hours before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. **They need to be fever free without taking medication for 24 hours.**

Often the temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.

**Vomiting and Diarrhea:** Keep them home! Vomiting and diarrhea are not considered "normal". Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode of vomiting and/or diarrhea.

**Influenza/COVID-19/RSV:** If your child comes down with symptoms of upper respiratory illness, they should be seen by a health care provider and remain out of school for the duration of time recommended by the physician. Symptoms include: fever, cough, body aches, headache, extreme fatigue, and sore throat.

**Antibiotic treatment:** If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). They need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy.

[\*] Notice required by statute  
[\*\*] Notice required by policy

**Chicken pox:** Students with chickenpox need to stay home until all of the pox marks have scabbed over—generally for 7 days. If the student gets chicken pox from the vaccine, it is usually a mild case. But they need to stay home until the pox marks are all scabbed over. If you suspect your child has chicken pox, a physician's note will be needed before they can return to school.

**Pink Eye:** Your child may have redness, itching, pain, & drainage from the eyes. Your child may have a fever. Keep your child home from school if fever is present or your child is not healthy enough to participate in routine activities. Keep your child home if they cannot keep their hands off of their eyes, if there is a lot of discharge or if your child is complaining of pain. Antibiotics or a note from a health care provider is not required to return to school.

**Head lice:** The Dawson-Boyd School District follows the recommendations of the Minnesota Department of Health (MDH), Hennepin County Epidemiologists, the American Academy of Pediatrics (AAP), the Centers for Disease Control (CDC), and the National Association for School Nurses (NASN) regarding how to handle head lice in school.

Based on current evidence, the experts recommend that students identified as having eggs and/or head lice remain in school and not be excluded (sent home).

**If suspected lice or confirmed lice:** If a teacher or another staff member suspects a student may have head lice, they will send them to the health office to be checked. If active lice or nits (eggs) are found, the parent will be confidentially notified. The student can remain in school. The health office staff can help provide information to the parent/guardian about proper treatment.

Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Many different treatment methods are available. Pamphlets on treatment are available in the school health office.

Head lice are a bother, but in the scheme of things, temporary. Anyone can get head lice, although head lice do not jump from one person to another. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips. The best way to catch lice before it becomes an outbreak is to build regular head checks at home.

**Keeping healthy:** During the season of flu and colds, it is important to try to remain as healthy as possible. Adequate sleep and nutrition will help. Keeping sick children home when they are ill, will prevent others from becoming ill. Vital is encouraging good, frequent hand washing.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## ● Health Service

The model of nursing services in Stevens Elementary and Dawson-Boyd High School uses a full time registered nurse who serves in the health office performing health office clerical functions, first aid and episodic care (caring for ill and injured students), medication administration as well as the below functions. The school nurse works with families, students and staff to promote a healthy and safe environment.

### **Functions of the School Nurse:**

- Coordinate, organize and manage all health services provided in the school district.
- Develop a system of first aid, illness, management, medication administration, emergency care and health related procedures.
- Assess and plan for students with health issues including training to teaching staff.
- Provide nursing care and care coordination for students with complex or chronic health needs.
- Provide care for students with mental health issues or severe mental illness that requires medical management and ongoing communication with school staff, health care providers and families.
- Participate as part of a special education team, providing nursing services as needed.
- Plan and provide a screen for health problems that impact a student's ability to learn (asthma, ADHD, vision, hearing, scoliosis) do follow-up with referral.
- Serve as a resource to staff, students, families regarding health concerns and health education and connect with resources in the community as needed.
- Coordinate prevention and control of communicable diseases.
- Provide immediate first aid and comfort to injured students.
- Provide care to students who become ill or have health concerns during the school day.
- Maintain documentation of immunizations and other health records.
- Administer medications and provide routine nursing care for students according to physician's orders and parent/guardian requests.

### **Health Screenings:**

In Minnesota, no laws require periodic screening of students in the schools. We have determined that the health screenings offered to students will be hearing and vision, height, weight, color deficiency in boys, and scoliosis. These screenings will follow the guidelines recommended by the Minnesota Department of Health. The primary goal is to identify any difficulties that might impact a child's ability to learn with early detection and intervention. The purpose of periodic health screenings are to:

- Identify children who are not growing and developing normally
- Refer students with visual or hearing abnormalities that might interfere with their education or growth to health care professionals.
- Encourage parents to take responsibility for their child's growth, development, and follow up with referrals to health care professionals

### **Screening Schedule:**

- Hearing, Vision, Heights and Weights for Students in grades K, 1, 2, 3, 5, 7, 8, 10 and 11 are completed in the fall
- Boys in Kindergarten grade will be tested for color deficiency (color blindness) in the fall
- Scoliosis screening of girls in 5th grade and 6th grade will be completed in the spring
- All new transfer students K-6th grade will be screened shortly after entering school as needed
- Any screening can be completed at any time if there are concerns by parent, teacher or the student themselves

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **REQUIRED PAPERWORK**

Every year the following paperwork is required to start the school year. The forms can be found on the district website - teachers/staff - school nurse - website - forms:

- Annual School Health Information Form
- Seizure Action Plan - If your child has been diagnosed with seizures
- Asthma Action Plan - If your child has asthma
- Allergy Action Plan - If your child has a diagnosed allergy
- Diabetes Medical Management Plan - If your child has been diagnosed with diabetes
- Lactose Intolerance Form
- Authorization for Medication Administration - If your child needs to take medication during the school day

Students who become sick at school should report to their teacher and see the school nurse. The school nurse and/or administrative assistant will arrange for students who get sick at school to go home early. Students should not contact their parents on their own.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. For more information call the school office or refer to the attendance section of the handbook.

## **• Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse or office administrative assistant. Please visit [Minnesota Department of Health Immunization Site](#) for more information.

## **• Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

[\*] Notice required by statute  
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## **Medication Administration Guidelines for Students Attending Dawson-Boyd High School and Stevens Elementary**

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications during the regular school day. In those situations, the following procedure will be followed.

### **Parent/Guardian Needs to Bring the Medication to School**

If the parent/guardian is unable to bring the medication to school, they should make contact with the school nurse prior to sending the medication and also note the quantity of the medication being sent.

### **Physician Order for Medication and Parent/Guardian Authorization**

Before medication (including over-the-counter, herbal or food supplements) will be dispensed by the school nurse, the school health office must receive authorization from the student's physician and from the parent/guardian. These forms are available online and from the school health office. For those students that have specified health concerns (allergy, asthma, etc) an Emergency Care Plan must accompany the authorization form. Medication Authorization forms are required at the start of each school year and automatically expire at the end of that school year. Students are allowed to carry their inhalers and EpiPens with physician and parent/guardian authorization.

### **Prescription Medications**

Prescription medications must be supplied in the original prescription bottle and completely labeled with: date, student's name, name and dose of the medication, name of prescribing physician, route of administration, when to take, duration and expiration date of medication. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the school nurse. Medications will be administered after questions have been resolved.

### **Over-the-Counter Medications**

The school supplies a limited selection of over-the-counter medications such as acetaminophen, ibuprofen, Tums, cough syrup, anti-itch cream, cough drops and a few others. These items will only be administered to a student with parent/guardian permission found on the annual emergency contact form. All other over-the-counter preparations must be provided in the original labeled container. They will only be administered to the student according to physicians' orders and parent/guardian consent. Please forward any questions regarding specific over-the-counter medications and its use to the health office.

### **Sharing of Medications Prohibited**

Students may not share prescription or over-the-counter medications with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this procedure has taken place.

### **Unused Medications**

When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Parents/guardians will receive a reminder that their student has medication left in

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*Notice required by statute*  
*Notice required by policy*

the health office. If the parent/guardian does not come to pick up the medication, or call the health office to make other arrangements for the medication to be sent home, unused medications will be disposed of by the school. Medication will not be kept in the health office over the summer for the intent to be used the next school year.

### **Dispensing of Medication by the School Nurse**

The Dawson-Boyd School District employs one full time RN. This RN is responsible for management of all medications and the administration. There will be a substitute if the employed RN is unavailable to work. The substitute will be trained by the school nurse in proper ways to administer medication. To give any medication in school, the parent/guardian must provide the school with a written order from a physician. The prescribing physician should have a copy of a form needed to send to the school. The parent/guardian must also sign a parent authorization form. Authorization must include:

Student's Name, Name of the medication, Dosage, Time of day it is to be taken, Physician's signature, Parent signature

If there is a medication of any kind found in a student's possession, the teacher will contact the school health office. The parent/guardian will be asked to come and pick it up. The school's guidelines (listed above) will then be explained.

### **Medication Changes or Termination**

It is the responsibility of the parent to notify the school when the medication changes or if the medication is terminated, and/or to obtain new orders.

### **Field Trips**

The school nurse does not routinely accompany students on field trips. Prior to leaving the building, the nurse, teachers, parents/guardians, and students share in the responsibility for communicating health issues that may need to be addressed while on the field trip. If medication is needed during the time of the field trip, another district employee will be designated to assume this responsibility after receiving appropriate medication administration instruction. The student's parent/guardian may also choose to chaperone the field trip and dispense their child's medication.

## **• Seizure Training and Response**

All school staff receive training in seizure recognition, appropriate seizure response, and emergency procedures. Staff are prepared to respond promptly and appropriately in the event of a seizure, including following individualized health plans when applicable, ensuring student safety, and contacting emergency medical services when necessary.

When a parent or guardian notifies the school district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the school district will create an individualized seizure action plan.

## **• Suicide Prevention Information**

School district issued identification cards to students in middle school or high school must provide contact information for the 988 Suicide and Crisis Lifeline (988 Lifeline), the Crisis

[\*] Notice required by statute  
[\*\*] Notice required by policy

Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook.

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. When a call is made to 988 you will hear an automated message featuring additional options while your call is routed to your local Lifeline network crisis center. A trained crisis worker at your local center will answer the phone. This person will listen to you, understand how your problem is affecting you, provide support, and get you the help you need.

National Suicide & Crisis Lifeline – 988 (call or text)  
Woodland Centers Mobile Crisis Response – 1-800-432-8781

## **Leaving School Grounds**

Once here, a student is expected to remain at school until dismissed. Students are not allowed to return home for any reason once they have arrived at school except with parent permission. Students may not return home to get homework, swimsuits, etc. without the consent of an authorizing adult. A note and/or a telephone call to release the child from school are necessary. When the parent comes to pick up the child, it is necessary to sign the child out in the elementary office. This form must be completed in order for the child to be released. When picking up your child, please use the main entrance to the elementary building. **WE NEED TO KNOW WHERE CHILDREN ARE AT ALL TIMES.**

## **Pesticide Application Notice [\*]**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the district's head custodian and facilities maintenance supervisor.

## **Pets**

Children who bring pets to school must do so with office approval. Pets cannot remain at school all day so an understanding must come between the parent and the child as to when the pet is to be taken back home. We will follow local board policy in relation to animals visiting campus.

## **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## **Visitors**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the elementary office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

[\*] Notice required by statute  
[\*\*] Notice required by policy

## APPENDIX

- [2026-2027 Dawson-Boyd School Calendar - Spanish](#)
- [Stevens Elementary E-Learning Plan](#)
- [Stevens Elementary Strategies Reducing Removal of Students from Classrooms](#)
- [Parent/Guardian Guide and Refusal Form for Student Participation in Statewide Assessments](#) [\*]
- [Pupil Fair Dismissal Act](#)
- [District Policies](#) (Policies noted in the handbook are in bold with direct links to the policy)
- **[School District Policy Cross Reference Table](#)**

### Topic.....Policy Number(s)

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[\*] Notice required by statute  
 [\*\*] Notice required by policy