Hancock Elementary Handbook

2026-2027

HANCOCK ISD NO. 768
DISTRICT STRATEGIC PLAN

MISSION
Hancock Public School exists to develop in all students the skills, knowledge and passion to be lifelong learners.

VISION
Our Vision is to see ...
* students committed to the learning process through engaged teachers, parents, staff and community
* students who learn and demonstrate 21st Century skills and knowledge
* students who identify and apply their individual strengths.

VALUES
We value ...
* Effective and innovative instruction
* Developing and teaching healthy relationships
* Parent and community involvement
* Personal responsibility and accountability
* Honesty and hard work
* Giving back to our community

STRATEGIES
* Create an environment for students to be committed to the learning process
* Incorporate 21st Century skills and knowledge into the curriculum
* Create an environment that identifies individual strengths and applications

TEACHER GOALS
* Recognize student accomplishments
* Have high expectations for student performance
* Incorporate technology in all areas of instruction
* Effectively evaluate student performance and use evaluation data to drive instruction and improve curriculum
* Provide individual assistance that is targeted to improve student performance
* Engage parents, teachers, staff and the community in school activities and learning opportunities
* Provide opportunities for students to learn and develop their individual strengths.

TEACHER ACTION PLANS (how teachers will meet goals)
* This information will be on individual teacher websites.

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WELCOME

We value your contributions of ideas, time, and effort. Our goal is to help each child realize his/her potential. With your support we can do it. Open communications is an important factor in reaching this goal. If you have a question, comment or concern about your school, please call your child's teacher or me without delay. We're always happy to hear from you.

We hope this handbook will answer many of your questions about daily life at Hancock Elementary School. Please save your copy to refer to all year.

Thank you for entrusting your child to us.

Hancock Elementary Staff

Tim Pahl, Principal

SCHOOL PRIDE

We are all very proud of our school! It is the responsibility of all of us to keep it looking good. Please stress with your child the importance of their cooperation in helping us maintain a building we are all pleased with!

ADMITTANCE TO SCHOOL

In order to enter Preschool, a student must reach the age of four years on or before September 1st of the current year and have completed preschool screening through Public Health. Priority will be given to resident students and those with special needs.

In order to enter kindergarten, a student must reach the age of five years on or before September 1st of the current year and show evidence of a recent physical examination.

Any parent entering a child in the Hancock Public School for the first time must present a legal birth certificate for verification of birth.

All students entering school must also be fully immunized.

ARRIVAL TIME

If your child does not ride the bus, please time their arrival for 8:15 a.m. Classes begin at 8:25 a.m., and ten minutes is enough time for hanging up clothes and settling in. Although teachers arrive earlier, they need the time to prepare for the day's work.

ATTENDANCE

The school attendance laws of the State of Minnesota require that children must attend school regularly. Regular attendance is essential to a student's success in school. Persistent absenteeism and tardies hinder the learning process and are regarded as very serious problems. The school reserves the right to require medical verification in cases where student absences are excessive.

***Notification of absences*:** Parents/guardians are required to call or email the office staff each day a child is absent or tardy. The office will then inform the child's classroom teacher of the absence. Whenever an absence is pre-arranged (doctor, dentist, etc.) the student should bring a written permission slip from home in advance of the absence. Your cooperation helps us to ensure the safety and whereabouts of each of the children.

***Tardies**:* Students arriving after the 8:25 AM will be considered TARDY. Students must report to the school office to obtain a Student Pass to class. Tardies in which students have an excused pass from a teacher or administrator will not count against the student's attendance. Three (3) unexcused tardies will result in one unexcused absence and the student will be required to serve a noon detention.

Excused absence: These need to be verified upon the student's return to school. Parents are requested to send a written excuse stating the reason for the absence; it must be dated and signed by the parent. Excused absences from school include, but are not limited to, student illness, medical or dental appointment, family emergency, religious observance or family vacation, and other absences which are pre-approved. While the school recognizes the value of family time and trips, we encourage parents to schedule trips that will coincide with scheduled school vacations. The school reserves the right to require medical verification in cases where student absences are excessive. **Students attending medical, dental, mental health, chiropractic, orthodontic, physical therapy, etc appointments MUST present to the office a notice verifying the date and time of the appointment including appropriate signature from the provider. Without this written verification the absence will be considered unexcused.**

Students may not attend extra-curricular events at HHS if the student does not attend school on the day of the event.

A maximum of 10 absences will be permitted in a class each semester. Parents/guardians shall be notified in writing when a student has been absent (Excused or unexcused) from class, 6 & 10 days in a semester. When a student has been absent from class 11 days in a semester, a letter will be mailed requiring a meeting between the parent(s), student, Principal/Dean of Students, and classroom teacher to discuss the student's attendance, and how the missed days can be made up.

BICYCLES

Students may ride their bicycles to school. Once they have arrived at school, the bicycles are to be parked in the bike rack and they are not to be ridden until they go home. It is recommended they be locked.

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Riding the school bus is a privilege, not a right. Choosing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. Students are to obey the bus driver. The bus driver has the right to assign seats at his discretion. The building principal is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the district shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day, or until released to the parent/guardian in a manner consistent with guidelines on release of students.

(K-12th Grades)
BEHAVIOR GUIDELINES AND CONSEQUENCES
OFFENSES

1. Spitting
2. Horseplay
3. Excessive noise
4. Eating or drinking on bus
5. Leaving seat while bus is in motion
6. Failing to face forward
7. Squirt guns/liquid type containers in any form (except those intended for lunch box use)
8. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
9. Riding unassigned bus without permission
10. Throwing/shooting of any objects
11. Other offenses as reported by the driver or principal
12. Hanging out of windows
13. Physical aggression against any person
14. Use of tobacco or any controlled substance
15. Vandalism to bus (restitution will be made)
16. Lighting of matches, firecrackers or any flammable object or substance
17. Holding onto/or attempting to hold onto any door/tampering of the bus equipment
18. Other offenses as reported by the driver or principal
19. Any other action that the bus driver deems to be distracting or dangerous

CONSEQUENCES

- Warning
- Conference with bus driver and parent(s)
- Conference with bus driver and/or principal/assistant principal
- Assigned Seats
- Suspension of riding privileges
- Loss of bus service

Note: The school reserves the right to use this scale as it sees fit in order to ensure reasonable, effective, and timely consequences are applied to provide safe ridership for all passengers.

BEGINNING BAND

Elementary band begins in 5th grade. Letters are mailed to all parents of 5th and 6th graders by the band instructor, giving dates and time that parents and child may talk with her about their child starting an instrument.

STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES

Cell Phones and Other Electronic Communication Devices

Cell phones and other electronic signaling devices (such as smart watches) are to be TURNED OFF and students are prohibited from using them at any time during the school day (8:25-3:13 pm). Upon entering the classroom, cellular phones, earbuds, Smartwatches, and other personal electronic devices shall be turned off and placed in the assigned hanging pocket located next to the door. They will remain there for the entire school day. Students may retrieve their cellular phones, earbuds, Smartwatches and other personal electronic devices as they leave the classroom at the end of the school day.

If a student did not bring their cellphone(s), earbuds, or Smartwatch to school, or if they do not own a cell phone or Smartwatch, they must place a white notecard in their assigned pocket to indicate this. If a student places a white notecard in their assigned pocket, and it is determined that they do have a cell phone with them, they will immediately be assigned a detention. An empty pocket indicates that the student assigned to that pocket is absent. If a pocket is empty (no cell phone(s), earbuds, or white notecard), but the student assigned to that pocket is present, the student will be marked tardy for that period. Cell phone(s) and earbuds will remain in their assigned pockets until students are release at the end of the school day. Students who take another student's phone for any reason may be charged with theft.

Consequences for having a cell phone turned-on while in a classroom, or for having taken a cell phone outside the classroom include, but are not limited to **(In addition to detention/being marked tardy):**

First Infraction: An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day. The student will also be reminded of the consequence(s) if a violation should occur again.

Second Infraction: The second infraction shall result in confiscation of the device, which is to be turned in to the school office and notification of a parent or guardian of the violation and the fact that they (parent/guardian) are required to retrieve the device from the office. The student will be required to check the phone in at the office for ten school days. The student will also be reminded of the consequence(s) if a violation should occur again.

Third Infraction: The third infraction shall result in confiscation of the device, which is to be turned in to the school office and notification of a parent or guardian. In addition, the student will be required to check the phone in at the office for the remainder of the semester or 20 school days, whichever is longer. The student will also be reminded of the consequence(s) if a violation should occur again.

Repeated or Severe Infraction: Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

Additional Notes:

-Personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, earbuds, Smartwatches, personal digital assistants (PDAs), iPods, iPads, and other personal electronic devices capable of transmitting data or images, like other personal items brought by a student onto school grounds, may be subject to search.

-Any pictures or video taken on school grounds with personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, are property of the school.

-Inappropriate use of personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, earbuds, Smartwatches, personal digital assistants (PDAs), iPods, iPads, and other personal electronic devices capable of transmitting data or images, may result in suspension or expulsion.

General Statement of Policy

The Hancock Public School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, earbuds, Smartwatches, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Standards for Responsible Use at School, on Buses, or at School Activities

Respect for the educational environment

Upon entering the classroom, Cellular phones, earbuds, Smartwatches, tracker/listening devices (watches, clip-ons, etc.), digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), I-Pods, I-Pads, Chromebooks, Kindles, Surface Pros, and other personal electronic devices shall be muted and placed in the assigned hanging pocket located next to the door. If a student did not bring their cellphone(s) or earbuds to school, or if they do not own a cell phone or earbuds, they must place a white notecard in their assigned pocket to indicate this. If a student places a white notecard in their assigned pocket, and it is determined that they do have a cell phone with them, they will immediately be assigned a detention. An empty pocket indicates that the student assigned to that pocket is absent. If a pocket is empty (no cell phone(s), earbuds, or white notecard), but the student assigned to that pocket is present, the student will be marked tardy for that period. Cell phone(s) and earbuds will remain in their assigned pockets and students will remain in their seats until the tone to release students from class has sounded.

1. **Violations:** Any student who refuses to place their phone in the hanging pocket will be assigned a detention. A second violation will result in loss of cell phone privileges for the remainder of the quarter or three weeks, whichever is longer.

2. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.

3. Use of cellular phones or other personal electronic devices including picture/video cameras and/or camera phones, earbuds, Smartwatches, tracker/listening devices (watches, clip-ons, etc.), personal digital assistants (PDAs), iPods, and other personal electronic devices capable of transmitting data or images is prohibited in classrooms during the school day, Media centers and testing centers, and during fine arts performances.

4. Students will not be allowed to leave class in response to any electronic devices.

5. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

6. Teacher Assistants (TA's) must give their cell phones to their supervising teacher at the beginning of the hour and should not access them during the hour. The teacher will return the phone at the end of the period.

Personal Laptop Computers

Hancock Public School provides all students with access to Chromebooks when needed for classroom activities. Personal laptops will only be allowed in College Communications and College English classes. If students choose to bring their personal laptops to use in these classes, their laptops will remain in room 131 (Mrs. Penny Schmidgall's room) throughout the school day (8:25am-3:13pm).

Respect for privacy rights

Students shall not photograph or videotape other individuals at school or at school sponsored activities without the knowledge and consent of the individual and school administration. The only exception is for activities considered to be in the public arena such as sporting events or public performances.

Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without the expressed written consent of the individual and school administration.

Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

Assuring academic integrity

Students shall not use cellular phones, earbuds, Smartwatches, tracker/listening devices (watches, clip-ons, etc.), or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Compliance with Other District Policies

Use of cellular phones, earbuds, Smartwatches, tracker/listening devices (watches, clip-ons, etc.), or other personal electronic devices must not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Violations of this Policy (In addition to detention/being marked tardy)

First Infraction: An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day. The student will also be reminded of the consequence(s) if a violation should occur again.

Second Infraction: The second infraction shall result in confiscation of the device, which is to be turned in to the school office and notification of a parent or guardian of the violation and the fact that they (parent/guardian) are required to retrieve the device from the office. The student will be required to check the phone in at the office for ten school days. The student will also be reminded of the consequence(s) if a violation should occur again.

Third Infraction: The third infraction shall result in confiscation of the device, which is to be turned in to the school office and notification of a parent or guardian. In addition, the student will be required to check the phone in at the office for the remainder of the semester or 20 school days, whichever is longer. The student will also be reminded of the consequence(s) if a violation should occur again.

Repeated or Severe Infraction: Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

Additional Notes:

-Personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, earbuds, Smartwatches, personal digital assistants (PDAs), iPods, iPads, and other personal electronic devices capable of transmitting data or images, like other personal items brought by a student onto school grounds, may be subject to search.

-Any pictures or video taken on school grounds with personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, are property of the school.

-Inappropriate use of personal electronic devices, including but not limited to, picture/video cameras and/or camera phones, earbuds, Smartwatches, personal digital assistants (PDAs), iPods, iPads, and other personal electronic devices capable of transmitting data or images, may result in suspension or expulsion.

Every child has an opportunity to use the computer and learn how to run software. We have a Computer Curriculum that gives guidelines on what each grade expects to learn. Students have access to elementary and high school computers.

COMPUTER/INTERNET USE POLICY

I. General Statement of Policy

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. It is the intention of the board of education, administration, and faculty to provide guidance and instruction in the use of the computer/Internet to the students of Hancock School.

II. Responsible Use Of The Computer/Internet

Users are prohibited from using school Computer/Internet resources or accounts for the following purposes:

1. To access, upload, download or distribute games, pornographic, obscene or sexually explicit material, or any other non-educational material.
2. To transmit or receive obscene, abusive or sexually explicit language.
3. To violate any local, state or federal state.
4. To vandalize, damage or disable the property of another person or organization.
5. To access another person's materials, information or files without the direct permission of that person.
6. To violate copyright laws, or otherwise use another person's property without the person's prior approval or proper citation including downloading or exchanging of pirate software or copying software to or from any school computer.
7. Unauthorized commercial use or financial gain.

III. Consistency With Other School Policies:

Computer/Internet uses shall be consistent with existing school district policies.

IV. Computer/Internet Use Agreement:

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school districts.

The Computer/Internet Use Agreement form must be read and signed by the user, the parent or guardian, and the supervising teacher. The form will be placed on file at the high school office.

V. Sanctions:

Violation of Hancock School's Computer/Internet policy shall result in one or more of the following sanctions:

1. Loss of Computer/Internet use privileges.
2. Additional disciplinary action consistent with the discipline policy as stated in the student handbook.
3. Referral to the appropriate law enforcement agencies.

CONFERENCES 10

Parent-teacher conferences will be held in November for all students. Conferences are planned for 4:00 to 8:00 p.m. each night. Teachers look forward to conferences for a number of reasons:

* We're eager to meet you.
* We want to share observations and information about your child.
* We need to hear about any concerns you have.
* We want to work with you to help your child have a tremendous year.

If you'd like to talk with your child's teacher at other times during the year, just call and we'll be glad to set up a meeting.

CONTACTS

If you have a concern about school involving your child or a wider issue, please let us know about it. Talk with your child's teacher first. After that, call the principal at 320-392-5621.

CURRICULUM

Students at Hancock are taught a balanced curriculum. All subject areas are covered with a strong emphasis in reading. Teachers work together to make sure all students have a good understanding of the basics.

KINDERGARTEN/PRESCHOOL SCHEDULE

Kindergarten students may attend 3, 4 or 5 days per week. Schedules will be worked out with parents prior to the start of school. Two sections of Kindergarten will be offered. Two sections of preschool will be offered as well. Preschool students will attend either Mondays and Wednesdays, or Tuesdays and Thursdays.

DAILY SCHEDULE

8:25 a.m. - School begins
10:50 a.m. - Kindergarten goes to lunch
10:55 a.m. - Grade 1 goes to lunch
10:57 a.m. - Grade 2 goes to lunch
11:30 a.m. - Grade 3 goes to lunch
11:30 a.m. - Grade 4 goes to lunch
11:30 a.m. - Grade 5 goes to lunch
11:30 a.m. - Grade 6 goes to lunch
3:00 p.m. - Grades K-3 Dismissed
3:05 p.m. - Grades 4-6 Dismissed

All children are instructed to go home immediately upon dismissal. All students must be out of the building by 3:15 p.m.; however, if any child is kept after 3:15, parents will be notified. Children must be under the supervision of a teacher or other school personnel after 3:15 p.m. The outside doors are locked at 4:00 p.m.

In order to enhance the education of each student, a major emphasis will be placed on student discipline. Organizing and structuring the learning atmosphere greatly reduces the needs for disciplining procedures, but a specific policy is needed to assure that individual student disruptions do not hinder the learning environment for other individual students.

All staff will utilize specific rules and discipline procedures when the students are involved in playground, cafeteria, and hallway activities.

Each teacher is required to create an atmosphere that encourages appropriate behavior, including:

- Well-planned lessons that take into account individual differences.
- A well organized room.
- A daily procedure that lets students know what is expected from them and a procedure that lets them know that you'll deal with students who don't meet your specifications.
- Daily reinforcement of positive behavior.
- A viable concern for students.

Student rules to be followed:

- Respect the teacher's right to teach by listening and paying attention.
- Respect all student's right to learn by not disrupting.
- Observe your space by not disturbing others.
- No put-downs.
- Use good manners.
- Treat other people and property with respect.

<u>If a student chooses to break a rule:</u>

The classroom teacher will discuss with the students the consequences if a student chooses to break a rule. Consequences will be consistently enforced. The principal may be consulted depending on the severity of behavior.

We believe in providing a safe and conducive learning environment for all our students. As part of our commitment to their academic progress and personal development, students may be excused from recess under certain circumstances. This time will be utilized for catch-up on missed work or addressing disciplinary issues.

Catch-Up: As needed, students will be excused from recess for the purpose of catching up on missed assignments, projects, or coursework. This time will be supervised by a teacher or designated staff member, and the student will have the opportunity to focus on academic tasks during this period.

Disciplinary Intervention: As needed, students will be excused from recess as part of a disciplinary intervention. This measure may be implemented as a consequence of behavior that requires special attention. During this time, the student will engage in activities or discussions aimed at addressing the disciplinary issue in a positive manner.

Extra-activities behavior discipline plan:

For the safety of our students during extra-curricular activities, the following will be followed:

* All children are to remain seated on the bleachers during the event. There should be no running or horseplay in the hallways, bathrooms or the new gym.
* Bathroom breaks and concession stand purchases are to be made during half-time of the basketball game.
* Children are NOT ALLOWED on the floor at any time during the event.
* Students are not allowed on the stage during the event.
* Students are not allowed in the locker room.
* Students are not allowed to use the back exits.

If a child is determined by the school supervisor to be abusing this policy, they will be (1) asked to sit by their parents for the rest of the game; (2) sit on the edge of the bleachers designated by the school supervisor; or (3) sent home.

We feel this policy is a necessity to ensure the safety of our children, our athletes, and to protect a positive image of the Hancock School and of the community to the visiting team and their supporters.

DRESS CODE

Elementary children are expected to wear clothing that is neat and clean. Dress should not be distracting to others, nor present health or safety problems. Since children have outside recess, winter dress (boots, hats, gloves, mittens, etc.) is especially important. Parents are encouraged to mark clothing (especially snow pants) with students' names. If you do not wish to write the entire name on the clothing, the child's initials and grade level would be fine.

- Faculty members and administration will have final say as to whether a garment meets the dress code.
- No clothing is allowed that is vulgar, profane, or otherwise inappropriate. No clothing is allowed that belittles another or shows intolerance of different races, cultures, or religions.
- Jeans with areas of wear are allowed if they are neat (without strings) and so that no skin or undergarments show. If a faculty member deems jeans inappropriate, the student will be sent to the office and required to change.
- Wide sleeve tank tops may be worn during school hours if it meets the other standards of dress code. No tube tops are allowed. Spaghetti straps must be covered and the stomach area and cleavage should not show. If a faculty member deems a shirt to be inappropriate, the student must change or wear another acceptable shirt over the other shirt.
- No undergarments should be visible at any time.
- No short shorts, short skirts, short dresses, or short skorts (General rule of thumb: They must EXCEED extended arm/finger tip length or Mid-thigh whichever is longer).
- Hats and hoods should not be worn during school hours.
- Shoes must be worn at all times (Please do not wear shoes that will mark the floors).
- Violations of this dress code could result in disciplinary action.

EMERGENCY SCHOOL CLOSING

When the weather is unusual or threatening, an instant alert will be emailed out to inform parents of early releases or late starts. Parents can sign up for instant alerts by going to the school website: www.hancock.k12.mn.us Parents can also listen to KMRS/KKOK radio station in Morris (1230 AM or 95.7 FM) for announcements of school closing or late starts.

EQUAL OPPORTUNITY

The Hancock School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, or status with regard to public assistance or disability in any of its educational programs, activities or employment practices.

GOALS - DISTRICT # 768 14

School District # 768, has established the following goals as the most important for students in this district:

1. Develop skills in reading, writing, speaking, and listening.
2. To gain a general education.
3. Develop good character and self-respect.
4. Develop pride in work and a feeling of self-worth.
5. Learn to respect and get along with people with whom we work and live.

HEALTH SERVICES

Hancock Public School employs a Registered Nurse/Public Health Nurse to provide the following services:

1. Vision & Hearing Screenings: Students in 1st, 3rd, 5th, 7th, & 10th grades are screened annually for vision in the fall according to the recommendations of the MDH. Students in K, 1st, 2nd, 3rd, 5th, 8th, & 11th grades are screened for hearing in the fall according to MDH. Students who do not initially pass are rescreened. Parents are notified if the student does not pass on rescreen. Periodic vision and hearing assessments are completed throughout the year as needed.

2. Immunizations: Minnesota law requires that all children who are enrolled in a MN school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella - allowing for certain specified exceptions. Forms are available from the school nurse to be signed by the parent and Notary Public for those students who are exempt from immunizations. The students not in compliance shall be excluded from school until immunizations are up-to-date.
3. Scoliosis Screening: In accordance with the MDH guidelines, scoliosis screening is completed for 5th grade girls in the fall and 6th grade girls in the spring.

4. Health Education: The school nurse offers health education to the students and staff as requested and as the need arises. A growth & development talk is offered to the 5th grade students in the spring.

Student Health Records

Each student has a permanent health record as required by law in MN. All records are on file in the school office. Health information pertinent to each student is included such as immunization records, results of screenings, health assessments, health information which may affect ability for learning and/or may result in emergency at school and the plan for which to meet the student's health needs.

Medication Administration Policy 15

The district has a Student Medication Policy for the administration of medications. This policy and guidelines are sent to all parents in the "Back to School" packet in August. The "Medication Administration Form" must be completed by a parent/guardian and signed by a physician before any medication (prescription or over the counter) may be administered or taken at school.

Illness

General practice for when to keep your child at home due to illness includes:

- If a student has had a fever of 100 or more, the student should stay home for 24 hours after the temperature returns to normal.
- If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.

Students will not be kept in school if they display any of the following symptoms:

- Temperature over 100 degrees
- Pink eye or discharge from the eye
- Sore throat with fever
- Vomiting
- Suspicious skin lesions
- Any other signs of acute illness

A parent/guardian will be contacted so the student can be picked up. If the parent/guardian cannot be reached, information completed on the emergency contact form will be utilized.

If a child contracts a **contagious condition/illness**, parents are asked to notify the school nurse or the child's teacher. Parents of students in the same classroom can then be cautioned so that early detection of the disease can be noted to prevent its spread throughout the classroom.

Students diagnosed with **chronic health conditions** (i.e., diabetes, asthma, seizures, heart conditions, allergies) should provide the school with a physician's summary of the condition and any special instructions and limitations related to school activities.

Lice Policy

If untreated nits or live lice are detected on a student, the parent will be notified. The student will be sent home for treatment.

HOME WORK

Effective homework assignments do not just supplement the classroom lesson; they also teach students to be independent learners. Homework gives students experience in following directions, making judgments and comparisons, raising additional questions for study, and developing responsibility and self-discipline. Therefore we recommend the following:

* Kindergarten - Ten minutes of reading to your child each night.

* Grades 1-3 - Homework that can be done with a parent, such as flash cards for math facts, reading vocabulary words, and spelling words.

* Grades 4-6 - Approximately 60 minutes of study time each evening.

In the event a student is absent, they are allowed 2 days to complete their missed work.

ILLNESS AND/OR INJURY

In the event of an illness or injury, a child is sent to the nurse, aide, teacher or principal. The parent is called at home, their place of employment, or the emergency number. A child is never allowed to leave school until some contact has been made.

INSURANCE

Parents are responsible for injuries incurred by students. The school does NOT provide insurance for student injuries.

KINDERGARTEN ROUND-UP

Parents and children are invited to school early in May for Kindergarten registration. Round-up offers parents a chance to meet the teacher, look around the school, ask questions and get all the forms needed for the start of school. We must see each child's birth certificate to register him/her for school. It saves time if parents bring the certificate to round-up.

Families who cannot attend round-up or who move into the area during the summer can register in the office any weekday. It's important to register a new child before the first day of school. All children entering school must be fully immunized.

LOST AND FOUND

All lost articles should be turned into the school office. The lost and found area is located in the main entryway of the building. Any items found during the school year will be placed on the hanging rack located in the main entrance. Parents are encouraged to check this rack each time they enter the building. All lost and found items that remain at the end of each quarter will be boxed up and donated to a local charity.

LUNCH

Our school participates in the Federal lunch program. The price of a meal:

Grades K-3 - $2.25 second meal or $45.00 for 20 punches
Grades 4-12 - $2.50 second meal or $50.00 for 20 punches
Adults - $5.30 - $ 106.00 for 20 meals

Extra milk is $.50 per carton. Milk is included in the lunch program. There is no charge for milk during milk break.

The school office gives a written notice to you when your child needs lunch money. The classroom teacher will notify you when the child is in need of milk money. When sending money with small children, put it in an envelope marked with the child's name, grade, the amount, and the purpose for which the money is sent.

Free or reduced-price lunches are available for children from low-income families. Information about this U.S. government program is available from the Superintendent's office. If your family develops financial need during the year, please contact that office. Names of children receiving lunch aid are kept confidential.

Parents are welcome to eat with their children. Let us know by 9:00 a.m. so we can prepare an adequate amount of food.

LIBRARY

Each class has at least one session in the library weekly. Students are encouraged to check out books for personal reading and during assigned reading times. Students are responsible for returning all materials or he/she must pay the replacement cost.

MAKE-UP WORK

All work missed or assigned because of absence must be completed. If not, no grade can be given. Incompletes carried beyond the grade reporting period will be changed to a failure. Individual arrangements for exceptions must be made with their teacher.

MEDICATION

School personnel **WILL NOT** distribute any medication, including aspirin, without authorization from the parent. A separate permission form will be filled out and signed for each type of medication to authorize the school to distribute it. The medication must be in the original prescription bottle.

MUSIC

A music specialist provides music for grades 1-6 three times a week, and twice weekly for kindergarten, for 25 minutes each. Children learn about rhythms, notations, musical games, singing, and use of instruments. A musical program is held in December.

PARTY INVITATIONS

Unless all the boys and girls in your child's room are invited to a party in your home, please do not send invitations to school for distribution.

PERMISSION SLIPS

You must write a dated, signed note and send it to school for the following circumstances:

- Your child is going to someone else's home after school.
- Your child is riding a different bus.
- You want your child to stay in during recess, or to miss physical education class. If the cause lasts longer than three days, we need a note from the doctor.
- Your child will leave school early, or will leave and return during the day.

Once children get to school, they cannot leave the school grounds without permission from a parent or school staff member. They must also sign in and out in the school office.

PETS

Usually, pets are not allowed in school. Check with your child's teacher before bringing an animal to school for any reason. No pet or live animal, bird or insect may be taken on the bus.

PICTURES

Parents will be notified during the school year as to the date and time pictures will be taken. Students are not required to purchase these pictures but all must have their pictures taken as part of the class.

PHONE

The office telephone is for school business and emergency use only. We ask your cooperation in our efforts to restrict student use. Students are discouraged from bringing cell phones to school. Elementary students who bring cell phones or other electronic devices to school must keep them turned off and in their lockers from 8:25am until the end of the school day. Parents should contact your child's teacher if you wish for your child to bring a cell phone to school.

PLEDGE OF ALLEGIANCE:

Each day will start with the Pledge of Allegiance. If you do not wish for your child to participate in the Pledge, please notify the school office with a written and signed note.

A non-participation form is included in the parent packet that is mailed out in August.

PHYSICAL EDUCATION

In physical education children learn the fundamental skills and how to play specific sports. An important aspect of physical education is the development of good sportsmanship. Physical education specialists conduct daily 25 minute sessions for each class.

* All students must wear tennis shoes in the gym.
* Unless you send a note, your child will be expected to join in P.E. activities. If the cause lasts longer than three days, we need a note from your doctor.

PRE-SCHOOL SCREENING

Children must be screened prior to entrance into Preschool or Kindergarten. The purpose of the screening is to alert parents to any health or developmental concerns a year before the child enters kindergarten. Given early attention, many health and development problems can be resolved before a child starts school. The Hancock School District contracts with Stevens County Public Health to provide screening services for all children in the district. This screening takes place at Hancock Public School. Stevens County Public Health will contact families in the Hancock School District with the date of this screening for preschool aged children. Please cooperate with them to see that your child receives the appropriate evaluation and screening services.

PSYCHOLOGIST

The school psychologist assists the teachers in meeting the individual needs of students. The psychologist is in charge of ability testing to help determine whether a child is eligible for special education services. No testing can be done without parents written permission in advance. Call the administration or a special education teacher to inquire about psychologist services.

PHYSICALS

Kindergarten physicals are accepted for participation in athletics until grade four. At this time another physical will be required prior to participation and then every three years after that. It is necessary to have the physical prior to participating in athletics.

REGISTRATION

Parents can register their children in the school office any time during the year. We encourage parents to register in person and bring their children so that we can give everyone a warm welcome and a tour of the school. Please urge new families to register their children before the first day of school. Open enrollment closes (at the latest) the last Thursday in July at 1:00 pm.

REPORT CARDS

Four times a year you will receive an email report card on your child's learning progress. We will also be sending letters at mid-quarter of each period to parents of students who are failing or whose marks are falling.

Late assignment markings:

4th Grade - A student who does not get their work done by class time of the day it is due may have their grade lowered by one grade. It must be turned in the next day or the student will complete the assignment in study hall.

5th Grade - A student who does not get their homework done by class time of the day it is due must finish it by the end of the day. If it is not turned in by the end of the day, it may be lowered by one grade. If it is not handed in by the next morning, it will be lowered two grades.

6th Grade - A student who does not get their work done by class time of the day it is due may receive a grade of 50%. Late assignments must be finished satisfactorily before the student goes home.

SAFETY

FIRE DRILLS: Fire drills are held during the year to make quick evacuation of the building a familiar route.

TORNADO DRILL: The school also participates in the statewide tornado evacuation drill in the spring.

BUS EVACUATION DRILL: Early in the fall every other year, a bus evacuation drill is held.

LOCK DOWN DRILL: Five drills are conducted each year - these drills are precautions in case we are faced with an emergency situation that would require a lockdown of the building.

EVACUATION DRILL: One evacuation drill is conducted every other year to prepare us for situations that may require evacuation of the buildings.

A unit on bus safety is taught during the year to all grades.

SCHOOL BOARD MEMBERS

The Hancock School Board sets the education policies and budget for the school. The board meets the third Monday of each month at 6:00 p.m. March - December and the fourth Monday of each month in January and February in the board room in the high school office. The public is invited to all meetings and agendas are posted the week of the meetings.

The school board members like to hear from parents. They are:

Justin Cronen	Chairman	justin.cronen@hancockisd768.org
John Boon	Director	john.boon@hancockisd768.org
Troy Hausmann	Treasurer	troy.hausmann@hancockisd768.org
Kevin Koehl	Clerk	kevin.koehl@hancockisd768.org
Brett Duncan	Director	brett.duncan@hancockisd768.org
Kevin Joos	Director	kevin.joos@hancockisd768.org

SCHOOL RECORDS 21

The school has on file students' grades, attendance record, and standardized test scores that have resulted from their work since they began school.

Parents or guardians may see these records by making an appointment to do so with the principal. You may also request that items be removed. In the event of such a request, the person in charge may or may not grant the request. It may be appealed to the next highest school official and ultimately to the school board.

The Hancock school district has adopted a Student Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. A summary of that policy and the elementary school discipline policy are on file in the office of the Hancock School and available to you if desired.

A student's records cannot be transferred to any other school without written consent of a parent and/or guardian. Written consent can be given using a form available in the office of the principal or by writing a letter to the office requesting the transfer of such records.

SNOW

Snow, glorious snow!!
Boots, please send boots!

With more than 100 students frolicking on the school grounds, we must enforce these rules:

* Children must wear boots and snow pants, (K-3).
* Weather permitting; all children will go outside on outdoor recess days.
* No snowballs can be thrown on the playground.

SPECIAL EDUCATION

Special education is instruction designed to meet the needs of handicapped children. About 13% of Minnesota children have learning disabilities, speech problems, hearing or vision impairments, delays in development, emotional problems, and/or mental or physical handicaps.

Special education help is provided in a variety of ways. The special education teacher may assist a classroom teacher in finding ways to meet a child's needs. The child may meet with the special education teacher for small-group sessions several times during a week or the child may spend most of the day in a special class.

In every case, we plan the student's special program so he/she spends as much time possible in the regular classroom.

Either a parent or a school staff member can ask that a child be evaluated to see if he/she needs special education. No testing or services can be given without the parent's permission.

These special education services are provided at the Hancock School:

* Learning disabilities program
* Speech and language therapy
* Emotional and behavior disorder program
* Psychologist

SPORTS 22

Our Community Education program offers elementary basketball during the basketball season to help build basketball skills in children. This usually begins in December and is held on Saturday morning. The students are scheduled to play during the half time of some high school basketball games. Permission slips are sent home with each child. 6th grade students may be allowed to participate in Junior High sports - if so, a meeting will be scheduled to review regulations with parents.

SUPPLIES

The Hancock School provides the necessary textbooks and workbooks. Each teacher will provide a list of any supplies students need for the classroom. If supplying any of these items presents a financial hardship, please call the principal.

Students will pay for any unnecessary equipment or books damaged or loss due to their carelessness at the end of the year.

TARDY

A student is considered tardy if he/she is not in their seat at 8:25 a.m. and again at 12:00 p.m. A written note from a parent is needed to excuse a tardy.

TESTS

The following tests are administered to an entire grade. Some are used to measure achievement and aptitude, and some are used to identify students that MAY need further individual attention. If further individual testing is warranted, you will be contacted.

* FAST - Grades K - 6
* NWEA assessment tests - Grades K-6
* Informal Reading Test and Reading Replacement Tests to all new students and others as needed.
* MN MCA tests - Grades 3 - 6

Results of tests are available for parents at your request.

TITLE 1

Title 1 is a federally funded program for children who need extra help in reading and math.

Teachers identify children in the fall, winter, and spring. Parents are notified. The NWEA test given in the spring also determines eligibility. Then a Personalized Education Plan (PEP) is prepared for each student. Measurable goals and objectives are developed between teacher and parent. This is signed by the parents.

VISITS

Parents are welcome to visit their children's classroom. State law requires all visitors to check in at the principal's office first.

We suggest not visiting before October 1st or after May 1st. We find that when parents visit with small children the whole class is often disturbed and a great deal of time is wasted for the whole class.

We ask that you contact the teacher the day before you plan to visit so that if he/she has a test scheduled, another day might be more appropriate to visit. A couple of hours per class are recommended.

VOLUNTEERS

A large number of parents and other Hancock residents volunteer their time during the school year. We appreciate their support.

Each fall help is sought in a number of areas. New volunteers are welcome any time during the day. Please contact the principal's office or classroom teacher and we'll put you to work.

Areas to volunteer in are: library, classroom, computer room, vision and hearing screening, just to name a few.

WITHDRAWAL FROM SCHOOL

If you move out of the Hancock district, please let the principal know. We will send your child's permanent record directly to the new school. You may sign a release of records at our office or at the new school and the records will be forwarded.

HAVE A SUPER YEAR!

APPENDIX A
THE PUPIL FAIR DISMISSAL ACT OF 1974

Pupils: Suspension, Exclusion and Expulsion - Chapter 572 S.F. No. 2580 (Coded)
An act relating to education; establishing grounds and procedures for the suspension, exclusion and expulsion of public school pupils; repealing Minnesota Statutes 1971, Section 127.071. Be it enacted by the Legislature of the State of Minnesota;

Section I

127.26 Citation of Sections 127.26 to 127.40

Sections 127.26 to 127.40 may be cited as "The Pupil Fair Dismissal Act of 1974"

Section 2

127.27 Definitions

Subd. I. As used in Sections 127.26 to 127.40 the terms defined in this section shall have the meanings assigned to them.

Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion and suspension.

Subd. 3. "District" means any school district or organized territory.

Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment, or enrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

Subd. 6. "Parent" means (a) one of the pupil's parent's, or (1)) in the case of divorce, legal separation, or illegitimate, the custodial parent.

Subd. 7. "Pupil" means any handicapped or non-handicapped student under 21 years of age eligible to attend a public elementary or secondary school.

Subd. 8. "School" means any school as defined in Minnesota Statutes 1971, Section 120.05, Subdivision 2.

Subd. 9. "School Board" means the governing body of any school district or unorganized territory.

Subd.10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten days. This definition does not apply to dismissal from school for one day or less. Each suspension action shall include a readmission plan. The readmission plan shall include, where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

Section 3

127.29 Policy

No public school shall deny due process or equal protection of the law to any, public school pupil involved in a dismissal proceeding, which may result in suspension, exclusion, or expulsion.

Section 4

127.29 Grounds for Dismissal

Subd. 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

Subd. 2. A pupil may be dismissed on the following grounds:

a) Willful violation of any reasonable school board regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
b) Willful conduct which materially and substantially disrupts the rights of others to an education;
c) Willful conduct which endangers the pupil or other pupils, or the property of the school.

Section 5

127.30 Suspension Procedures

Subd. 1. No Suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around him.

Subd. 2 A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of Sections 127.26 to 127.40, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his parent or guardian by certified mail within 48 hours of the conference. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him, the written notice shall be served either personally or by certified mail upon the pupil and his parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.

Subd. 3. Notwithstanding the provisions of Section 5, Subdivisions 1 and 2, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing, provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

Section 6

127.31 Exclusion and Expulsion Procedures

Subd. 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice of intent to take action shall:

a) Be served upon the pupil and his parent or guardian by certified mail;
b) Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
c) State the date, time and place of the hearing;
d) Be accompanied by a copy of Sections 127.26 to 127.40;
e) Describe alternative educational programs accorded the pupil prior to commencement of the expulsion or exclusion proceedings; and
f) Inform the pupil and parent or guardian of the right to:
   1) Have legal counsel at the hearing;
   2) Examine the pupil's records before the hearing;
   3) Present evidence; and
   4) Confront and cross-examine all witnesses.

Subd. 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. The pupil shall have a right to a representative of his/her own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

Subd. 7. The hearing shall take place before:

a) An independent hearing officer;
b) A member of the school board;
c) A committee of the school board, or;
d) The full school board; as determined by the school board.

Subd. 8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate dispositions of the action. Testimony shall be given under oath. The hearing officer or member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his representative, shall be given access to all pupil's school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 10. The pupil, parent or guardian or his representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 11. The pupil, parent or guardian, or his representative, shall have the right to present evidence and testimony, including expert psychology or educational testimony.

Subd. 12. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 13. The recommendation of the hearing officer or school board member of committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

Subd. 14. The decision by the school board shall be based on the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendations. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to appease the parties and the commissioner of education of the basis and reason for the decision.

Section 7

127.32 Appeal

An exclusion or expulsion decision made pursuant to Sections 127.26 to 127.40 may be appealed to the commissioner of education. The commissioner or his representative shall make a final decision based upon a record of evidence presented at the hearing. Such ruling shall be binding upon the parties; subject to review as provided in Section 127-33.

Section 8

127.33 Judicial Review

The decision of the commissioner of education made pursuant to Sections 127.26 to 127.40 shall be subject to direct judicial review in the district court of the county in which the school district or any part thereof is located. The scope of the judicial review shall be as provided by Minnesota Statutes 1971, Section 15.0425.

Section 9

127.34 Reports to Service Agency

The school board shall report any action taken pursuant to Sections 127.26 to 127.40 to the appropriate public service agency, when the pupil is under the supervision of such agency.

Section 10

127.35 Non-application action of Certain Law

The provisions of the Minnesota Statutes 1971, Section 120.10, Subdivision 1, shall not apply to any pupil during a dismissal pursuant to Sections 127.26 to 127.40.

Section 11

127.36 Report to Commissioner of Education

The school board shall report such exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report shall include a statement of alternative programs of education accorded the pupil prior to the commencement of exclusion or expulsion proceedings.

Section 12

127.37 Notice of Right To Be Reinstated

Whenever a pupil fails to return to school within ten days of the termination of dismissal, the pupil and his parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in public school.

Section 13

127.38 Policies to be Established

The commissioner of education shall promulgate guidelines to assist each school board. Each school board member shall establish uniform criteria for dismissal and adopt policies and rules in writing to effectuate the purposes Sections 127.26 to 127.40. The policies will emphasize the prevention of dismissal action through early detection of problems. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period and help prepare for readmission.

Section 14

127.39

Sections 127.26 to 127.40 shall not be deemed to amend or otherwise affect or change Minnesota Statutes, 1973 Supplement, Section 363.03, Subdivision 363.03, Subdivision 5, Clause (2)

Section 15

Sections 127.26 to 127.40 shall apply only to those portions of the school program for which credit is granted.

Section 16

Repealed
Minnesota Statutes 1971, Section 127.01, is repealed.
Approved April 11, 1971

APPENDIX B
NON-DISCRIMINATION POLICY

It is the policy of Independent School District No. 768, Hancock, Minnesota 56244 not to discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, age or disability, in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments and the provisions of Title VI and VII of the Civil Rights Act of 1964. Inquiries regarding compliance with this policy may be directed to the Superintendent of Schools, Hancock, Minnesota 56244; (320) 392-5621.

GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION POLICY

1. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Superintendent of Schools. The grievance must be filed within 7 calendar days of the alleged discriminator act/conduct or it is waived.

2. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. The designated official shall make a decision and such decision shall be communicated to the complainant within 15 calendar days of the initial reception of the complaint.

3. If the designated official finds that the complaint is justified he/she shall initiate action to rectify the complaint.

4. If the designated official finds that the complaint is not justified, he/she shall so notify the complainant in written communication.

5. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be no later than 15 days of the written decision of the designated official.

6. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.

7. If the complainant is not satisfied with the decision of the Board, appeal may be made to one of the following officers:

Equal Employment Opportunity Commission (EEOC)
Commissioner of Human Rights
Director of The Office of Civil Rights

APPENDIX C

SCHOOL BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE

A. GENERAL STATEMENT OF POLICY

It is the policy of the independent School District, No. 768 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as directed by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other personnel who is found to have violated this policy.

B. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

1. Sexual Harassment: Definition Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of the sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

d. Sexual harassment may include but is not limited to:

1). unwelcome verbal harassment or abuse; (example: accusations of promiscuity or homosexuality)

2). unwelcome pressure for sexual activity;

3). unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

4). unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

5). unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

6). unethical behavior or words directed at an individual because of gender. (example: restroom graffiti)

2. Racial Harassment: Definition Racial and ethnic harassment consists of physical or verbal conduct relating to an individual's race or ethnic background when the conduct:

a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

c. otherwise adversely affects an individual's employment or academic opportunities.

3. Religious Harassment: Definition Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

c. otherwise adversely affects an individual's employment or academic opportunities.

4. Sexual Violence: Definition Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include but is not limited to:

a. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

5. Racial Violence: Definition Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

6. Religious Violence: Definition Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

7. Assault: Definition Assault is:

a. an act done with intent to cause fear in another of immediate bodily harm or death;
b. the intentional infliction of or attempt to inflict bodily harm upon another; or
c. the threat to do bodily harm to another with present ability to carry out the threat.

C. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial, ethnic or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial, ethnic or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent;

1. In Each School building: The building principal is the person responsible for receiving oral or written reports of religious, ethnic, racial, or sexual harassment or violence at the building level. Any adult School District personnel who receive a report of religious, racial, ethnic, sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

2. In The District: The School Board hereby designated Superintendent Jerry Martinson as the School district Human Rights Officer to receive reports of complaints of religious, racial, ethnic, or sexual

3. harassment or shall be filed directly with the School Board Chair.

The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.

4. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

5. Use of formal reporting forms is not mandatory.

6. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

D. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial, ethnic, or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the fa-cts and surrounding circumstances.

In addition, the School District may take immediate steps, at their discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

E. SCHOOL DISTRICT ACTION

1. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

2. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

F. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates, in an investigation, or who testifies, assists or participates in a proceeding or hearing relating of such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

G. RIGHT OF ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

H. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law: if so, the duties of mandatory reporting under Minn. State & 626:556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

I. DISSEMINATION OF POLICY AND TRAINING

1. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
2. This policy shall appear in the student handbook.
3. The School Districts will develop a method of discussing this policy with students and employees.
4. This policy shall be reviewed at least annually for compliance with state and federal law.

APPENDIX D

HANCOCK ISD NO. 768 **MSBA/MASA Model Policy 514**
HANCOCK, MINNESOTA

Adopted: 8/15/2005

514. BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, - the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

A. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

B. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

C. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

E. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter's future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBAIMASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBAIMASA Model Policy 413 (Harassment and Violence)
MSBAIMASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBAIMASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBAIMASA Model Policy 423 (Employee-Student Relationships)
MSBAIMASA Model Policy 501 (School Weapons Policy)
MSBAIMASA Model Policy 506 (Student Discipline)
MSBAIMASA Model Policy 507 (Corporal Punishment)
MSBAIMASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBAIMASA Model Policy 521 (Student Disability Nondiscrimination)
MSBAIMASA Model Policy 522 (Student Sex Nondiscrimination)
MSBAIMASA Model Policy 525 (Violence Prevention)
MSBAIMASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBAIMASA Model Policy 709 (Student Transportation Safety Policy) MSBAIMASA Model Policy 711 (Videotaping on School Buses) MSBAIMASA Model Policy 712 (Video Surveillance Other Than on Buses)

HANCOCK ISD NO. 768 **MSBA/MASH Model Police 526**
HANCOCK, MINNESOTA

Adopted: 10/18/2004

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams; activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action; such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Legal References: Minn. Stat. § 12IA.69 (Hazing Policy)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Cross References. MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

APPENDIX F

HANCOCK SCHOOL DISTRICT NO. 768
COMPLAINT REPORT FORM

Hancock School District No. 768 maintains policies prohibiting bullying, discrimination, harassment, or hazing against students or employees. This form should be used to file a complaint for violation of the following policies: Bullying, Harassment, Hazing, Non-discrimination.

Complainant: _____

Home Address: _____

Work Address:_____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe violated a policy: _____

_____

Person who was the target of the policy violation: _____

_____

Where and when did the incident(s) occur?_____

_____

List any witnesses who were present: _____

_____

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what if any, physical contact was involved, etc. (Attach additional pages if necessary).

_____

_____

_____

_____

This complaint is filed on my honest belief that _____ has violated a district policy prohibiting bullying, discrimination, harassment, or hazing against students or employees. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant signature _____ Date _____

Received by _____ Date_____

Hancock Public School Staff 2026-2027 School Board & Administration

Justin Cronen	Chairman
Kevin Koehl	Clerk
Troy Hausmann	Treasurer
Kevin Joos	Director
Brett Duncan	Director
John Boon	Director
Paul Carlson	Supertintendent
Tim Pahl	PreK-12 Principal
Chelsea Lundberg	Business Manager
Sara Peterson	A.D./Dean of Students

Faculty

Kayla Nohl	Preschool/ECFE
Ashley Christianson	Kindergarten
Lacee Biesterfeld	Kindergarten
Mary Pahl	First Grade
Leah Schroeder	First Grade/ECFE
Kim Voorhees	Second Grade
Andrea Wink	Second Grade
Hilary Kampmeier	Third Grade
Malory Kujava	Third Grade
Tony Thielke	Fourth Grade
Ashley Lorentz	Fourth Grade
Kaitlynne Milander	Fifth Grade
Abbie Biegner	Fifth Grade
Stephanie Flaten	Sixth Grade
Brandon Bursack	Sixth Grade
Megan Hennen	Special Ed Teacher
Kayla Rinkenberger	Special Ed Teacher
Mallary Bursack	Special Ed Teacher
Kayla Erdahl	Special Ed Teacher
Heidi Asmus	Speech Clinician
Grant Inniger	K-12 PE & Health 9
Alex Daugherty	K-12 PE & Health 9
Nicole Schmidt	English
Penny Schmidgall	English/College English/Communication
Sophia Miller	Band
Andrew Miller	Social Studies
Linda Hoffmann	Social Studies
Paul Hartmann	Choir/Elem Music
Amy Dougherty	Business/Technology
Preston Rohloff	Math
Kalee Nuest	Math/College Math
Cari Burnett	Art
Janelle Daberkow	Science
Chuck Griffith	Science
Connor Foley	Agriculture/FFA
Andrew Steiner	Agriculture/FFA
Amy Schmidgall	Spanish/ELL/English
Karla Cronen	School Counselor
Aria Evink	School Counselor/Elementary Admin Assistant
Amanda Felix	ELL

Support Staff

Angie Ascheman	Elementary Administrative Assistant/MARSS
Kaci Millette	High School Administrative Assistant
Aria Evink	School Counselor/Elementary Admin Assistant
Sandy Nelson	Media Center
Leah Schroeder	ADSIS
Linda Foss	Title 1 Para
Kelsey Staples	Special Ed Teaching Assistant
Haley Wulf	Special Ed Teaching Assistant
Elise Nohl	Special Ed Teaching Assistant
Carrie Flaten	Special Ed Teaching Assistant
Safia Bulman	Special Ed Teaching Assistant

Annette Metzger……	Special Ed Teaching Assistant
Elena Stevens……	Special Ed Teaching Assistant
Kristen Sproul……	Special Ed Teaching Assistant
Mariann Gallardo-Duron……....	Special Ed Teaching Assistant
Jeanette Baumgarn……..…….....	Special Ed Teaching Assistant
Heidi Roers…..…….....	Special Ed Teaching Assistant
Cory Bedel…..…….....	Special Ed Teaching Assistant
Jamie Dodds…..……..…….....	Special Ed Teaching Assistant
Savannah Kisgen…..……..…….….....	Special Ed Teaching Assistant
Jessica Chamberlain …….	Preschool Para
Janelle Madden…….	Kindergarten Para
Jen Shaw…..……..	Kindergarten Para
Jill Steiner……	School Nurse
JT Thompson…….	Custodian
Scott Ver Steeg.. ……..	Custodian
Jenny Ver Steeg…….	Custodian
James Shaver…..……....	Head Cook
Lynda Goldenstein……	Asst Prepare Cook
Ana Bertha….	Asst Prepare Cook/Custodian
Anabel Melchor Marquez….	Asst Prepare Cook/Custodian
Brenda Lima Pastrana……..	Asst Prepare Cook/Custodian
Gloria Lopez Gonzalez ……	Asst Prepare Cook/Custodian
Mike Kratz…….	Bus Driver
Joe Black…….…….	Bus Driver
Dori Gades……..…….	Bus Driver
Jack VanEps……..…….	Bus Driver
Josh Olson……..…….	Head Bus Driver
Sabrina Teague……..…….	Bus Driver/Asst Prepare Cook
Dave Shaver...……..…….	Van Driver/Custodian
Annette Kratz……	Van Driver

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I verify by signature below that I have received, read, and agree to the rules and procedures contained in the
HANCOCK PUBLIC SCHOOL ELEMENTARY STUDENT HANDBOOK
for 2026-2027.

Student's name(s): _____

Grade(s): _____

Parent's Name (Printed): _____

Parent's Signature: _____

Date: _____