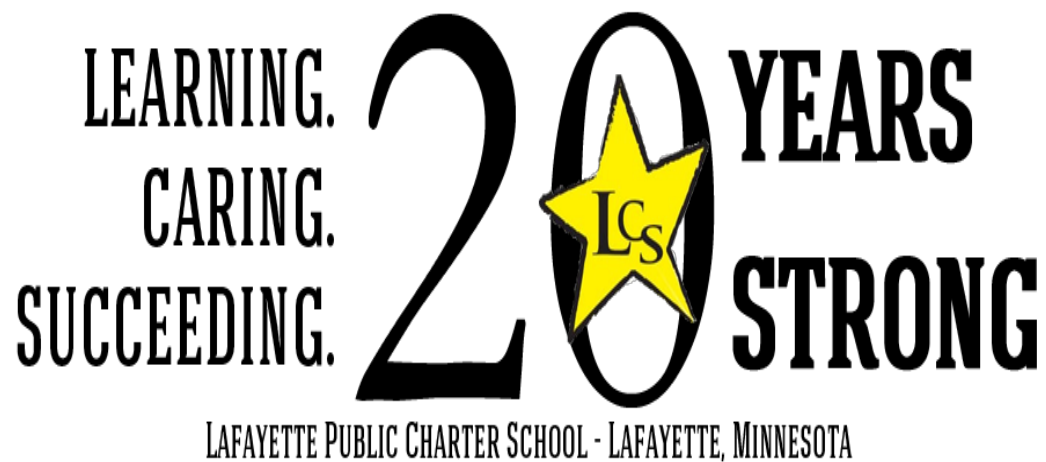


LAFAYETTE PUBLIC CHARTER SCHOOL



Parent/Student Handbook

2019-2020

MISSION STATEMENT

To create a positive learning environment for general education enhanced with agricultural concepts and electronic technology to benefit students, the school and the community

VISION STATEMENT

To be recognized and respected as an exceptional Pre-Kindergarten – 8 choice in public education

SCHOOL GOALS

To provide each child with as much basic skill development as potential allows – and to encourage parents to realize that the chances of a child reaching or exceeding their potential is maximized when parents are actively involved in a child's education.

To provide an environment that encourages and expects mutual respect and consideration for one's classmates.

To provide an environment that reinforces positive attitudes and values, and that develops effective study habits.

To provide a caring, stimulating environment that is child-centered, that is directed toward helping each child build a positive sense of self-esteem, and that helps each child in the process of becoming a warm, accepting, caring human being.

STATEMENT OF NON-DISCRIMINATION

The Lafayette Charter School will not discriminate on the basis of national origin, sex, religion or age in the delivery of public education, or employment, as an employer and public education institution.

GENERAL INFORMATION

The Lafayette Charter School is located at 351 6th Street,

P.O. Box 125, Lafayette MN 56054

Phone: 507-228-8943

Fax: 507-228-8288

Office Email: lcsoffice@lafayettecharter.k12.mn.us

Website: www.lafayettecharter.k12.mn.us

School Hours: 8:10 a.m. – 3:10 p.m.

Building is staffed from 7:15 a.m. – 3:45 p.m.

Authorizer: Novation Education Opportunities - <http://www.novationeducationopportunities.org/>

LAFAYETTE CHARTER SCHOOL GUIDELINES

- ❖ The school will serve pre-Kindergarten through eighth grade.
- ❖ The school will focus on the basics: reading, writing and math. The primary goal will be mastery of the basics.
- ❖ Throughout the curriculum, electronic technology and agriculture concepts will be implemented.
- ❖ To improve student learning, the charter school will utilize an individualized curriculum. This will enable the educator to teach each student at his/her own ability level.

ADMISSION

- ❖ All students will be admitted, space available, according to the open enrollment law.
- ❖ If one student is admitted, then all siblings shall be admitted when of age.
- ❖ The Charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement aptitude, athletic ability, or any other ability.
- ❖ The school shall enroll any eligible pupil who submits a timely application, unless the number of applicants exceeds the capacity of the program, class, grade level, or building. In this case, pupils will be accepted by a lot drawing. Once admitted, a student will then be enrolled for subsequent years. Continuing students and their siblings will receive first preference in placement Non-Disc. State.

COMMUNICATION METHODS

Communication between all parties interested in LCS is considered very important. We will use all methods of communication that are effective and timely. This includes face-to-face meetings, phone calls, written messages, mass communication through emails, text, and voice messages. The LCS Facebook Page and website will also be utilized.

CURRICULUM

The program's foundation is the improvement in student learning. The curriculum will first emphasize the fundamentals of reading, writing, and mathematics. It is the school's belief that students need to perform well in these core courses so they can also do well in non-core courses. Technology and agriculture-related principles will be integrated to help in learning. The core curriculum lines up with the standards set by the Minnesota Department of Education.

Language Arts:

The completely integrated reading/language arts program brings together award winning literature, real-world resources, materials to meet individual needs and more, and helps all students become confident, motivated, lifelong readers and writers.

Instruction is systematically delivered to support reading and writing development. Phonemic awareness, phonics, vocabulary, and comprehension form the foundation for beginning readers; older students benefit from continued and thorough development of reading, writing, grammar, and spelling skills.

Math:

Incremental development and continual practice and review are two important aspects of our math series. The curriculum emphasizes basic facts practice, mental math and problem solving in both oral, written, and hands-on practice.

Social Studies:

The social studies curriculum's in-depth content presents a balanced mixture of history, geography economics, citizenship, and culture. A variety of activities helps meet individual needs and provides a natural vehicle for cross-curricular connections.

Science:

Our science curriculum builds a strong foundation of science concepts. It promotes the use of science process skills and critical thinking skills through hands-on activities.

Non-core subjects:

The non-core subjects include art, physical education, health and music.

Curriculum areas will be enhanced with the use of technology and agriculture. Technology will be utilized to teach, review and reinforce curriculum areas. Discovering Minnesota's agricultural community is the focus of our Agriculture curriculum.

GRADING SCALE

99 - 100 = A+
94 - 98 = A
90 - 93 = A-
87 - 89 = B+
84 - 86 = B
80 - 83 = B-
77 - 79 = C+

74 - 76 = C
70 - 73 = C-
67 - 69 = D+
64 - 66 = D
60 - 63 = D-
Below 59 = F

SUPPLIES

Students should be prepared for their schoolwork. This includes having work completed and having the necessary supplies, especially paper and pencils. A list will be published prior to the beginning of the school year. If a student is unable to purchase the necessary supplies, please contact the staff to make arrangements.

LOST OR DESTROYED SCHOOL PROPERTY

Students are responsible for textbooks, workbooks and library books provided to them by LCS. It is their responsibility to take care of and return the books to school. The cost of any books that are damaged or lost will be charged to the student's family account.

DECLINATION

With the growth of technology usage in our school, your child's opportunity to have their picture taken with the digital camera and video camera has increased. We would like to use these pictures in our weekly newsletters, quarterly publication newsletters, and future advertising for the school. If you choose not to have your child's picture published in these forms, please contact the school office.

FORBIDDEN ITEMS

The following items have no place at school: knives, weapons, of any kind, cigarettes, drugs, water guns, portable radios, and pornography. Any *non-educational items* (including electronic games and cell phones) that are brought to school may be confiscated. Cell phones – are not to be used during school hours & should be turned off. Lafayette Charter School is not responsible for lost or stolen items.

BEHAVIOR AND DISCIPLINE RULES

- ❖ Be prepared and on time.
- ❖ Respect others' rights, property, and feelings.
- ❖ Use hands, feet and objects appropriately.
- ❖ Use appropriate language.
- ❖ Tobacco-free environment – see Policy #419

School wide behavioral expectations: “We believe in the four Rs:”

- ❖ Respect for self
- ❖ Respect for others
- ❖ Respect for the environment
- ❖ Respect for learning

Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community. Clearly defined expectations of student conduct, reinforcement of successful behavior and consistent implementation of behavioral guidelines highlight our program.

Lunchroom expectations:

S M I L E

Stay seated until excused. Eat and drink at your seat.

Make sure that you are kind to others at all times.

Inside voices must be used in the cafeteria.

Leave for recess only when excused.

Every day, clean up your own lunch space (table and floor), and take trays to assigned spot.

Playground expectations:

Play Safely

- Use equipment in safe ways
- Keep hands, feet, and objects to self
- Play safe games
- Stay within boundaries

Be Respectful

- Use kind, polite words
- Use a polite tone of voice
- Solve problems peacefully

Show Care

- Include others
- Teach games to others
- Share equipment
- Take turns

Restroom Expectations:

- ❖ Use inside voices
- ❖ Respect the environment
- ❖ Respect the privacy of others
- ❖ Keep hands and feet to yourself

Serious Behaviors

Severe misbehavior will result in the student being referred to the lead teacher. Serious misbehavior may be: fighting/assault, defiance, vandalism, stealing, bullying/harassment.

Anti-Bullying Commitment-

Everyone at Lafayette Charter School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines *bullying* as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing...
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- Transmitting hurtful messages via email and/or social media

Staff at our school will do the following things to prevent bullying and help children feel safe at school.

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.

- Assign consequences for bullying based on the school discipline procedure.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying.

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

LCS Consequences-

1. **Warning** – discuss what student did wrong, what will happen if behavior occurs again and what behavior is expected.
2. **Time-out** – short period of time with head down or a five-minute isolation in different part of the room.
3. **Behavior Improvement Plan** – student writes a plan describing the inappropriate behavior and making a commitment to how they intend to improve. – copy sent home to parents, signed and returned the next day.
4. **Call Parents** – student must call parents and explain their behavior – see form for call home.
5. **Meeting with Lead Teacher-** LT has interaction with student, asks for commitment to improve, creates second behavior plan.
6. **Meeting with Parents** – held with parents, student, teacher and LT.
7. **In-School Suspension-**
8. **Out of School Suspension –**
9. **Expulsion-**

**Higher behavioral offenses may result in advancing to higher consequences.

Please see the school website at www.lafayettecharter.k12.mn.us for the full detailed Bullying Policy.

DRESS AND CLEANLINESS

We encourage our students to dress in a neat and clean manner. Students should dress appropriately for the weather and for the activity (i.e., physical education or the classroom). Clothing should be appropriate for school attendance. Appropriate footwear is required. Hats are not to be worn in the building during the school day except with the approval of the LCS Staff.

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

1. Short shorts, skimpy tank tops (spaghetti straps), tops that expose the midriff, and other clothing that is not in keeping with community standards.
 - a. Clothing-Upper Garments
 - Shirts must cover the body appropriately
 - No backless, spaghetti straps, or strapless shirts
 - No exposed midriffs (skin should not show at the waist when standing or sitting)
 - No sleeveless garments that expose undergarments for females
 - No low-cut necklines (must cover appropriately)
 - Overalls-shirts worn underneath overalls must meet specifications listed above
 - b. Clothing-Lower Garments
 - Pants/shorts/skirts must cover the body appropriately
 - Pants/shorts should be worn at the waist-no undergarments will be visible at any time
 - Pants/shorts must cover undergarments at all times
 - No short shorts are permitted
 - Dresses/skirts should be mid thigh or longer in length and worn at the waist
 - Outerwear such as jackets, sweatshirts, sweater, etc. will not be worn to cover dress code violations.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.

4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences of gang membership or affiliation, or approves, advances or provokes any form of religion, racial or sexual harassment and/or violence against other individuals.
5. Any apparel or footwear that would damage school property.

Winter Weather Procedure Regarding Recess

If the temperature or wind chill is above 0 degrees Fahrenheit, students will be required to go outside during recess, unless the child has a note from the parent. Students who are not dressed for outdoor play will stay in a designated area.

ATTENDANCE

School is a student's first full-time job. Attendance and tardiness become part of a student's permanent record. We wish to emphasize the importance of being in school every day unless illness warrants staying home. Please realize that your child's progress will be affected by frequent absence.

LCS's attendance policy states in accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school from attendance because the student has a valid excuse for absence.

Students are required to be present every day that school is in session. If your child will be absent for any reason, it is the parent/guardian's responsibility to contact the school in the morning. If your child is absent and we have not received a call from you, an attempt will be made to notify you. We ask parents to call school by 8:30 a.m. to report your child as absent, after 8:30 a.m., students will have an unexcused absence from school. Teachers can prepare work for the child, so they stay caught up with their studies.

On the day your child returns to school, they must bring a written excuse signed by one of his/her parents or guardians stating the reason for any absence.

The School days begins at 8:10 AM and students are expected to be on time. Unless we have parent notification for an excused tardiness, a tardy student is marked as unexcused if they are not in their assigned seats ready to start by 8:15 AM. See below for examples of excused and unexcused absences.

Excused Absences and /or Tardiness

1. Personal illness - Excessive absences may require a doctor's note.
2. Death in the immediate family and/or a funeral.
3. Medical, dental, chiropractic, optometric or other valid professional appointments. Parent(s) or guardians are expected to make students appointments during non-school hours.

Unauthorized Absences and/or Tardiness

Students who are absent from school, for reasons other than those listed above, are considered truant. Some examples of truancy include, but are not limited to missed bus, oversleeping, shopping, haircuts, baby sitting, and other non-educational activities.

TARDIES

Students are tardy when they are not in their assigned seats by 8:15 AM. All unexcused tardiness is noted and becomes a part of the student's permanent record.

*When a student receives 3 cumulative unexcused absences and/ or 5 unexcused tardies a letter is mailed to the parents address to address the situation. If the attendance issue is not resolved, it is LCS's policy (in accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22) to contact appropriate county service to ensure all students are attending school on a regular basis.

ARRIVAL/PICK-UP/TARDINESS/LEAVING EARLY:

The school will not be responsible for students arriving earlier than fifteen minutes before the school day begins or staying later than fifteen minutes beyond normal school dismissal time. Any student arriving

to class after the posted start time will be marked tardy. If students must arrive late or leave early from school, the office must receive either a written or oral communication to that effect, and the parents/guardians of such students must sign in or out. Students are not allowed to sign themselves in or out. Such notification is necessary for proper lunch count and transportation.

To prevent classroom disruption, please pick up your child from the OFFICE and not the classroom.

Please inform the school directly at 228-8943 if your child will be taking alternate routes home due to a birthday, stay over, or other activities. For safety of the students, alternate arrangements in bussing will only be done with a parent's written or verbal permission.

The School days begins at 8:10 AM and students are expected to be on time. Unless we have parent notification for an excused tardiness, a tardy student is marked as unexcused. Oversleeping, missed bus, etc. are considered unexcused.

PARKING

Visitor/Parent parking is from the left of the main entrance sidewalk to the curb of the paved lot. All vehicles are restricted on the paved lot. This is for the children's use only. The area in front of the new addition is reserved for school buses.

VISITING SCHOOL

Parents are invited to visit school at any time. All visitors are required to enter through the school's main doors and are required to stop by the office before proceeding to classrooms.

School-age classroom visitors are welcome at LCS. This needs to be arranged with the classroom teacher in advance. They will have the opportunity to spend a half-day at school. The classroom teacher will recommend which half-day would be appropriate. The student visitor will either bring a lunch or will pay \$2.85 for the lunch provided. Adult visitor meals are \$3.75 each.

EARLY DISMISSAL / LATE STARTS / MESSAGES

In the event that a snowstorm or some other emergency requires school to be dismissed early, an attempt will be made to allow buses to leave soon enough to enable them to make their normal routes. If this is not feasible, children will stay at the designated emergency homes. LCS will also use Bright Arrow, a Parent Notification system, for weather and school related announcement this school year. Parents will be notified via the methods they have chosen at the beginning of the year. Other area TV and radio stations will also be notified. Messages that are not urgent will be sent by Bright Arrow email.

TELEPHONE CALLS

Parents are encouraged to call or email the teachers to discuss a concern. If you wish to speak to a teacher, it is best to call between 7:30 and 8:00 A.M., between 3:10 and 3:30 P.M. If this is inconvenient, a message may be left for a teacher to return your call or you may email your teacher directly. Teachers are more than willing to meet with parents concerning their students.

Students may not be interrupted during school hours by outside calls and messages except in case of an emergency. However, if it is necessary to reach your child a message may be left at the office. Parents should communicate any after school plans with their children before the start of the school day. Students wishing to use the phone *must get prior permission from a staff member*.

For bus related messages affecting future bussing changes, please call New Ulm Bus Lines at 507-354-4711. For all same day bussing arrangement changes, contact LCS directly.

EMERGENCY INFORMATION

We request to have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency situation. Any emergency situations will be broadcast to parents via parent notification system. It is a parent's responsibility to notify the school office of any contact information changes throughout the school year.

ACCIDENTS OR ILLNESS

School personnel will attend to children who receive minor cuts or bruises immediately. If a student requires more than basic first aid, parents will be called for further instructions. If a parent or guardian cannot be reached, an adult named as an alternate contact listed on the Student Emergency Information Form will be called. A student will not be sent home without an adult taking responsibility. It is the parent's responsibility to arrange for transportation home and the adult in charge needs to sign out the child

in the office. If a child has had a fever of over 100 degrees, vomited or had diarrhea, he/she must stay at home for 24 hours after returning to normal. If your child has any rash or contagious condition, you must check with your family physician before sending the child to school. If a child misses three consecutive days due to illness, LCS requests a doctor's note for verification.

Students with a diagnosed chronic condition (i.e. diabetes, asthma, seizures, and heart conditions) must provide the school with a current physician's summary of the condition and any special instructions such as limitations related to school activities (i.e. physical education and recess). Health forms including a parent's and doctor's signatures are required every year.

BIKE SAFETY

Children are allowed to ride bicycles, scooters, roller blades, or skateboards to school with parent permission as long as safety procedures are followed. These items are not to be used during the school day. The school assumes no responsibility for damaged or stolen items.

STUDENT TRANSPORTATION

Please inform New Ulm Bus Lines directly at 354-4711 if you have questions regarding bus schedules and pickup /drop off times.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or is at the bus stop.
- B. Consequences for school bus/bus stop misconduct will be imposed by the bus driver, lead teacher or the lead teacher's designee. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
 - f. After getting off the bus, move away from the bus.
 - g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - h. No fighting, harassment, intimidation or horseplay.
 - i. No use of alcohol, tobacco or drugs.
 4. Behavior Guidelines and Consequences (Preschool thru 8th grade)
Consequences for school bus/bus stop misconduct will apply to all regular and late start routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Class I Offenses

1. Spitting
2. Horseplay
3. Excessive noise

4. Eating or drinking on the bus w/o permission
5. Riding unassigned bus w/o permission
6. Leaving seat/standing while bus is in motion
7. Toy guns, squirt guns/liquid type guns in any form (except those liquid containers in lunch boxes)
8. Riding or attempting to ride any bus after receiving a suspension
9. Profanity, verbal abuse, harassment, obscene gestures, possession of unacceptable material, hazing or bullying
10. Other offenses as reported by the driver or lead teacher

Class I Consequences

- 1st Offenses - Warning and contact parents
 2nd Offense - 5 school days' suspension from riding the bus
 3rd Offense- 10 school days' minimum suspension
 Written warning of possible loss of bus service
 Parent/Bus Lines conference/optional
 4th Offense - Loss of bus service

Class II Offenses:

1. Hanging out of windows
2. Throwing or shooting of any dangerous object
3. Physical aggression against any person
4. Use of tobacco or any controlled substance (will also be reported to the building principal)
5. Vandalism to the bus (restitution will be made)
6. Lighting of matches, firecrackers, or any flammable object or substance
7. Holding onto or attempting to hold onto any portion of the exterior of the bus
8. Unauthorized entering or leaving bus through emergency door
9. Tampering with bus equipment
10. Other offenses as reported by the driver or the principal

Class II Consequences

- 1st Offense - 5 school days' suspension from riding bus/contact parents
 2nd Offense - 10 school days' suspension
 3rd Offense - 15 school days' suspension
 Written warning of possible loss of bus service
 Parent/Bus Lines Conference
 4th Offense Loss of bus service

Class III Offenses

1. Weapons
2. Assault
3. Lighting of matches, firecrackers or any other flammable object or substance

Class III Consequences

- 1st Offense – Confiscation
 An initial suspension for 5 days
 Contact the police department and the building principal
 A recommendation to the lead teacher/superintendent that the student be suspended from all bus services

Other Discipline

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

Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Minnesota Department of Public Safety. Records also may be maintained in the transportation office.

Notice

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

Criminal Conduct

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

PARENT AND GUARDIAN INVOLVEMENT

- A. Parent/Guardian Responsibilities for Transportation Safety:
1. Become familiar with school district rules and policies, regulations and principles of school bus safety.
 2. Assist students in understanding safety rules and encourage them to abide by them.
 3. Recognize their responsibilities for the actions of their students.
 4. Support safe riding practices and reasonable discipline efforts.
 5. When appropriate assist students in safely crossing local streets before boarding and after leaving the bus.
 6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the school district.
 7. Respect the rights and privileges of others.
 8. Communicate safety concerns to school administrators.
 9. Monitor bus stops, if possible.
 10. Support all efforts to improve school bus safety.
 11. Contact New Ulm Bus Lines directly for bus schedule questions and concerns.
- B. Parent and Guardian Notification:
A copy of bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls. Parents and guardians are asked to review the rules, and sign a bus behavior contract with their students.

HEALTH AND SAFETY, HUMAN RIGHTS AND STUDENT DISMISSAL GUIDELINES

The Charter School will:

- ❖ Meet the same health and safety requirements required of a school district. Comply with M.S.A. 121A.15 HEALTH STANDARDS; IMMUNIZATIONS; SCHOOL CHILDREN stating a student must possess a statement from a physician or a public clinic, which provides immunizations stating that the person has received immunization, consistent with medically acceptable standards, or a legal notarized exemption form.
- ❖ Comply with Minnesota Human Rights Act, Chapter 363, which prohibits unfair discriminatory practices in employment, public accommodations, public services or education and comply with M.S.A. 121A.04, which governs provision of equal opportunities for members of both sexes to participate in athletic programs.
- ❖ Comply with Minnesota Pupil Fair Dismissal Act, M.S.A. 121A.40 to 121A.56, which defines and governs student exclusion, expulsion and suspensions.

- ❖ Comply with Minnesota Public School Fee Law, M.S.A. 123B.34 to 123B.39 which governs authorized and prohibited student fees.

IMMUNIZATIONS

Immunization information must meet the requirements of the State of Minnesota. Required immunizations vary include measles rubella, diphtheria, tetanus, pertussis, polio, mumps, haemophilus influenza type b, and hepatitis B.

NOTE: Release of Immunization records to a third party- LCS cannot honor requests for immunization copies to be sent to a third party such as grandparents, day care providers, etc. Please contact your doctor's office directly to provide you with copies.

MEDICATION

Medication should be scheduled during non- school hours, to avoid the need to bring medications into the school building. **NO** medications (examples, pain relievers, cough drops, cold medication, etc.) will be given to your child by school personnel, unless a signed notice is received from a parent. Please see additional forms from the office. If a prescription needs to be taken during school hours, the following procedures are followed:

- ❖ **ORIGINAL BOTTLE:** Medication must be sent in the original bottle with the name of the medication, how often it is to be taken, amount of the dosage, physician's name, and the name and telephone number of the pharmacy on the label. If you know your child will need to take the medication in school, you can request a second bottle from your pharmacist to send to school.
- ❖ **PARENT'S AND PHYSICIAN'S MEDICATION AND AUTHORIZATION FORM:** This must be completed for students who are on medication. If your child will be on medication, please contact the school office for one of these forms. This includes all over-the-counter medication. A new form is required to be completed every year.

LOST AND FOUND

Found items are saved in a designated area. Small and valuable items will be put in a safe place. We encourage you to check the lost and found prior to the end of the year. If items are unclaimed at that point they may be discarded. To help ensure that a lost item will be returned to you, please put your name on all clothing and items that are brought to school.

PARENT – TEACHER CONFERENCES

There will be an opportunity for four conferences to monitor your child's progress during the school year: Pre-conferences, first and second quarter and an optional third quarter conference. With the level of communication we have between parents, students, and teachers these conferences may be an on-going process throughout the school year. Parents are welcomed and encouraged to call and schedule a meeting with the teachers or school board to discuss issues about school or child.

REPORT CARDS

Pupil progress is formally reported to parents quarterly. Report cards will be given to parents at first and second quarter conferences and sent home with students at the end of each grading period for third and fourth quarters.

FOOD SERVICES

A weekly menu is published and sent home with each family. At the beginning of each year the cost of the meals will be determined. Each family will fill out an Income Guidelines Form that will help determine the cost of the daily meals for your child. Lunch prices are \$2.85 per meal, unless your family qualifies for lunch benefits. Visitor meals are \$3.75. Lafayette Charter School operates on a prepay system only which requires parents to pay lunch accounts at least one month ahead. Weekly low balance sheets are sent home each Thursday if the positive balance on account is less than \$15.00 per student for full paying students or \$3.00 per student for reduced meals. Parents are asked to send payment the following day.

When a student or family lunch account balance drops below \$5.00 an invoice is sent home with the student to notify parents of the account status. When a student lunch account balance drops below negative \$10.00 the student will not be allowed to charge meals or food items until the account is brought to a positive balance.

LCS provides a state-approved Food and Nutrition Services “Offer versus Serve” program, which means the food service provides students with five food choices and the students must take at least three different components of the meal. Each year the district will provide the following to those affected:

- Special Dietary Concerns: substitutions will be made if, a student has a disability and it restricts the diet AND documentation of the requirements are in a signed medical statement signed by a licensed physician.
- Lactose Intolerance: upon a written request from a parent school will provide lactose reduced milk, milk fortified with lactase, or milk with lactobacillus acidophilus.

Nondiscrimination Statement regarding the LCS School Nutrition Program:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online, at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SNACK / BIRTHDAYS

Students may bring treats for their classmates on their birthday. Please contact the classroom teacher prior to bringing the snack to school. There should be a treat for everyone in the class.

Health and wellness is important to all of us at LCS and we ask you to consider sending treats or snacks of a healthier nature: fruit, string cheese, yogurt, granola bars etc...

FIELD TRIPS

Educational field trips may be taken during the school year under the teacher’s direction. Parents may be asked to assist with these field trips.

Permission slips will be sent out prior to the activities and must be returned with an emergency contact number before a child will be allowed to participate.

Walking Field Trips – please complete a walking fieldtrip form at the beginning of each year to enable teachers to take their classes on walking field trips in the community of Lafayette. This will encourage our teachers to incorporate our community within our school.

VOLUNTEERS – PARENT / GUARDIAN / COMMUNITY

Our school provides several opportunities for parents and other volunteers to get directly involved at our school:

- ❖ Library or teacher’s aide
- ❖ Tutors – working directly with children, assisting them with assignments, listening to reading, etc.
- ❖ Teacher assistant – will be willing to organize and/or assist with various classroom activities – helping with parties assisting with field trips, etc.
- ❖ Playground/ recess monitors
- ❖ Lunch helpers
- ❖ Sharing a special skill or talent
- ❖ PTO – Parent /Teacher Organization
- ❖ Committees: PROS (Parents Reaching Out for Students), which is our Fundraising & Public relations committee, Technology, Curriculum, Grounds & Facilities, Safety, Agriculture and Policy.
- ❖ School Board Member

- ❖ Take-home projects, as needed.
- ❖ Assisting with greenhouse
- ❖ Landscape upkeep-weeding etc.

Volunteers may serve as little as one morning or afternoon a month or several times a month. For those interested in helping, please contact the teacher or staff. There are also a number of things that can be done from your home, *just ask!!*

LCS PROS - Parents Reaching Out for Students

LCS PROS is a parent group that plans, organizes and gathers volunteers to run the events and fundraising for Lafayette Charter School. We are a non-profit 501(C) (3) organization. Each parent of LCS is a part of our organization and all parents are welcome to attend PROS board meetings which are held monthly. As a parent your input and suggestions are always welcomed. PROS are involved in many “Clip & Save” programs for our school, such as: Box Tops, Campbell’s UPCs, HyVee UPCs, Cashwise checkout receipts, Target Rewards, ink cartridges, Coke Codes and more! There is a bin across from the restrooms at school to drop off these items. We will send in items two or three times a year depending on minimums by the vendors. These programs net over \$1000 each year. This is a very lucrative project for each LCS family and their extended families to be involved in. We all use these products or services. It is as simple as clipping, saving and sending to school with your child.

We are looking forward to an exciting school year with great parental input and assistance with all of our projects!

LCS PROS THANKS YOU FOR YOUR SUPPORT!

SCHOOL POLICIES - All policies of the school district are public. For complete copies of policies, including definitions, procedures, requirements, etc., please review the policy page on the school website at www.lafayettecharter.k12.mn.us “under administration”.

**LAFAYETTE CHARTER SCHOOL POLICY No. 2.4.2
PROHIBITION OF SEXUAL, RELIGIOUS, AND RACIAL
HARASSMENT AND VIOLENCE**

Adopted: July 12, 2016

I. PURPOSE

The purpose of this policy is to state Lafayette Charter School's intent to create an environment that is free from harassment and violence against students and employees, or agents based on actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, and religion.

II. POLICY STATEMENT

Lafayette Charter School prohibits any form of harassment or violence by a student or employee against another student or employee through unwelcome conduct or communication that is based on actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, or religion. For purposes of this policy, an employee includes a school board member, employee, agent, volunteer, or person subject to the supervision and control of Lafayette Charter School. Violation of this policy will be cause for disciplinary action.

**LAFAYETTE CHARTER SCHOOL POLICY No. 5.4.1
PROHIBITION AGAINST UNFAIR DISCRIMINATORY PRACTICES IN EDUCATION AND
GRIEVANCE PROCEDURES**

I. PURPOSE

The purpose of this policy is to establish definitions, reporting processes, grievance and investigation procedures regarding claims of unfair discriminatory practices in education.

II. POLICY STATEMENT

It is the policy of the Board of Lafayette Charter School to prohibit any student, employee or agent from discriminating against, or engaging in unlawful discriminatory conduct with regard to a Lafayette Charter School student through conduct (e.g., physical, oral, graphic or written) that is based upon that student's race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, status with regard to public assistance, marital status or age [hereinafter referred to as "protected class"] as defined by this policy.

V. PROHIBITED PRACTICES.

A. Non-Discrimination in programs and benefits.

Lafayette Charter School will not discriminate in any manner in the full utilization of or benefit from any of the services it renders to any person because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability. Lafayette Charter School will also ensure physical and program access for disabled persons. "Program access" includes but is not limited to providing taped texts, interpreters or other methods of making orally delivered materials available, readers in libraries, adapted classroom equipment, and similar auxiliary aids or services. Program access does not include providing attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

B. Exclude, expel, or selection.

Lafayette Charter School will not exclude, expel, or otherwise discriminate against a person seeking admission as a student, or a person enrolled as a student because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability.

C. Admission form or inquiry.

Lafayette Charter School will not make or use a written or oral inquiry, or form of application for admission that elicits or attempts to elicit information, or to make or keep a record, concerning the creed, religion, sexual orientation, or disability of a person seeking admission, except as permitted by rules of the Minnesota Department of Human Rights.

D. Purpose for information and record.

Lafayette Charter School will not make or use a written or oral inquiry or form of application that elicits or attempts to elicit information, or to keep a record concerning the race, color, national origin, sex, age, or marital status of a person seeking admission, unless the information is collected for purposes of evaluating the effectiveness of recruitment, admissions, and other educational policies, and is maintained separately from the application.

To view this complete policy, please refer to the website at www.lafayettecharter.k12.mn.us

**LAFAYETTE CHARTER SCHOOL POLICY No. 5.5.3
TOBACCO FREE ENVIRONMENT**

III. PURPOSE

The Board of Lafayette Charter School recognizes that the use of tobacco presents a health hazard to both the user of tobacco and to persons subject to second hand smoke. The purpose of this policy is to describe the Board's policy with respect to tobacco use on school property and at extracurricular events.

IV. POLICY STATEMENT

For the health and well-being of students, employees, and the public who visit Lafayette Charter School buildings and grounds, it is the policy of Lafayette Charter School to prohibit tobacco use.

V. TOBACCO USE PROHIBITED

No person shall at any time smoke, chew, or otherwise ingest tobacco or a tobacco product, or inhale or exhale vapor from an electronic delivery device (also known as "e-cigarette") in Lafayette Charter School and no person under the age of 18 shall possess any of these items. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that Lafayette Charter School owns, leases, rents, contracts for, or controls

This prohibition also extends to Lafayette Charter School staff and students while at any school sponsored function, regardless of whether the function takes place on school grounds. Violations of this prohibition will be subject to appropriate discipline.

To view this complete policy, please refer to the website at www.lafayettecharter.k12.mn.us

LAFAYETTE CHARTER SCHOOL POLICY NO. 5.4.2

BULLYING PREVENTION AND RESPONSE

I. PURPOSE

Lafayette Charter School strives to provide safe, secure and respectful learning environments for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

II. POLICY STATEMENT

This policy protects students against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, national origin, immigration status, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Chapter 363A. This policy also protects any student who voluntarily participates in any school function or activity, whether the student is enrolled in Lafayette Charter School or not.

III. DEFINITIONS

A. Cyber bullying. "Cyber bullying" means using electronic information and communication technologies to bully. This may include, but is not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, internet, website or forum, transmitted through a computer, cell phone, or other electronic device.

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

C. Prohibited conduct. Prohibited conduct ("bullying") means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to the student's person or property.

Prepared by Lavorato Law Offices LLC 2014 [adapting the Minnesota Department of Education's Model Bullying Policy]

2. Causing a substantially detrimental effect on the student's physical or mental health.

3. Substantially interfering with the student's educational opportunities and performance.

4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

5. Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation of asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

D. Remedial response. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct. Remedial response also means a measure to stop and

correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

E. Retaliation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

F. School employee. "School employee" includes school board members, administrators, educators, aides, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school and its students.

IV. PROHIBITED CONDUCT.

A. Bullying of a student or group of students is prohibited:

1. During any school-sponsored or school-sanctioned programs, activities, events or trips.

Prepared by Lavorato Law Offices LLC 2014 [adapting the Minnesota Department of Education's Model Bullying Policy]

2. In school buildings, school property, on school buses or other school school-provided transportation, and at designated locations for students to wait for buses and other school-provided transportation.

3. Through the transmission of information from a school computer or computer network, or other electronic school equipment.

4. When communicated through any electronic technology or personal electronic device while on school property, on school buses or other school-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities.

5. Off campus communication and/or use of electronic technology which results in or is reasonably likely to result in material and substantial disruption of the student's education.

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

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

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

To view this complete policy, please refer to the website at www.lafayettecharter.k12.mn.us

STUDENT MEDICATION

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, and 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

VI. PURPOSE

The purpose of this policy is to set forth provisions for administering both prescription and nonprescription medication during the school day.

VII. POLICY STATEMENT

Some students may require medication for chronic or short-term illness or health conditions during school hours and on school sponsored field trips. This medication enables students to remain in school and participate in their education. Although Lafayette Charter School believes that under normal circumstances medication should be given by a parent or guardian before or after school hours whenever possible, the school may provide administration of medication for a student in accordance with state law and Lafayette Charter School procedures.

To view this complete policy, please refer to the website at www.lafayettecharter.k12.mn.us

LAFAYETTE CHARTER SCHOOL POLICY No. 5.6.1 SECTION 504 POLICY EDUCATION OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

I. PURPOSE

The purpose of this policy is to set forth Lafayette Charter School's obligations under Section 504 of the Rehabilitation Act of 1973 and to articulate the school's commitment to prohibit discrimination against students with disabilities and to provide a free appropriate public education to eligible students as required by the Act.

II. POLICY STATEMENT

It is the policy of Lafayette Charter School to fully comply with the requirements of Section 504 of the Rehabilitation Act of 1973.

III. POLICY

Section 504 prohibits discrimination based on an individual's disability in any program receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides that "no qualified person with a disability shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance".

Lafayette Charter School will not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The school will comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

To view this complete policy, please refer to the website at www.lafayettecharter.k12.mn.us

LAFAYETTE CHARTER SCHOOL POLICY No. 5.8.2 INTERNET AND EDUCATIONAL NETWORK SAFETY AND ACCEPTABLE USE

I. PURPOSE

Lafayette Charter School offers a computer network with Internet access for students, teachers, and staff. The network and other technological resources provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of Lafayette Charter School. Through Lafayette Charter School's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

II. POLICY STATEMENT

- A. This policy applies to all students and employees (including teachers, administrators, and staff), as well as any other users who are expressly authorized by Lafayette Charter School to use school technological resources, including, but not limited to, board members, contractors, consultants, and temporary workers.
- B. Lafayette Charter School's technological resources include, but are not limited to computers, interactive whiteboards, mobile devices, websites, networks, servers, the Internet, phones, copiers, facsimile machines, televisions and video-recorders, e-mail accounts, and licensed software.
- C. Acceptable uses of technological resources are limited to activities that support learning and teaching, except when otherwise specifically authorized by Lafayette Charter School in the best interest of the school. Use of technological resources should be integrated into the educational program.
- D. Use of Lafayette Charter School's technological resources and access to the use of the Internet in school are a privilege and not a right. Misuse of the system will subject the staff or student to discipline which will depend on the nature and degree of the violation and the number of previous violations. Discipline for students will be in accordance with Lafayette Charter School's Student Discipline Policy and school rules and may include:
 1. Suspension or cancellation of use or access privileges;
 2. Requiring payment for damages and repairs; and
 3. Civil or criminal liability under applicable laws.
- E. All staff are expected to use technological resources and participate in the necessary training for the proper performance of their duties.
- F. Lafayette Charter School will provide instruction to students regarding the proper use of technological resources including, but not limited to:
 1. Appropriately interacting with others on social media;

2. Appropriately interacting with other in chat rooms;
3. Appropriately posting information on the Internet or on individual websites;
4. Appropriate use and limitation of free speech on the Internet;
5. Cyberbullying prohibition, awareness of signs of cyberbullying behavior and assistance from Lafayette Charter School and elsewhere to students who believe themselves or others to be targets of cyberbullying; and
6. Appropriate use of copyrighted and non-copyrighted material found on the Internet.

*To view this complete policy, please refer to the website at
www.lafayettecharter.k12.mn.us*

LAFAYETTE CHARTER SCHOOL POLICY No. 5.4.3 ANTI-HAZING

[NOTE: This policy largely replicates the Model Policy which has been developed by the Minnesota Department of Education and made available to schools pursuant to Minn. Stat. §121A.69.]

I. PURPOSE

Hazing activities of any type, including initiation into an athletic team, are inconsistent with the educational goals of Lafayette Charter School and are prohibited at all times. Hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization.

II. POLICY STATEMENT

It is the policy of Lafayette Charter School to create policies that identify and prevent hazing practices to the fullest extent possible.

III. POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of Lafayette Charter School shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate hazing. This includes being aware that hazing has occurred in the past and not making clear to students that it is no longer acceptable behavior and will lead to disciplinary action. For example, if a school has a tradition of hazing new members of an athletic team, the staff members involved in that athletic team and school administration must make it clear to the current and new team members that hazing is not acceptable behavior and students involved in hazing will be suspended or expelled/excluded from school.
- C. Students or school staff/volunteers/contractors involved in hazing will be disciplined even if the student being hazed consents or appears to give permission or consent to being hazed.
- D. Students or school staff/volunteers/contractors involved in hazing will be disciplined for hazing that occurs on or off school property and during, before, or after the school day. This includes weekends and other non-school days.

- E. Students or staff involved in the hazing of students will be disciplined as described in this hazing policy.
- F. The Lead Teacher will investigate all complaints or reports of hazing and will discipline any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have been involved in the hazing of one or more students.

To view this complete policy, please refer to the website at www.lafayettecharter.k12.mn.us

Annual Notifications

ASBESTOS MANAGEMENT

Lafayette Charter School District 4050 has an Asbestos Management Plan to address the presence of asbestos-containing materials (ACM) in our building. This plan is available by appointment for your inspection in our business office during regularly scheduled business hours. Nova Consulting updated our plan in 2013. Their accredited inspector checked the condition of any asbestos-containing materials and reviewed the district's operations and maintenance procedures to ensure that any asbestos-containing materials are maintained in safe condition. Since the inspection, our own Asbestos Designated Person, and our Certified Repair Person, Tad Ulrich, have made inspections every six months to determine if any major changes have occurred in the condition of asbestos-containing materials. All needed repairs have been made in the proper manner. If you have any questions, you may contact the Lafayette Charter School main office at 507-228-8943 between 8:00 am and 3:00 pm on most regularly scheduled business days.

Annual Pest Control, Fertilizer, and Herbicides Notification

Lafayette Charter School hires licensed, professional contractors to control rodents, insects, and weeds in and around school property. All methods and materials used are EPA-registered and applied appropriately. Treatments are scheduled for when students are not present. An estimated schedule of treatments is available to parents upon calling the Lafayette Charter School main office at 507-228-8943 on most regularly schedule business days.

Lafayette Charter School Hiring Notification

Lafayette Charter School has in policy in place in regards to their hiring of new employees. All new employees and board members are subject to a criminal history background check.