

Minneota Elementary 2020-2021 Family Handbook



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Welcome to Minneota Elementary!

The staff and administrators are pleased that you've chosen Minneota Elementary for your child's education. It is our hope that he/she will exit this school having mastered the grade-level standards he/she has been taught as well as showing growth in maturity, independence, and confidence. Your child is truly our child, and we strive to provide every student with the opportunity to explore and experience new endeavors!

ADMINISTRATION Jen Mahan-Deitte, Elementary Principal 507.872.6122 EX 1160 jen.mahandeitte@minneotaschools.org	FRONT OFFICE Cindy Novotny, Elementary Secretary Allyson Breyfogle, Secondary Secretary Sandy Minnehan, Assistant Secretary
Preschool Melinda Stiklestad – ECFE Coordinator Caitlyn Sonnenburg	Early Childhood Special Education Hollie Thompson
KINDERGARTEN Karen Dalager Lisa Hart	GRADE 1 Amanda Crowley Kim Gades
GRADE 2 Sue Buysse Kristy Schumacher	GRADE 3 Sarah Stassen Heather Webskowski
GRADE 4 Dian Gillingham Alexis Streich	GRADES 5 & 6 Bree Anderson – Social Studies Kaley Buysse – Math Keven Larson – Science Samantha Pies – English Language Arts
MUSIC Mary Kaye Rabaey – Grades K-5 John Voit – Grade 6	Grades 5 & 6 BAND John Voit
PHYSICAL EDUCATION Emily Hennen	ART Scott Hanson
TITLE 1 Renae Hanson – plus Technology Sherri Schultze – plus St. Ed's	SCHOOL SOCIAL WORKER Amber Rodas
SPECIAL EDUCATION Cindy VanKeulen Kristy Peterson	ESL Stephanie Guza

If you'd like to contact any staff member via email, use the following template:
firstname.lastname@minneotaschools.org

SCHOOL HOURS

Minneota Elementary's doors open at 7:45 AM for students who eat breakfast at school. All other students will enter the building at 8:00 AM and proceed directly to outside recess (or their classrooms) depending on when they arrive. During adverse weather conditions, students will enter the school immediately upon arriving on school grounds and go to the designated gym space. All students may enter the building using the doors off of the playground or the southeast elementary doors. The school day begins at 8:10 and ends at 3:10.

***Please refer to the [2020-2021 Minneota Public Schools Fall Re-Opening Handbook](#) for assigned entrance doors and times.**

ACHIEVEMENT

Aside from feeling safe and happy while at school, academic achievement is our number one priority for your child while he/she attends Minneota Elementary. We are aware that student achievement and success links directly to the relationship between home and school. We will strive to communicate with parents and guardians of all of our students on a regular basis. Our aim will be to update you on your child's performance with regard to the grade and content-specific standards he/she is learning as well as the other factors that contribute to success in school – focus, persistence, and drive.

It is imperative that Minneota Elementary families feel welcome and that they engage with the school's events, curriculum, assessments, and other activities. Our collaboration with you will ensure that your child will be successful in school both academically and socially.

HOMEWORK

Homework policies vary from teacher to teacher. Each teacher will explain his/her policy to students. Students are typically 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 take no 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. In those instances, (for grades 3-6) your child may be placed into ICU during recess to get caught up. Occasionally, a student may have a special project which might take several hours of work at home. We welcome open communication and questions from home regarding the assigned work. Please reach out to your child's teacher anytime!

AWARDS

Each month we will gather to celebrate students who are being recognized for showing Viking Valor – Honor, Respect, and Meeting High Expectations.

Monthly recognition will be given to students in the following ways:

- Viking Valor Slips – 10 names drawn to spin for a prize (See Viking Valor)
- Student of the Month – one per grade

An award for perfect attendance will be given out at the end of the year.

REPORT CARDS

Report cards will be issued quarterly for grades 1-6 and every 12 weeks for Kindergarten. They will be sent home by mail for each grading period, unless they can be distributed during parent-teacher conferences. 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 with your child's teacher.

TESTING

Please refer to Figure A (page 16) for a breakdown in the tests that we administer annually to Minneota Elementary students.

ANIMALS IN SCHOOL

Due to student and staff allergies, animals 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 building principal or school nurse before allowing the child to bring in an animal.

A release form must be filled out and approved before the animal will be allowed on school property. 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
6. Principal's approval

APPEAL AND GRIEVANCES PROCEDURE

Parental or staff requests for modification of any of the policies outlined in this document may be orally presented to the principal or superintendent at their respective offices. If an agreement 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. Special meetings of the Board of Education may be called by the Chairman.

ATTENDANCE

Tardiness/Absences

The following guidelines regarding tardiness and absences will be used throughout the school year:

- *Tardy* – any student who arrives after 8:10 AM but before 10:00 AM
- *Unexcused Tardy* – students who come late to school without a note or parent contact. Cumulative tardiness to school, without a proper excuse, will result in disciplinary action and/or a report to Southwest Health and Human Services.
- *Morning absence* – students coming after 10:00 AM are considered absent for the AM
- *Afternoon absence* – students leaving after morning attendance but before 1:00 PM are considered absent for the PM

Students are not allowed to leave the school grounds during the school day without prior approval of school personnel. Failure to receive this approval to leave campus will result in loss of recess time, after school detention, or the local law enforcement being contacted. The parents will also be notified.

***PLEASE REFER TO POLICY #503**

BICYCLE—SCOOTER—ROLLERBLADE—SKATEBOARD—RIP STICK RULES

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

Children are to walk their bicycles onto the school grounds. All bicycles should be stored in the provided bike racks. The bike racks will be off limits to students during the school day.

Scooters, rollerblades, skateboards, and rip sticks are not allowed on school property or in crosswalks.

BULLYING

***PLEASE REFER TO POLICY #514**

COVID-19

*Students and staff will complete a daily health screening before entering the building based off of requirements and recommendations published by the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE). A temperature will be taken, and the following questions posed:

1. Are you feeling well?
2. Have you been exposed to anyone who is either positive for COVID-19 or waiting on test results?

COMMUNICABLE DISEASES-MINIMUM REGULATIONS

IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?

Please keep your child home if he/she:

- has had an oral temperature of 100 degrees or higher in the past 24 hours.
- has vomited 2 or more times in the past 24 hours.
- has diarrhea and/or he/she is not feeling well and needs to use the bathroom frequently.
- has a rash for which the cause is unknown; see your healthcare provider.
- has an illness that prevents him/her from participating in routine activities.

Attendance Rules for Common Communicable Diseases

Parents are asked to please NOT send their children to school when they are sick. Not only can they not function properly in school when they are feeling poorly, but they will also expose other children to an infectious disease. Parents are asked to notify the school nurse/office immediately if their child contracts any of the below mentioned communicable diseases so we can work toward preventing further outbreaks.

- Fever: Students are to be excluded from school if his/her temperature is 100 degrees or more. Students must be fever free for 24 hours without the use of fever reducing agents (Tylenol, Advil/Motrin, etc.) before returning to school.
- Colds: Students should be excluded from school (especially for younger children) for the one or two days when they feel the most ill (earache, sore throat, runny nose, watery eyes, fever, etc.).
- Influenza: Students with Influenza A or B should be excluded from school immediately. Students should not return until the fever has been gone for 24 hours. Please notify the school nurse/office if your child has influenza like symptoms which include a fever AND cough or sore throat.
- Pink Eye: Students are to be excluded if there is thick white or yellow drainage, redness of the eye and eye pain. Your child may return after being examined by his/her health care provider and approved to return with a note from him/her.
- Fifths Disease: Call the school nurse or office if your child has been diagnosed with Fifths Disease. Students do not need to stay home from school if other rash-causing illnesses are ruled out by a health care provider. Persons with fifth disease are unlikely to be contagious once the rash appears.
- Chicken Pox: Students with chicken pox are to be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash began. (Notify school nurse/office immediately.)
- Impetigo: Students with impetigo are to be excluded from school immediately. Your child may return after being examined by his/her healthcare provider and 24 hours after treatment has started. It is recommended to cover lesions. Please notify school nurse/office if diagnosis was made by healthcare provider.
- Scabies: Students will be excluded from school immediately. Your child may return after being examined by his/her healthcare provider, having been on treatment for 24 hours and have a note from the healthcare provider with approval to return to school. Please notify school nurse/office.
- Ringworm: The infected child will be excluded from school until they have been examined by his/her healthcare provider and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment has begun. Please notify school nurse/office.

- Head Lice: Students with head lice will be excluded from school immediately. Any student with live lice or nits must be treated with approved methods (discuss with school nurse). If head lice is found at home, please notify the school nurse/office immediately so other students may be observed for head lice and treated if needed. See Head Lice Policy below.
- Rashes: Students will be excluded from school immediately when they have an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are highly contagious (such as measles, if measles is suspected consult your physician immediately). Notify school nurse/office with questions.
- Strep Throat: Students with strep throat should be excluded from school until at least 24 hours after an antibiotic treatment has begun and fever is gone.

*Whenever you have a question about your child's health, please feel free to contact the school nurse or your physician.

HEAD LICE POLICY

Head lice are a common problem in elementary school settings. At Minneota Elementary, 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 teaching students to keep their hands out of other people's hair and not sharing combs or hats. This list is not exhaustive. The school nurse has more information on this topic if you would like to learn more.

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 or the school nurse so that others who may possibly have it can be treated. If a student shows signs that head lice are present, a trained staff person may check him/her.

1. First case of head lice

- a. Contact the parent to have child removed from school as soon as possible.
- b. Parents will be given lice control information by school personnel.
- c. Child will not go back to the classroom **until 24 hours after treatment** is completed.
- d. Trained staff person will check affected student before he/she returns to the classroom (upon return to school, the student will need to go to the school nurse to be checked). If live lice are found, the student will be sent home again. This will be repeated until no live lice are found by trained staff every time a student returns to school.
- e. Student will be checked again 10 days after returning 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 (upon return to school, the student needs to go to the school nurse to be checked). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
- c. Student will be checked again in 10 days after return to the classroom.
- d. Students in the classroom may be checked when the second case is identified.

3. Third case, same student

- a. Same as above in number two.
- b. Home visit by school nurse and/or social worker.

4. School's Plan of Last Resort. (To be planned by school administration and school nurse.)

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 it is therapeutic and minimizes interference with learning. Whenever possible, the parent or guardian should make arrangements to give their child's medications to him/her at home.

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 a student's parent 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 exception to this guideline is prescription medication for asthma/reactive airway disease and/or anaphylaxis. This school district believes it is in the best interest of students with asthma to move toward independent management of asthma during their school years. Students are allowed to self-carry their inhaler medication following these criteria:
 - o The inhaler must be properly labeled for that student.
 - o Written authorization from the parent and physician must specify approval for the student to carry an inhaler and self-administrate.
- f. It is the parents' responsibility to provide refills for medication. School staff will try to notify parents via phone, email, or letter when medication is low. At the end of the school year, parents will be contacted about the amount of medication remaining, and 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 over the counter (OTC) medication. If the parent wants his/her child to have something, the parent will provide:

1. a 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. A list of personnel administering the medication (school nurse or other personnel to whom this responsibility has been delegated.)
2. A 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

DISCIPLINE POLICIES AND PROCEDURES

It is expected that parents and school personnel will work cooperatively to help children learn self-discipline as well as respect for others and property, to control tempers, to 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 determine whether the incident can be handled by him/her or if a principal visit is warranted. If a child prevents instruction from continuing, becomes aggressive physically toward anyone, or continues to repeat the unacceptable behavior, the principal will be called. A discipline report will be filled out (and entered into JMC) and a phone call home will be made.

Grades 3-6 Parents:

Students in these grades will be eligible to serve detention as a result of exhibiting inappropriate behaviors. Teachers may assign detention if they feel it is warranted. Detention will be served on Thursdays from 3:15 – 4:00 PM and will be staffed by a teacher. If your child is assigned detention, the teacher must notify you, and the school will be sending home a form letter.

Out-of-School suspension shall be distributed by the principal or superintendent. When a student is suspended, a written notice containing grounds for the suspension, a statement of the facts, a 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 may apply.

Expulsion shall be a function of the School Board with no student being expelled without a hearing. The hearing shall be closed and 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 provided to the pupil and the parent.

Reasonable Force

The law does not allow corporal punishment, nor aversive or deprivation procedures.

Under MN State Law, reasonable force, to restrain a student to prevent bodily harm (to him/herself, to another student, or to a staff member), by a teacher, school employee, bus driver, or other agent of a school district is allowed.

ANNUAL REVIEW

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

Discipline Matrix	
<u>Infraction</u>	<u>Discipline</u> (assume first-time offense and can be adjusted at the discretion of the administrator)
Arson	1-3 Days of OSS
Bomb Threat (written or verbal)	1-3 Days of OSS
Bullying	Apology and/or Loss of Privilege
Cell Phone Violation	Cell Phone Taken – Returned at the End of the Day
Defiance, Insubordination, or Non-Compliance	Loss of Privilege (i.e. recess) or 1 day of ISS
Dress Code Violation*	Sent home to change clothes and Warning
Drugs, Alcohol, or Tobacco	1-3 Days of OSS
Forgery, Cheating, or Plagiarism	Zero on the Assignment and a Warning
Harassment	Warning or Loss of Privilege
Inappropriate Location	Warning or Detention
Lying	Loss of Privilege
Physical Aggression without injury	1-3 Days of ISS
Physical Aggression with injury	1-3 Days of OSS
Physical Fighting without injury	1-3 Days of ISS
Physical Fighting with injury	1-3 Days of OSS
Property Damage or Vandalism	Loss of Privilege and Cost for Repairs
Skipping Class	Detention
Technology Violation	Warning or Loss of Privilege
Theft	1-3 Days of ISS
Threat to a Student or Faculty Member	1-3 Days of OSS

*attire that represents hate groups, contains inappropriate language, shows alcohol, or reveals inappropriate parts of the body – midriff, chest, etc.

HARASSMENT AND VIOLENCE POLICY

***REFER TO POLICY # 413**

INTERNET ACCEPTABLE USE AND SAFETY POLICY

***REFER TO POLICY #524**

DRESS

Please be sure your child is dressed appropriately for the weather. Children do go out to play daily, unless it is raining or dips in temperatures below 0, and should be dressed each day with this in mind. Students will not be allowed to wear hats (or the hoods on their sweatshirts) in school during the school day. However, they may

wear 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 recesses, which are held in the gym.

INDOOR RECESS

Occasionally, weather conditions will force the students to have indoor recess. When possible, the students will use the gym to allow for some physical activity, but occasionally they will have to use classrooms or hallways due to limited gym space. 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 or lower F in temperature or wind chill temperature).

Minneota Elementary Inside Recess – Temperature Policy

		Temperatures				
Wind Speeds		0 or Below	1-5	6-9	10-14	15+
	0-5	In	Out	Out	Out	Out
	6-10	In	Out	Out	Out	Out
	10-15	In	Out	Out	Out	Out
	15-20	In	In	Out	Out	Out
	20-25	In	In	In	Out	Out
	25-30+	In	In	In	Out	Out

*All decisions to stay in for recess are ultimately left up to the principal, and the table could be changed at any point.

LEAVING/RETURNING TO SCHOOL

If you come to the school to pick up your child in grades PreK-3 for an appointment, you must check-in with the office. Someone from the office will contact your child's teacher and have him/her meet you in the office. For grades 4-6, the student may check him/herself in and out of the office.

All students must be checked out of the office by their parent/guardian. If a child comes to school late or returns from an appointment, he/she must also come to the office to sign-in.

LOST AND FOUND

Any articles found on school grounds or in the building will be placed in the hallway near the east elementary bathrooms. Students will be periodically asked to check the lost and found as each year many valuable articles of clothing are left. More valuable items (i.e. phones, jewelry, etc.) will be brought directly to the office, and parents may check for lost items there.

BREAKFAST & LUNCH

***Please refer to the [2020-2021 Minneota Public Schools Fall Re-Opening Handbook](#) for assigned entrance door (playground – near the weight room), procedures and times.**

The elementary school offers a daily breakfast and lunch program to its students. You may send lunch money to the classroom teacher. 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. An email will be sent when a family account is in a negative balance. 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 AM and 8:08 AM. If your child is having breakfast, he/she is expected to enter the building immediately after arriving at the school. All students are expected to be in their classrooms by 8:10 AM.

Prices:

- Elementary Student Breakfast - **\$1.55** / Adult Breakfast - **\$1.90**
- Elementary Student Lunch – **\$2.45** / Adult Lunch - **\$3.85**
- Extra Milk- \$.35

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 and any wrestling
3. No hanging on basketball hoops
2. Only soft baseballs and soft bats will be used – No metal bats
3. Students will be outside for recess, unless they have a note from their parents or are kept in by the request of the teacher
4. Rollerblading, biking, and use of scooters are not allowed at school
5. Treat all students and adults with respect

Slides

1. Walk up the ladder steps, and do not run or push on them
2. Slide only from top to bottom on the cork screw 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. 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. Wait your turn on the grass or blacktop.
3. Set your own pattern for taking turns (count 50, 100, 150.)

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.
2. Do not sit on top of bars/climbers when children are swinging underneath.

Funnel Ball

1. Only throw balls through funnel.
2. Do not throw rocks, sticks, etc. up into the funnel.

Winter Rules

1. Wear boots from the time announcement is made in the fall until the announcement is made in spring that boots are no longer needed. Boots give students permission to walk anywhere on the playground when snow is present.
2. Wear snow pants if you plan to roll, sit, or play in the snow. Snow pants give students permission to play anywhere on the playground when snow is present.
3. Students must get permission to play on the snow hills and must be fully dressed (boots, snow pants, and coat) to be allowed on.
4. Snow should not be used to throw at other students as we do not know if it's ice or snow.

VIKING VALOR

Minneota Public Schools has always strived to create a safe and positive learning environment for all students. In an effort to continue to improve our school climate, staff at Minneota Elementary have worked together to develop Viking Valor – Minneota Public Schools' character program. The primary goal of Viking Valor is to create a positive school climate by all staff and students exhibiting **Honor, Respect, and High Expectations**.

Vikings show valor by acting with HONOR, showing RESPECT, and meeting HIGH EXPECTATIONS.



Students may earn Viking Valor slips from their teachers at any time throughout the day. Viking Valor slips are organized by Amber Rodas, School Social Worker. During our monthly Viking Valor assemblies, students' slips are drawn. The child whose name is drawn gets to spin the prize wheel and win Viking Gear, gift certificates, etc. During the assembly, one student per grade is also honored for being the 'Student of the Month' and receives a certificate and medal. The students who earn this honor are featured in the local newspaper.

SCHOOL CLOSINGS

For information regarding school closings, you will be notified by School Messenger, or tune your radio to any Marshall radio station, WCCO 830 AM, or any Twin Cities' TV station. School closings, late starts, and early dismissals 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 for this information as well as the school's Facebook page.

SCHOOL PARTIES

All refreshments for a school party, birthday, or special treat should be **purchased at a store** and individually wrapped. This 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 at school. All invitations must be handled outside of school. This policy stems from problems involving mix-ups and hurt feelings. Your cooperation is greatly appreciated.

SCHOOL MESSENGER

This telephone broadcast system will enable school personnel to notify all households and parents by phone within minutes of an emergency or an unplanned event that causes an early dismissal, school cancellation, or late start. It may also be used, from time-to-time, to communicate general announcements or reminders. Your phone number is automatically added to our dissemination list when you enroll your child. Please contact Tara Skorczewski if you need to add another phone number or are missing announcements. tara.skorczewski@minneotaschools.org

STUDENT RECORDS

The school maintains a secure file of your child's grades, attendance, standardized test scores, and discipline records that have resulted from his/her work since he/she began school. If your child has attended several different schools, these records have 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, generally, will not be permitted to use a school 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 have been arranged prior to their leaving for school.

Children will not be allowed to use the phone to call home for books, assignments, band instruments, or to 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 classrooms unless permission is given by the classroom teacher. Kindles, iPads, and other electronic devices may be used for educational purposes at the teacher's discretion. These devices should be kept in lockers; however, the school district is not responsible for any lost or stolen items.

If students are caught with the items listed 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.

Cell phones are not allowed during recess.

BUS TRANSPORTATION

Students will not be allowed to alter their regular transportation without written or verbal permission from their parents. The student should bring this note to his/her 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 while driving. 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 could mean removal from the bus for up to 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 children who 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.

PICKING-UP AND DROPPING-OFF CHILDREN

Parents who drop off their children at the beginning of the day may load and unload on 5th street. Parents who pick up their children at the end of the day 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 child. 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. We open our doors to keep communication strong between home and school.

All visitors must check-in at the PreK-12 office to obtain a Visitor's Pass. This allows us keep track of who is in the building in order to better protect your children.

We ask that parents limit their visit to an hour.

We ask that students not bring other children (cousins, siblings, etc.) to visit their school for a day. We also ask parents to not bring preschool children into classrooms when they visit. Both situations can disrupt learning time.

Please contact your child's teacher before visiting so that arrangements can be made. Parents and educators form a most important partnership in doing what is best for your child, and we welcome these visits.

If your intention is to conference with the teacher, please call and arrange a time with him/her in advance. It is the expectation that all visitors and parents will treat staff members with dignity and respect during their visits. Visitors and parents may also expect this in return from staff members.

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. You must also enroll your child in the new district as 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.

TESTING

In Figure A (found on the next page), the assessments that are administered to students are listed by grade and time of year that they are administered. Please contact the school administrator with any questions you have regarding the tests, the purpose, how the data is used, and how you may better prepare your child.

FIGURE A - Minnesota Elementary Testing Calendar

SEPTEMBER

Assessment	Subject/Reason	Dates	Duration of Testing	Results Provided
NWEA (Grades 1 - 6)	Reading, Math & Science / Benchmark	September	Up to 2 Hours	Fall Conferences
AIMSweb Plus (Grades K - 6)	Reading / Benchmark & Progress Monitoring	September	Up to 30 Minutes	Fall Conferences
Fountas & Pinnell (Grades K - 5)	Reading / Benchmark & Diagnostic	September	Up to 45 Minutes	Fall Conferences
FAST (Grades K - 3)	Reading / Benchmark & Progress Monitoring	September	Up to 30 Minutes	Fall Conferences

JANUARY

Assessment	Subject/Reason	Dates	Duration of Testing	Results Provided
NWEA (Grades 1 - 6)	Reading, Math & Science / Benchmark	January	Up to 2 Hours	Spring Conferences
AIMSweb Plus (Grades K - 6)	Reading / Benchmark & Progress Monitoring	January	Up to 30 Minutes	Spring Conferences
Fountas & Pinnell (Grades K - 5)	Reading / Benchmark & Diagnostic	January	Up to 45 Minutes	Spring Conferences
FAST (Grades K - 3)	Reading / Benchmark & Progress Monitoring	January	Up to 30 Minutes	Spring Conferences

FEBRUARY

Assessment	Subject / Reason	Dates	Duration of Testing	Results Provided
ACCESS for ELs (Grades K - 12) <i>English Learners Only</i>	Listening, Speaking, Reading, Writing / State Mandated Test	February	Up to 3 Hours	Fall Conferences

MARCH

Assessment	Subject / Reason	Dates	Duration of Testing	Results Provided
MCAs & MTAS Reading Grades 3-8 & 10 Math Grades 3-8 & 11 Science Grades 5, 8 & 10	Reading, Math & Science / Federally Mandated Tests	March	2 - 3.5 Hours - Reading 1.5 - 2.5 Hours - Math Up to 2 Hours - Science	Mailed to Home in Fall
ACCESS for ELs (Grades K - 12)	Listening, Speaking, Reading, Writing / State Mandated Test	March	Up to 3 Hours	Fall Conferences

APRIL - May

Assessment	Subject / Reason	Dates	Duration of Testing	Results Provided
MCAs & MTAS Reading Grades 3-8 & 10 Math Grades 3-8 & 11 Science Grades 5, 8 & 10	Reading, Math & Science / Federally Mandated Tests	April	2 - 3.5 Hours - Reading 1.5 - 2.5 Hours - Math Up to 2 Hours - Science	Mailed to Home in Fall
NWEA (Grades 1 - 6)	Reading, Math & Science / Benchmark	May	Up to 2 Hours	Available Upon Request
AIMSweb Plus (Grades K - 6)	Reading / Benchmark & Progress Monitoring	May	Up to 30 Minutes	Available Upon Request
Fountas & Pinnell (Grades K - 5)	Reading / Benchmark & Diagnostic	May	Up to 45 Minutes	Available Upon Request
FAST (Grades K - 3)	Reading / Benchmark & Progress Monitoring	May	Up to 30 Minutes	Available Upon Request

**Non-Discrimination
Minneota Public Schools, ISD 414**

Minneota Public Schools do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Jen Mahan-Deitte, Curriculum Director / Elementary Principal
507.872.6122 EX 1160
jen.mahandeitte@minneotaschools.org

Cari Pohlen, Activity's Director
507.872.6175 EX 1134
cari.pohlen@minneotaschools.org

Minneota Public Schools, ISD 414
504 North Monroe Street
Minneota, MN 56264

POLICY REVIEWED AND ADOPTED ANNUALLY BY THE SCHOOL BOARD

