

PARENTS' and STUDENTS' HANDBOOK

Poplar Bridge Elementary School
952-681-5400

pb.bloomington.k12.mn.us

POPLAR BRIDGE ELEMENTARY SCHOOL HANDBOOK

8401 Palmer Avenue South
Bloomington, Minnesota 55437

Mr. Roberto Cantu
Principal

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INDEPENDENT SCHOOL DISTRICT #271
1350 West 106th Street
Bloomington, Minnesota 55431
Main 952.681.6400
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Bloomington Public Schools ISD 271 is an Affirmative Action/Equal Opportunity Educator and Employer.

Persons with disabilities may be provided accommodations upon advance request.

Contact Mr. Roberto Cantu as soon as possible at 952-681-5400.

ATTENDANCE

All students are expected to be in school regularly and on time. The only exceptions are if they are prevented by illness or excused by the principal.

School Hours:

Grades K-5

9:00 am - 3:20 pm

GUIDELINES FOR REPORTING STUDENTS ABSENT: (absence Line 952.681.5402)

- 1) Please call **EACH** day your child is absent or tardy.
- 2) The number to call for the recorder is **952-681-5402**.
- 3) Give your child's name, room number, teacher's name, reason for absence, and home phone number if you want the health service associate to contact you about an illness.
- 4) Please allow several rings (7-8) for the recorder to activate.
- 5) Parents who do not call in will be called as soon as possible to confirm that the child is under a parent's care and supervision.
- 6) If a student is late in arriving to school, the student must go directly to the health office to get a tardy ticket.

When parents must have a child excused from school, send a note along with your child, come to the school office and **THE OFFICE PERSONNEL WILL CALL HIM / HER FROM THE CLASSROOM. FOR SAFETY REASONS, CHILDREN WILL NOT BE EXCUSED DIRECTLY FROM THE CLASSROOM.**

Students are expected to make up any work missed.

AWARDS DAY

This is a special day in which various students are presented certificates for warranted events that they were involved in over the course of the year. Examples include: President's Physical Fitness Award, Student Council members and Gathering of Champion winners. This event is held during the school day at the end of the year and parents are welcome to attend.

BEFORE SCHOOL PROCEDURES

BELL SCHEDULE

8:35 am	Students may enter the school if they are eating breakfast. If not eating breakfast they will wait outside by the gym or outside the front doors.
8:50 am	First bell rings. Students waiting at gym doors or front doors may entered the building.
9:00 am	Students should be in their seats ready for school to start.
3:15 pm	Students prepare to leave school.
3:20 pm	Dismissal bell.

BICYCLES

Bicycles may be ridden to school with parental permission. Parents are requested to remind their children of safe bicycle practices to be followed when riding to and from school.

BUSING INFORMATION

Bus assignments are made by the child's home address or day care address. All students living more than 1/2 mile walking distance or who need to cross a major street are bused free. Students living within the walking area may ride the bus under a pay-to-ride. The Pay-To-Ride Program is based upon available space for students living within walking distance of school. (Prices are per year.) A parent must sign a contract with the school district. Questions regarding routing concerns should be directed to the Transportation Office at 952-681-6300. Your child does need a note from home to ride a bus other than his/her assigned bus. Once a child has boarded a bus, he/she can only be released to school personnel. Any questions regarding non-routing issues should be directed to the school office at 952-681-5400.

BUS SAFETY & POLICIES

Bus routes are established during the summer by the transportation office and are available on the HUB the week before school begins in the fall. In accordance with school district policy, a reserved bus seating chart will be established for children in grades K-8.

Bus safety is of major importance for students who ride the bus. It is a privilege for those students who qualify for transportation to ride the bus - it is **NOT** a right. In order to provide for safe transportation to and from school, it is essential that students know what is expected of them. Safety rules are posted in the front of all buses. Bus conduct and safety regulations are provided to each student at the time they receive their bus schedule. Please remind your child to become familiar with them and follow them. In addition, once a year students will be instructed on safe riding practices and participate in emergency evacuation drills.

COMMUNICATION

Parents are encouraged to communicate with staff via e-mail or telephone. However, please do not send emergency messages via e-mail as the staff member may not be able to retrieve them in a timely manner. General school information is available on our website at pb.bloomington.k12.mn.us.

CONFERENCES

School conferences provide you the opportunity to discuss your child(ren)s progress directly with his/her teacher. Conferences are held twice a year~Fall and Spring.

DIRECTORY INFORMATION

PUBLIC NOTICE IS HEREBY GIVEN that Independent School District #271, pursuant to the U.S. General Education Provisions Act, declares the following as “directory information” as provided in said act, and that information relating to students may be made public if said information is in any of the following categories:

- 1) Student’s name, address, telephone listing
- 2) Date and place of birth
- 3) Major field of study
- 4) Participation in officially recognized activities and sports
- 5) Weight and height of members of athletic teams
- 6) Dates of attendance
- 7) Degrees and awards received
- 8) The most recent previous educational agency or institution attended by the student
- 9) Photo, film or video pictures

This public notice is required by law before such information can be placed in yearbooks or student directories. Any parent of any student in the district may notify the **district**, by notifying the principal of the school in which said student attends, of the parent's desire that none of the above information may be released without the parent's consent, provided that such notification is given the district within thirty (30) days of this publication notice. The Poplar Bridge PTSA supplies a directory of students' names, classrooms and home phone numbers free of charge to each family.

DISCIPLINE MISSION STATEMENT

Our goal is to provide a safe and nurturing environment for your child. In order to accomplish this we will:

Teach students how to communicate their feelings and solve problems.

- 1) Hold students accountable for their actions and words throughout their learning day.
- 2) Include all members of our learning community (students, staff, parents) in this goal.

General expectations are that each student:

- 1) Be prepared for learning.
- 2) Respect him/herself, others and property.
- 3) Be where he/she belongs.
- 4) Stay on task and complete work.
- 5) Follow directions.

Individual classrooms, lunchroom, playground and Media Center may make specific rules which are posted in their respective areas. Throughout the school year all staff will reinforce these expectations and rules by reviewing them with students. When expectations are met there will be positive reinforcement. If children are not following the expectations they will be reminded to evaluate their own behavior. Our intent is to make them more responsible. If the student continues the inappropriate behavior, a warning will be given. If expectations still are not met, the student will be sent to the "quiet room" where he/she will fill out a conduct report. When your child brings this report home, it should be discussed, signed and returned the following school day. Students will not be readmitted to class without a signed report. If you have any questions concerning the incident, please contact the staff person whose name appears on the report. Serious misbehavior, i.e. fighting, willful destruction of property, racial or sexual slurs, will result in an immediate conference with the school principal and a possible suspension.

EARLY RELEASE PROCEDURES

If you need to take your child out of school "**EARLY**" for any reason, the following procedures **MUST BE FOLLOWED**.

1. An **Early Release Form** or note needs to be:
 - A. Sent to school with your child in the morning to be given to their teacher. (The teacher in-turn sends this to the office.)

IF NOTE IS FORGOTTEN ONE CAN BE DROPPED OFF OR:

- B. Faxed to the office at 952-681-5401 by 2:00 pm. You must also call the office and let us know you are faxing the form. We cannot guarantee we can accommodate your needs if not done before 2:00 p.m.
 - C. Phone calls for early release will only be taken in emergency situations.
2. If the person named on the "**Early Release Form**" that is picking up your child is anyone other than the custodial parent or guardian, they need to be prepared to show their Driver's License or a valid ID at the discretion of school personnel. This also applies to any custodial parent or guardian that school personnel cannot identify.
3. **ANYONE** (other than parents that can be identified by school personnel) coming to the office to pick-up a student that has not sent in or faxed in an Early Release Form **must show a Driver's License or valid ID and have a phone number where the custodial parent/guardian can be reached at that time. NO EXCEPTIONS!**
The student will have to follow their normal routine if these procedures are not followed.

ENRICHMENT

Enrichment classes and activities are offered at Poplar Bridge from 3:30 to 4:30 p.m. in cooperation with the Community Education Department. Brochures are sent home with students several times during the year. Registration forms and fees are returned to school for easy registration. Students are given the opportunity to explore new ideas and to grow in areas of interest. It is also a time to be with friends and to make new friends. Examples of classes include: Lego Robotics, Chemistry, Math Enrichment, Spanish, Languages, Art, Sign Language, etc.

EQUIPMENT

Personal bats, baseballs, hockey sticks, skateboards, and other equipment are generally not allowed at school for safety reasons. Skates must have safety guards on the blades and be brought to school upon teacher request only. Cell phones, iPods and electronic toys are not permitted in school.

FIELD TRIPS

Field trips, some transported and some walking, are taken by classes to broaden their educational experiences. Parents may be asked to help with supervision during the trips. A field trip informational letter and permission form is sent home for parental approval prior to the trip.

FIRE DRILLS, BOMB THREATS, OR TORNADOES

All staff members and students are instructed in the proper procedures to use in the event of emergencies. Unannounced periodic drills take place in order to reinforce previous safety precautions taught and to reduce any anxiety that a child may have regarding these situations.

HOMEWORK

Homework for children usually increases as they become older. As a general rule you can expect 10 minutes per grade level. For example, second grade - 20 minutes, fifth grade - 50 minutes. Homework is **NOT ASSIGNED AS A DAILY REQUIREMENT** but rather as an outgrowth or continuation of a school project. Homework is a child's responsibility - **NOT A PARENT'S**. Being aware of and interested in what your child does at school and in papers and projects he brings home is vital to his/her success in school.

KIDS' SAFARI

Kids' SAFARI, the name given to our before and after school daycare program, is available at Poplar Bridge. This program is fee based and is provided by the Community Education Department of Bloomington Schools. Kids' SAFARI's purpose is to lead children on a quest for fun through art, music, sports, drama and hobby activities. Kids' SAFARI cooperates with home and school to support the development of the total child. For more information call 952-681-5406.

KINDERGARTEN ENTRANCE POLICY

Children who are five (5) years of age on or before **SEPTEMBER 1** may be enrolled as kindergarten students in September of that year. These children must have a birth certificate and a complete immunization record in the office and must have attended pre-school screening.

LOST AND FOUND

The “Lost and Found” is located outside the office. Items found on the playground or other places at school are placed in a box kept in that area. Please help us keep the number of “lost” items to a minimum by labeling your child’s outerwear (boots, gloves, hats/caps and jackets) and lunch box with their name. Due to a lack of storage Lost & Found items are donated to a local charity on the 1st of the month.

LUNCH & BREAKFAST PROGRAM

Meal prices can be found on the Bloomington Schools district website at:

<http://www.bloomington.k12.mn.us/departments/food-services/payment-prices> and

Menus can be found at: <http://www.bloomington.k12.mn.us/departments/food-services/menus>

School lunch menus are sent home monthly. The “offer vs. serve” program will continue. This program allows students to refuse two food items or milk on a day when the menu includes a food they will not eat and which would end up being thrown away. The students also have a choice of a “cold” lunch consisting of a sandwich, fruit, and vegetable. Volunteer parents help serve the food each day. If you are interested, please call 952-681-5460.

Students in the lunchroom are expected to stay at their assigned table and maintain a reasonable level of conversation with others. The following **ARE NOT** permissible in the lunchroom:

1. Going from table to table to visit.
2. Leaving the lunchroom without permission.
3. Derogatory language.
4. Playing with, passing, or sharing food.
5. Popping paper bags, cups or milk cartons.
6. Clapping, booing, yelling and shouting.
7. Combing hair or cleaning nails at the lunch table.
8. Pushing, shoving, or running.
9. Disobeying adults in the lunchroom.
10. Toys, radios, tape recorders, Game Boys, stuffed animals.
11. Glass containers, pop cans, or bottles.

MEDIA CENTER

The media center provides assistance for students in using materials and equipment effectively to meet individual styles of learning. Our goal is to help students achieve independence and responsibility as they locate, process and communicate information.

MINNESOTA ELEMENTARY PRINCIPAL'S ASSOCIATION AWARD (MESPA)

Poplar Bridge has received the MESPA Award in 2003-2004 and 2010-2011. This award recognizes schools for effective teaching methods and continuing efforts to improve student's learning.

MUSIC PROGRAM

This is an annual performance given by grade level. Please refer to the Poplar Bridge Calendar for the specific date and time of your child(ren)'s program.

PARTIES

Individual classrooms may celebrate holidays or special occasions throughout the school year with parties. These are planned in advance by the volunteer room parents and often involve treats of some sort. To facilitate planning, we ask that you notify your child's teacher of any dietary restrictions your child may have at the beginning of the school year. **Please note that all food served in school must be commercially prepared.**

In the interest of being sensitive to all students, please do not send treats to celebrate birthdays. Be creative and send in fun items that all students can enjoy. Example: pencils, stickers, etc.

In the interest of being sensitive to all students, please do not send birthday invitations to school with your child for distribution. We ask that they be mailed or handled outside of school.

PEACE SITE

Poplar Bridge was dedicated as an International Peace Site on May 1, 1991. Peace Sites encourage learning and working with a global perspective to build a peaceful, healthy world which includes everyone across the oceans as well as across the street. People in Peace Sites are committed to: protecting the environment; promoting intercultural understanding; seeking peace within themselves and in our world; working towards world law with justice; and reaching out to others through service projects both locally and globally.

PHILOSOPHY

A philosophy of education is a system of beliefs that serves to guide the educational program of the district. These beliefs are ultimate ends which the district strives to accomplish. This system of beliefs is best understood when it is stated in writing so that all personnel associated with the school district and all citizens in the district may know of it. While there exists a set of constant values, the changing nature of society requires a continual re-examination of philosophy. The educational program is built on the philosophy of the district as interpreted from policies adopted by the Board of Education. The philosophy is the groundwork or foundation out of which come the goals and objectives. The curriculum provisions that carry out these objectives are then developed; the methodology best suited implements the curriculum; and the school program is brought into existence.

PHILOSOPHY ~ DISTRICT

The primary responsibility of the Bloomington School District is to provide for the educational needs of the community. In meeting this obligation, the schools must cooperate with, reinforce and utilize the educational efforts of the home and society and must be cognizant of the responsibilities and objectives of each. The value of each person is respected and his/her uniqueness is accepted in the district's effort to meet the intellectual, physical and emotional needs of its students within their social, economic, political, cultural and natural environments. An education environment must be provided which develops a positive attitude toward learning, participation, responsibility, self-motivation, self-discipline and self-esteem. Curriculum and instruction within the capabilities of the district must be developed to involve students and teachers in the learning processes to the end that students will acquire basic knowledge, skills and methods which allow them to make decisions that permit them to find regularly some measure of success in a democratic society.

PHILOSOPHY ~ POPLAR BRIDGE

The philosophy of education at Poplar Bridge School mirrors the philosophy of the Bloomington School District. We believe that we share with the students, parents and community the responsibility to provide an educational setting and instructional delivery system which will:

- 1) respect the unique characteristics of each individual.
- 2) enable each individual to acquire basic knowledge and skills according to his/her ability.
- 3) instruct each individual in the application of the learning processes.
- 4) strive to motivate each person to value continued learning.
- 5) provide a system of evaluation in the area of basic skills.

PHYSICAL EDUCATION

All children in grades K-5 participate in a physical education program. If your child has been ill or injured and is unable to participate in physical education for a day or two, a note to the teacher is required. Prolonged excuses from physical education require a doctor's note. Students are required to wear white soled tennis or gym shoes only, or specially treated black soled tennis shoes, when participating in physical education activities. There is an adapted program for those who need extra help in agility or coordination.

PTSA MEETINGS

PTSA Meetings are held at Poplar Bridge. Please check the on-line school calendar for dates. You are encouraged to join the PTSA and attend the meetings.

RECESS

Students in Grades 1-5 have a recess period after lunch. The students are supervised by paid recess supervisors.

REPORTING OF STUDENT PROGRESS

There will be four reports to the parents during the school year. They are:

- 1st Report:** Parent/Teacher Conference in October
- 2nd Report:** Pupil Progress Report sent home the end of January
- 3rd Report:** Parent/Teacher Conference in February/March
- 4th Report:** Pupil Progress Report sent home the last day of school in June

A teacher or parent may request additional conferences. These conferences should be scheduled in advance. This is necessary to allow for previously planned activities.

SAFETY PATROLS

Patrols are at their stations to assist students in coming to and going from school safely. Students are expected to follow the directions of the patrols. Please remind your students to cross the streets at the corners and areas where the safety patrols are assigned.

Street Patrols are on duty from: 8:30 a.m. - 8:50 a.m.
3:15 p.m. - 3:25 p.m.

Bus patrols are assigned to assist the driver

SAFETY REGULATIONS FOR MOTORIZED VEHICLES

- 1) Students being picked up or dropped off by car are to be picked up or dropped off on the corner of Palmer Ave and the entrance to the front parking lot of Poplar Bridge. You can just pull up and drop your child off. Patrols are on duty from 8:30-8:50 a.m. and 3:15-3:25 p.m.
- 2) If you choose to pick your child up after school, please stay in your car and line up on Palmer Avenue. Move up in your car and your child will be waiting on the corner of Palmer Ave and the entrance to the front parking lot of Poplar Bridge. When they see you they can come and get in your car.

SCHOOL HOURS ~ OFFICE

The school office is open from 7:30 a.m. to 4:00 p.m. during the regular school year. The office is open during the summer two weeks after school closes and three weeks before school begins in the fall.

SCHOOL OF EXCELLENCE AWARD

The School of Excellence Award is a national award given by the office of the Secretary of Education. It is a one-time, life-long award. Poplar Bridge received this award during the 1985-1986 school year.

SECURITY IN SCHOOL

In order to ensure the safety of all children at all times, anyone entering the school must **REPORT TO THE OFFICE**. The main entrance (NW corner under blue awning) is the only door open after 8:45 a.m. **Children will not be excused directly from the classroom.** The parent/guardian must “sign the child out” in the school office. **STUDENTS ARE NOT TO RETURN TO CLASSROOMS AFTER 3:20 P.M.**

SNACK POLICY

Students are not allowed to have chewing gum or carbonated beverages on school property unless granted special permission by the teacher. Prior to their designated lunch period, many students have a morning snack in their classroom. Because this is a part of the instructional day, only foods with nutritional value will be allowed during this snack period. The Bloomington Food Service has compiled a list of suggested nutritional snacks for your convenience. These items are listed below:

- **All fresh fruits**
- **Vegetable sticks** (try a bag of ready to eat washed & peeled baby carrots)
- **Dried fruit** (raisins, apricots, banana slices)
- **Dried fruit rollups, snacks or fruit leather**
- **Fruit juices** (look for 50% to 100% real juice)
- **Popcorn** (air popped or cheese)
- **Cheese (cut in cubes or mozzarella sticks)**
- **String cheese**
- **Cheese & cracker packets**

We ask that parents provide their child with a nutritious lunch. Treats in moderation are acceptable during the lunch period. However, we encourage you to make selections from the list of nutritional foods above.

Minnesota Health Department forbids the sharing of any food items or snacks during the school day.

SCHOOL NURSE / HEALTH SERVICES

HEALTHY KIDS ARE BETTER LEARNERS

The Health Service Associate's (HSA) primary function is the promotion of optimum health and wellness for students, staff and families. The HSA also monitors attendance; checking on chronic illness like asthma, diabetes, and communicable diseases. The HSA conducts health screening including vision and hearing. In addition, the HSA provides first aid and sudden illness care.

GUIDELINES FOR KEEPING YOUR CHILD AT HOME

- 1) If a child has a fever of 100 degrees or more, he/she should stay home for 24 hours after the temperature returns to normal.
- 2) If a child has vomited or has had diarrhea, he/she should stay home for 24 hours after the last episode.
- 3) If a child has a rash that may be disease-related or you do not know the cause, check with your family doctor before sending him/her to school.
- 4) If strep throat is suspected and a test is done, keep the child out of school until the diagnosis is made and treatment has been under way for at least 24 hours.
- 5) If a child has chicken pox he/she must be kept out of school for at least 5 days from the appearance of blisters. Crusts **MUST** be dry before returning to school.
- 6) If a child is ill, please call the school to report the type of illness **EACH** day of absence.
- 7) All communicable diseases should be reported to the health office.

ADMINISTERING MEDICATIONS IN SCHOOL:

- 1) **NO medications** (including any over-the-counter medications such as aspirin and tylenol) may be administered without a physician's order - which must include the physician's signature - and be accompanied by a written request from the parent.
- 2) Medications are to be sent to school in the prescription container received from the drugstore, labeled with the student's name, prescription number, directions for administering, and the doctor's name.
- 3) Students are not to bring aspirin or any other kind of pills to administer to themselves at school. This practice is designed to protect children. Youngsters sometimes experience allergic reactions to medications.

EMERGENCY INFORMATION:

- 1) It is essential that we be provided a phone number where you can be reached in the event your child becomes ill or is injured while in school. To cover those times when you may not be available, provide at least two names and phone numbers of individuals you wish us to contact who are willing to pick up your child in your absence. When this important contact information changes during the school year, please notify us.
- 2) Whenever a child's health status changes during the year, it is important that you provide an update to the Health Service Associate. Examples of such changes are a new diagnosis of asthma, allergies, etc., or those times when a doctor prescribes a new medication for your child.

STUDENT COUNCIL

This is a group of students that work together to coordinate various service projects and work with the PTSA. In the fall of each year two student representatives are selected from each classroom.

TELEPHONE

Children should only use the telephone at school in an emergency. Arrangements for transportation, visiting another child, etc., should be made before they leave home. Calls to children at school should be for emergency purposes only.

TELEPHONE DIRECTORY

A student directory is published yearly by the PTSA and distributed to Poplar Bridge families free of charge. Forms are sent home in September to be filled out and returned if you would like to include your child(ren) in the directory. It lists: student name, phone number, parents' names, address, grade level and room number. The directory is not to be used for sales or solicitation of funds.

VACATIONS

The Bloomington Schools recognize that family time is extremely important. For this reason, the district calendar committee has taken great care to strategically place vacation days throughout the school calendar. As you plan your family vacations, please take these designated vacation days into account in order to minimize disruptions in your child's school year.

If your child accumulates seven **unexcused** absences for the school year, the school is required to make an educational neglect report to the Hennepin County Children, Family and Adult Services Department. Please support us by making school attendance an expectation.

VISITING SCHOOL

Parents are welcome and encouraged to visit school. If there is some particular class you would like to visit, send a note to school or telephone and arrangements will be made for you. Scheduled visitations are arranged periodically throughout the year. Children are not allowed to visit the school or classrooms unless accompanied by an adult.

WORLD WIDE WEB

Bloomington Public Schools can be found on the world wide web. The website address is:
pb.bloomington.k12.mn.us

SEXUAL ABUSE, PHYSICAL ABUSE, VERBAL AND EMOTIONAL ABUSE AND PROTECTED CLASS HARASSMENT

IT IS THE LAW AND THE POLICY OF THE BLOOMINGTON SCHOOL BOARD All students of the Bloomington Schools have a right to function in a school environment free of any form of adult perpetrated sexual abuse, physical abuse, verbal and emotional abuse or protected class harassment.

Based on any reason to believe that adult caused abuse or harassment of a student or group of students may have or is occurring, the Bloomington Schools will aggressively act to investigate and if substantiated, take all steps necessary to cause it to stop.

It is a violation of law and the policy of the Bloomington Schools for any employee or other adult within the responsibility of the school district to cause or to perpetrate or to be a party to any form of sexual abuse, physical abuse, and/ or verbal or emotional abuse of a student within the school environment.

It is also a violation of law and the policy of the Bloomington School Board or any employee or other adult within the responsibility of the school district to cause or to perpetrate or to be a party to harassment of a student or a group of students based upon gender, religion, race, physical or mental disability, or national origin.

Based on any reason to believe that adult caused abuse or harassment of a student or group of students may have or is occurring, the Bloomington Schools will aggressively act to investigate and if substantiated, take all steps necessary to cause it to stop.

"Sexual Abuse" means any intentional touch or contact to a portion of a student's body by an adult in the school setting which may, to the student suggest a sexual contact or touch; or a touch or contact which by its nature is believed by the student as having a sexual purpose or intent; or any comment or action by an adult in the school setting which is believed by the student as having or suggesting a sexual meaning or purpose.

"Physical Abuse" means any physical injury inflicted or threatened to a student by an adult in the school setting and shall include any hitting, pushing, shaking or other physical force inflicted or threatened to punish a student or to enforce standards of discipline. This does not include reasonable and appropriate physical restraint.

"Verbal and Emotional Abuse" means any mental injury to the psychological capacity or emotional stability of a student inflicted by an adult in the school setting.

"Protected Class Harassment" means any conduct, comment or communication which explicitly or implicitly demeans an individual or group of individuals based on gender, religion, race, physical or mental disability or national origin.

Any student or parent of the Bloomington Schools who believes a student has been the victim of sexual abuse, physical abuse, verbal or emotional abuse or protected class harassment caused by an adult or employee in the school setting should:

1. Confront the person or persons whose actions or communications are the cause of the abuse or harassment, and/or
2. Report the conduct to a teacher, building principal or assistant principal, and/ or
3. Report the conduct to the Executive Director of Administrative Services, and/or
4. Report the conduct to the Superintendent of Schools.

REFERENCE: Board Policy 413 as adopted March 22, 1999, and revised September 22, 2008

For additional information, OR, to make a report of a reason to believe there has been a violation of this policy, OR, to file a victim complaint or grievance, contact the Bloomington Public Schools at 952-681-6400.

