

# Minneota Elementary School



2011-2012  
Family Handbook

August 18, 2011

Dear Parents and Students,

On behalf of the staff at the Minneota Elementary School, I would like to take this opportunity to welcome you to the 2011-2012 school year. We hope that you have had a safe and enjoyable summer and are now ready to begin another school year.


This handbook gives you an idea of how our school operates and some of the rules and policies that we follow. You will find a calendar of events on page two which outlines some of the events that will take place this school year. We will also alert you of upcoming events with our monthly newsletters which are published at the beginning of each month.

It is our desire that all children experience success in school while developing good feelings about themselves and others. We feel confident that our elementary curriculum will help our students succeed in attaining these goals. Working with you, it is our goal to also make our school a safe and positive place for children to learn and grow.

Please remember that this is your school. Feel free to visit at any time. If you have any questions or concerns, do not hesitate to get in touch with your child's teacher or me.

Again, welcome back and best wishes for a successful and safe 2011-2012 school year!

Sincerely,

A handwritten signature in black ink, appearing to read "Harlen Ulrich". The signature is fluid and cursive, with the first name being more prominent.

Harlen Ulrich  
Elementary Principal  
507-872-6122 ext. 1141



# Family Handbook

## Table of Contents

School Hours.....	2
Lunch And Recess Schedule.....	2
School Calendar .....	2
Achievement .....	3
Homework	
ZAP (Zeros Aren't Permitted) Proposal	
Awards	
Report Cards	
Testing	
Animals/Pets In School.....	4
Appeal And Grievances Procedure.....	4
Attendance/Truancy/Tardiness .....	4
Bicycle--Scooter--Rollerblade Rules.....	5
Communicable Diseases-- Minimum Regulations .....	5
Discipline Policy And Procedures .....	6
Dress .....	7
Harassment And Violence Policy .....	8
Sexual Harassment	
Head Lice.....	9
Indoor Recess.....	9
Leaving/Returning To School.....	9
Lost And Found .....	10
Lunch/Breakfast Program .....	10
Medications-- Prescription And Non-Prescription .....	10
Minneota Elementary Staff 2011-2012.....	11
Playground Rules.....	13
Positive Character Traits.....	14
Safety Patrol.....	14
School Closings .....	14
School Parties .....	15
School Rules .....	15
Storm Homes .....	15
Student Collections.....	15
Student Recognition At School.....	15
Student Records .....	15
Telephone Use .....	16
Cell Phone/Electronic Devices	
Transportation.....	16
Visitors.....	16
Withdrawing Students.....	17



## SCHOOL HOURS

The doors open at 7:45 a.m. for breakfast students. All other students will enter the building at 8:05 a.m. and will proceed directly to their classrooms. During adverse weather conditions, students will enter the school immediately upon arriving on school grounds. Students in kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades should come into the building using the front doors to the school, Fifth Street entrance. Students in grades 3-6 should enter the building using the doors off the playground. The school day begins at 8:10 and ends at 3:08.

## LUNCH AND RECESS SCHEDULE

<u>Grade</u>	<u>Lunch</u>	<u>Recess</u>
K	11:00	11:30-11:55
1	11:05	11:35-12:00
2	11:10	11:40-12:05
School Readiness	11:15	11:45-12:10
3	11:25	11:50-12:15
4	11:30	11:55-12:20
5	12:20	12:45- 1:10
6	12:20	12:45- 1:10

## SCHOOL CALENDAR

<u>Date</u>	<u>Event</u>
August 16, 17, 18	In-service/Workshop
August 18	Elementary Open House (4:00 – 6:00)
August 22	First Day of School
August 22-24	Kindergarten Interview Days
August 25	First Day of Kindergarten
August 29	First Day of School Readiness
September 5	Labor Day - <b>No School</b>
September 20	School Pictures
October 10	Fall Pre-School Screening ( <b>No Kindergarten or School Readiness Classes</b> )
October 19	End of the First Quarter – <b>Early Out</b> – Joint Staff Development
October 20	Staff Development/Work Day - <b>No School for Students</b>
October 21	Education Minnesota – <b>No School</b>
October 24	Parent-Teacher Conferences - Elementary (4:00 – 8:00)
October 27	Parent-Teacher Conferences - Elementary (4:00 – 8:00)
November 24-25	Thanksgiving Break
December 1	Elementary Christmas Concert - 6:15 p.m.
December 22	End of Second Quarter - Last Day of School Before Vacation
December 23-January 2	Christmas Vacation – <b>No School</b>
January 3	Staff Work Day – <b>No School</b>
January 4	School Resumes
January 16	Joint Staff Development Day - <b>No School</b>
February 6	Parent-Teacher Conferences - HS and Elementary (4:00-8:00)
February 9	Parent-Teacher Conferences - HS and Elementary (4:00-8:00)
February 17	Joint Staff Development – <b>Early Out</b>
February 20	Presidents' Day - <b>No School</b>
February 24	Winter Pre-School Screening ( <b>No Kindergarten or School Readiness Classes</b> )
March 9	End of the Third Quarter – <b>Early Out</b>
March 12	Joint Staff Development Day - <b>No School</b>
March 14	School Pictures
March 19	Kindergarten Round-up – 5:30 p.m.
March 22	Elementary Spring Concert - 6:15
March 23	Grandparents' Day Concert - 1:30
April 5-6	Spring Break - <b>No School</b>
April 9	Teacher Comp Day – <b>No School</b>
April 10	School Resumes
May 17	Last Day of School

## **ACHIEVEMENT**

We want your children to have a successful experience in school. We want them to feel good about themselves and their school experiences and ask that you spend time with your children regularly in discussing school and their work. You will find that, even though they do not readily volunteer information, they will feel pleased that you are interested.

Your child is a unique and special person in his or her own right. Please do not compare his or her work with brothers, sisters, or classmates. We will help the children work up to their abilities.

## **Homework**

Homework policies vary from teacher to teacher. Each teacher will explain their policy to students. Students will usually be given study time during the day to complete assignments. As children progress through the grades, the amount of homework gradually increases. The amount may vary from day to day, but primary children are not given homework that will take more than 30 minutes to complete. Upper grade assignments should not take more than 45 minutes to complete. Students who do not use class time wisely may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

The Minnesota Homework Helpline is available for your use. The Homework Helpline is staffed by trained teachers and offers problem solving techniques to help students get work done on their own and encourages them to follow up with their own teachers. The toll free number is 1-800-657-6787.

## **ZAP (Zeros Aren't Permitted) Proposal**

- Students must have all homework done when they come to school each day.
- Students need to turn in all homework within the first 15 minutes of each school day. Teachers need to check this during these 15 minutes.
- If any homework is not done, that student got ZAPPED. The student will need to go to the ZAP room at the beginning of their lunch period and finish undone homework. They will stay in the ZAP room for the entire lunch period and then eat during their recess time.
- Late homework will be penalized by taking a percentage off of the grade.
- Parents will be notified when their child did not have their homework done.

## **Awards**

At the end of each quarter, awards will be given to students for the following:

- Perfect Attendance and Outstanding Attendance (absent  $\leq$  1 day)
- Accelerated Reading

At the end of the year, awards will be given to students for the following:

- Perfect Attendance and Outstanding Attendance (absent  $\leq$  1 day)
- Accelerated Reading
- Citizenship

## **Report Cards**

Report cards will be issued quarterly for grades 1-6, every 12 weeks for Kindergarten, and will be sent home by mail at the end of the school year. A child's progress is evaluated and reported in terms of his or her individual capabilities. Specific dates have been scheduled for parent-teacher conferences, but please feel free to discuss your child's progress at any time during the school year. Grades will be a reflection of students' daily work, class participation, and test/quiz results. Special needs students may be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

## **Testing**

Students in grades K-6 will take the NWEA tests up to three times each school year. Students in grades 3-6 will take the Minnesota Comprehensive Assessment in April. More information will be sent to parents prior to each testing period. The information from these tests is utilized to determine if students need additional help and support.

### ANIMALS/PETS IN SCHOOL

Due to student and staff allergies and other health conditions, animals/pets are only allowed on school property under specified circumstances. Initial contact by parents should be made with the classroom teacher who will then contact the elementary principal or school nurse before allowing the child to bring an animal/pet to school.

A release form must be filled out and approved before the animal/pet is allowed on school property. The pet may not enter the building. The release form should have the following information:

1. Date of request and date of planned visit
2. Owner's name
3. Type of animal
4. Authorization of vaccinations
5. Types of vaccinations verified
6. Principal's approval

### APPEAL AND GRIEVANCES PROCEDURE

Parental or staff requests for modification of any of the policies may be orally presented to the principal or superintendent at their respective offices. If accord is not reached by this means, application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next regular monthly meeting.

Appeal procedure, when a party is aggrieved, shall be the same as for policy modification, except when warranted, special meetings of the Board of Education may be called by the Chairman.

### ATTENDANCE

All students are expected to attend school regularly. Regular attendance is closely related to success in school and is part of your child's school record. Absences will be excused by presenting the teacher with a written note signed by the parent or guardian stating the nature of the absence. **Please contact the elementary office prior to 8:30 a.m. if your child will not be in school that day. If we have not been contacted prior to this time, we will attempt to contact you at home or at work. This is done with the best interest of your child in mind.**

The following reasons shall be sufficient to constitute excused absences/tardiness: illness, serious illness in the student's immediate family, a death in the student's immediate family or of a close friend or relative, medical or dental treatment, etc. Whenever possible, please schedule dentist, doctor, and other types of appointments after school.

Absences or tardiness not confirmed by the parent will constitute an unexcused absence. Unexcused absences/tardiness are monitored and parents will be notified by a letter of concern. All calls and notes must be received on the day of or the day following the absence. The school reserves the right to request verification on all calls and notes.

Excessive absences and/or tardiness may severely affect a student's potential for success and may cause the student to not acquire the necessary skills for grade advancement. In such a case, retention would be discussed with the family.

Students who have perfect attendance or outstanding attendance (one day or fewer absences) for the entire school year will receive a certificate from the elementary principal at the end of the year to recognize this accomplishment.

### Continuing Truant

A child who is subject to the compulsory attendance laws of Minnesota Statue 120.101 and is absent from instruction in school without a valid excuse within a single school year for (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, junior high school, or senior high school.

### Continuing Truancy

Upon classification as a continuing truant, the school attendance officer or other designated school official shall notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

- (1) that the child is truant;

- (2) that the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- (3) that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 127.20;
- (4) that this notification serves as notification required by Minnesota Statute 127.20;
- (5) that alternative educational programs and services may be available in the district;
- (6) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy,
- (7) that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- (8) that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
- (9) that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter will also be sent to social services. On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

### **Tardiness/Absences**

The following guidelines regarding tardiness and absences have been set:

*Tardy* – any student who arrives after 8:10 a.m. but before 10:00 a.m. in the morning

*Unexcused Tardy* – students coming late to school without a note or parent contact. Tardiness to school without proper excuse will result in disciplinary action.

*Morning absence* – students coming after 10:00 a.m. are considered absent for the A.M.

*Afternoon absence* – students leaving after morning attendance and before 1:00 p.m. are considered absent for the P.M.

Students are not allowed to leave the school grounds during the school day without prior approval of school personnel. Failure to receive this approval will result in loss of recess time and/or after school detention. Parents will also be notified.

### **BICYCLE—SCOOTER—ROLLERBLADE RULES**

Children may ride their bicycles to school. Students who do ride bicycles are required to follow all bicycle rules.

Children are to walk their bicycles on the school sidewalks and through the crossing guard intersections. All bicycles should be stored in bike racks at school. The bike racks will be off limits to students during the school day.

Scooters and rollerblades are not to be used on school property, school sidewalks, or crosswalks that allow access to the school during the normal school day.

### **COMMUNICABLE DISEASES-- MINIMUM REGULATIONS**

*Chicken Pox*: Remain at home 7 days after rash appears. Scabs must be dry.

New state law for students—After September 1, 2010, anyone with chicken pox must be diagnosed by their medical provider, not the parent or school nurse.

*German Measles*: Remain at home for 4 days after rash appears.

*Measles, Scarlet Fever, Scarletina*: Remain at home for 5 days after rash appears.

*Epidemic Sore Throat*: Remain at home until the physician advises return to school.

*Whooping Cough*: Remain at home until the physician advised return to school.

*Infectious Hepatitis*: Remain at home until the physician advises return to school.

*Impetigo*: Remain at home until the physician advises return to school.

*Pink Eye*: Remain at home until the physician advises return to school.

*Ring Worm*: Remain at home until the physician advises return to school.

*Pediculosis (lice)*: Refer to page 9, Head Lice section.

*Scabies*: Remain at home until mites and eggs are destroyed. Entire family should be treated.

## **DISCIPLINE POLICY AND PROCEDURES**

It is expected that parents and school personnel will work cooperatively to help children learn self-discipline, respect for others and property, to control tempers, play and work constructively with peers, and to understand that there are problems which should be solved through cooperation and compromise.

When problems occur in the classroom, teachers will handle the situation. If a child continues to repeat the unacceptable behavior, the principal will become involved. A discipline report will be filled out describing the incident. A copy will be given to the teacher, a second copy will be sent home, and a third copy will be kept in the office.

The following is a list of infractions and the disciplinary action to be taken:

### **Infraction**

1. Classroom assignments not completed within a reasonable period of time.
2. Misbehavior in the classroom, lunchroom, gym, or on the playground.
3. Inappropriate language in the building or on the playground.
4. Disruptive behaviors which prevent others from learning.
5. Disrespect for authority.
6. Intentional harm to others (verbal or physical).
7. Misbehavior in the bus line or on the bus.

### **Disciplinary Action**

Staying in the classroom or the office during school hours or after school hours. Parents will be notified if the student is to stay after school.

### **Infraction**

1. Defacing school property.
2. Destruction of school property.
3. Throwing food in the lunchroom.

### **Disciplinary Action**

Student will be required to work around school. Parents will be notified.

### **Procedure for Discipline of Reoccurring Unacceptable Behavior**

1. A discipline report form will be completed by the observing adult and turned into the building principal.
2. The principal will maintain a log of students upon whom reports have been issued.
3. The principal will determine action to be taken:
  - a) Verbal reprimand unless immediate isolation is deemed necessary.
  - b) The student will stay in at noon or after school, work around school.
  - c) Contact the parent or guardian as determined by the situation or severity of the infraction

### **Dismissal**

Dismissal includes suspension and expulsion. The grounds for dismissal are:

1. Willful violation of any reasonable school board policy.
2. Willful disruption of the education of others.
3. Willful conduct which endangers other persons or property.

Examples: Weapons or items that may be deemed to be a weapon;  
Tobacco, alcohol, illegal drugs (possession or consumption)

Suspension shall be a function of the principal or superintendent, with members of the Board of Education receiving notice of such action. When a student is suspended, a written notice containing grounds for suspension, a statement of the facts, readmission plan, and a copy of the Pupil Fair Dismissal Act will be sent to the parents. If after five days from the date of suspension, a student has not been reinstated, expulsion procedures shall apply.

Expulsion shall be a function of the School Board with no student being expelled without a hearing. The hearing shall be closed and shall be preceded by a written notice containing the grounds for the action, a statement of the

facts, and the time and place of the hearing. A copy of the Pupil Fair Dismissal Act and information about the pupil's legal rights shall be served upon the pupil and the parent.

### **Reasonable Force**

Under MN State Law, reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another is allowed. This law does not allow corporal punishment, nor aversive and deprivation procedures.

### **Annual Review**

M.S. 127.42 requires that the principal and the licensed employees must meet annually to review the discipline policy. This review shall be done each year at the annual opening of school workshop.

This policy shall be published in the student handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974. Parents shall be notified in writing of violations of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act. Students shall be notified of violations of the rules of conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act.

### **BAM Board (Grades 4-6)**

The BAM board is a record keeping system that is used to keep track of behaviors and actions that are not acceptable in our school (BAM stands for Behavior, Assignments, and Materials). A check is given if a problem arises such as poor behavior or late assignments. The first two checks serve as warnings to the student. If a third check is given in a day, the teacher will send a Notice of Detention home with the student. The student will then serve detention after school from 3:10-3:45. Students will start with a clean slate each day.

### **Late Homework Rules (Grades 4-6)**

It is very important that students hand in their homework on time. If a homework assignment is late, the following rules will be put into place:

One Day Late: 20% will be taken off of the grade

Two Days Late: 50% will be taken off of the grade

Three Days Late: Homework assignment is graded a zero

In addition, to the above rules, the following guidelines will also be followed:

First Late Assignment: No deduction in homework grade, but a check on the BAM board

Second and Third Late Assignments: Deduction in grade, check on the BAM board, student remains in at recess or before/after school

Fourth Late Assignment: Deduction in grade, check on the BAM board, student remains in at recess or before/after school, and parents are contacted. In addition, the teacher and parents will sign the assignment book each day for the remainder of the quarter.

### **DRESS**

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We urge parents to strongly discourage attention-seeking departures from good taste when children attend school classes. Any appearance that causes adverse comment or undue attention-seeking departures from good taste when children attend school classes will not be allowed. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When clothing is detrimental to student safety or of questionable taste, students will be required to change their clothing. Students may not wear clothing that advertises tobacco or alcohol. No gang related clothing, colors, or symbols will be tolerated.

Be sure your children are dressed appropriately for the weather. Children do go out to play and should be dressed each day with this in mind.

Students will not be allowed to wear hats in school during the school day. They may wear the hats outside during recess.

Students will need a separate pair of tennis shoes for physical education classes. These shoes will be worn during physical education classes and all indoor recess which are held in the gym.

### **HARASSMENT AND VIOLENCE POLICY**

Minneota Public School District's policy is to maintain a work and education environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.

The district and this school also will not tolerate sexual, religious or racial violence of any kind. Sexual violence is a physical act of aggression or force or the threat of which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Religious or racial violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to, religion or race.

Prohibited behavior includes requests to engage in illegal, immoral, or unethical conduct or retaliation for making a report about such conduct. One kind of prohibited behavior is sexual harassment. Sexual harassment involves unwelcome behavior that can include sexual remarks, or compliments, sexual jokes, sexual innuendo, or propositions, sexually suggestive facial expressions, kissing, touching, or sexual contact.

1. You cannot be required to submit to sexual harassment in order to obtain or keep your job or obtain an education.
2. Accepting or rejecting sexual harassment cannot be used as a factor in decisions affecting your job or your education.
3. Unwelcome sexual conduct or language that unreasonably interferes with a person's ability to do a job or receive an education is prohibited.
4. Unwelcome sexual conduct or language that intimidates, is hostile, or offends a person at work or while receiving an education is prohibited.

If you believe you are subject to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building principal verbally or in writing. If you prefer, you may report to the superintendent, the human rights officer, as well. Finally, students always have the option of reporting to any responsible adult in the school.

The school will investigate all reports of offensive behavior promptly, fairly, and completely. The school will handle each report discretely and respond to the report based upon the facts. The school may resolve the report by requiring the offender to apologize, transfer, seek counseling or training, be suspended, be dismissed, lose privileges or face other appropriate discipline.

This policy applies to every student, employee, teacher, administrator, and board member in the district.

Legal References: MN Stat. 127.46 (Sexual, Religious, and Racial Harassment and Violence Policy)

MN Stat. Ch. 363 (Minnesota Human Right Act)

MN Stat. 626.556 et swq. (Reporting of Maltreatment of Minors)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)

MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA Model Policy 406 (Public and Private Personnel Data)

MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

### **Sexual Harassment**

School Board Policy 413 prohibits all harassment types including sexual harassment and violence. Sexual harassment involves unwelcome behavior that can include sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually suggestive facial expressions, kissing, touching or sexual contact. If you believe

that you have been subjected to offensive or discriminatory behavior of any kind, you should immediately report the behavior to the building principal verbally or in writing. If you prefer, you may report to the superintendent, the human rights officer, as well. Finally, students always have the option of reporting to any responsible adult in the school.

The school will investigate all reports of offensive behavior promptly, fairly, and completely. The school will handle each report discretely and respond to the report based upon its facts. The school may resolve the report by requiring the offender to apologize, transfer, seek counseling or training, be suspended, be dismissed, lose privileges or face other appropriate discipline.

This policy applies to every student, employee, teacher, administrator and board member in the district. The entire policy is stated above under the previous heading, Harassment and Violence Policy.

### **HEAD LICE**

Head lice are a common problem in elementary school settings. At Minneota Elementary School, we do our best to take preventative measures to keep the number of cases to a minimum. There are many common sense strategies that can be taught and reinforced throughout the year that will help eliminate this problem. Some of them include keeping your hands out of other people's hair, not sharing combs or hats, etc. This list is not exhaustive. The school nurse has more information on this topic. If you would like to review this information, contact the nurse.

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please contact your child's teacher so that others who may possibly have it can be treated. Minneota Elementary follows the guidelines set by Lyon, Lincoln, Murray, & Pipestone Community Health Services in regards to head lice in the school setting.

1. First case of head lice
  - a. Child is removed from the school as soon as possible.
  - b. Child will not go back to the classroom until treatment is completed.
  - c. Parents will be given lice control information by school personnel.
  - d. Letter and information will be sent to each family in the classroom the same day the case is identified.
  - e. Trained staff person will check affected student before he/she returns to the classroom.
  - f. Student will be checked again in 10 days after return to the classroom.
2. Second case of head lice, same student
  - a. Contact parent to pick up student. Talk with parent and have them tell what they did to rid student, family, and house from the first case of lice.
  - b. Trained staff person will check affected student before he/she returns to the classroom.
  - c. Student will be checked again in 10 days after return to classroom.
  - d. Check every student in the classroom the same day the second case is identified. Letter and information will be sent to each family in the classroom the same day the case is identified.
3. Third case, same student
  - a. Same as above in number two.
  - b. Home visit by school nurse.
4. School's Plan of Last Resort. (To be planned by school administration and school nurse.)

### **INDOOR RECESS**

Occasionally, weather conditions will force the students to have indoor recess. When possible the students will use the gym for recess, but occasionally they will have to use the classrooms. Weather conditions that will force the students to have indoor recess include, but are not limited to, heavy rainfall, icy conditions, and cold temperatures (0 degrees F in temperature or 0 degrees F wind chill temperature).

### **LEAVING/RETURNING TO SCHOOL**

If you are here to pick a child up from school, please come to the elementary office. Someone from the office will contact your child's teacher and have your child sent to the office ready to leave. All students need to be checked

out of the elementary office by their parent/guardian. **If a child comes to school late or returns from an appointment, they must come to the elementary office to sign in.**

### **LOST AND FOUND**

Any articles found on the school grounds or in the building are taken to the office. Students are periodically asked to check the lost and found as each year many valuable articles of clothing are left. Parents may also check for lost items by asking at the office.

### **LUNCH/BREAKFAST PROGRAM**

The elementary school offers a daily breakfast and lunch program to its students. Lunch money is given to the classroom teacher as soon as the student enters the classroom. Please include the child's name on the check or money envelope if paying by cash. It is the responsibility of the parents/guardians to keep their hot lunch accounts current. Verbal or written notices will be given when a family account has become a negative balance. In the event that a family's hot lunch account exceeds a deficit of \$25.00, a written notice will be sent to the parents/guardians establishing a date as to when the serving of meals will be refused. If families are approved for free lunches, they will still be responsible for any charges to their account prior to the approval date of application. Breakfast is served between 7:45 a.m. and 8:10 a.m. If your child is having breakfast, they are expected to enter the building immediately after arriving at the school. All students are expected in the classroom by 8:10 a.m.

**Prices: Adult Lunch- \$3.15 Elementary Student Lunch- \$1.65 Breakfast- \$1.25 Extra Milk- .35**

### **MEDICATIONS-- PRESCRIPTION AND NON-PRESCRIPTION**

#### **1. Purpose**

The purpose of this policy is to set forth the provisions to be followed when medications must be administered to students in the school setting.

#### **2. General Statement of Policy**

Many children with chronic and/or acute health conditions are able to attend school because of the effectiveness of their prescribed medication(s). Safe and effective administration of medication includes monitoring of the child's response to the medication to ensure that the medication is therapeutic and minimizes interference with learning. Whenever possible, the parent or guardian should make arrangements so it is necessary for school personnel to administer a medication to a student.

The administration of medication to students shall be done only in circumstances wherein the child's health and education may be jeopardized without it. **Medication may be administered only by the school nurse or school personnel to whom she delegates this responsibility.** Medication will not be given without written authorization of the parent/guardian, and physician as necessary.

Parents may always come to school and administer medication to their own children. The school asks that parents check in at the office first.

#### **3. Requirements**

- a. Both prescription and non-prescription medications require written authorization from the student's parents or guardian.
- b. A Request to Administer Medication in the School form must be completed when any prescription is to be administered in school. These forms are available in the office and only pertain to the **current** school year.
- c. Prescription medication must come to school in the original container appropriately labeled for the student by the pharmacy or physician. For safety reasons it is recommended parents bring their child's medication to the school. If they cannot, parents are expected to call the school, alerting the staff of the amount of medication being sent. **Medication arriving in baggies, old medication bottles, or any open container will not be accepted.**
- d. Non-prescription medication must come in the original sealed container.
- e. Prescription medications are generally not to be carried by the student. The one exception to this guideline is prescription medication for asthma or reactive airway disease. This school district believes it is in the best interest of students with asthma to move toward independent management of asthma during the school years. Students are allowed to self-carry their inhaler medication following these criteria:
  - the inhaler must be properly labeled for that student.

- written authorization from the parent and physician must specify approval for the student to carry an inhaler and self-administrate.
- f. It is the parent's responsibility to provide refills for medication. School staff will try to notify parents via phone or letter when medication is low. At the end of the school year, parents will be contacted about the amount of medication remaining; arrangements can be made for pick-up or disposal as necessary.

The board, in keeping with the policy, adopted the following procedures for the dispensing of non-prescription and prescription medications:

**Non-prescription Medication Administration Procedures**

The school will not provide any OTC medication. If the parent wants their child to have something, the parent will provide:

1. Written parent permission form indicating the OTC medication, amount to be given, time to be given, and reason for giving the medication.
2. Physician's name and phone number in the event of a reaction.
3. History of allergies or medical conditions of the student.

The school shall provide:

1. List of personnel giving medication (school nurse or other personnel to whom this responsibility has been delegated.)
2. Comprehensive record for each child including;
  - a. Dated written request from parent.
  - b. Medication inventory.
  - c. Date, dosage, and time administered.
  - d. Dispenser's initials with initial identified by complete signature on form.
3. Secured medication storage facility.

**Prescription Medication Administration Procedures**

The parent shall provide the school with the following information:

1. A completed Request to Administer Medication in the School form signed by the parent and physician. Forms are available in the office. Physician prescription and signatures may be submitted separately (some medical clinics prefer to use their forms); the fax number is 507-872-6006.
2. Comprehensive record for each child including:
  - a. Written request form from parent and physician.
  - b. Medication inventory.
  - c. Date, dosage, and time administered.
  - d. Dispenser's initials with initial identified on form by complete signature.
3. Secured medication storage facility.

**MINNEOTA ELEMENTARY STAFF 2011-2012**

Superintendent: Dan Deitte

Principal: Harlen Ulrich

Secretary: Cindy Novotny

**Teacher Staff**

School Readiness:	Angie Gingles
ECFE:	Parent Educator -- to be named later Student Educator -- to be named later
ECSE:	Hollie Thompson
Kindergarten:	Lisa Hart Linette Nelson

First:	Missy Breitbach Heather Webskowski		
Second:	Renaë Hanson Sarah Stassen		
Third:	Sue Buysse Jamie MacKinnon		
Fourth:	Nancy Nordquist Sherri Schultze		
Fifth Home Room:	Keven Larson Sara Wiertzema		
Sixth Home Room:	Diane Gillingham Amanda Henningsen		
Special Needs:	Dana Baldry Mary Johnson Susan Johnson		
School Social Worker:	Deann Reese		
School Psychologist:	Jason Kratochvil		
Occupational Therapist:	Nancy Dunlap		
School Nurse:	Becky Esping		
ESL:	Stephanie Guza		
Title I:	Britney Latzig / Mary Mortier		
Physical Ed.:	Joel Skillings		
DAPE:	Emily Hennen		
Music:	Mary Kaye Rabaey		
Band:	John Voit		
Media Generalist:	Ruth Bot		
Paraprofessionals:	Denise Buysse Kathy Fier Sis Fonteyn	Nancy Dilley Caryn Hetland Jeanne Johnson	Edie Stegner Linda Wallen Carmen Yost
Bookkeepers:	Tegan Gillund Stephanie Hennen		
Computer Lab:	Lois Dero		
Custodian:	Cindy Jeremiason		

Cooks: Sue Fox  
Mary Haugen  
Davett Jeremiason  
Linda Moorse  
Mitzi Myrvik

## **PLAYGROUND RULES**

### **General**

1. Proper clothing needs to be worn at all times (ex. boots, hats, and mittens in winter.)
2. No rough play including tackle football.
3. No hanging on basketball hoops.
4. Only soft baseballs and softballs will be used.
5. No metal bats.
6. Students will be outside for recess unless they have a note from their parents or are kept in at the request of the teacher.
7. Rollerblading, biking, and use of scooters are not allowed at school.
8. Treat all students and adults with respect.
9. Keep rocks on the ground. No rocks should be taken on any equipment.

### **Slides**

1. Walk up the ladder steps. Do not run or push on the steps.
2. Use the slide from top to bottom. Do not climb up the slide.
3. Slide down the slide **feet first**.
4. Go all the way down. Do not stop part way down or try to get off part way down.
5. Keep hands and feet inside the slide area.
6. Rocks, snow, and toys do not belong on the slide.

### **Swings**

1. Sit on the swing. Hold on with both hands. One person per swing.
2. Direction of movement is forward and back.
3. Wait your turn on the grass or blacktop.
4. Set your own pattern for taking turns (count 50, 100, 150.)
5. Remain on the swing until it stops. No jumping off.

### **Bars/Climbers**

1. Hands and feet must be on the bars/climbers at all times.
2. No hanging on to another child's body on any of the equipment.
3. Leave two bar spaces between children.
4. Do not sit on top of bars/climbers when children are swinging underneath.

### **Funnel Ball**

1. Throw balls through funnel.
2. Do not throw rocks, sticks, etc. up to the funnel.

### **Winter Rules**

1. **Wear boots** from time announcement is made in the fall until announcement is made in spring that boots are not needed.
2. Wear snow pants if you plan to roll, sit, or play in the snow.
3. Do not play on the snow hills.
4. Snow is to remain on the ground.
5. Wipe snow off your pants and boots before entering the school.
6. Do not slide on the ice.

**Failure to follow these rules will lead to the loss of recess privileges.**

## **POSITIVE CHARACTER TRAITS**

These are the traits that Minneota Elementary School staff model and expect from their students.

- \*Respect
- \*Responsibility
- \*Caring
- \*Fairness
- \*Trustworthiness
- \*Citizenship
- \*Pride

## **SAFETY PATROL**

Safety patrol will be stationed at the intersections of Jackson and 5<sup>th</sup> Street and Monroe Street and 5<sup>th</sup> Street. Safety patrollers will be on duty from 7:55-8:10 a.m. and from 3:03-3:15 p.m.

### **Student Selection**

\*Safety patrol is open to all 5<sup>th</sup> and 6<sup>th</sup> grade students.

### **Captain Selection**

\*Captains will be selected in the following manner.

- \*Sixth Grader
- \*Attendance
- \*Job Performance
- \*Adherence to the Six Character Traits
  - \*Respect
  - \*Responsibility
  - \*Caring
  - \*Fairness
  - \*Trustworthiness
  - \*Citizenship
- \*Nomination by Staff

### **Supervision Procedure**

- \*Weekly Check
- \*One a.m. & p.m. check
- \*This duty will be rotated between the School Patrol Director and Elementary Principal

### **Discipline Procedure**

- \*Patrollers make verbal complaints to director
- \*School Patrol Director – In charge of handing out pink slips
- \*Pink slips may be given for:
  - \*\*Non-attendance
  - \*\*Late arrival to post
  - \*\*Inappropriate Behavior
  - \*\*Disrespect
  - \*\*Violation of any school rule or policy

### **Pink Slip Procedure**

- \*1<sup>st</sup> Offense: warning from School Patrol Director
- \*2<sup>nd</sup> Offense: Warning from School Patrol Director and parent(s) notified
- \*3<sup>rd</sup> Offense: Three Strikes, You Are Out-Dismissed from program by the School Patrol Director
  - \*\*School Principal Notified
  - \*\*Parent(s) Notified

### **Sub List**

- \*This will be developed and posted for easy reference

## **SCHOOL CLOSINGS**

For information regarding school closings, tune your radio to any Marshall radio station, WCCO 830 AM, or any Twin Cities' TV stations. School closings, late starts, and bus information will be broadcast by these radio and TV stations as soon as a decision has been made. Please do not call school personnel about school closings, since the

latest information can be obtained by listening to or watching the stations listed above. You may also access our website at [www.minneotaschools.org](http://www.minneotaschools.org) for this information.

### **SCHOOL PARTIES**

All refreshments for a school party, birthday, or treat should be **purchased** at a store and be individually wrapped. This is not meant to be an insult to you parents who bake those super goodies; rather, it is a result of a state law which was passed in the early 1960's as a result of salmonella (food poisoning) in some of our Minnesota Schools.

Students are not allowed to deliver party invitations (birthday, etc.) at school. All invitations must be handled outside of school via mail or by phone. This policy stems from problems involving mix-ups and hurt feelings. Your cooperation will be greatly appreciated.

### **SCHOOL RULES**

#### **1. BELONG**

The student should belong and be a part of the school and his/her classroom. They should exhibit behaviors and act as if they are part of the school community.

#### **2. WORK**

The students need to do the work that is assigned to them. As students, your job is to do the best that you can in completing work that is assigned to you. Being a student is your job!

#### **3. RESPECT**

- \*Respect yourself.
- \*Respect others.
- \*Respect property.

### **STORM HOMES**

Storm home information is requested at the beginning of each school year on the Student Information Form. All students must have a storm home listed. The storm home should include name, address, and phone number. Prior arrangements must be made by the parent or guardian. If these arrangements cannot be made by you, please contact the office and the necessary arrangements will be made for you. You will be informed as to the storm home and it will be up to the parent or guardian to help the student become acquainted with the storm home arrangements.

### **STUDENT COLLECTIONS**

There are numerous projects throughout the year that students collect items for, namely: Box Tops for Education, Campbell's Soup labels, Kemps and Land 'o Lakes milk caps, pop tabs for the Ronald McDonald House, and the Lyon County Food Shelf. While the former three activities enable the school district to purchase items such as playground equipment, the others primarily serve as a way to help others in need. There are designated areas in the building for students to place these items as well as individual containers in the classroom.

### **STUDENT RECOGNITION AT SCHOOL**

Please do not send flowers, balloons, or gifts to school to be delivered on the day of a birthday or other significant day like Valentine's Day. These gifts should be delivered at home and not at school. These deliveries interrupt the educational process as well as creating awkward and uncomfortable feelings for those who do not receive this type of recognition at school. Items sent to school will not be delivered to the student. Parents or those who send items like this to be delivered will be asked to come and pick up the items. Thank you for your cooperation.

### **STUDENT RECORDS**

The school has on file your child's grades, attendance, standardized test scores, and discipline record that have resulted from his/her work since he/she began school. If your child has attended several different schools, these records have all followed him/her to this school and are on file here.

Parental permission is no longer required when records are requested by authorized school personnel (Family Education Rights and Privacy Act: Final rule of Education Records, Federal Register).

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Sessions Laws of the State of Minnesota.

## **TELEPHONE USE**

Students will not generally be permitted to use the phone unless he/she has received permission from the classroom teacher or principal. Please help your children to organize their needed materials and supplies before they leave for school in the morning. In addition, make sure afternoon plans are arranged prior to their leaving for school in the morning. Children will not be allowed to use the phone to call home for books, assignments, band instruments, or make after school plans with friends.

## **Cell Phones/Electronic Devices**

Cell phones, head phones, or other electronic devices will not be allowed in any elementary classroom unless permission is given by the classroom teacher. These devices should be kept in locker, when available, or in the closet area of the classroom.

If students are caught with the items mentioned above, they will be taken away from the student and returned at the end of the school day. If students are caught with these items another time, the items will be kept in the principal's office and returned at a time agreed upon by the principal and the student's parents.

## **TRANSPORTATION**

### **Bus Transportation**

Only regular students are to ride to and from school on the bus. Students will not be allowed to alter their regular transportation without written permission from their parents. The student should bring this note to their classroom teacher in the morning.

The responsibility of a school bus driver is great. He/she cannot do a good job if there is much distraction and confusion. The cooperation of bus students and their parents is needed for good bus behavior. Children whose behavior jeopardizes the safety of others by distracting the driver may lose the privilege of riding. If a child is disruptive on the bus to the degree that such behavior poses a threat or hazard to the safety of the other riders or distracts the bus driver from safely operating the bus, the bus driver will inform the administrator. The administrator will meet with the child involved in the infraction and warn the child that the next infraction will mean removal from the bus for one school week. Parents will be informed of the infraction by the building administrator.

Please review the bus riding policy that was sent home prior to school beginning. Remember, bus riding is a privilege, not a right. For those of you whose children will ride the bus, please take some time to discuss the need for good bus behavior. Your cooperation and support in getting this message to your children in terms of bus behavior is appreciated.

### **Loading and Unloading Children**

Parents who transport children to and from school are asked to load and unload on the east side of the school on Jackson Street. When picking up your children, please use the cross walks instead of walking between the buses. This is for the safety of you and your children. Adults who use the crosswalks reinforce the use of them by our students. Your cooperation is necessary and appreciated.

## **VISITORS**

We invite you to visit your child's school and classroom at any time. This is your school – your child's school – the place where your child spends one-third of his or her life during the school year.

The most interesting time to visit a classroom may well be during the morning hours. We ask that parents limit the visit to about an hour. If you wish to view other activities, please plan to attend on another day.

We ask that students do not bring other children to visit school for a day. We also ask parents not to bring preschool children into classrooms when they visit. Both situations can disrupt learning time.

If possible, contact your child's teacher before visiting so that arrangements can be made for you. Please take time to honor us and your child with your presence. Parents and educators form a most important partnership in doing what is good for your child. We need your support and encourage your expressions of concern.

If your intention is to conference with the teacher, please call and arrange a time with the teacher in advance.

It is the expectation that all visitors will treat all staff members with dignity and respect during their visits. Visitors should expect this in return from all staff members as well.

**All visitors need to stop in at one of the offices and receive a Visitor's Pass. This is to help us keep track of who is in the building in order to better protect your children.**

**WITHDRAWING STUDENTS**

In the case of a change of residence where your child must be withdrawn from school, please notify the office and/or your child's teacher. This will enable the personnel involved to complete the necessary paper work and help your child receive a better start in his/her new school.