



PRIOR LAKE-SAVAGE
AREA SCHOOLS

The ABC's of Grainwood!

Grainwood Elementary School
Parent-Student Handbook
2016-2017

5061 Minnesota Street SE
Prior Lake, Minnesota 55372
Phone: (952) 226-0300
Attendance: (952) 226-0301
Fax: (952) 226-0349

Mr. Patrick Glynn
Principal
pglynn@priorlake-savage.k12.mn.us
952-226-0300

TABLE OF CONTENTS

Grainwood Student/Family Handbook	Page#
District and Grainwood Mission	3
Daily Time Schedule, Student Pick Up Information, Emergency Closings, Daily Attendance Protocols	4
Attendance	5
Age Verification and Legal Name, All-School Meetings, Allergies, Anonymous Tip Line, Arrival at School	6
Bicycles, Birthdays, Books and Materials, Bullying	7
Chemical Health, Child Protection, Choir, Communication	8
Custody of Minor Children, Crisis in a Family or at Home, Crisis Management Policy	9
Data Privacy/Release of Student Information, Dress Code	10
E-mail, Early Release Days, Electronic Devices Emergency Names and Phone Numbers, Emergency Care	11
Equal Opportunity, Field Trips, Gifted and Talented Programs, Guests, Harassment and Hazing	12
Hazing Prohibition, Health Services	13-14
Home and School Communications, Homework and Independent Reading, In-District Transfers	15
Infinite Campus, Injury or Illness at School, Insurance, Legal Custody/Guardianship, Lock-down, Lockers, Lost and Found	16
Money at School, Media Center, Parents and Teachers for Children (PTC), Parent Involvement	17
Parking, Parties and Treats at School, Physical Education, Picking Up and Dropping Off Students, Pledge of Allegiance, Recess Procedures and Expectations	18
Recess Procedures and Expectations	19
Records, Recycling, Release of Students, Religious, Racial and Sexual Harassment, Violence, or Hazing	20
School Calendar, School Closings, School District Action,	21
School Supplies, Snacks/Healthy Snack Program, Special Needs Programs, Student Behavior/Responsive Classroom,	22
Student Behavior/Responsive Classroom	23
Student Breakfasts and Lunches, Student Discipline	24-27
Student Use of Information Technology	28
Student Use of Cellular Phones, Digital Imaging Devices and other Personal Electronic Devices	29
Tardy to School, Telephone Calls, Title IX Compliance, Transportation Information and Bus Conduct	30
Visitors,	31
Voicemail, Walkers, Withdrawing Children	32

THE MISSION OF THE PRIOR LAKE - SAVAGE SCHOOLS:

Our mission is to educate all learners to reach their full potential as contributing and productive members of our ever-changing global community.



★ Grainwood Elementary School ★

THE MISSION OF THE GRAINWOOD ELEMENTARY:

We exist to ensure high levels of academic and social learning for all students and will align building practices in order to make this happen.

DAILY TIME SCHEDULE

Buses Unload..... 8:25 a.m.
Classes begin..... 8:30 a.m.
Dismissal Bell 3:00 p.m.

Children should not arrive prior to 8:15 a.m. There is no adult supervision before 8:15 a.m. Cooperation in this matter is greatly appreciated.

STUDENT PICKED UP AFTER SCHOOL BY PARENT/GUARDIAN

If a child is being picked up after school, a note from a parent or a guardian **MUST** be given to their classroom teacher the day they will be picked up. If a child informs us that he/she is to be picked up after school, but does not have a note, he/she must board the school bus if the parent is not here at dismissal. Parents who come to pick up their child from school are **REQUIRED** to come into the building to get their child. The parent must sign the child out. A Grainwood student will never be dismissed directly to a parking area.

STUDENT PICKED UP AFTER SCHOOL BY SOMEONE OTHER THAN THE PARENT/GUARDIAN

Anytime a child will be picked up by someone other than a parent/guardian, **A NOTE MUST** be given to the classroom teacher stating the time, date, and person authorized to pick their child up. For security reasons, your child will not be released to anyone other than the parent/guardian unless they are stated in writing on the note sent to the office by their classroom teacher.

Who can pick up my child from school?

- Persons on the Emergency list only with required note from parent/guardian.
- Persons that the parents/guardian have given written permission to on a specific day only.
- Persons who parents have indicated on the After School Pick-up Form only (i.e. every Tuesday for piano lessons)

EMERGENCY CLOSINGS

From time to time, an emergency closing becomes necessary during the school day due to a weather emergency or other type of emergency. Please have a plan in place with your child as to what to do in these situations. The school bus will deliver your child to his/her regular bus stop early. Please be aware that such emergencies will be broadcast on WCCO-TV (Channel 4), KARE 11-TV (Channel 11), and KSTP-TV (Channel 5). We request your current e-mail address as a means of alerting you of these situations. The school district's website will also announce emergency closings.

DAILY ATTENDANCE PROTOCOLS

School Day: 8:30 a.m. – 3:00 p.m.

Arrival to School

8:30-10:30 a.m.-----Full Day Attendance
10:31 a.m.-1:00 p.m.-----Half Day Attendance
1:01 p.m.-3:00 p.m.-----Full Day Absence

Arrival to School on "Early Release" Days

8:30-9:30 a.m.-----Full Day Attendance
9:31 a.m.-12:00 p.m.-----Half Day Attendance
12:01 p.m.-1:00 p.m.-----Full Day Absence

Early Departure from School

Leave before 10:30 a.m. – Full Day Absence
Leave after 10:31 a.m. but before 12:59 p.m. – Half Day Absence
Leave after 1:00 p.m. – Full Day Attendance



ATTENDANCE

Regular school attendance is directly related to success in academic work and benefits students socially. The school board recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrator. In accordance with the Minnesota Compulsory Instruction Law, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board.

Elementary Student Attendance Policy

Parents/guardians are required to notify the office via a note or telephone call, prior to 9:30 a.m., on or before the day their child will be absent for any reason.

Dismissal During the Day

Parents/guardians are asked to call or send a note with their child prior to appointments and vacations, etc.

Parents/guardians will be asked to show an ID prior to taking a child from school property. Dismissal for a student will be from the school office only.

Excused Absences

An absence will be excused if the parent calls or emails the school or provides a written note which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:

1. Illness, injury, or hospitalization of the student. **Students are allowed up to 10 total absences a year, or 5 days in a row, due to illness.** A doctor's note must be provided if your child is gone from school more than 10 total days over the school year, or 5 days in a row. Absences that are not counted in the 10-day maximum include chronic or long-term illnesses which are verified by a doctor's signed statement and authorized by the principal.
2. Medical, dental, and other professional appointments which cannot be scheduled outside school hours. This does not include haircuts, etc.
3. Family emergency, serious illness in family, or a death in the family.
4. Religious or cultural holidays or observances as approved by the administration.
5. Mandatory court appearances.
6. Conditions beyond the student's control. Examples are: automobile accident or delayed school bus due to inclement weather.
7. Pre-approved family trip/vacation. Parents are strongly encouraged to schedule such trips during school breaks and vacations. **Students are allowed a maximum of 5 days of pre-approved family trips/vacations. Absences beyond the 5-day maximum are unexcused absences.**
8. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.

Unexcused Tardies and Absences

Examples are: running late, oversleeping, a malfunctioning alarm clock, missing the bus, shopping, visiting friends, a haircut, and at home or outing with parents

Tardies

The student's day begins at the elementary school start time. Students are tardy after this time and must be signed in at the office and receive a tardy slip to take to their teacher. Excused tardies are limited to medical and dental appointments or religious observances. If the student is tardy or released early for more than a 2-hour period, the student will be considered absent for ½ day. **Five unexcused tardies are equal to 1 day unexcused absence.**

Family Activity/Vacations

We understand that students may need to be absent from school occasionally to participate in family activities/vacations. However, family activities/vacations which cause students to be absent more than 5 school days are discouraged and will result in unexcused absences. Your child's academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be



completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc. that have taken place while your child was absent from school.

Please notify your child's classroom teacher and the school office well ahead of time when you know your child will be absent due to a planned family activity/vacation. Your child will be expected to complete all homework upon his/her return

Parent/Guardian Responsibilities

1. Hold your child accountable for regular attendance and for following the attendance policy.
2. Limit absences by scheduling appointments, vacations, etc. after school or on non-school days.
3. Notify the office by phone call, email or in writing of an extended absence before the absence. Contact the principal to discuss an extended absence.
4. Students must be present for important testing dates such as the Minnesota Comprehensive Assessments (MCAII), and the MAP tests. Testing dates are published on the district calendar.
5. Contact the office, social worker, and/or teacher if you have any concerns about your child's attendance.

AGE VERIFICATION AND LEGAL NAME

Students new to the district or enrolling for the first time are required to present documentation showing birth date and legal name. This requirement may be met with a birth certificate, passport or court order for name change. Verification needs to be done at registration or within three (3) weeks after entering school. Exclusion from school will result if documentation is not provided. In order for us to make an official change of name on our records, the custodial parent must give us a copy of a legal document indicating the change. We must use the legal name of the child for our records. Please let us know if you would like your child's "nickname" to be used informally at school. If you wish to have the child informally referred to by a last name other than the legal name, you must express your wishes in writing to the principal, assuring us that this is acceptable to all custodial parents.

ALL-SCHOOL MEETINGS

All-School meetings are held throughout the school year in the gym or outside. These meetings are part of our school-wide effort to build community within the school.

ALLERGIES

If your child has any type of allergy, please contact the Health Office Assistant at 952-226-0306.



ANONYMOUS TIP LINE

In an ongoing effort to maintain a safe and drug-free learning environment for students, ISD 719 has a Tip Line (952-226-0005). The purpose of the Tip Line is to provide students and parents with a simple and anonymous way to report unsafe situations. The Tip Line makes it possible for students and parents to report weapons, threats of violence, bullying, gangs, sexual harassment, threat of suicide, drugs and any other activity that could potentially endanger students, staff or property. Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and it's completely confidential.

ARRIVAL AT SCHOOL

Students walking to school or who are dropped off at school should arrive at school 8:15 a.m. Staff is not available to supervise students prior to that time. Students will remain outside until 8:23 a.m. unless it is raining or a "feels like" temperature below -5 degrees. All students should be dropped off at the main entrance of the school. Exceptions to students entering the building earlier than 8:23 a.m. are made by special arrangements between parents and teacher and/or the principal in advance.



BALLOONS

Due to allergies, we ask that balloons are not brought into Grainwood.

BICYCLES

Bicycles cannot be ridden to Grainwood. Safety is our concern due to traffic hazards on many of the streets/highways near the school.

BIRTHDAYS

Birthdays are celebrated in our school! Each student is invited to the office to receive a birthday gift from the birthday box on his/her birthday!

Due to allergies, socioeconomic and nutritional concerns, we ask that students refrain from bringing in treats on their birthday. You may honor your student by purchasing a “birthday book” for the Media Center or make a donation to the Prior Lake-Savage Area Education Foundation in your child’s name.

We ask that students do not bring birthday invitations to school. For the respect of the feelings of students who have not been invited to the party, we ask that you deliver these by some other means. We also ask that students not give gifts of any kind to others at school.

BOOKS AND MATERIALS

Textbooks, library books, and other materials are supplied free to all students with the understanding that they are returned in good condition. It is the student’s responsibility to take proper care of these instructional materials. The cost of damaged or lost materials will be charged to the student and parent.



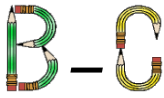
BULLYING

The school board believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. School Board Policy 506.1 defines “bullying” as intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of ISD 719 who is found to have violated this policy.



A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with ISD 719's policies and procedures, including the discipline policy 506. ISD 719 may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. ISD 719 shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout ISD 719, and foster student, parent, and community participation.

ISD 719 shall require ongoing professional development, consistent with Minn. Statutes, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. For the full Bullying Prohibition policy, 506.1, please visit our website:

www.priorlake-savage.K12.mn.us



CHEMICAL HEALTH

Student substance abuse is illegal, disrupts normal growth and development and impairs learning. Our responsibility is to encourage and support healthy lifestyles. We strive to create an environment in which students, parents and staff are able to report concerns and obtain the information and support they need regarding chemical health issues. What follows is a summary of the chemical health policy and procedures.

The use, possession, and exchange of tobacco, including synthetic tobacco, alcohol, and other illegal and harmful chemicals are prohibited on both school district property and at school-related functions.

Staff is expected to report all suspicious behaviors and/or incidences potentially relating to chemical use/abuse to chemical health staff, school social worker, school counselor and/or principals. Incidences of chemical health issues, regardless of where the chemical activity allegedly occurred, will be investigated.

CHILD PROTECTION

School Staff are mandatory reporters. By law, we must report any possible cases of child abuse or neglect. After a report is made, Scott County Human Services has all information and pursues investigations to the extent that they deem appropriate. Any questions regarding your child's safety or such matters should be directed to Scott County. The school will have no information.

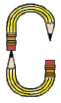
CHOIR

All 4th and 5th grade students are invited to participate in choir. Choir rehearsals begin **Mid-September**. Registration forms and information will be sent home at the beginning of the school year. If you have questions about Choir, please contact the Grainwood Office.



COMMUNICATION

It is the desire of the School Board to promote community awareness of the programs and activities of the school district. Parents/guardians are especially encouraged to support their student's education through increased awareness of school activities. The district also desires the safe and orderly operation of its schools and programs.



Therefore, citizens are encouraged to visit, attend or participate when appropriate in these programs to the extent that their attendance is consistent with the educational priorities of the school district.

District policy 903 addresses communication between parents and other visitors to the school with school personnel as being appropriate and respectful. Conferences, phone calls, and written communication will be held to that standard of respect and appropriateness.

Therefore, the following kinds of inappropriate communication will not be accepted:

- Shouting or yelling
- Using obscene or foul language in communication
- Using insulting or demeaning language
- Threatening or intimidating by the suggestion of violence or negative consequences if demands are not met
- The use of any physical force, including not permitted or unwelcome touching regardless of whether pain or injury results.

The consequences of such behavior will be as follows:

- The offender will be informed that the conduct violates district policy
- The continuation of such conduct will result in the termination of discussion
- The offending person will be told that a record of the incident will be kept in district files
- The incident will be promptly reported to the appropriate administrator
- These behaviors constitute disorderly conduct pursuant to MS Section 609.72 and charges may be filed under this statute.

In regard to school visits, the building principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

CUSTODY OF MINOR CHILDREN

Changes in the custody of minor children attending Grainwood should be reported to the principal as soon as possible. We assume that students are in the legal and physical custody of the parent/parents/guardians indicated in the permanent record file unless we have documentation that indicates otherwise. Documentation must include legal documents detailing custody arrangements. This information must be brought to the school's attention each year as situations may change. Non-custodial parents have the legal right to receive information about a student's educational progress unless we receive a copy of a specific court order indicating otherwise. **The non-custodial parent needs to notify the school office regarding his/her wish to receive report cards, progress notes and other information.**

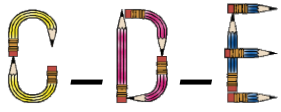
CRISIS IN A FAMILY OR AT HOME

Should a Grainwood family member have a serious crisis, please help us assist the children in dealing with such a crisis by contacting the principal. Our school has a crisis team and crisis plans in place to assist children in understanding the situation and providing support as needed. Should a crisis occur during the school day, we have worked with the Prior Lake Police Department to develop a plan that assures the safety of students and staff. **In the rare event that a crisis would occur at school, parents would be asked to report to Westwood Elementary** where we would provide specific information about the nature of the situation and deliver students to you as soon as possible.



CRISIS MANAGEMENT POLICY

It is the desire of the school board to provide a safe educational environment by ensuring a consistent and thorough Crisis Management Plan. The intent of policy 806 is to provide a guide for general crisis information for school district and building administrators, school employees, students and school board members.



The school district's Crisis Management Plan has been developed in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. A number of crisis-specific procedures are defined and will continue to be studied to ensure the district and/or building is able to work through crisis situations in an efficient, expedient manner.



DATA PRIVACY/RELEASE OF STUDENT INFORMATION

While the school district must obtain and use certain information about each student to plan the best program possible, this need is balanced with the right of each student and parent to privacy. Therefore, access to this information by third parties is limited and controlled.

The Directory Information described is the Prior Lake-Savage Area School District's listing of public information. Per Federal law, Prior Lake-Savage Area Schools provides a list of high school students to secondary institutions and military recruiter offices as requested, unless the parent or student requests in writing that their name be removed from the listing. This information is public. The parent or student may, however, notify the district in writing that any or all of the information listed here not be released on that individual student.

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

Parents (or students age 18+) who wish to opt out of Directory Information should submit an opt-out form located in policy 515 (Protection and Privacy of Student Records).

Parents may opt their children out of Directory Information, Social Media, Use of Information Technology and/or Google Apps for Education. An opt-out form is included in policy 515 and should be submitted to the district office: 4540 Tower Street SE, Prior Lake, MN 55372 or kmussman@priorlake-savage.k12.mn.us

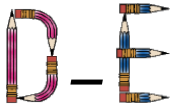


DRESS CODE

A dress code policy is in place to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. Students are encouraged to be dressed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Appropriate clothing includes, but is not limited to clothing appropriate for the weather, clothing that does not create a health or safety hazard, and clothing appropriate for the activity (i.e., physical education or the classroom).

Students should not wear:

- Clothes that are provocative, bear profanity, advertise tobacco, drugs or alcohol, display skulls or death symbols, demean a person's race, gender or other personal beliefs, or cause disruption of the educational process
- Clothing which exposes underwear or shows the midriff
- Short-shorts and skirts that provide only a minimal amount of coverage



- Torn jeans and/or shirts exposing undergarments
- Clothing which contains dangerous items such as chains
- Hats in the building, except for special designated days
- Roller shoes
- Any other item of apparel deemed inappropriate by an administrator

Students who are in violation of this policy will be asked to change out of the offensive clothing. Other options may include sending the student home, wearing clothes that may be available from the Health Office, or other disciplinary actions. If your student questions appropriateness of clothing, they should check in at the office with a principal before the start of the school day.

E-MAIL

Should your e-mail address change during the school year, please contact the Grainwood Office and a secretary will gladly assist you and update our student information system database.

EARLY RELEASE DAYS

The school board has arranged for staff members to have trainings on four dates during the school year. On these dates, school will be released two hours early and on the last day of the year, three hours early. Your child will be dropped off at the bus stop exactly two or three hours earlier than a regular school day. Please check the school district calendar for these dates.

ELECTRONIC DEVICES

Prior Lake-Savage Area Schools' is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom. As a result, if a student chooses to bring an electronic device to school such as an iPad or other Smart Tablet, they may do so. The school district is not responsible for any lost or stolen items. Also, personal electronic devices must be turned off in the classroom and are not to be used during school hours unless under the direct supervision and permission of the instructor.

BYOD (bring your own device) is acceptable for educational purposes only including classroom activities and educational research.

When using personal electronic devices for educational purposes in school, students must adhere to the same rules that are outlined when using electronic devices that are school district property. These rules are detailed in policy 524, Student Use of Information Technology.

EMERGENCY NAMES & PHONE NUMBERS

The current work numbers for parents, as well as names and phone numbers of who to call in an emergency, are needed at school. Please keep us informed of any changes so that we can reach you if needed for your child's welfare.

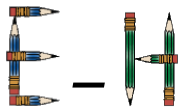
If you are going to be out of town and another adult is responsible for your child, it is important that we be aware of these changes in writing prior to your period of absence. **In the event of an emergency,** and we are unable to reach you or the emergency contact person(s), we will call 911 for immediate assistance.

EMERGENCY CARE

Sickness or injury procedures are as follows:

If your child becomes ill or injured at school, students will be brought to the Health Office until the parents can pick up the child. Please note that our school does not have sufficient health room space or personnel to provide care for a sick child for extended periods during the school day. **We ask that you make arrangements to pick up your child within the hour.**

In the event of an emergency, if we are unable to reach you or your designated emergency contact person(s), we will call 911 for immediate assistance.



EQUAL OPPORTUNITY

Prior Lake-Savage Area Schools is committed to a policy of nondiscrimination. The district will not discriminate in any matters concerning staff, students, education programs and services, and persons with whom the board does business. In compliance with existing federal and state statutes and regulations, the district does not discriminate against any person on the basis of race, color, gender, religious beliefs, national origin, economic status, marital status, parental status, age, sexual orientation or disability. Questions about this policy (102) or any concerns about compliance should be directed to:

Human Rights Officers

Jeff Holmberg (pertaining to student issues) Assistant Superintendent or
Matt Mons (pertaining to employee issues) HR Director
Independent School District #719
4540 Tower Street SE
Prior Lake, MN 55372

FIELD TRIPS

Field trips are opportunities designed to broaden students' educational experiences. Information letters will be sent home for parental approval prior to any trip. Parents are often asked to chaperone on such occasions and always have the right to deny attendance on specific trips by submitting a note to the teacher. Field trips are considered part of the school program. Deciding "just not to go" is not an option. The day will be considered an unexcused absence if a trip is not attended. Scholarships are available based on need. Please contact your child's teacher regarding scholarships.

GIFTED AND TALENTED PROGRAMS

The SAGE Academy at WestWood Elementary is a full-time gifted program offered to qualified students in grades 3-5 throughout the district and outside of the district's attendance boundaries. SAGE is a school-within-a-school with teachers well versed in differentiation and curriculum modification for high-ability learners. Students are eligible for SAGE Academy if they meet the identification criteria, which includes test data (i.e., Cognitive Abilities Test (CogAT), Measures of Academic Progress (MAP), or another nationally normed achievement test). Teacher and parent input is also considered. Students who qualify are invited to attend SAGE Academy. Identified gifted students who are not enrolled in SAGE have the option to participate in the Synergy program. Synergy is available in each of the district's elementary and middle schools.

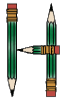
GUESTS

Many times teachers will arrange for students to bring guests to school. Please sign in at the office and wear a visitor sticker visibly. Sometimes, students would like to bring a cousin or friend to school. Arrangements must be made through the principal. We want to limit these types of visits so that the instructional day is interrupted as little as possible.



HARASSMENT AND HAZING

Everyone at District 719 has a right to feel respected and safe. As a result, we want you to know about our policy to prevent religious, racial or sexual harassment, violence, or hazing of any kind. It is a violation of policy 526 for any pupil, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion, race or hazing. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to



inflict, threaten to inflict, or attempt to inflict religious, racial, sexual violence, or hazing upon any pupil, teacher, administrator or other school personnel. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, sexual harassment, violence, or hazing, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The same principles and procedures supporting this policy relating to religious, racial or sexual harassment, violence and hazing, are equally applicable to any alleged violations of the Minnesota Human Rights Act, which also provides protection to employees and students against discrimination on the basis of national origin, disability, sexual orientation, or age. This is a summary of the district policy against Harassment and Hazing (policy 526). Complete policies and definitions are available in each school office upon request or on the district's website.



HAZING PROHIBITION

It is the policy of ISD 719 to maintain a safe learning environment for students and staff that is free from hazing activities of any type that are inconsistent with the educational goals of the school district and are prohibited at all times. It is a violation of policy 526 for any student, teacher, administrator, volunteer, contractor, or other employee of the school district to plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in the policy.

Policy 526 applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

The school district will discipline or take appropriate action against any pupil, student, teacher, administrator or other school personnel who retaliates against any person who reports alleged hazing or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, or intentional disparate treatment.



HEALTH SERVICES

Health Services provides:

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or be placed under their parent's or emergency contact's care
- Administration of medication and treatments under the direction of the school nurse
- Health screenings recommended by MN Department of Health
- School health record maintenance
- Nursing consultation to educators and administrators within the school district

Health Services is staffed by Licensed School Nurses and Health Support Personnel. Our health support staff is an integral part of our health services, available during student hours in each school, and trained in First Aid and CPR. Licensed School Nurses oversee the health offices and staff and provide direct professional support and service to students, families and educators. They assess the health needs of students; develop appropriate health, emergency, and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between healthcare professionals, educators, students and their families.

School Health Records

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to



learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines or diagnosis of infectious disease. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law. Emergency Contact information is also requested annually.

Emergency Action Plans

If your student has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, bee sting allergy, diabetes, seizures) please request an Emergency Action Plan form from your school's health office to ensure that appropriate health/safety measures are developed and implemented for your student.

Administration of Medication/Treatments in School

Students are permitted to take medication (including over-the-counter) in school only when:

- The frequency of dosage makes it necessary for a dose or treatment to be given during school hours
- A written medication or treatment order from a licensed prescriber is on file for the student
- A written parent/guardian authorization for the school nurse or her delegate to administer the medication or treatment is on file for the student
- Written licensed prescriber's orders are required for all changes in medications, or dosages being given in school, including dosages forgotten at home, nicotine patches and gum for tobacco cessation, and must be renewed annually at the beginning of the school year. Exception: over-the counter pain relievers for secondary, (gr. 7-12) students with written parent request and dosing consistent with product label.
- The medication is supplied by the family in a fully labeled original container. For safety reasons, we would appreciate all medications being delivered to the health office by a parent or designated adult during school hours.

Inhalers, OTC pain relievers, epi-pens and glucometers be carried and used by the student permission forms are completed in the health office.

The Medication/Treatment Authorization Form can be downloaded from the Health Services page on the District website.

Immunization State Law

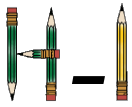
Minnesota Statutes chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact the MDH website:

Prior Lake – Savage Area Schools adheres to a “No Shot (or proof of exemption), No School” Policy. All students must have the required immunizations in order to receive schedules / begin the school year.

Illnesses

Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision.

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode
- If the student has any rash that may be disease-related or the cause is unknown, check with your healthcare provider before sending him/her to school
- If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your healthcare provider
- Information regarding specific communicable diseases can be found by following the Health Services link on the building website to the district website. If you require a hard copy, please call the building health office. When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.



HOME AND SCHOOL COMMUNICATIONS

Teachers will post information on their Schoology pages at least weekly throughout the year. Parent-Teacher Conferences are scheduled for November and again in the spring. (Please check the district calendar online for specific dates.) Other conferences can be arranged by contacting your child's teacher by calling 952-226-0300. Report Cards will be mailed at the end of each semester. Progress reports and report cards will be sent to custodial parents. They will also be sent to non-custodial parents if a request has been made to the Grainwood Office.

The Grainwood office communicates with families through Schoology on a weekly, if not daily, basis. Schoology provides real-time information about news and information happening at Grainwood. Please feel free to contact your child's teacher with any concerns throughout the year. Teachers have voicemail and e-mail.

HOMEWORK and INDEPENDENT READING

All students use an assignment notebook in which to record their assignments. The purpose of homework is to provide practice, reinforcement, or extension of learning presented at school. Depending upon the grade, students will have additional homework such as practicing math skills, or studying and reviewing for tests. A kindergarten student's homework should be able to be completed in 10 minutes, first grade in 15 minutes, second grade in 20 minutes, and third grade through fifth grade in 30 minutes. If homework requires more time than this or your child is struggling with the homework, please contact your child's teacher. There may be nights with no homework given the strategies and skills practiced in the classroom that day.

Students are also encouraged to read at home on a daily basis. Independent reading strengthens a child's reading skills and encourages students to make reading a life-long pursuit. Kindergarten and first grade students should read at home for 10 minutes per day, second graders should read at home for 20 minutes, and third through fifth graders should read at home for 30 minutes per day.

Make-up work, from when a child has been absent due to illness, may be sent home upon the child's return to school. Parents may pick up homework, also, by contacting the school. Check with your child's teacher for more specific information.

Vacations: Parents will be given homework for their child when they return from a vacation, unless other arrangements have been made.

Some suggestions for success in homework include:

- Encourage study habits. This takes time and persistence to develop. Young children can have a quiet time for drawing, writing, looking at books, etc. This becomes a set study time as the child grows.
- Provide a place for studying. This needs to be a place away from distractions like the TV, where students can concentrate.
- Find the best time to study. Give your child a break immediately after school and then have him/her sit down and complete the homework shortly before/after dinner. Be realistic about the length of study time. If it is a long period, help your child plan some study breaks. Setting short goals to be completed might help your child feel more successful.



IN-DISTRICT TRANSFERS

In-District Transfers are available to parents of elementary students when space permits either in a particular school or particular grade level at a school. Forms are available online, at elementary school offices or the District Services Center and can be **returned to the school the child currently attends**. Transfer requests may be submitted at any time. **However, requests are acted upon twice annually in April and August.** Parents will be notified of the decision within two weeks. Approved transfers will remain in effect until and unless a subsequent transfer request is approved. The district reserves the right to terminate a transfer agreement. Requests made by families new to the district, during the school year, will be acted upon at the time of registration; however, the district has the right to



revoke any IDT each year to accommodate space issues for the following year. Emergencies and/or significant changes in family status that occur during the school year will be considered on a case-by-case basis.

INFINITE CAMPUS

All parents and guardians will be able to access transportation information on [Infinite Campus](#) using their personal login and password codes. Infinite Campus is located on the district website: www.priorlake-savage.k12.mn.us under “Parent” and the link is located via the green “Infinite Campus” button. It is also the site for families to check personal information, attendance, etc. **Please note that transportation information is no longer mailed.**

INJURY OR ILLNESS AT SCHOOL

Should a student become ill or injured at school, every effort will be made first to make him/her feel comfortable. The school nurse and/or the principal will make the decision as to whether the parent will be called. **It is expected that the parent will pick up the child within an hour after notification.** The adult must come to the office to sign the student out. The school is not equipped with space, personnel or medical standpoint to keep an ill or injured child at school. If a child is not picked up, it is the school’s only option to initiate emergency procedures. **In the event of a serious illness or injury, the school will call 911 as well as the parents.**

INSURANCE

The school district does not provide any type of health or accident insurance for injuries to children while they are at school.

LEGAL CUSTODY/GUARDIANSHIP

The school will assume, unless informed differently, that both parents have legal custody of a child. If parental custody of a child is changed or restricted, the school principal must be given legal written notification indicating the restrictions as they apply to the school.

LOCK-DOWN and FIRE DRILLS

Grainwood participates in 5 lock-down and fire drills each school year.



LOCKERS

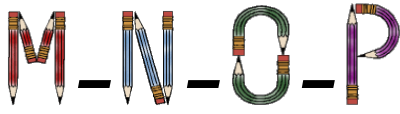
Students and parents are reminded the lockers are school property and “on loan” to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is recommended.

Only school locks are allowed on lockers, which is not the case at the elementary level. Any other locks will be removed, even if destruction of the lock is necessary. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

According to district policy 502, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students in possession of illegal substances or contraband will be disciplined as determined in policy.

LOST AND FOUND

Any student who loses an item on the school bus or in school, should check the lost and found in the main entry. Due to the quantity of items left behind, these are bagged and sent to a local charitable organization approximately two times a year. Please help your child label all items such as backpacks, lunchboxes, jackets, sweatshirts, snow



pants, boots, caps, gloves and gym shoes. To avoid loss, please do not allow your child to bring electronic items to school.

MONEY AT SCHOOL

It is always best to send money for school functions in an envelope with the child's name on it and to list the purpose for which it is sent. Please send a check. Checks for lunch money should be made out to Independent School District #719. Students may want to bring some change to school for visits to the school store. We will post the dates of the week that the school store will be open. Please do not allow students to bring large amounts of money to school (sums of more than \$2.00).

MEDIA CENTER

This central area of our school serves as the resource for our print and non-print materials. Books, periodicals, computers, audio-visual materials and equipment are located here. Each class has resource time in the media center. We encourage you to help your child to remember to return books and materials on time. Materials damaged or lost by students will be the responsibility of the student. Costs will be assessed and billed to the student.

PARENT and TEACHERS for CHILDREN School Organization (PTC)

PTC, which stands for Parents and Teachers for Children, is the elementary school's volunteer organization made up of parents, teachers and principals working together to benefit our children in the best way possible. If you are interested in volunteering, please contact the Grainwood office and we will give you the phone numbers of the PTC officers.

The school PTC provides many volunteer opportunities and offers funds to Grainwood for the purpose of providing educational extras for the students. PTC meetings are generally held monthly at 6:30 p.m. on a Tuesday. Please check the district calendar for the meeting dates for Grainwood PTC. We look forward to seeing you at the meetings and for being an active part of this organization.

PARENT INVOLVEMENT

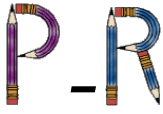
Parents are welcome at Grainwood Elementary. We ask that if you are planning to visit school that you make those arrangements with your child's teacher prior to your visit and, in the interest of consistency for the children, we ask that you limit your visit to one hour. Upon arriving at school, please sign in at the office. Parent volunteers are welcome as well. Please check with your child's teacher or the school office if you have time and talents that you would like to share with us. We need you!

Background Checks for Volunteers...

We value the time and talents of our volunteers. To ensure the safety of our students, we require criminal background checks on the following:

- Any volunteer who accompanies students off campus (i.e., chaperones for field trips).
- Any volunteer who is responsible for working with students on campus, but not under the supervision of a licensed teacher.

Volunteer background checks need to be done one time per year, either at the beginning of the school year or one calendar year from the last date of volunteer service. Volunteers may not begin or continue to volunteer until they have been cleared. Background checks are \$21 and are to be paid online by the volunteer. If the cost is a hardship, volunteers should contact their building principal directly. Background checks take approximately 48 hours to be processed and cleared through the district. The background check information is located under the Employment tab on the website. All information on the application will be maintained in a confidential manner. If there are any concerns regarding the results of a background check, the building principal will contact that individual directly after receiving the results. If a volunteer is not contacted within 48 hours after filling out the background check form, they are clear to volunteer.



PARKING

During the school day, family vehicles are to be parked on **St. Paul Avenue, Minnesota Street, Jordan Avenue or in the parking lot on the west side of the building.** No family vehicles are allowed on the east side or in the rear of the building, which is reserved for staff. During morning drop-off, no vehicles are to be parked in the drop-off area (marked between the two posted signs).

PARTIES & TREATS AT SCHOOL

Parties may be planned by teachers, parent volunteers, and/or students for special occasions, most likely not exceeding three classroom parties a year. Only commercially prepared foods may be served at school. Your child's teacher will discuss specific party plans with the class and send home information with your child. Students are not allowed to bring pop to school. Classrooms with students who have food allergies will be expected to provide treats that do not contain those food allergens.

PHYSICAL EDUCATION

Participation in Physical Education is required for all students unless a medical problem exists. For illness or minor health problems, a parent note explaining the circumstances will suffice for a day or two. A physician's statement is needed if a student is to be excused from physical education for an extended period of time. All children must wear gym shoes to participate in physical education classes.

PICKING UP/DROPPING OFF STUDENTS

Parents who are picking up or dropping off students must report to the office. Please come to the office to sign out/in students. Parents are asked NOT to park in the back of the building. **Parents who wish to pick up their children before the end of the school day should plan on arriving at school before dismissal.**

Students not picked up at the time the school day ends will be sent to Kids Company and parents will need to arrange to pay fees for this service. **Children will not be permitted to leave school with anyone other than their parents/legal guardians unless we have written authorization.** All parents/guardians must have a completed emergency form indicating all persons to whom you give permission to pick up your child. **Please notify the Principal immediately regarding any person(s) legally restricted from picking up your child.** For safety reasons, persons picking up children may be asked to show identification. **Children may not be taken from buses or bus lines.** No adults are allowed at the bus lines before or after school. Parents must sign their child out on the Student Sign-out located in the school office.



PLEDGE OF ALLEGIANCE

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate or over a school intercom system by a person designated by the school principal or other person having administrative control over the school, or at school events or assemblies by a person designated by the school principal. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

RECESS PROCEDURES AND EXPECTATIONS

We encourage students to dress for the weather. **Students will always go outdoors for recess unless the "Feels Like" temperature falls below a -5 degrees or it is steadily raining.** All elementary schools will use the KARE 11 website to determine the "Feels Like" temperature. If a child cannot go outdoors due to a health condition, please send a note to the classroom teacher so that arrangements can be made for the student to go to another classroom after lunch.



Grainwood “Better Choices” Sheets and “Office Referrals” will be used to address behavior at recess. Students who are having problems on the playground are encouraged to report the problems to one of the noon supervisors or their classroom teachers. These situations are taken seriously and will be dealt with immediately.

The following are Grainwood CARES-Recess Expectations:

COOPERATION

- Respect Noon Supervisors-Noon Supervisors have the right to stop a game or take equipment if expectations are not followed.
- Share equipment
- Follow Peaceful Playground rules for all games
- Everyone can play
- Take turns
- No games or electronics from home

ASSERTION

- Gentle reminders to others who are needing it
- Tell an adult if you or someone else feels scared, hurt or threatened
- Let others know if you would like to join a game or activity

RESPONSIBILITY

- Watch your feet-
 - keep feet out of puddles
 - Stay off icy areas
 - Gym shoes only for indoor recess
 - Walk in the hallways-to and from recess and on the way to the lunchroom
- Use equipment properly
 - Slide – Go feet first, on your pockets, one person at a time
 - Climbing wall and chain ladder – Only piece of equipment that you can climb over, keep moving to allow others a turn
 - Bridge – Stay inside the bridge
 - Balls – Stay inside fenced area ,use only soccer or kick balls for kicking, use basketballs for basketball only
 - Play football on field or grass area only
 - Jump ropes and hula hoops – use in appropriate ways
 - Swings – use for swinging only
- Put equipment away when finished
- During winter:
 - Wear snow pants and boots for snow play
 - No throwing snow
- Must have permission from Noon Supervisor to re-enter building from playground or gym

EMPATHY

- Help someone who is hurt
- Invite others to join a game or activity

SELF-CONTROL

- Hands to self
- Remember the borders of the playground-fence, top of the hill, stay away from the building and windows
- Leave wood chips, rocks and gravel on the ground
- Fair play
- No play-fighting allowed
- No running/chasing in wood-chip area or gym
- Voice at a 3 or 4



RECORDS

State and federal regulations require that students over 18, parents and guardians are guaranteed:

1. Access to their records or those of their children (under 18) after proper identification. Copies of the records can be made at the individual's expense. Professionals working directly with students also have access to the records.
2. The right to authorize or deny access to records by a third party. If their written request is denied, third parties (employers, social agencies, police, FBI, etc.) may then subpoena the schools and the school is obliged to comply. School authorities will notify the individual of their action.
3. The right to access information on the professional qualifications of the student's classroom teachers including, at a minimum whether the teacher is licensed for the grades and subjects assigned; whether the teacher is teaching with a waiver; the academic preparation of the teacher; and whether their child is provided services by a paraprofessional and their qualifications.

The cumulative folder is a working file with information that includes essential vital statistics, proof of inoculations, schools attended and dates, and a health record (parents' occupations or places of business are not mentioned).

By law, school districts must collect census information on all students whose parents reside in the district. Census information includes parent and student names, address, telephone number, birth date and schools attended. Other information collected includes district wide testing data, subject marks and attendance data. Sometimes the professional staff with the written approval of parents gives psychological tests or other special tests. Any subjective comments on the teachers' evaluation portion of the record are no longer used. **Birth Certificates (or other legally recognized document of the courts), immunization records, and proof of residence are required from all new enrollees in our school district.**

RECYCLING

PLSAS partners with DSI and Mdewankaton Sioux Community to provide our students and staff with an organics collection service. Students and staff will take responsibility to follow the guidelines put forth in order to ensure less waste and more recycling. Our ultimate goal is to recycle over 85% of materials thrown away. Organics collecting allows us to collect not only food waste, paper towels, and paper products with food waste (pizza boxes, etc.). We also participate in a building-wide recycling program collecting paper, corrugated cardboard, aluminum, glass, and plastic. With both of these collections combined, essentially the only things we will be throwing away are soft plastics (baggies, cling wrap, etc.), soft metals (snack bags, wrappers) and Styrofoam.

RELEASE OF STUDENTS

Children will be released from school to the custodial parents/guardians or to those adults listed on the student's enrollment or emergency information form.

If there is a disagreement between parents regarding visitation or removing children from school, we will ask you to provide us with the court orders to document the restrictions. To assure safety for your child, you may be requested to provide identification if staff are unsure of your identity. This is for the safety of your child.



RELIGIOUS, RACIAL and SEXUAL HARASSMENT, VIOLENCE, or HAZING

Everyone at District 719 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment, violence, or hazing of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender: **Name calling, jokes or rumors** • **Pulling on clothing** • **Graffiti** • **Notes or cartoons** • **Unwelcome touching of a person or clothing** •



Offensive or graphic posters or book covers · Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the District Human Rights Officer. You may also make a written report. It should be given to a teacher, counselor, the principal or the District Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment, violence, or hazing and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the district policy against religious, racial and sexual harassment, violence, or hazing No. 526. Complete policies are available in each school office upon request or on the district’s web site.

SCHOOL CALENDAR

The school district calendar can only be found on the district webpage and is not mailed to families. Most school activities are listed on the calendar. We extend our invitation to you to attend the school events. All school events are family events. Any after school events require parents or guardians to attend with students.



SCHOOL CLOSINGS

The decision to close school or have a late start due to inclement weather or extreme cold conditions is rarely, if ever, a crystal clear choice for district administrators. District administration will gather the appropriate weather information and road conditions. When conditions are so severe as to make school opening and transportation hazardous, school will be cancelled. Parents are encouraged to use their own judgment in deciding to send their children to school on the school bus or walking in severe weather conditions. In general, when the schools are closed, all other student activities to be held in the district’s buildings are cancelled. Any exceptions are cleared with the Superintendent’s office.

For information on emergency school closings or delayed starts, please reference any of the following broadcast stations: WCCO radio (830 am), WCCO TV (channel 4), KARE 11 TV (channel 11), KSTP-TV (channel 5), KMSP/FOX TV (channel 9)

Emails and phone calls are also used to keep families informed. If you do not have an email listed with the district, please contact your building’s secretary. The district website will also be a source of information for any school closure information.



SCHOOL DISTRICT ACTION

1. Upon receipt of a report or referral, the school district shall undertake or authorize an investigation by school district staff or third party designee, e.g. law enforcement.
2. The school district may take immediate steps at its discretion to protect the good faith reporter or others pending completion of the investigation. Retaliation in any form will not be tolerated.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to disciplinary action or counseling intervention.
4. Activity consequences at Prior Lake-Savage Area Schools include:
 - 6 weeks for the first violation
 - 1 calendar year for each subsequent violation
 - See ISD 719 Extra Curricular & Co-Curricular Behavior Regulations for further school district action.



SCHOOL SUPPLIES

A school supply list is available to students and families and can be found on the Grainwood website or in Schoology under “Resources.” Copies can also be obtained by visiting the Grainwood office. Calculators and student planners are provided for all grade levels. (Kindergarten does not use a planner.)

SNACKS/HEALTHY SNACK PROGRAM

A daily snack break is scheduled in many classrooms. Your child has the option of choosing to bring a healthy snack from home or participating in Grainwood’s **Healthy Snack Program**. Our Healthy Snack Program provides multiple healthy choice items from which students choose one item per day. The cost is a yearly fee and students can join at any time, providing both a cost-friendly and convenient option for families. Items on the cart include: granola bars, fruits, veggies, crackers, yogurt, applesauce, cheese and other healthy options. Sign-up information can be found in the Grainwood office. Students are also allowed to bring water bottles and drink water throughout the day. No fruit drinks or soda is allowed. We limit the amount of eating that occurs in the classrooms due to the chances of spills and resulting mold issues or critters. We ask classrooms that have students with food allergies to NOT bring snacks containing that particular allergen.



SPECIAL NEEDS PROGRAMS

The district takes pride in the quality of staff and the variety of programs available to students with special needs for learning. Many regular classroom and special education teachers have received various awards for their extraordinary efforts to accommodate the needs of their students.

Special needs programs offered within the school district include (please note this is an overview of services provided. It is up to the IEP Team to decide what is the best placement option for the student):

- *Early Childhood (ECSE) and Home Based (ages 0-5), call 952-226-0000 for information
- *Specific Learning Disability (SLD)
- *Speech and Language Therapy (SLP)
- *Developmentally Cognitively Disabled (DCD)
- *Emotional Behavioral Disorders (EBD)
- *Autism Spectrum Disorder (ASD)
- * PLUS
- *Lifeskills

The district also partners with the Minnesota River Valley Special Education Cooperative in serving those students whose needs are addressed in off-site special education programs. Other programs offered by the district are: English as a Second Language (ESL), SYNERGY – Gifted and Talented Program and Title 1 – federal program for students with special needs in reading/language arts and math

Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activity, such as caring for one’s self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such an impairment; or
3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3)

Classroom teachers and parents refer students for accommodations. Students must meet specific criteria to receive accommodations. For more specific information, contact the building principal.

STUDENT BEHAVIOR/RESPONSIVE CLASSROOM

The staff at Grainwood Elementary School has been trained in and utilizes the Responsive Classroom principles and strategies as our building-wide behavior plan. This approach is based upon educational research and a firm belief in the importance of developing social skills and emotional intelligence. It has been shown that emotion drives attention, learning, memory and other important mental or intellectual activities. Sustained learning is possible only



after students' social, emotional and physical needs have been met. When those needs have been met, students are more likely to succeed in school.

The Responsive Classroom is an approach to teaching and learning that seeks to balance the teaching of academic skills with the teaching of social skills. It is researched based, highly practical, and based on the following principles:

- 1.) **How children learn is as important as what they learn.**
The best learning comes from a balance of teacher-directed and child-initiated experiences that have relevance and a connection to children's lives.
- 2.) **The social curriculum is as important as the academic curriculum.**
Learning can only truly take place in a community where the learners practice social skills and acknowledge their importance.
- 3.) **The greatest cognitive growth occurs through social interaction.**
Student interaction is important. An integral part of every day is for students to talk to each other about their work, work cooperatively, teach one another, share work in progress, and discuss ideas.
- 4.) **There is a specific set of social skills that children need in order to be successful academically and socially.**
The social skills taught through Responsive Classroom strategies are represented in the acronym C.A.R.E.S.
C- Cooperation: Children must have the opportunity to practice working together in many and varied ways all through the day.
A- Assertion: Assertion is the ability to stand up for one's own ideas without hurting others and without negating others.
R- Responsibility: The only way to learn to be responsible is to have many opportunities to practice being responsible.
E- Empathy: Our world is growing more and more diverse and complex. Children must learn how to accept and celebrate differences.
S- Self Control: The ultimate goal of discipline is that children will be in control of their own behavior and behave in an ethical manner.
- 5.) **Knowing the children we teach individually, culturally, and developmentally is as important as knowing the content we teach.**
To teach successfully, we must begin by learning who our children are-what strengths, interests, experiences, culture, learning styles and development they bring to our learning environment.
- 6.) **Knowing the parents of the children we teach is important to knowing the children.**
We operate from a belief that all parents want what is best for their children and that parent involvement is essential to children's education.
- 7.) **How the adults at school work together to accomplish their mission is as important as individual competence.**

Teachers regularly discuss and review expectations for student behavior. You will receive a class constitution from the classroom teacher after the students have developed it together.

Grainwood teachers will implement the Responsive Classroom philosophy and practice its principles with each other, students, and parents. There are six Responsive Classroom components that address the basic principles and premises. They are:

Morning Meeting- provides a daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills.

Rules and Logical Consequences- promotes a clear and consistent approach to discipline that fosters responsibility and self-control.

Academic Choice-gives children choices in their learning that helps them become invested, self-motivated learners.

Classroom Organization- includes strategies for arranging materials, furniture, and displays to encourage independence, promote caring, and maximize learning.

Guided Discovery- provides a format for introducing materials that encourages inquiry, heightens interest, and teaches care of the school environment.



Family Communication- includes strategies that foster ideas for involving families as true partners in their children's education.

Responsive Classroom strategies provide an environment where children and adults feel that they are cared for and respected. At Grainwood Elementary we believe that the use of the Responsive Classroom framework will result in benefits for both students and staff at Grainwood!

Should the Grainwood **C.A.R.E.S.** not be followed, the students will first be asked to "Take-A-Break". If the behavior continues, then a "Better Choices" sheet will be used. If the student continues to be disruptive and negatively impacts the learning of themselves or others within the classroom, the teacher may choose to send the student to their buddy classroom or fill out an "Office Referral." The teacher and/or principal will then follow steps to work with the child to rectify the situation and assign a logical consequence. Parents will be notified either by phone or through the Better Choices Sheet.

Other forms of discipline may be implemented by the principal based on the severity of the situation. Behaviors which include violations of state law, district policy and any totally unacceptable behavior will require involvement by the principal, parent(s)/guardian(s), and possibly legal authority. Please see the STUDENT DISCIPLINE section for more details.



STUDENT BREAKFASTS AND LUNCHES

The Child Nutrition Department provides all students with well-balanced, nutritious, high quality, meal options that promote good physical and mental development. Menus are available on school websites and our Nutrislice app where customers can view nutritional content and descriptions of menu items, as well as allergen and carbohydrate details.

All student accounts remain prepaid with deposits made with cash, check or credit card. ISD 719 has contracted with FeePay to provide the added convenience of using a credit card, with no transaction fees, to prepay for meals. For the 2016-17 school year, lunches will cost \$2.55. Adult meals will be \$3.85 and milk is \$.45 each. The purchase of a second entree is \$1.60. All kindergarten students receive a free breakfast. Breakfast for grades 1-5 is \$1.60. Free and Reduced-Price Lunch assistance is available. Applications are available online. Applications must be filled out for each school year the assistance is needed.



STUDENT DISCIPLINE

The district would like to ensure that students are aware of and comply with the school district's expectations for student conduct. The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. This policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act and applies to all students in the district. In this handbook is a summary of Policy 506 – Student Discipline. **Students and parents are responsible for understanding the provisions of the entire policy and are urged to read the policy in full, which can be found on the district website under School Board Policies.**

It is the philosophy of Independent School District 719 to establish and maintain an orderly school environment that allows teachers to teach and students to learn. It is further the philosophy at Independent School District 719 that:

1. Responsibility for student behavior is shared by school staff, administration, the parents and students themselves.
2. Individual teacher classroom management skills are the single most important contributor to good discipline in school and should include measures that are proactive.
3. A fair, firm and consistent procedure to deal with discipline problems after they occur must be communicated and administered by school personnel.



4. Support personnel will assist in facilitating and maintaining an effective learning environment.
5. Improvements in school discipline are directly related to bettering the school environment which is brought about by improving the curriculum, improving teacher skills and improving student self-control.

All students have the right to an education and the right to learn. Students in the Prior Lake - Savage Area Schools have the following responsibilities including but not limited to:

- a. Attend school daily, except when excused by school authorities and to be on time to all classes and other school functions;
- b. Pursue and attempt to complete the course of study prescribed by state and local school authorities;
- c. Assist school staff in maintaining a safe school for all students enrolled therein;
- d. Make necessary arrangements for making up work when absent from school;
- e. Be aware of all school rules and regulations and to accept the consequences if rules are broken;
- f. Assume that until a rule is waived, altered or repealed it is in full effect;
- g. Be aware of and comply with state and local laws;
- h. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
- i. Protect and take care of the school's property;
- j. Dress and groom to meet fair standards of safety and health and common standards of decency;
- k. Avoid inaccuracies, indecent or obscene language, in student newspapers or publications;
- l. Express ideas in a manner that will not offend or slander others.
- m. Conduct themselves in an appropriate physical or verbal manner; and
- n. Recognize and respect the rights and property of others.

STUDENT CODE OF CONDUCT

Disciplinary action may be taken against students for any behavior that is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees.

The following sections outline prohibited acts, disciplinary actions, no tolerance behaviors and procedures.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assaults
- e. Sexual Harassment and Violence
- f. Hazing
- g. Threats and Disruptions
- h. Bomb threats:
- i. Terroristic Threats
- j. Alcohol, Tobacco, and Other Drugs
- k. Harmful or Nuisance Articles (e.g., pagers, radios, and phones, including picture phones, and other electronic devices are prohibited.
- l. Failure to Identify Oneself
- m. Violation of any state or local law or the violation of any federal law.
- n. Violation of school bus or transportation rules and the school bus safety policy.
- o. Violation of parking or school traffic rules and regulations, including but not limited to, driving on school property in such a manner as to endanger persons or property.
- p. Violations of directives or guidelines relating to lockers or improperly gaining access to a school locker.
- q. Possession or distribution of slanderous, libelous, or pornographic materials.
- r. Falsification of records, documents, notes, or signatures.



- s. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
- t. Impertinent or disrespectful language toward teachers or other school district personnel.
- u. Sexual and/or racial abuse and/or harassment (further outlined in School Board Policy 526 Harassment and Hazing).
- v. Bullying (further outlined in School Board Policy 506.1).
- w. Internet misuse, cyber bullying, and misuse of other electronic devices (further outlined in School Board Policy 524, Student Use of Information Technology).
- x. Any and all other acts, as determined by the school district, which are disruptive of the educational process.

Zero Tolerance Behaviors

The school board will expel for 365 days any student who brings a weapon to school, engages in aggravated assault, makes terroristic threats, sells or distributes illegal and legal drugs, burglarizes the school, or engages in sexual misconduct. The superintendent may modify such expulsion on a case-by-case basis. Further provisions relating to weapons are outlined in School Board Policy 501, Weapons.

Possession of Weapons: Students may not possess or distribute weapons, look-alike weapons, or other dangerous objects. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Possession" does not apply to firearm safety, color guard or marksmanship courses or activities that may be conducted on school property. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or, or any device or instrument that is used to threaten or cause bodily harm or death. Some of weapons are: guns (including pellet guns, paint-ball guns, look-alike guns, non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, fireworks, stun guns, ammunition and mace.

Aggravated Assault: Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.

Selling and/or Distributing Drugs or Alcohol on School Property: Selling or distributing, or intending to sell or distribute, alcohol, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

A student who finds a weapon or dangerous object on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator; teacher, coach, bus driver, or responsible adult, or immediately notifies an administrator, teacher, coach, bus driver or responsible adult of the weapon's location.

REMOVAL FROM CLASS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted, by the student's misconduct, as determined by the school district.

Grounds for removal from class shall include any of the following:

- a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;



- c. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
- d. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Disciplinary action may include, but is not limited to, one or more of the following:

- a. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- b. Parent contact;
- c. Parent conference;
- d. Removal from class;
- e. In-school suspension;
- f. Suspension from extracurricular activities;
- g. Detention or restriction of privileges;
- h. Loss of school privileges;
- i. In-school monitoring or revised class schedule;
- j. Referral to in-school support services;
- k. Referral to community resources or outside agency services;
- l. Financial restitution;
- m. Referral to police, other law enforcement agencies, or other appropriate authorities;
- n. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- o. Out of school suspension under the Pupil Fair Dismissal Act;
- p. Preparation of an admission or readmission plan;
- q. Saturday school;
- r. Expulsion under the Pupil Fair Dismissal Act;
- s. Exclusion under the Pupil Fair Dismissal Act; and/or
- t. Other disciplinary action as deemed appropriate by the school district.

DISMISSAL

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. The Minnesota Pupil Fair Dismissal Act shall be considered as a part of the Independent School District 719 Disciplinary Policy.

COMMUNICATIONS

Procedure for Notifying Students and Parents or Guardians of Violations

Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

Maintenance of Student Discipline Records

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act.

Interaction with Law Enforcement Authorities

School officials will work with law enforcement authorities whenever it is necessary for the well-being of the students and school personnel.



STUDENT USE OF INFORMATION TECHNOLOGY

Policies and guidelines are in place for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications and social media. The information below is a portion of the Student Use of Information Technology policy 524.



The school district provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Prior Lake-Savage Area Schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district. District policy requires permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet. Students must adhere to the Acceptable and Unacceptable Internet Use by Students and Student Code of Ethics Using Social Media as stated in policy 524.

Use of the district's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's systems or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district's electronic technologies. The district will not be responsible for financial obligations arising through unauthorized use of the district's educational technologies or the Internet.

Outside-of-school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the district's educational technologies, including school-issued email accounts and of the internet if the student is accessing the district's electronic technologies from home or through other remote location(s).

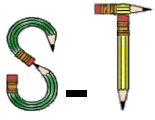
Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;
2. A description of parent/guardian responsibilities;
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

The following uses of the school district system and Internet resources or accounts are considered unacceptable. Users will not use the district's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:

1. Pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
4. Information or materials that could cause damage or danger of disruption to the educational process;
5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
6. Orders made by shopping online during time designated as off-limits by the district.
7. Personal photos, files or music not related to educational purposes for any extended length of time.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate district policies, including



suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Students are able to access the Internet from every classroom. Students also have access to iPads and Google Apps for Education, including Chromebooks. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media.

Parents (or students 18+) who wish to opt out of Student Use of Information Technology should submit an opt-out form located in policy 524 (Electronic Technologies Acceptable Use Policy). They may also request alternative educational activities not requiring Internet access.



STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES

The school district holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

As per policy 525.1, students shall not use any electronic device that in any way disrupts or detracts from the educational environment. Students will not be allowed to leave class in response to any electronic devices. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas—such as near lockers or the cafeteria - or outside on school grounds. With approval, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.

Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Violations of policy 525.1

- A. An employee shall direct the student to turn off the device.
- B. The employee may confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day.
- C. At the principal's discretion, result in additional disciplinary action.

TARDY TO SCHOOL

Students may enter the building at 8:23 a.m. and are considered tardy if they are not in their rooms by 8:30 a.m. If they are tardy, students must report to the office BEFORE going to their classroom. A parent or authorized adult must escort the student to the office and sign-in the tardy student or send a note. If a child is tardy because he/she has been to a dentist or doctor appointment, a note must still accompany the student.



TELEPHONE CALLS

The Grainwood Elementary School phones are for business purposes and not for student use. Children will be allowed to use the phone in an emergency or by permission from a teacher. On rare occasions, personal calls will be allowed. Most situations, such as homework, lunch money, missing signed notes, etc., need to be taken care of at home in the morning. The understanding and cooperation of parents in this matter is appreciated. We will not interrupt classroom lessons for telephone calls except in case of emergency. Messages from parents will be taken and given to the teacher when time permits. Students may not call home during instructional time unless there is an emergency.



TITLE IX COMPLIANCE

Prior Lake-Savage Area Schools complies with the requirements of the Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities or in employment. School Board policies 522 (non-discrimination policy), 506 (student discipline policy) are policies aimed at preventing discrimination. Complaints or questions may be directed to Jeff Holmberg, Title IX coordinator for the district at 952-226-0071. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois at 312-866-8434.



TRANSPORTATION INFORMATION and BUS CONDUCT

School district policies have established walking distances of 1 mile for grades K-5 and 1 1/2 miles for grades 6-12. The transportation department reviews hazardous areas on an ongoing basis and makes adjustments as needed. While routes are determined for the welfare of the group, special attention is paid to minimize the amount of time a student must spend on the bus and the distance he or she must walk to the bus stop.

Fall bus schedules including pick-up and drop-off times and locations are posted online in August. Parents and guardians will be able to access transportation information on Infinite Campus using personal login and password codes.

The majority of students will go to and from school by bus. Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Animals, large school projects and sporting equipment such as roller blades, ice skates, skis, skateboards, golf clubs, etc. are not allowed on the bus. Please make other arrangements to get items such as these to school.

Please be at your assigned bus stop at least 5 minutes ahead of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the Bus Dispatch at 952-440-1166, or the Transportation Office at 952-226-0050 or 952-226-0054.

Students will be picked up and dropped off only at their designated bus stops. To prevent overcrowding of the buses and for safety reasons, students must ride only the bus to which they are assigned. Parents requesting changes in transportation because of an emergency or residence change must call the Transportation Office. (Notes alone, sent to the school or given to the bus driver will not be accepted.) The Transportation office will then inform the student's school of any transportation changes.

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privileges as determined by school site administration. The complete District Policy (709) Student Transportation Safety Policy is available in each school office and also on the district's web site.



VISITORS

The information below is a portion of the district policy on Visitors to Schools (903). The complete policy is available in each school office upon request, and is also located on the district's website. Citizens of the district are encouraged to visit, attend or participate when appropriate in their student's education. The district, however, must maintain safe and orderly operation of the schools and programs affiliated within. There may be times that the restriction of visitors is necessary in order to ensure safety. To further ensure safety, at all times, visitors must be approved and identified in the office. While each building principal will be responsible for developing a building procedure for accommodating visitors to schools, school programs or activities at that school, the following list is what is included in each building's procedure.

- A sign will be posted on all doors of school buildings directing visitors to register in the office.
- All visitors will both register and check out of the office.
- All visitors should wear brightly colored visitors badges, provided by office personnel. The badge should include the date and time of the visit.
- Office personnel will, if requested or if deemed necessary, may escort the visitor to their destination.
- If school district personnel or volunteers see a visitor in the building without a visitor badge, they must courteously escort the visitor to the office.
- Visitors who wish to meet with teachers are restricted to hours in which teachers are not with students, unless permission is granted otherwise. Advance appointments may also be required.
- School administrators have the discretion to deny a request to visit the school.
- School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.
- Schools should send the policy home to parents.
- Schools should distribute the policy on a yearly basis to staff and volunteers.
- A visitor who fails to comply with the visitor policy may be: denied future visits; detained by the school principal, or a person designated by the principal, pending arrival of the police; and charged with trespassing on school property under MN statute 609.605, subd. 4.
- The principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

All visitors must report to the office upon entering the school. Nametags must be worn and visible. We ask that visitors limit their visits to one hour. We ask that visitors make arrangements with the teacher at least one day prior to their visit. We ask that you limit your visits to the classroom where arrangements have been made.

Parents: We are proud of our school and hope that you will take the opportunity to visit school while in session. We do ask that when planning a visit to Grainwood, you call in advance to make arrangements. By doing this, you will be assured that it is a convenient time for everyone and that people, or school events, you wish to see are available for you. Our expectations for visitors can also be explained to you at that time. Because of the need to maintain safety for students, all adults are to sign the visitor log in the school office when entering the building, receive a visitor name tag, and identify themselves whenever asked by school staff. Please sign out as you leave the building.

Student: visitors are discouraged unless they are accompanied by an authorized adult or unless the visit has been prearranged for educational purposes. Please call the principal in advance to discuss the reason for the visit.

Volunteers: Our parent volunteers do many valuable services that support our school learning activities. We appreciate your coming to school. If you would like to join a great group of parents by becoming a volunteer, please contact the Grainwood office for the name and telephone number of the school parent volunteer coordinator. Because of the need to maintain safety for students, volunteers are to sign the visitor log in the school office when entering the school, and receive a nametag. **Volunteers are also subject to a background check, as outlined in the "Parent Involvement" portion of the school handbook.**



VOICEMAIL

Grainwood Elementary has a voicemail system. If you call after school hours, please feel free to leave a message and we'll make sure that it is received by the appropriate staff member. Please check the Grainwood website for teacher direct voicemail numbers. Teachers will check their voicemail at the beginning of the day and after school.

WALKERS

At the end of the school day, walkers will be released after buses have departed from the school property.

WITHDRAWING CHILDREN

If you will be moving and your child will be withdrawn from the Prior Lake - Savage Schools, please inform the school office by calling or sending a note indicating your child's last day of school and informing us of your new address. We can assist you by having your child's records prepared and sent to your new school as soon as we receive your written permission to release those records.