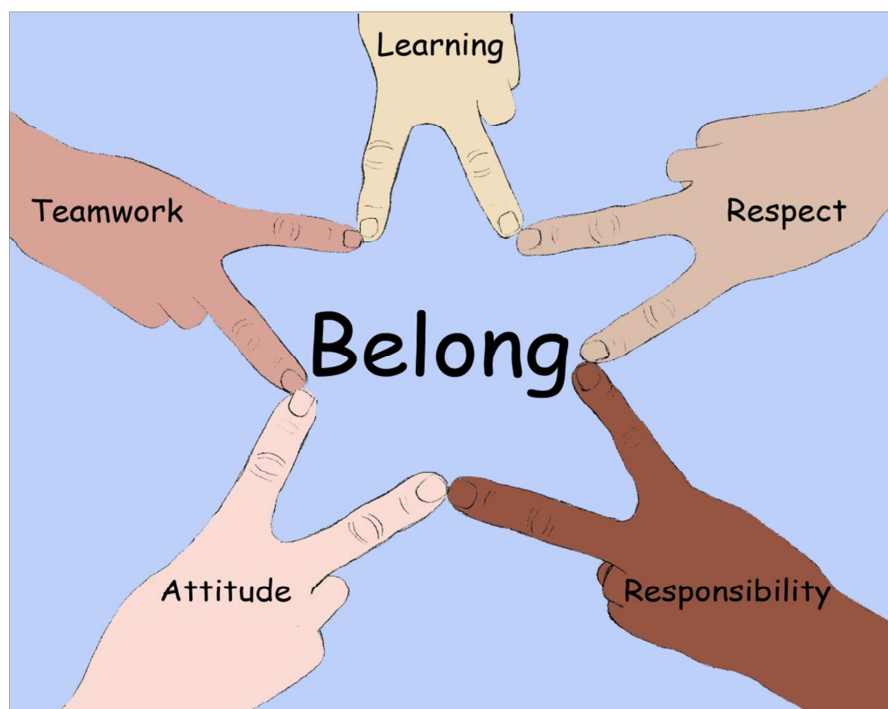


NORTHPOINT ELEMENTARY SCHOOL

2350 124th Court NE
Blaine, MN 55449
(763) 754-9700



Be a Star Student!

2011-2012 Information Handbook

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Office: (763) 754-9700
Attendance Line: (763) 230-0304
Transportation: (763) 785-5512

Office Fax: (763) 754-9701
Kids Club: (763) 786-1338
Lorenz Bus Company (763) 201-8888

Welcome to Northpoint Elementary School

We would like to take this opportunity to WELCOME you and your children to Northpoint Elementary School! Whether you are returning to Northpoint or entering for the first time, our entire staff is excited to make this your child's best year ever!

Our goal is to provide the best possible educational experience for your child. Reaching this goal requires a collaborative effort on the part of the students, teachers, administration, parents, and community. Throughout this handbook you will find information about our policies and procedures. Complete District 16 policies can be found on the District website www.springlakeparkschools.org.

If you have any questions regarding your child's education, please feel free to contact us at 763-754-9700.

Sincerely,
Mike Callahan
Principal

Northpoint Vision

We have talked about Northpoint as a World Class Learning Community of Choice aligned around improving student learning and have articulated our vision for the future:

- Establishing a fun, safe, welcoming, and inclusive community of respect and responsibility.
- Becoming culturally and educationally proficient in relationships with students and families of varied backgrounds.
- Staff working in partnership and committed to sharing, developing, and enriching professional practice together.
- Raising the achievement of all students with personalized, engaging instruction.
- Emphasizing learning and innovation that integrates the use of supportive technologies, inquiry, and higher order thinking skills.

2011-2012 Northpoint Elementary Calendar of Events

School Pictures	September 30
Early Release Day	October 13
Staff Workshop – NO STUDENTS	October 14
Parent/Teacher Conferences (Evening)	October 17-19
Daytime Conferences - NO STUDENTS	October 19
Teacher Workshop - NO SCHOOL	October 20-21
Staff Professional Learning- NO STUDENTS	November 11
Thanksgiving Break - NO SCHOOL	November 24-25
Staff Professional Learning - NO STUDENTS	December 2
Winter Break – NO SCHOOL	December 23 -January 2
Martin Luther King Jr. Day - NO SCHOOL	January 16
Northpoint Kindergarten Registration	January 17
Early Release Day	January 26
Staff Professional Learning - NO STUDENTS	January 27
Parent/Teacher Conferences - Evening	January 31 – February 2
Daytime Conferences - NO STUDENTS	February 3
Presidents Day - NO SCHOOL	February 20
Staff Professional Learning - NO STUDENTS	February 21
Staff Professional Learning - NO STUDENTS	March 9
Spring Break – NO SCHOOL	March 12-16
Kindergarten Round-up	April 5
Early Release	April 27
Memorial Day - NO SCHOOL	May 28
Last Day of School	June 7

School Hours

9:00 a.m.....	Breakfast students may arrive/enter
9:10 a.m.	Student arrival – bell rings Doors open for students
9:20 a.m.	School starts – bell rings
11:55 a.m.....	A.M. Kindergarten ends
11:35 a.m.	Lunch – K+ starts
12:10 p.m.	Lunch – Grade 1
12:40 p.m.	Lunch – Grade 2
1:15 p.m.	Lunch – Grade 3
1:25 p.m.....	p.m. Kindergarten begins
3:55 p.m.....	Dismissal

NO SCHOOL SUPERVISION is available prior to the beginning of morning classes. This means *students should not arrive at school before 9:10 a.m.*, at which time the doors will be open for students to enter the building and their classrooms.

Parents with students needing supervision before school may wish to contact District 16 Community Services for information about their school aged care program (Kids Club), which operates at Northpoint Elementary beginning at 6:30 a.m. For more information, you may contact Community Services at 763-786-1338.

When students need to be picked up during the school day or at dismissal, a note should be sent to the teacher. Children are excused from school only through the office. We require that parents sign students out at the front welcome desk, and **your child will not be called out of class until you arrive to sign them out.** We encourage parental support to have children in attendance for the entire school day.

When legal constraints are in effect for students at Northpoint, it is the custodial parent/guardian's responsibility to contact the school (in writing) with the names of the person(s) permitted to pick up the child(ren).

Building Security – Visitor Guidelines

For the safety and well-being of all of our students, we have the following rules and guidelines regarding visitors in the building:

- All visitors, including parents, must check in and sign out in the school office.
- All visitors will be given a visitor's badge or pass to wear so that staff and students know you have been cleared through the office.
- Some form of identification may be requested by office staff, i.e. a driver's license.
- The school will not release a student to a non-custodial parent without a custodial parent's consent.
- No teacher will release a student from class to the custody of an adult without the written or verbal consent from the office staff.
- All students must be dismissed from the school office after he/she is signed out.

Communication Section

- The Northpoint website may be accessed by going to the district website at www.springlakeparkschools.org, then clicking on "Northpoint" under "Schools".
- Here you will find district communication as well as school-specific information. The "Northpoint News" newsletters are posted on the website and sent home each Wednesday of a five-day week, as well as the monthly PTO minutes and updates. There will not be a newsletter on 3 day school weeks.
- Please go to the Parent Portal to sign up for ENEWS in which the weekly newsletters will be sent to you electronically.

Students Coming and Going from School

If your child is not going home as he/she usually does, it is necessary to notify the teacher and the office *in writing*, giving permission and detailing the change of arrangements for that day. **Please do not rely on email - if for some reason a teacher is absent on a given day, the sub would not have access to the teacher's email account.** Please call the office to be safe. If a student is going to another child's home after school, each child's parent must send a written permission note. ***Students may NOT ride a bus other than their assigned bus, unless there is an emergency situation where a parent will not be home to meet the student.***

Encourage your child to return directly home after school without stopping to play until he/she has reported his/her whereabouts to you.

Visiting Northpoint

We encourage parents to participate fully in their child's education. Should you wish to visit your child's classroom, please contact the classroom teacher in advance of your intended visit. Each year Northpoint has special activity days at which time all parents are invited to visit school. You will receive special notice of these dates. ALL visitors must sign in at the security desk at the front office. **Parents are welcome to come and have lunch with their child. However, parents will not be permitted to go to their child's classroom at any time during the day without prior arrangements having been made between the teacher and parent, and then communicated to the office staff.**

Telephone Calls

To maximize learning time, calls will only be forwarded to voicemail and not directly to the classroom when class is in session. Teachers will check for messages and return calls at an appropriate time. Students may use the phone for emergencies only. Please make arrangements for after-school activities prior to the school day.

Student Census Verification Form

Student Census Verification forms are sent home at the beginning of the school year. Please complete the form and return it to school as soon as possible. Remember to notify the school of any change in address, telephone numbers, babysitter, or emergency contact person. Please notify the school if your work status or work schedule changes. This information serves a number of purposes and must be as complete and accurate as possible.

Attendance

When children will not be in school or will arrive late, please call our 24-hour attendance line (763) 230-0304 as early as possible. If you do not notify the school, we will need to contact you. Students who arrive after the 9:20 bell need to report to the office before going to their classrooms.

If you are aware in advance of a student's absence, send a note to the classroom teacher **and notify the attendance line**. Please make every attempt to plan appointments, trips, etc., at a time that will not conflict with school hours. Work that is made up outside of school does not replace the instructional value that is gained in the classroom.

It is the parent/guardian's responsibility to provide updated emergency information to the office. When students become ill or are involved in an accident during the school day, parents/guardians will be notified so suitable arrangements can be made. When children are removed from the building, the parents must come to check their student out at the front welcome desk. For additional information, please refer to the District 16 policies.

Truancy

State law mandates the attendance of all school age children unless excused for legal reasons. Attendance is the responsibility of the students' parents or guardians. Students who are absent from school without acceptable reasons will be regarded as truant. Please contact the principal if you need assistance with your child's attendance.

Early Dismissal/Late Start/Inclement Weather

In case of inclement weather, which would make it necessary to delay or close school, announcements will be broadcast over the District website www.district16.org. Also, WCCO radio station 830 on the AM dial announces all closings/delays. If school must be cancelled, delayed in starting, or dismissed early, the district will broadcast that information as quickly as possible. In the event school is dismissed early and parents cannot be at home to care for their child/children, they are advised that they must provide an alternative neighborhood place which can care for their child/children.

Wednesday Folders

In order to foster excellent school/home communication, each child will bring home a Wednesday Folder. Parents are requested to review the folder Wednesday evening and return the folder with their student *the following day*. Occasionally, there will be notes, papers, or forms requiring a parent's signature, and these should be signed and returned in the folder the following day.

Parents are encouraged to communicate with their child's teacher any time and use the weekly folder to request a conference, phone call, or to make other comments. We have found that this system of communication encourages a larger percentage of school information reaching our parents.

Problem Solving Procedures for Parents

We want to know what you think concerning what happens at Northpoint Elementary. Please call or stop in at any time. If your child tells you something about school that sounds unreasonable, please send a note or call us. This type of communication helps prevent misunderstanding. When you are especially pleased about something a teacher or the school is doing, it would also be nice to hear from you. A phone call or a note about something that pleases you can make a teacher's (or principal's) day.

If you are concerned about a situation in your child's education, visit with the classroom teacher first, and then with the principal if necessary.

Student Progress, Conferences, and Report Cards

Assessing the growth and development of our students is an important part of our school program. District writing teams have aligned assessment strategies with the State Graduation Standards and Learner Outcomes. Our goal is to use assessments that allow students to demonstrate what they know and can do. This is achieved by using a variety of assessment methods. The reporting of progress to parent(s)/guardian(s) is accomplished by the use of parent-teacher conferences and report cards. Conferences are held twice during the year and report cards will be issued three times at the end of each trimester.

Behavior Management – Responsive Classroom

The Responsive Classroom® is an approach to teaching and learning that fosters safe, challenging, and joyful classrooms and schools, kindergarten through eighth grade. Developed by classroom teachers, it consists of practical strategies for bringing together social and academic learning throughout the school day. There are seven basic principles underlying this approach:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- There is a set of social skills children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
- Knowing the families of the children we teach and inviting their participation is essential to children's education.
- How the adults at school work together is as important as individual competence. Lasting change begins with the adult community.
- Families can receive a Northpoint Expectation Policy handbook in the office upon request.

Child Visitors

Children are not permitted to bring friends, younger brothers/sisters or visiting relatives to the regular school class. Parents volunteering or visiting a classroom are also asked not to bring young children along. It has been our experience that such visitations cause confusion in programming, and may be a disruption to the learning activities.

Parent Teacher Organization (PTO)

All Northpoint parents are encouraged to join and participate in the PTO. Meetings are generally held the second Monday of each month at 6:30 p.m. Please refer to the District 16 Calendar for exact dates and times. The PTO provides support to the academic and social programs at Northpoint, and is a primary source of family activities and events at school. The PTO is an invaluable part of our school.

Volunteer Opportunities

There are a wide variety of ways to volunteer and lend a helping hand at Northpoint. Volunteers are a valuable resource for bringing about success at our school. You are invited to join us for any time commitment that you could share with us. One such opportunity is Wednesday Volunteers.

Bus Transportation

Bus routes are established during the summer by the District transportation office/Lorenz Bus Company. If you have general questions about bus routes, bus stop locations, or schedules, please contact the District Office at 763-786-5570. When you have concerns regarding a student missing the bus on the way to school, or missing their bus stop on the way home, **please call Lorenz Bus Company directly at 763-201-8888.**

Riding a bus to school is a privilege, not a right. Students who choose not to follow established bus rules will lose the opportunity to ride the school bus. All parents and/or adults not employed or contracted by the District will need to receive pre-approval from the building principals and/or the District Transportation Department before boarding any school bus. This provision will be waived in cases where there is a life-threatening emergency on a school bus.

School Bus Safety Rules:

1. Obey the driver's instructions.
2. Be verbally considerate.
3. Keep your hands, feet, and belongings to yourself.
4. Respect yourself, others, and property.
5. Sit in your seat and face forward.
6. No eating, drinking, tobacco, or chemicals on the bus.

Bus Consequences:

While on the bus a student may be warned by the bus driver, a bus driver and student conference may be held, and the student may be assigned a designated seat if needed. A written report may also be given to the student.

- 1st Report: Parent contacted, student conference with principal/designee, report is sent home.
- 2nd Report: Parent contacted, student conference, report is sent home.
- 3rd Report: Parent contacted, student conference, one-day bus suspension may occur, report sent home
- 4th Report: Parent contacted, student conference, two-four days bus suspension may occur, copy of report sent home.
- 5th Report: Parent is contacted, student conference, five days bus suspension may occur, copy of report sent home.
- 6th Report: Parent is contacted, student conference, possible suspension of bus riding privileges for remaining portion of the trimester.
- Additional written reports may result in permanent suspension of bus riding privileges. Parent will then be responsible for providing transportation to school for their child.
- A severe infraction may result in an immediate suspension from bus riding.

School Breakfast & Lunch Programs

The Northpoint breakfast/lunch program is computerized, and a computerized management program eliminates the use of tickets. Each student is assigned an account number (PIN) to be used to make food payments and purchases. The purchase price of your child's meal is then automatically deducted from the account. If your child brings cold lunch, you might want to put some money into his/her account to cover milk purchases. There will be no change given to students. Any change will be deposited in the student's account. When the account balance becomes low, your child will be notified that it is time to bring more money. Every meal is a well-planned and balanced meal. The prices in effect for the 2010-2011 school year are:

Single Breakfast	\$1.20	Single lunch with milk	\$2.25
Reduced Breakfast w/milk	\$.00	Reduced lunch with milk	\$.40
Adult Breakfast	\$2.10	Adult Lunch	\$3.40

The Spring Lake Park School District provides free and reduced-price meals for children. A letter to parents each school year explains the program and includes an application form. A parent or guardian may apply at any time during the year for free or reduced-price lunches for their children by completing the application form and returning it to the principal's office. Applications are processed and eligibility letters are sent out from our district food service office.

Recess

All students will be expected to go outside for recess unless the weather does not permit. The following will serve as our guidelines for no outside recess: 1. The wind-chill factor is -10°F 2. Extreme icy or sloppy conditions 3. Raining and/or lightning. Students are expected to wear boots in the winter as it reduces cleanup within the building.

Celebrations/Birthdays/Treats

All food items eaten at celebrations or brought for birthday treats need to be commercially processed. No home-prepared foods may be distributed to other students, per state health department regulations.

Please let the teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday (please no chewing gum or suckers.) ***Please do not send birthday invitations to be distributed at school unless they are for the entire class. Class rosters were sent home in November for you to use. Also, please do not deliver balloons or flowers.***

Animals/Pets

Pets or other animals are not allowed in school *without obtaining permission from the student's teacher*. Animals may be brought into the perimeter of the school for educational purposes only. They must be vaccinated as required by local government ordinances, appropriately housed, humanely cared for, and properly handled. Poisonous and dangerous animals will not be permitted. Persons bringing animals into the school must receive prior permission from the classroom teacher. Animals are not to be transported on school buses. Parents should be involved in the transport of animals to and from school once permission is granted by the classroom teacher.

Clothing (Appropriate/Inappropriate)

Students are encouraged to dress appropriately for school. To maintain a focused learning environment for all students, children will not be allowed to wear any clothing that is considered distracting, lewd, or vulgar; clothing that displays promotions for alcohol or tobacco companies, or promotes use of illegal substances; or clothing that has gang symbols or identifies gang membership. Caps may not be worn in the building. The principal will be the final judge as to the appropriateness of clothing for school. In the event that the clothing is deemed unsuitable, the student will need to change into something more appropriate. Parents may be called and asked to bring in a change of clothing.

Bicycles, Roller Blades, Scooters, and Skateboards

Riding bicycles, roller blades, scooters, or skateboards to school is not allowed for safety reasons. All children will be provided transportation. Parents may choose to drop off or pick up their child(ren).

Cellular Phones, IPOD's, or Other Potentially Disruptive Devices

Any devices which may be disruptive to the educational environment are not allowed in the classroom. This would include, but is not limited to, items such as those above or similar devices, as well as headphones, CD players, MP3 players, and handheld games. The device will be collected by the teacher and stored in the office until a parent can retrieve the item.

Personal Property of Students – Valuables

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. **The school staff is not responsible for valuables which students bring to school.** It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring money or other important possessions to school, please have your child let his/her teacher know and leave the belongings in the office.

Lost and Found

The lost and found for clothing is located in the hall near the Media Center stairs. Jewelry, money, wallets, purses, and eyeglasses can be claimed in the office. Unclaimed items are donated to local charities.

You can help your child retrieve lost items such as clothing, backpacks, and lunchboxes by labeling everything with his/her name.

If your child leaves something on the bus, it can be claimed when he/she rides the bus again.

Field Trips

Field trips are a part of the total school experience. In order to participate in the field trip experience, a signed parental permission slip must be on file with the teacher before the field trip occurs. Children for whom there is not a signed permission slip will NOT be able to participate in the trip. Phone calls will not be accepted in lieu of the signed permission slip.

Due to the safety and liability that is encountered from leaving the school premises, we ask that siblings and older brothers and sisters of school age not accompany their parents on field trips. Teachers appreciate the extra help that adult chaperones can offer during this time; however we must limit the opportunity to parents or legal guardians.

Northpoint Elementary

Field Trip Volunteer Support Guidelines

We appreciate your interest in volunteering in our upcoming field trip. Your support will aid in the education, safety and enjoyment of extending learning experiences beyond our school. As a parent, if you would like to volunteer for upcoming field trips, please consider the following Northpoint expectations before expressing your interest in the opportunity to support our students.

Field trip support:

- Each teacher/grade level will determine the number of volunteers able to participate in the field trip. Often times the number of volunteers is determined by the bus capacity as we try to keep the field trip cost affordable for all families.
- Parents should give confirmation of attendance by the date determined by the teacher/grade level. Those parents who choose to drive to the field trip site must have coordinated their appearance ahead of time with the teacher/grade level.
- Since the responsibility and focus of each volunteer is with Northpoint students, siblings are not allowed to attend.
- Teachers will share specific field trip expectations with volunteers before leaving Northpoint. Please follow the guidelines and directions and ask teacher(s) for clarifications.

Field Trip Safety:

- Purchasing trinkets, food items or drinks is not allowed.
- Cell phones will only be used in emergency situations while supervising students.
- At all times, please support and supervise children while riding the bus and while on the trip. Report any challenging behavior to a teacher and they will intervene as necessary.
- Use appropriate language and wear appropriate clothing.
- Certain students may have specific academic, social or emotional needs. Confidentiality, during and following each field trip, is a priority.

Thank you for considering and following through with the Northpoint Volunteer Support Guidelines. Your thoughtfulness and time is appreciated.

Health Services

Northpoint and District 16 maintain a health program designed to protect the health of students. Currently, a Health Care Specialist is available at Northpoint each day during school hours. Parents must provide transportation if their child becomes ill at school. If a child receives a serious injury, the parent or alternate person listed on the emergency card will be contacted. If they are not available, the student will be transported to Unity Hospital. *Additional information on immunization and screenings is available in the district calendar/resource guide.*

Medications: Prescription medications given at school must be accompanied by a physician's order. Medication should be brought to school by the student's parent/guardian and in the original bottle, whether prescription or over-the-counter. A signed permission form from the parent stating the reason for the medication, dosage, time, and effective dates to be given must accompany any medication.

School Counselor

Northpoint Elementary's part-time school counselor is Kate Fandrey. She assists students in problem solving, getting along with others, and/or family concerns. She works closely with staff at Northpoint, and with other health professionals inside and outside of the district.

Music, Art, and Physical Education

All students in Grades 1-3 receive music, phy ed and art instruction from specialists in the respective discipline. Students are expected to have tennis shoes for physical education activities. Tennis shoes are necessary for student safety and to prevent undue maintenance problems for our custodial staff. Please refrain from black soled tennis shoes that can mark floor surfaces. Students may be excused a maximum of three days from physical education class with a written parent request. A medical excuse from a doctor is needed for excluding a student for four or more consecutive days from classes or for the teacher to modify the required activities for an individual student.

Technology

Technology is vital to the future of our students and needs to be an integral and far greater part of the educational process. Therefore, the district took a systematic approach to studying technology instruction “best practices” in developing a technology plan which would address short and long term goals for all students, staff, and community. The resulting plan uses technology: to access large bodies of information, to improve communication, to allow for creative lessons and expression, and to expand learning beyond the four walls of the classroom. Parents and students will be asked to sign an Internet Acceptable Use Policy.

Gifted and Talented Program

District 16 recognizes different categories of need for students of above average ability. Talented students are those who have demonstrated special ability in academic areas. If you would like more information, please speak with your classroom teacher.

Special Education Services

Northpoint’s special education department provides a range of programs and services for students who have been identified as disabled and in need of specialized programming. The eligibility process includes referral, screening, and assessments, which determine the type and amount of service needed. Recommendations are made and plans developed by a team of the student’s parents and educators. An Individualized Education Plan (IEP) is written for each student, taking into account the particular type of service and personnel required, student learning style, and goals to be met, as well as motivational and environmental factors. The majority of students are programmed into regular classrooms with the support coming from special education staff in collaboration with regular education staff. Parents who have concerns or questions about their student’s school program are urged to consult with school personnel at the earliest possible date. Please direct your questions to the building principal.

Basic Skills Program

It is a goal of the Spring Lake Park Schools that all children leave second grade reading at grade level. During the first few weeks of school, all children take a number of reading assessments. The purpose of these assessments is to identify where each child is in their development toward meeting this reading goal, and to determine how we can best provide reading instruction to each learner. Basic Skills provides instructional support in reading to assist students in reaching this goal. School/Parent Compacts are developed and signed during fall conferences.

English Language Learners

The EL Program is available to K-3 students at Northpoint. A home language survey is completed by all enrolling students. This is the initial indicator that a language, other than English, is used by the student or the student's family.

EL students are given an assessment by lead teachers upon entering the district to determine their placement level. After initial placement, Limited English Proficiency students are assessed formally each spring to determine progress and placement for the following year.

Indian Education Program

District 16 is a partner, along with the Fridley and Columbia Heights School Districts, in an inter-district Indian Education Program funded by a Title V Formula Grant. The program's primary goal is to instill cultural pride and self-esteem by helping to meet the educational and cultural needs of American Indian students.

Learning Ventures

District 16 Community Services operates the Kid's Club program at Northpoint Elementary from 6:30 a.m. to 6:00 p.m. Tuition fees support the program. For more information, please call Community Services at (763) 786-1338.

Data Privacy

Student class directory/phone list information includes, but is not limited to, the student's name, address, and telephone number. Student directory information is available to the child's classroom, except for the student's yearbook photograph, which may only be released pursuant to this policy for publication in the school's yearbooks or school district publications. A student's parents may make directory information private data as to that student if a written request to that effect is received by the superintendent from the student's parent/guardian. If you have any objections to your child being video taped or photographed, you must contact the office. District 16 has an extensive board policy on the use of student information that is available on the District website.

Hazing or Racial, Religious, Disability or Sexual Harassment or Violence Policy

District Policy: Independent School District 16 shall maintain a learning and working environment that is free from racial, religious, or sexual harassment or violence. Racial, religious or sexual harassment or violence are forms of discrimination which violate the Civil Rights Act of 1964, as amended, and the Minnesota Human Rights Act, as amended. The School District prohibits any form of hazing or racial, religious, disability, or sexual harassment or violence.

It shall be a violation of this policy for any student or employee to inflict, threaten to inflict or attempt to inflict any form of harassment or violence upon any student or employee. It shall also be a violation of this policy for any student or employee to harass any student or employee through conduct or communication of a racial, religious or sexual nature.

The School District shall investigate all complaints, formal or informal, verbal or written, of racial, religious or sexual harassment or violence and take appropriate action against any student or employee who is found to have violated this policy. Please refer to district policy.

Weapons Policy

District Policy: Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one's control, or use any instrument that is considered a weapon, or any "look alike" weapon. This policy shall apply in the School District buildings, on school grounds, at school activities, at school bus stops, on school buses or school vehicles, or upon entering or departing from School District premises, property, or events. District 16 takes a position of "Zero Tolerance" on Weapons. Please refer to District 16 Policy for further information.

Chemical & Tobacco Free Environment

The use of controlled substances, including alcohol and tobacco, is prohibited by District 16 policies and procedures. Possession, use, or distribution of controlled substances, alcohol, or tobacco by students or staff on school premises or during any of its sponsored activities shall result in disciplinary action.

