



Lincoln Education Center

Brainerd Public Schools



2023-2024 Student Handbook

Lincoln Education Center

3Rs	Respect	Responsibility	Relationships
Classroom	<ul style="list-style-type: none"> ● Listen ● Follow Directions ● Raise your hand/ Take turns speaking 	<ul style="list-style-type: none"> ● Be on time/Be prepared ● Do your own work ● Participate/ Stay on Task 	<ul style="list-style-type: none"> ● Be kind ● Work cooperatively with others
Hallway / Locker Area	<ul style="list-style-type: none"> ● Respect others' space ● Appropriate language ● Appropriate voice level 	<ul style="list-style-type: none"> ● Keep area clean ● Walk / Stay to the right ● Manage your time 	<ul style="list-style-type: none"> ● Be kind ● Report bullying
Cafeteria	<ul style="list-style-type: none"> ● Wait your turn ● Use good manners ● Appropriate voice level and language 	<ul style="list-style-type: none"> ● Make healthy choices ● Know your pin number ● Clean your space 	<ul style="list-style-type: none"> ● Be kind ● Share your table ● Report bullying
Recess/Gym	<ul style="list-style-type: none"> ● Listen to staff ● Take turns / Share ● Be a good sport 	<ul style="list-style-type: none"> ● Dress appropriately ● Follow area rules ● Use equipment properly 	<ul style="list-style-type: none"> ● Be kind ● Include everyone ● Report bullying
Restroom	<ul style="list-style-type: none"> ● Value others' privacy ● Appropriate voice level and language 	<ul style="list-style-type: none"> ● Flush and Wash ● Keep the area clean ● Manage your time 	<ul style="list-style-type: none"> ● Be kind ● Report bullying
Media Center / Computers	<ul style="list-style-type: none"> ● Appropriate voice level ● Treat equipment/materials appropriately 	<ul style="list-style-type: none"> ● Follow District Policy ● Return books and materials 	<ul style="list-style-type: none"> ● Be kind ● Report bullying ● Report misuse of technology
Bus Area / Parking Lot	<ul style="list-style-type: none"> ● Wait your turn ● Be in your assigned area ● Appropriate language 	<ul style="list-style-type: none"> ● Follow District Safety Policy ● Keep area and bus clean 	<ul style="list-style-type: none"> ● Be kind ● Report bullying
Activities / Special Events	<ul style="list-style-type: none"> ● Support the speaker / event ● Keep words and actions positive 	<ul style="list-style-type: none"> ● Be on time ● Keep your area clean ● Enjoy the experience 	<ul style="list-style-type: none"> ● Be kind ● Report bullying

We Are Respectful and Responsible In Our Relationships

WELCOME

WELCOME FROM STAFF AND ADMINISTRATION

The Lincoln Education Center staff and administration welcome you to the school year. With effort and commitment to school, we believe your time here will prepare you well for the future. We hope that you take advantage of the many opportunities to learn and grow that our schools provide, and that we are able to help you achieve all of your educational goals. In order to provide a safe and effective learning environment, policies, procedures, and expectations are necessary to assist us as we interact with one another.

The Lincoln Education Center is a separate site educational program, providing special education services for students with emotional and behavioral disorders, as part of a continuum of services provided by the Brainerd Public Schools. The ATLAS (Area Transition Learning and Skills) Program provides transition services to students ages 18-21 and is a part of Lincoln Education Center. All students referred to our program are receiving special education services and have a current Individual Education Plan in place.

Sincerely,
Lincoln Education Center Staff

DISTRICT VISION

Brainerd Public Schools, in partnership with the community, will ensure all students achieve their individual potential by providing the highest-quality programs and resources to prepare learners for an ever-changing global society.

DISTRICT PRIORITIES:

STAFF QUALITY: We will systematically attract, develop, and retain quality teachers, leaders, and employees for the support of all learners.

STAKEHOLDER RELATIONSHIPS: We will develop stronger communication and relationships with students, parents/guardians, staff, and community.

LEARNER EXPECTATIONS: We will develop and clearly communicate strong, district-wide expectations for academic achievement, engagement, and student behavior.

21st CENTURY TECHNOLOGY AND INNOVATION: We will increase effective and meaningful use of technology in all learning environments and throughout our organization while staying current with rapidly changing systems and products.

STEWARDSHIP: We will use financial resources effectively, responsibly and transparently



For more information about Brainerd Public Schools
go to www.isd181.org.
Click on the tab: Families
You will find Calendars, Directory, Family Access to
Student Records, Menus, Policies and much more.

LINCOLN EDUCATION CENTER

Brainerd, MN 56401

218-454-6600

218-454-6601 (fax)

Administrator	Amy Jordan	454-6602
Secretary	Traci Miles	454-6603
Lead Teacher	Wade Haapajoki	454-6609
Special Education Teacher	Teresa Christiansen	454-5395
Special Education Teacher	Barb Collette	454-6620
Special Education Teacher	Jim Ernster	454-6623
Special Education Teacher	Jo Georges	454-6612
Special Education Teacher	Elizabeth Gjerde	454-5393
Special Education Teacher	Tim Hanske	454-6613
Special Education Teacher	Corry Lund	454-6628
Special Education Teacher	Kati Reynolds	454-5394
Special Education Teacher	Tracy Riley	454-6618
Special Education Teacher	Daniel Ryan	454-6619
Special Education Teacher	Stephanie Sustercich	454-6614
Special Education Teacher	Tony Tideman	454-6625
Special Education Teacher	Katelyn Zeroth	454-6626
District Nurse	Courtney Haugstad	821-2282

LINCOLN EDUCATION CENTER MISSION STATEMENT

We, the LEC Community, will work to provide a safe and positive learning environment that empowers students to develop the life skills needed to become independent contributing members of society.

BELIEF STATEMENTS:

We believe that:

- The relationship between staff and students sets the stage for change.
- Every student has a right to learn and should be given the opportunity to do so.
- A safe environment for students and staff is a prerequisite for learning.
- Students must learn to be responsible for their own behavior and learning.
- Students' needs are best met by individualization and flexibility of programming.
- Students learn best when the environment provides consistency and stability.

OUR EXPECTATIONS:

- We expect you will work to the best of your ability.
- We expect you will treat others with dignity, worth, and respect.
- We expect that you will follow all rules set forth by your teachers and the school.
- We expect that you will work to keep a positive relationship with parents/guardians, teachers, and friends.
- We expect you to reach beyond your grasp and learn new things.
- We expect that you will represent yourself, family, and school in an appropriate manner

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Brainerd Public Schools routinely updates policy, procedures and operations during the academic year. Any such School Board changes to policy, procedure or operations after the adoption and publication of the Student Handbook supersedes any related content of the Student Handbook.

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PART I – INFORMATION

BACKGROUND CHECKS

Brainerd Public Schools will seek criminal history background checks for all applicants who receive an offer of employment with Brainerd Public Schools. Brainerd Public Schools 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 Brainerd Public Schools, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. Brainerd Public Schools may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. (District Policy #404)

BRAINERD PUBLIC SCHOOL GUIDELINES FOR STUDENT DIRECTORY INFORMATION AND PHOTO/VIDEO OPT OUT

Brainerd Public Schools policy complies with state and federal laws, which require us to release this information upon request. However, you have the right to deny the release of directory information, except to school officials or as provided under federal law.

Organizations and/or any member of the public can request information about students attending Brainerd Public schools. "Directory information," as it is known, is defined by Brainerd Public Schools as the student's name, parent/guardian name, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent educational instruction attended by the student.

In addition, this includes both the internal and external publication of pictures/videos for district-approved publications, district-approved webpages, district-approved social media, local media, and local cablecasts. Parents/guardians may choose to limit the use of their child's photo. When a child enrolls in the Brainerd Public Schools, the parent/guardian(s) have the choice to sign a photo opt-out form indicating the desire for internal or external publication on photos/videos of their child.

- **Internal Publications** are considered as all of the following: yearbook; class pictures (Lifetouch), hallway pictures, assembly videos, concert videos, etc.
- **External Publications** are considered as all of the following: local newspapers, local television, school social media accounts (Facebook, Twitter, Instagram), etc.

To make directory information private and/or opt out of photo/video publications, parents, legal guardians, or students of legal age should complete this form and mail it to Washington Educational Services Building, (804 Oak Street, Brainerd MN 56401) or the student's school office by **Monday, October 2, 2023**. Please complete a form for each student. This request will remain in effect for your student's tenure with Brainerd Public Schools or unless modified or rescinded via the Directory Rescind form available at your student's school.

(Non-release of Student Directory Information and Photo/Video Opt Out Form – see page 28)

(Non-release of Student Information to the U.S. Military Form – see page 30)

CALENDAR

The school calendar is adopted annually by the school board and can be viewed on Brainerd Public School's website at <http://www.isd181.org> or on the inside back cover of this handbook.

FAMILY ACCESS - SKYWARD

Family Access is an informational resource made available to every family. Access real-time information about grades, attendance, report cards, schedules, purchases and payment/balance information.

Family Access offers

- Student information (restricted by a secure username and password)
- Online fee management payment
- Email alerts
- Grades/Parent Request Attendance/Conference Scheduling
- Much more!

**Download the free Skyward
Family Access mobile app!**

If you're new to Brainerd Public Schools or have forgotten your password to obtain a Family Access username and password, please fill out an online application at www.isd181.org/FAMILIES/Skyward Family Access Information. Please be sure to include your first and last name, the name of your eldest child in Brainerd Public Schools, and a daytime phone number. If you are unable to access this site, please contact our Helpdesk at helpdesk@isd181.org or 218-454-6940.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

****Please Note- If you wish a restriction on your students' data see the section regarding Opt Out.
If no change is needed no form needs to be submitted to the district office.***

The *Family Educational Rights and Privacy Act* ("FERPA") affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Brainerd Public Schools ("District") receives a request for access.

Parents/guardians or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or principal's designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians or eligible students who wish to ask the District to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a

substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor. A school official may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of PII from education records. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –
 - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
 - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
 - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
 - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

FOOD DELIVERIES

Students may not receive food deliveries at school. This includes whether the order was placed by students, parents or guardians. Violations may result in disciplinary action.

FOOD SERVICE FOR BREAKFAST AND LUNCH

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunchtime on the first day of school. Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available in the main office. Applications for free/reduced meals may also be completed online through family access. Students MAY NOT leave the building or designated lunch area unless they have an open hour during that time. (District Policy #533)

Secondary Level 5-12 Meal Prices:

All meals for students in grades Pk-12 grade receive one free breakfast and one free lunch as part of MN universal free meals. Milk with cold lunch must be purchased À la carte. Pop and high sugar items are discouraged with cold lunches. (District Policy #533). Second meals and snackline items are also available for purchase. There must be money in the account or cash in hand for extra milk, second meals or snack line items.

Procedures

To make payments (Visa, Discover, or MasterCard), or to find out the balance in your child's account, go online to the District Website at <http://www.isd181.org>, click on the For Parents tab. To receive a login and password please fill out an online form at the same location.

Applications for Free and Reduced meals are available at Washington Educational Services Building, Room 203, 804 Oak Street, Brainerd or may be picked up at any schools within the Brainerd School District. You may also apply for Free/Reduced meals online and through family access. You may apply at any time throughout the school year. If you have questions or concerns you may call your child's school food service kitchen or call the Food Service Office at 218-454-6936.

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*
- (2) **fax:** (833) 256-1665 or (202) 690-7442; or*
- (3) **email:** program.intake@usda.gov*

This institution is an equal opportunity provider.

LEGAL CUSTODY AND GUARDIANS

If there is a situation pertaining to legal custody or guardianship of your child, you must have a copy of your current court order on file with the school office. Please notify the school of any changes in legal custody.

NONDISCRIMINATION

Brainerd Public Schools is committed to inclusive education and providing an equal educational opportunity for all students. Brainerd Public Schools does not discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. (District Policy #521 & #522)

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice a year, once in the fall and once in the spring. Notification of conferences will be sent to parents/ guardians. Additionally, teachers or parents/guardians may request a conference at any time whenever circumstances warrant one.

The Administrator will be happy to be present at any conference if requested by the parent/guardian or teacher. An appointment can be made in advance with the office.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America once a week. 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. (District Policy #531)

SCHOOL ACTIVITIES

Brainerd Public Schools provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is Brainerd Public Schools priority. Students must be currently enrolled in order to participate in extracurricular activities.

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

Brainerd Public Schools is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. Brainerd Public Schools will enforce all MSHSL rules during the school year and in the summer where 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 Athletics and Activities Director at 218-454-6301.

SCHOOL CLOSING PROCEDURES

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Phone calls and/or emails will be sent out via the School Districts Skylert Information System and announcements will be broadcast over the following:

- Brainerd Public Schools Website – <http://www.isd181.org>
- Skylert Information System – phone calls and/or emails
- TV: KARE 11, KMSP 9, KSTP 5 (KSAX/KRWF Alexandria), WCCO 4
- Radio: WJYY (106.7 FM), 3Wi (1270 AM), KFGI (103.5 FM), KTIG (102.7 FM), KLIZ (1380 AM or 107.5 FM), KAUL (103.5), KKIN (930 AM or 94.3 FM)

SEARCHES

The personal possessions of students and/or a student's person will be searched when they enter their homeroom. Students will be asked to empty the contents of their pants pockets, sweatshirts, jacket pockets, backpacks, book bags, packages, purses, etc. Any item found to be a disruption to the educational process will be locked up by staff and returned to the student at the end of the school day (electronics/technology, toys, etc.) Any item considered to be "contraband" will be confiscated and will not be returned to the student and parents or guardians will be notified.

Contraband means any unauthorized item possession of which is prohibited by Brainerd Public Schools policy and or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look- alikes," overdue books and other materials belonging to Brainerd Public Schools, and stolen property. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition. (District Policy #502)

STUDENT PUBLICATIONS AND MATERIALS

GENERAL STATEMENTS OF POLICY

- The First Amendment rights of students in public schools are to be applied in light of the special characteristics of the school environment. Brainerd Public Schools will not allow a student to use a school-sponsored publication or production as a vehicle for speech or expression that is inconsistent with the basic educational mission of Brainerd Public Schools.
- Brainerd Public Schools will exercise editorial control over student speech and expression in school-sponsored publications and productions for reasons that are related to legitimate pedagogical concerns.
- No school-sponsored publication or production is to be considered a public forum. All school-sponsored publications and productions are intended to provide students with guided instructional experiences and an opportunity to build skills under the supervision of Brainerd Public Schools representatives in areas such as reporting, writing, editing, and understanding responsible journalism. (District Policy #512)

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 postsecondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see a complete copy of Brainerd Public Schools Policy Manual by following the website link directions on the inside front cover of this handbook. (District Policy #515)

STUDENT SUPPORT SERVICES

Mental health professionals provide information and community resources for students and families. Some students may be eligible for services during the school day.

COLLABORATIVE SERVICE WORKERS

Collaborative Service Workers work to reduce gaps and barriers for families to access resources and services. The Collaborative Service Team works closely with school staff to assist children and families by connecting them with the strategies and resources they need. This could include connecting a family with food assistance, providing support during a crisis, or offering more intensive behavioral or socioemotional group and individual skill development. Each building, except for Lincoln Education Center due to other supports in place at that site, has a Collaborative Service Workers that families can reach out to for more information.

PREFERRED NAME & GENDER CHANGE FORMS are available by request at each site. In accordance with state and federal guidance, if a student consistently identifies as a name and/or gender other than their legal name and/or gender, that student (with parent/guardian approval) may request their preferred name and/or gender identity be changed within Brainerd Public Schools systems such as Skyward and email. Legal name changes may also be done through official court documentation. At the elementary level, students and families should reach out to the principal for more information. At the secondary level, students and families should reach out to the school counselors.

SECTION 504 is a part of the Rehabilitation Act of 1973, which is a civil rights law that prohibits discrimination on the basis of disability in programs and activities, public and private, which receive federal financial assistance. A Section 504 Accommodation Plan may be created for students with disabilities who qualify after an evaluation and demonstrate a need for program changes beyond the interventions available to all students. It is intended to ensure that persons with disabilities are able to access the education program like typical peers. At the elementary level, students and families should reach out to the principal for more information on the 504 process. At the secondary level, students and families should reach out to the school counselors.

SPECIAL EDUCATION services are provided for students with disabilities who are identified and qualify for services under state and federal guidelines. Services are provided to students who range in age from birth through age 21. The purpose of special education services is to “ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.” IDEA 601(d)(1). At the elementary level, students and families should reach out to the principal for more information on the special education process. At the secondary level, students and families should reach out to the Special Education Lead Teacher or school counselor.

TITLE I is a federally funded program that provides financial assistance to school districts, in order to assist schools in ensuring that all children are provided with fair, equitable and significant education opportunities to obtain a high quality education. Garfield, Harrison, Lowell, Riverside, Lincoln Education Center, and the Brainerd Learning Center qualify for Title I funding and have implemented Schoolwide Title I programs. A Schoolwide Program is a comprehensive school improvement effort designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. The emphasis in schoolwide program schools is on serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal.

TECHNOLOGY INFORMATION

While Brainerd Public Schools Google logins provide a basic level of safety measures, please be aware that when a Brainerd Public Schools issued device is being used on a home or public internet network, any filtering of content will be provided by that home or organization; the school content filters only work within the schools.

Students have access to Google Educational Suite of Productivity Tools. Students may use these applications during class time and they can be used at home by logging in with their ISD181.org account.

- K-8th grade students are limited to sending and receiving email only from other Brainerd students and staff.

K-8th grade ISD181.org accounts restrict access to social media sites and gaming sites as much as can be reasonably maintained. Brainerd Public Schools reserves the right to install any and all apps and extensions deemed appropriate for student educational use. If you have questions or concerns regarding an installed program or site access on your students’ school issued device please contact our technology department at helpdesk@isd181.org or by calling 218-454-6940.

Students may be charged for repair and replacement of school-issued devices upon administrative decision of the cause of device damage. Damage will be communicated with families through email initially and also through mail, if needed. Damage fees will be charged through Skyward Fee Management.

Cyber bullying/Internet etiquette issues are discussed throughout the year as students use the services in labs and classrooms. Expectations and requirements will be updated as needed as all internet tools change frequently. Please refer to the technology use section in part three of this handbook for additional information on expectations of student use.

The Brainerd Public Schools technology policy and usage handbooks are available in full form on the Brainerd Public Schools website at <https://www.isd181.org/> then click on the “families” button.

TELEPHONE USE

- Office and classroom telephones are not for students' personal use and may only be used with permission by staff.
- Students will not be called out of class to receive phone calls except in the event of an emergency. Phone messages will be delivered to case managers to be delivered to students.
- Personal cell phone use during the instructional day is also prohibited unless otherwise given permission by staff.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

BUS TRANSPORTATION

Transportation will be provided on all regularly scheduled school days or make-up days (District Policy #707, #708 and #709). If there are ANY changes to your student's transportation needs, including pick-up or drop-off location, phone number, home address, please contact the Transportation Office located in the Washington Educational Services Bldg. Welcome Center at 218-454-6900.

BUS ZONE

Every student who lives more than three tenths of a mile from school is inside the "bus zone." Brainerd Public Schools will provide transportation, at the expense of Brainerd Public Schools, for all resident students that live in the bus zone.

BUS CARDS

Brainerd Public Schools Transportation Office will mail a bus card to each registered rider in mid-August prior to the beginning of the school year. After school starts your building secretaries will issue new bus cards. Intermittent checking of bus cards is conducted by the bus drivers. Students need to have bus cards at all times in order to be prepared to ride the bus. Lost bus cards may be replaced in the Main Office of your school. Students are to ride their assigned bus only.

VEHICLES ON CAMPUS

The interior of a student's motor vehicle in a Brainerd Public Schools location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official. (District Policy #502)

WALKERS AND SKATEBOARDS

Students who walk to school must use designated crosswalks when crossing a street. Skateboards brought to school need to be stored in the office for the school day and not used.

WITHDRAWAL AND TRANSFER

Parents/guardians who plan to move from the community or transfer their children to another school should notify the office one week prior to the withdrawal. This allows the school time to properly complete the transfer form.

PART II - ACADEMICS

ACADEMIC INTEGRITY

Brainerd Public Schools values honesty, fairness, responsibility, and respect in regards to academic achievement. Dishonesty, such as cheating on assignments and tests, plagiarizing, and forging or falsifying documents for academic gain, may result in loss of credit for that assignment and other consequences as deemed appropriate by school administration.

GRADES

Students' grades will be reported at the end of trimesters and semesters. Report cards will be sent to parents/guardians for review.

Student's report cards reflect the quality of work that was completed as well as the number of credit hours earned. In order to earn credit hours, students must be participating in class, completing their assignment, and behaving appropriately. Attendance does not equate to credit. Students who attend school but choose not to participate or complete assignments will not be earning credit for that class period. Credit hours are translated into credits at the end of each semester.

The Brainerd Public Schools semesters for the school year are 82 and 86 days in length. Brainerd High School allows 10 absences from a class before credit can be denied based on poor attendance. This means that 72 or 76 hours of academic engagement time is required in order to earn a full semester credit. The following is a breakdown of the number of hours earned and the amount of semester credit that will be awarded respectively.

<u>84 Day Semester</u>	
84 Hours – 10 Allowed Absences = 74 hours	
74-84 hours	= 1.00 semester credit
50-73 hours	= 0.75 semester credit
37-49 hours	= 0.50 semester credit
17-36 hours	= 0.25 semester credit

<u>85 Day Semester</u>	
85 Hours – 10 Allowed Absences = 75 hours	
75-85 hours	= 1.00 semester credit
57-74 hours	= 0.75 semester credit
38-56 hours	= 0.50 semester credit
18-37 hours	= 0.25 semester credit

GRADUATION CEREMONY (ATLAS Wednesday, May 29, 2024; LEC Thursday, May 30,2024)

Student participation in the graduation ceremony is a privilege, not a right.

- Students who have completed the requirements for graduation by the last day of school will be allowed to participate in the graduation ceremony.
- Students **will not** be allowed to participate in the graduation ceremony if they quit attending any scheduled classes or will not have completed the required credits to graduate by the last day of school.
- Participation may be denied for appropriate reasons, which may include discipline.
- Graduation exercises are under the control and direction of building administration.

GRADUATION REQUIREMENTS

44 credits are required for graduation.

8 credits	English	2 credits	Art
6 credits	Math	2 credits	Physical Education/ Health
7 credits	Social Studies	13 credits	Elective
6 credits	Science		

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. Brainerd Public Schools asks for parents/guardians to encourage their child to complete homework thoroughly and promptly.

LEARNING MATERIALS

Learning materials include textbooks, library books, iPads, Chromebooks, computers, etc. Students are responsible for providing adequate care for their learning materials. Students who lose or damage learning materials must pay for the cost of repair or replacement.

PROGRESS REPORTS

Grade Reports and IEP Progress Reports will be mailed home at the end of the trimester for Elementary and Middle School Students, and at the end of each semester for High School Students.

TESTING

Testing data provides valuable information about a student's academic growth and helps Brainerd Public Schools monitor curriculum. Please be sure your students are well rested and at school during these important testing periods.

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) - Testing window: March to May

Students in grades 3-8 and 10 are required to take the MCA Reading assessment and grades 3-8 and 11 are required to take the MCA Mathematics assessment. The MCA Science Test is administered in grades 5, 8 and high school.

The purpose of the MCA testing program is:

- To measure student achievement against the Minnesota Academic Standards,
- To measure the proficiency of Minnesota graduates, and
- To measure academic progress over time.

(Parent/Guardian Refusal for Student Participation in Statewide Assessments Form – see page 25-26)

FastBridge - Testing Timeline: September, January, May

Students in grades K through high school will be taking the FastBridge tests in reading and mathematics.

The purpose of FastBridge testing is:

To measure academic progress of all students in reading and mathematics by benchmark testing three times per year, and to provide a progress monitoring system that tracks students progress, as needed, for academic interventions.

For more information about Brainerd Public Schools
go to www.isd181.org,
Click on the tab: Families
You will find Calendars, Directory, Family Access to
Student Records, Menus, Policies and much more.

PART III – POLICIES, DISCIPLINE, EXPECTATIONS

ATTENDANCE POLICY

It is essential that students attend school on a regular basis. Attending school regularly helps children feel better about school and stay on track for reaching learning milestones. Students can fall behind even if they miss just one or two days every few weeks.

Parents/guardians who do not require their children to attend school on a daily basis are in potential violation of Minnesota State Statute 120A.22. Schools are required to report 3 days and 7 days of unexcused absences to Crow Wing County under state law. Chronic absenteeism, defined by the U.S. Department of Education as missing more than 15 days of school for any reason, has significant impacts on student achievement including:

- Children who are chronically absent in preschool, kindergarten, and first grade are much less likely to read at grade level by the third grade. Students who cannot read at grade level by the end of third grade are four times more likely than proficient readers to drop out of high school.
- A seven-fold increase in the likelihood of dropping out of high school, which leads to poor outcomes later in life from poverty to involvement in the criminal justice system.

What You Can Do to Help

- Talk about the importance of showing up to school every day.
- Help your child maintain daily routines, such as finishing homework, storing electronic devices at night, and getting a good night’s sleep.
- Try not to schedule medical appointments during the school day.
- Take vacations and trips during scheduled school breaks instead of during school time.

More information on school attendance requirements can be found in Board Policy 503: Student Attendance and Minnesota Statute 120A.22 Compulsory Instruction.

Types of Absences

Absence Type	Examples <small>Note: Examples are not meant to be exhaustive but to provide ideas about the types of items that fall into each category</small>	Skyward Family Access	Excused or Unexcused
Guardian Request	<ul style="list-style-type: none"> ● Vacation ● Fishing ● Hunting ● College visits ● Cultural or religious observances ● Non-district-related competitions or events ● Weather ● Funerals for individuals not in the student’s immediate family ● Family emergencies ● Physical emergencies such as fire, flood, storm, etc. ● Religious education activities not to exceed 	Yes	<p>10 days maximum of absences in this category are considered excused.</p> <p>Any additional absences beyond 10 days in a school year will be marked as unexcused.</p>

	an aggregate of three hours in any week per MN statute 120A.22		
Bus Issue	<ul style="list-style-type: none"> School transportation issues such as a canceled bus 	Yes	Excused
Court	<ul style="list-style-type: none"> Court ordered appearances 	Yes	Excused with documentation
Medical	<ul style="list-style-type: none"> Medical appointments (doctor, dentist, orthodontic, counseling, etc.) Ongoing treatment for a mental health diagnosis 	Yes	Excused with documentation from a licensed health care provider or mental health professional
Illness	<ul style="list-style-type: none"> Illness Sent home sick from the school nurse Serious illness in the student's immediate family with documentation from a licensed health care provider Death in the student's immediate family 	Yes	Excused Illness for 3 or more consecutive days or more than 10 days cumulative in a school year without documentation from a licensed health care provider will be considered unexcused
Suspension	<ul style="list-style-type: none"> In-school suspension Out-of-school suspension 	No	Excused
School Related	<ul style="list-style-type: none"> Participation in school-sponsored athletics and activities Field trips Support from school staff such as counseling or accessing the resource room 	No	Excused
Truant	<ul style="list-style-type: none"> Skipping school 	No	Unexcused
Unexcused Absence or Tardy	<ul style="list-style-type: none"> Oversleeping or need to sleep Babysitting Work or volunteering (unless under a school-sponsored program) Keeping a lonely parent/guardian company Did not want to come to school today / school refusal Missed bus, family vehicle issue, car trouble Studying at home Arriving to class late or tardy No reason provided No call or note from the parent/guardian verifying the absence 	No	Unexcused

ABSENCE REPORTING PROCEDURES

The following procedures should be followed when a student is absent from school:

- A parent or guardian should call the attendance office (218-454-6599) on the day of the absence or report absence through Skyward Family Access Attendance.
- If it is not possible to call, a written excuse from a parent or guardian giving the name, date of absence, and reason for the absence should be brought to the attendance office on the morning that the student returns to school. ALL ABSENCES THAT ARE NOT REPORTED WITH A PHONE CALL OR NOTE UPON ARRIVAL BACK TO SCHOOL WILL BE CONSIDERED UNEXCUSED.
- **A phone call or note does not guarantee that the absence will be marked as excused, as some absences do not meet criteria to be excused by school officials. (Example: Excessive absences)**

A phone call from the parent/guardian to the attendance office in the morning of the absence is preferred. If the attendance office is not notified you may be called inquiring about your child's absence. All absences must be confirmed/excused through the attendance office. **Do not have your student use their personal device to call or text when they are sick. Students leaving school for illness must go through the Nurse's Office.**

Habitual truancy is referred to Crow Wing County Collaborative Services and the Crow Wing County Attorney. (District Policy #503)

Students will be recorded as tardy if they show up to class after the bell rings.

BULLYING/CYBER BULLYING PROHIBITION

Brainerd Public Schools is committed to providing a safe and respectful learning environment for all students. Acts of physical bullying or verbal bullying in any form including texting, postings on social media sites, and instant messaging by either an individual student or a group of students is prohibited on Brainerd Public Schools property or at school-related functions. All reported acts of school-related bullying/cyber bullying will be thoroughly investigated by administration. (District Policy #514)

BUS DISCIPLINE

Riding the school bus is a privilege, not a right. Brainerd Public Schools general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. Brainerd Public Schools will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the bus driver. In addition, all school bus/bus stop misconduct will be reported to the district Transportation Office. Serious misconduct may be reported to the local law enforcement agency. (District Policy #707, #708, and #709)

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may not use cell phones during school hours unless given permission by their case manager. Cell phones are prohibited during the school day and are required to be turned in when the student arrives at school.

DISCIPLINE

Students are expected to conduct themselves in a respectful and responsible way. School and classroom rules are to be followed at all times during the school day, whether a student is at Lincoln Education Center, Brainerd High School, Forestview Middle School, elementary schools, on a school bus, or in the community. The School wide discipline program will be followed as well as individual behavior plans. (District Policy #506)

The staff at Lincoln Education Center work hard on a daily basis to create a positive learning environment where all students have the opportunity to learn. If a student makes a poor choice and violates a school policy or procedure, it is our intent to use the situation as a “teachable moment” with the intent on teaching the appropriate behavior. We believe an effective discipline program incorporates the following steps:

- Students acknowledge that a behavior is inappropriate, and self-evaluate that behavior and take ownership of their actions
- Students need to develop a plan for improvement so they learn from the situation and so the inappropriate behavior is not repeated

FRAMEWORK FOR INCREASING EQUITY IN SCHOOL DISCIPLINE

- | | |
|------------------------------------|---|
| Prevention | <ol style="list-style-type: none">1. Supportive relationships2. Bias-aware classrooms and respectful school environments3. Academic rigor based on the standards4. Culturally relevant5. Opportunities for learning and correcting behavior |
| Intervention | <ol style="list-style-type: none">6. Data-based inquiry for equity7. Problem-solving approaches to discipline8. Inclusion of student and family voices on conflicts' causes and solutions9. Reintegration of students after conflict or absence |
| Prevention and Intervention | <ol style="list-style-type: none">10. Multi-tiered system of supports |

DRESS CODE

The Lincoln Education Center supports a student's right to select clothing to wear as long as the clothing is not disruptive to the educational process, unsafe, or displays inappropriate messages. Students wearing such items will be asked to change immediately or will be sent home with a parent/guardian. Clothing choices considered inappropriate for a school setting include, but are not limited to:

- Clothing containing messages referring to alcohol, tobacco, drugs, nudity, violence, gang-related symbolism, offensive language or pictures (sexual, racial, or religious harassment; profanity)

Note: This policy may be amended without notice to prohibit any attire that school officials deem disruptive or inappropriate to the learning environment.

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. Brainerd Public Schools will discipline or take appropriate action against anyone who violates this policy. (District Policy #418)

HARASSMENT POLICY

RACIAL, RELIGIOUS, SEXUAL AND VIOLENCE

Everyone in Brainerd Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy (District Policy #413) to prevent religious, racial, or sexual harassment and violence of any kind.

- We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- A harasser may be a student or an adult.
- Harassment may include the following when related to religion, race, sex or gender: name calling, jokes or rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, administration, or the Title IX Coordinator, Angie Bennett, 218-454-6960.
- You may also make a written report. It should be given to a teacher, counselor, administration, or the Title IX Coordinator.
- Brainerd Public Schools will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
- Your right to privacy will be respected as much as possible.

STUDENT-TO-STUDENT SEXUAL HARASSMENT

Sexual harassment is a form of sexual discrimination that is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and of Minnesota Statutes Chapter 363, the Minnesota Human Rights Act, and Title IX of the Education Amendments of 1972.

Brainerd Public Schools strongly disapproves of any form of sexual harassment. Any alleged instances of sexual harassment will be investigated quickly and appropriate action taken. The Brainerd Public Schools will continue to educate students and staff regarding the issue of sexual harassment.

SEXUAL HARASSMENT DEFINED

Sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature constitutes sexual harassment, and will not be tolerated by Brainerd Public Schools. This type of conduct or communication can substantially or unreasonably interfere with an individual's education creating an intimidating, hostile, or offensive educational environment.

REPORTING PROCEDURE

Any victim of alleged sexual harassment or other person with knowledge or belief of conduct constituting sexual harassment is encouraged to deal with the incident by reporting the incident to a teacher, counselor, principal, or Title IX Coordinator, Angie Bennett, 218-454-6960.

TECHNOLOGY USE

RESPONSIBLE USE OF ELECTRONIC DEVICES, GOOGLE EMAIL/APPS AND INTERNET USE

Brainerd Public Schools holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies. Many devices are capable of creating and transmitting email, pictures, videos, and text messages and these capabilities shall be used with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. Brainerd Public Schools is not responsible for lost/stolen/damaged personal devices. Usage standards for personal devices follow the same guidelines as school-owned devices.

- A student's email account with username and password is the same as the school login and password. Parents/guardians and students will understand that ownership of this account stays with Brainerd Public Schools and has limited privacy rights.
- Parents/guardians are encouraged to monitor their child's technology usage.
- Inappropriate use of a student's Gmail account may result in restriction and/or termination of the student's Gmail account.
- Students will not photograph or videotape other individuals at school or at school sponsored activities or email, post, or electronically transmit said images/video without their knowledge and consent.
- Students are prohibited from using any electronic device for cheating, bullying, harassment, gang activity, etc.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
- Students will not disclose personal information about another student via email, internet, or other electronic venues.
- Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
- Students will not agree to meet someone they have met online.
- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
- Brainerd Public Schools will not be responsible for financial obligations arising through unauthorized use of Brainerd Public Schools system, the Internet, or lost/stolen/damaged personal devices.

CONSEQUENCES FOR MISUSE

Students who do not comply with Brainerd Public Schools guidelines for acceptable use may lose network privileges. Other disciplinary action may be necessary depending upon the severity of the infraction. Technology abuse will be dealt with the same as vandalism. Those devices that are confiscated will be returned in accordance with school building procedures. (District Policy #524 & #540)

The Brainerd Public Schools technology policy and usage handbooks are available in full form on the Brainerd Public Schools website at <https://www.isd181.org/> then click on the "families" button.

TOBACCO-FREE SCHOOLS

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, (District Policy 419).

A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony (Minn. Stat. § 144.4165). An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law (District Policy 419).

VANDALISM

Vandalism of any Brainerd Public Schools property is prohibited. Violators will be disciplined and will be reported to law enforcement officials.

WEAPONS AND ASSAULT POLICIES

Brainerd Public Schools explicitly prohibits the possession, use, or distribution of all weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons will include:

- 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.

Pursuant to federal and Minnesota law, a student who brings a weapon to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

ADMINISTRATIVE DISCRETION

While Brainerd Public Schools takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent or designee may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline. (District Policy #501)

"Possession" refers to having a weapon on one's person or in an area subject to one's control in a school location. "Weapon" means any firearm, whether loaded or unloaded; any device or instrument designed as a weapon, or through its use, capable of threatening or producing great bodily harm or death; or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons include: guns (including pellet guns, stun guns, look-alike guns and non-functioning guns, which could be used to threaten others), knives, clubs, metal knuckles, explosives, etc.

A student who finds a weapon on the way to school or on school property and takes it immediately to the principal's office shall not be considered in possession of a weapon.

ASSAULT

Assault will result in:

- A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and an initial suspension of 1 - 10 days for students.
- A student who threatens bodily harm or death to another without material contact while in possession of a weapon shall be dealt with under the preceding section of this policy (I. Weapons).
- Students who engage in fighting with another person will be suspended from the classroom or from the building for 1 - 10 days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."
- Direct attack with a weapon: shall be dealt with under the preceding section of this policy (I. Weapons).
- Direct attack on another person: Students in grades 9-12 will be initially suspended one (1) to ten (10) days and may be recommended to the superintendent for expulsion.

Incidents of assault, battery, or fighting will be reported to the police for documentation and follow-up.

For more information about Brainerd Public Schools
go to www.isd181.org,
Click on the tab: Families
*You will find Calendars, Directory, Family Access to
Student Records, Menus, Policies and much more.*

PART IV - HEALTH AND SAFETY

*****EMERGENCY CONTACT INFORMATION**

Parents/guardians must provide updated contact and emergency information annually or upon changes. To update information, please call the building secretary or go online to the Brainerd Public Schools Website at <http://www.isd181.org>, click on the Families tab, and then click on Family Access and update accordingly.

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the health 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 Brainerd Public Schools leader will call 911 or seek emergency medical treatment and then contact the parents/guardians.

COMMUNICABLE ILLNESSES

Students infected with a contagious illness should not be in school to protect the health of others. If a parent suspects that his/her child has a communicable or contagious illness, the parent should contact the building nurse or principal so that other students who might have been exposed to the illness can be alerted. If your student has any illness and you are uncertain about school attendance, please contact Brainerd Public Schools nurse.

CRISIS MANAGEMENT

The Crisis Management policy addresses a range of potential crisis situations in Brainerd Public Schools and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. Brainerd Public Schools will conduct 5 ALICE drills, 5 fire drills, and 1 severe weather drill annually. Building plans include classroom and building evacuation procedures. Each school building has its own building-specific crisis management plan. (District Policy #806)

STUDENT SAFETY DRILLS

The learning process can be impaired when students do not feel safe at school. When staff is confident about emergency procedures, children in their care are more calm, cooperative, and trusting. Each year, staff and students practice fire, tornado, and ALICE drills. Though one can never prepare for every specific twist or detail of an emergency, we know that rehearsing emergency plans and discussing possible scenarios helps make our reaction to a real emergency more organized and safe for all.

On the day of a drill, a message will be broadcast over our intercom to students and staff that we are practicing a drill. Teachers calmly talk through the drill with students ahead of time so they know exactly what to do. We take great caution to not cause fear among children during drills, but do stress the importance of listening, moving quickly, and not talking. Parents/guardians are asked to discuss this issue with their child so they can better understand the importance of these drills.

SUICIDE PREVENTION: 988 Life Line (#988lifeline) Help is Available

Anyone can call or text 988 or chat [988lifeline.org](https://www.crowwing.gov/410/Mental-Health) for themselves or if they are worried about a loved one who may need crisis support. 988 offers 24/7 access to trained crisis counselors who can help people experiencing mental health-related distress. That could be for thoughts of suicide, mental health or substance use crisis, or any other kind of emotion distress. More resources may be found at <https://www.crowwing.gov/410/Mental-Health>.

HEALTH INFORMATION

School health records will be maintained electronically. It is important to update this information as often as necessary to ensure your child's needs are being met while in school. Current emergency phone contacts are important in the event a student is injured or becomes ill in school. Be sure the emergency contact knows you have them listed as a contact resource for the school.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

HEALTH SCREENING

Students in grades 1, 3, 5, 7 and 9 have their vision and hearing checked each fall. If a child does not pass the screening, you will receive a referral in the mail from Brainerd Public Schools Health Office.

HEAD LICE

Lice are a nuisance only. If a student has lice and they are detected at school, parents/guardians will need to pick up their child, apply medicated shampoo, and remove all nits before returning to school. Head lice are common in children in childcare and school settings. Anyone can get head lice – it is not a sign of being dirty. Please check your child weekly and after every sleep over. If lice are found, please notify your child's contacts, including building nurse, daycare provider, friends' parents/guardians, etc. If you have questions, call the Brainerd Public Schools School Nurses' Office 218-454-6945 or Crow Wing County Community Services 218-824-1080.

HOMEBOUND STUDENTS

A teacher can be provided for homebound students upon notification that a pupil is not able to attend formal classes for 15 or more consecutive days due to illness or injury. When written notification is received from the medical professional that the pupil can be provided instruction at home, the principal will then arrange for a homebound teacher. The homebound teacher will contact the student's classroom teachers for assignments, books and other materials. The guide to effective home teaching of students lies in the cooperation between the classroom teacher, the home teacher, and the parents/guardians.

FIRST AID

The Student Health Services Office in each building is equipped to handle minor injuries requiring first aid. If the health 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.

IMMUNIZATIONS

All students must be properly immunized 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. Brainerd Public Schools will maintain a file containing the immunization records for each student in attendance at Brainerd Public Schools 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 Student Health Services Office at 218-454-6945. (District Policy #530)

Students will not be allowed to start school in the fall until they have had the required immunizations.

MEDICATION POLICY

The Brainerd Public Schools medication policy provides that "the administration of medication to pupils shall be done only in exceptional circumstances where the child's health may be jeopardized without it." If your physician feels that a child's medication needs to be administered at school please call the Student Health Services Office 218-454-6945 to discuss building procedures regarding dispensing medication. (District Policy #516)

Administering Medication in School

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 or guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. In those situations, the following procedure will be followed:

- Medication to be administered to a student during the school day must be brought to school by the parent/guardian and left with the designated school representative.
- Before any medication will be dispensed by, anyone affiliated with Brainerd Public Schools, a Physician Order for Medication and Parent Authorization form, or Physician and Parent Authorization for Self-Administration of Medication form which has been signed by the physician and parent/guardian of the student must be on file with the designated school representative. This authorization must include all of the following: name of the student, name of the medication, dosage to be given, the time or frequency that the medication is to be given, a diagnosis or reason the medication is needed, and a signature from the physician and parent or guardian.
- The Physician Order for Medication and Parent Authorization form or Physician and Parent Authorization for Self-Administration of Medication must be submitted at the start of the school year or when the medication becomes necessary. Self-administered prescriptions would include, but are not limited to, such medications as inhalers, epi-pens, insulin, or other emergency medications. (The prescription from the physician must specifically state that the students are to carry the medication on their person and administer the medication themselves.) Controlled substances (i.e. Ritalin) may not be self-administered.
- Prescription medications must be provided to the designated school representative **in a duplicate bottle, which has been appropriately labeled by a pharmacist**. Prescription medications brought to school in any other container will not be administered. Prescription medications will only be administered to a student if the designated school representative is provided a written statement from a doctor, a prescription bottle with a current, accurate label; and an authorization as discussed above.
- Before any over-the-counter medication will be dispensed by anyone affiliated with Brainerd Public Schools, an Authorization of Administration of Non-Prescription Medication form, which has been signed by a parent/guardian of the student, must be on file with the designated school representative. **Over-the-counter medications must be provided to the designated school representative in the original labeled container**. An over-the-counter medication will only be administered to a student according to the written directions on the bottle, unless contrary written directions from a physician are provided. If there is no specific age-appropriate dosage on the bottle, the medication will not be administered, unless contrary written directions from a physician are provided to the school.
- Aspirin or aspirin-containing products will only be administered upon written direction from a physician.
- Brainerd Public Schools reserves the right to review the continued use of any over-the-counter medication, which has been prescribed by the parent/guardian. Brainerd Public Schools may require a physician's order for continued use of any over-the-counter medication.
- When use of a medication has ceased, or is no longer needed by the student, the parent/guardian is responsible to retrieve unused medications from the school. Any unused medications that have not been picked up will be disposed of properly.

TEMPERATURE/FEVER GUIDELINES

A student shall be excluded from school for a body temperature of 100 degrees Fahrenheit. A student must be temperature free, without taking medication such as Tylenol or Ibuprofen, for 24 hours before returning to school. A student shall be excluded from school for any body temperature elevation if he/she is exhibiting signs or symptoms of illness such as vomiting and diarrhea, excessive coughing or flu-like symptoms. Any student that is unable to participate in routine activities, or requires more care than can be provided by staff due to illness, shall also be excluded. A student who is prescribed antibiotics for illness must use the medicine for 24 hours before returning to school.

SAFETY

Brainerd Public Schools has implemented a proactive security policy in an attempt to make our schools a safer place for all our students. Buildings will be implementing more controlled access. In the morning, only designated doors to the building will be unlocked allowing access into the building. (District Policy #806)

BUILDING ACCESS AND ENTRY

During the school day the doors to each building will be locked. Anyone entering will use the main entrance where they will be required to request access. Office staff will communicate with visitors, greet them and ask the nature of their visit before allowing access to the building. All visitors must report to the main office to check in before moving through the school.

Students will be instructed on how to perform learning activities and experiments in the safest possible manner. Personal protective equipment will be provided to students, where necessary, for science, art, and industrial technology classes. Students are required to follow the safety guidelines and rules set forth by instructors. (District Policy #807)

If a student or parent has any questions regarding the safety of the school or curriculum, they should contact the school principal or school safety specialist.

SCHOOL INSURANCE

The school does not provide insurance coverage for accidents. In most cases, your family health insurance policy provides coverage for accidents that may happen at school. You may want to check your policy to be sure. Information regarding optional student accident insurance is available in the main office of all Brainerd Public Schools.

VISITORS IN BRAINERD PUBLIC SCHOOLS BUILDINGS

Due to the confidential nature of the program, requests to visit or tour the program must be given prior approval by the school administrator.

Visitors are welcome to stop in the office or call to schedule a visit with a teacher or classroom. All visitors will be required to sign in, show a photo ID, and wear a "visitor's badge" while in the building during the school day. Building staff will escort them to their destination. Once the visit is complete, the visitor will report back to the main office and return the visitor badge and sign out. Students are not allowed to have visitors during the school day.

If a parent/guardian has arranged for an adult to visit with or transport their child, Lincoln Education Center staff requires parental permission.

For more information about Brainerd Public Schools
go to www.isd181.org,
Click on the tab: Families
*You will find Calendars, Directory, Family Access to
Student Records, Menus, Policies and much more.*

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.



education.mn.gov > [Students and Families](#) > [Programs and Initiatives](#) > [Statewide Testing](#)

Check with your local school or district to see if there are any other consequences for not participating.

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20²³ to 20²⁴ school year.)



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022

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Student Directory Information and Photo/Video Opt Out

Brainerd Public Schools policy complies with state and federal laws, which require us to release this information upon request. However, you have the right to deny the release of directory information, except to school officials or as provided under federal law.

Organizations and/or any member of the public can request information about students attending Brainerd Public schools. "Directory information," as it is known, is defined by Brainerd Public Schools as the student's name, parent/guardian name, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent educational instruction attended by the student.

In addition, this includes both the internal and external publication of pictures/videos for district-approved publications, district-approved webpages, district-approved social media, local media, and local cablecasts. Parents/guardians may choose to limit the use of their child's photo. When a child enrolls in the Brainerd Public Schools, the parent/guardian(s) have the choice to sign a photo opt-out form indicating the desire for internal or external publication on photos/videos of their child.

- **Internal Publications** are considered as all of the following: yearbook; class pictures (Lifetouch), hallway pictures, assembly videos, concert videos, etc.
- **External Publications** are considered as all of the following: local newspapers, local television, school social media accounts (Facebook, Twitter, Instagram), etc.

To make directory information private and/or opt out of photo/video publications, parents, legal guardians, or student of legal age should complete this form and mail it to Washington Educational Services Building, (804 Oak Street, Brainerd MN 56401) or the student's school office by Monday, October 2, 2023. Please complete a form for each student. This request will remain in effect for your student's tenure with Brainerd Public Schools or unless modified or rescinded via the Directory Rescind form available at your student's school.

Non-Release of Directory Information and Photo/Video Opt Out

By signing this form, I am requesting that:

- Brainerd Public Schools NOT release Directory Information for ANY use (including the school yearbook) except to school officials or as provided under federal law.
- Brainerd Public schools NOT use my child's photo in ANY Internal Publications.
- Brainerd Public Schools NOT use my child's photo in ANY External Publications.
- I would like to rescind my signature on the FERPA form allowing my child's photo/media to be used both internally and externally.

Student First and Last Name: _____ Grade: _____

Parent / Guardian or Signature: _____ Date: _____

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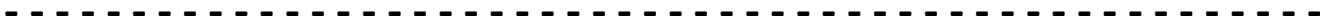
Student Directory Information

Opt Out of U.S Military Request for Information for Brainerd Public Schools Students in Grades 11, 12 and Brainerd Postsecondary/Alternative Program

The U.S military may request Student Recruiting Information in accordance with the provisions of the new Every Student Succeeds Act (ESSA) Section 8025, which covers the U.S Military Request for Student Directory Information. Student recruiting information can include information such as a student’s full name, address, and telephone number for those students currently enrolled in grades 11, 12 and Brainerd Postsecondary/Alternative Program.

Parents/guardians have the right to deny the release of this information to the U.S military. In order to request a student information NOT be release, a parent, legal guardian, or student of legal age must complete the following form and mail it to Brainerd Senior High School Attn: Student Success Center (702 S 5th St., Brainerd, MN 56401) or the student’s school office by Monday, October 2, 2023. Please complete a form for each student. It is only necessary to complete the form once and it will remain in effect for the student through grade 11, 12 and Brainerd’s Postsecondary/Alternative Program unless modified or rescinded via the U.S- Military Rescind form, which is Available through the Brainerd High School’s Student Success Center.

Please note this form is separate from Brainerd Public Schools general Student Directory Information “Opt-Out” form, which is available through Brainerd Public Schools Welcome Center or student’s school office.



Non-Release of Student Information to the U.S. Military

By signing this form, I am requesting that:

Brainerd Public Schools not release student recruiting information for the following student, who is in grade 11, 12 or Brainerd Postsecondary/Alternative Program

First and Last Name: _____

Grade: _____

Parent/ Guardian or Student of Legal Age Signature: _____

Date: _____

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2023 - 2024 APPROVED CALENDAR

1/9/2023

(Red = No School)

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-23 OS Testing

24 Gr. 5 Orientation/FMS

24-25 Kindercamp (1/2 day)

29 Open House-Forestview

30 Open House-Elementary, Brainerd High School, LEC

FEBRUARY 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

19 No School – President’s Day/Snow Makeup Day

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 No School - Labor Day

5 First day of school Grades K-12

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School – District Inservice

11-15 Spring Break

18 School Resumes

29 No School – Spring Holiday

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 No School – District Inservice

19-20 No School – EM Conference

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 No School – District Inservice/Snow Makeup Day

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

23-24 No School – Thanksgiving

27 No School – District Inservice

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 No school – Memorial Day

30 Kindertfriend Day

31 Last Student Day Gr 1-11th

31 High School Graduation

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/22 – 1/1 No School – Winter Break

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

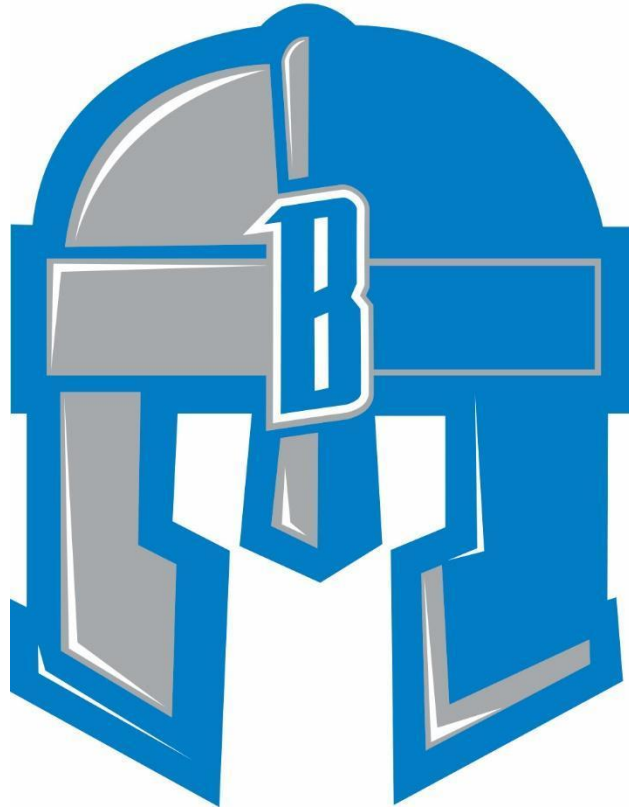
JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 No School – District Inservice

3 School Resumes

15 No School – District Inservice

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



WARRIORS

We Are Respectful and Responsible In Our Relationships