

# Redtail Ridge Elementary School Student - Parent Handbook 2016-2017



15200 Hampshire Avenue S  
Savage, Minnesota 55378  
Phone: (952) 226-8000  
Attendance: (952) 226-8001  
Fax: (952) 226-8049



Mrs. Barb Yetzer  
Principal  
[byetzer@priorlake-savage.k12.mn.us](mailto:byetzer@priorlake-savage.k12.mn.us)  
952-226-8000

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### 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.

#### ISD #719 Core Values:

- **Partnership:** Collaboration of resources and talents to achieve high mutual goals for the benefit of all students
- **Innovation:** Creative problem solving connecting creativity with usefulness
- **Respect:** Valuing of ourselves, each other and our world across all differences
- **Wise stewardship:** Developing and effective use of our knowledge, human, financial and physical resources
- **Accountability:** Holding ourselves and each other accountable for our actions and words
- **Strive for Excellence:** Commitment to continuous learning and improvement

#### ISD #719 Vision:

- Sustainable environmental focus sought out by others
- Challenging, diverse & personalized learning
- A culture of excellence fostering a love of learning
- A district of stakeholder partnerships
- Technology enhancing instruction, communication & administration
- Moving towards class size goals through staffing & space
- Innovative & flexible staffing
- Financial stewardship

## *Redtail Ridge School Rules*

At Redtail Ridge we...  
**care** about ourselves,  
**care** about our learning,  
**care** about each other and  
**care** about the world...  
so at Redtail Ridge we  
will be **safe** and have **fun!**

**2016--2017 SCHOOL YEAR**  
**Redtail Ridge Directory**

To reach any staff member, please call 226-8000.

If it is after hours, you can leave a message by dialing in the number listed below.

<b>Principal</b> .....	Barb Yetzer.....	226-8000
<b>Head Building Secretary</b> .....	Julie Capaul .....	226-8000
<b>Building Secretary</b> .....	Jean Deutsch .....	226-8000
<b>RN Health Aide</b> .....	Tricia Wenthe .....	226-8006
<b>Media Support</b> .....	Kelly Lauterbach .....	226-8076
<b>School Nurse</b> .....	Becca Friendshuh.....	226-8099
<b>Special Education Secretary</b> .....	Nichole Macias .....	226-8080
<b>Kindergarten Teachers</b> .....	Yvette Boucher .....	226-8062
	Kim deLeon .....	226-8072
	Claire Duklet .....	226-8064
	Susan Schnackenberg.....	226-8063
	Theresa Steffen .....	226-8073
<b>First Grade Teachers</b> .....	Michelle Goracke .....	226-8014
	Jennifer Hansen .....	226-8011
	Katie Hanson .....	226-8013
	Britney Haugh.....	226-8015
	Erin Simon.....	226-8012
	Katie Wicke .....	226-8021
<b>Second Grade Teachers</b> .....	Mona Glass .....	226-8022
	Molli O'Halloran .....	226-8051
	Laresa Pickens .....	226-8025
	Betsy Shaskey .....	226-8024
	Lindsay Skjoiten .....	226-8023
<b>Third Grade Teachers</b> .....	Beth Borchart .....	226-8036
	Molly Kalina .....	226-8033
	Stacy Kodada.....	226-8032
	Sara Hough .....	226-8034
	Maria Sullivan .....	226-8035
<b>Fourth Grade Teachers</b> .....	Caren Hudak .....	226-8042
	Carrie Rittenhouse .....	226-8041
	Kellie Schoenbauer .....	226-8044
	Kelly Stufft .....	226-8043
	Mark Nissen.....	226-8048
<b>Fifth Grade Teachers</b> .....	Sara Aker .....	226-8055
	Pam Doerr .....	226-8052
	Lisa Losure.....	226-8053
	Dana Reetz .....	226-8054
<b>Art Specialist</b> .....	Paula Rudd .....	226-8077
<b>Music Specialists</b> .....	Amy Zbikowski .....	226-8077
<b>Physical Education Specialists</b> .....	Tom Pickett .....	226-8071
	John Wahlstrom .....	226-8070
<b>Media Specialist</b> .....	Kelly Iverson-Egge .....	226-8075
<b>Intervention Teacher</b> .....	Chrisse Olsson.....	226-8087
	Rachel Chamley .....	226-8069

<b>EL.....</b>	Marge Nelson .....	226-8065
<b>Synergy Teacher .....</b>	Jane Balow .....	226-0802
<b>Special Education .....</b>	Kristen Henderson (LD).....	226-8067
	Heather Mallett (EBD).....	226-8037
	Jill Blair (LD) .....	226-8097
	Karen Russell - Speech .....	226-8061
	Julie Christensen - Speech .....	226-8061
	Lindsey Meuwissen - Lifeskills .....	226-8060
	Ginny Running - Lifeskills.....	226-8068
	Mary Smith-Dennis - OHD.....	226-8017
	Todd Loechler-PT .....	226-8017
	Sonia Laurent - Psychologist .....	226-8017
	Jan Olson - OT .....	226-8056
	Andrea Hilgers - DAPE.....	226-8056
<b>School Social Worker .....</b>	Jamie Toenies-Semling .....	226-8057
<b>Q-Comp Peer Coach.....</b>	Lindsay Comstock .....	226-8000
<b>Special Ed. Student Support Paras.</b>	Barb Beckius .....	226-8000
	Eileen Darnell .....	226-8000
	Gwen Flaata.....	226-8000
	Becca Leach.....	226-8000
	Kris Hesch .....	226-8000
	Joanne Mastous .....	226-8000
	Michelle Neiman .....	226-8000
	Ann Nielsen.....	226-8000
	Penni Schneewind .....	226-8000
	Shari Schulze .....	226-8000
	Jodie Peter.....	226-8000
	Julie Stier .....	226-8000
	Sara Theisen .....	226-8000
	Traci Larson.....	226-8000
	Jennifer Wall .....	226-8000
	Jennifer Walters .....	226-8000
<b>Noon Supervisors.....</b>	Gale Baines .....	226-8000
	Sherry Bowman .....	226-8000
	Stacy Celatka .....	226-8000
	Sara Theisen.....	226-8000
	Jennifer Wall .....	226-8000
	Jennifer Walters.....	226-8000
<b>Custodians .....</b>	Michael Borchardt - Lead .....	226-8007
	Michael Greenwaldt .....	226-8007
	Silvestre Sanchez.....	226-8007
<b>Food Service .....</b>	Ann McKinley - Manager .....	226-8008
	Lynn Pieper - Assistant Manager .....	226-8008
	Rose Dill- Cashier .....	226-8009
	Heidi Heyer .....	226-8008
	Nikki Varcoe .....	226-8008



## DAILY TIME SCHEDULE

**Buses Unload.....9:10 a.m.**  
**Classes Begin.....9:20 a.m.**  
**Recess/Lunch Periods.....11:00 a.m.-12:50 p.m.**  
**Dismissal Bell.....3:50 p.m.**  
**Second Bell/Busses Leave.....3:55 p.m.**

Children should not arrive prior to 9:05 a.m. There is no adult supervision before 9:05 a.m. Cooperation in this matter is greatly appreciated.

### CHILDREN 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 Redtail Ridge student will never be dismissed directly to a parking area.

### CHILDREN 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)

### CLOSINGS DUE TO EMERGENCY

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.

# DAILY ATTENDANCE PROTOCOLS

School Day: 9:20 a.m. – 3:50 p.m.

## Arrival to School

Arrive between 9:20-11:19 a.m.---- Full Day Attendance  
Arrive between 11:20 a.m.-1:49 p.m. ----Half Day Attendance  
Arrive between 1:50 p.m.-3:50 p.m.---- Full Day Absence

## Early Departure from School

Leave before 11:20 a.m. – Full Day Absence  
Leave after 11:20 a.m. but before 1:50 p.m.-Half Day Absence  
Leave after 1:50 p.m. – Full Day Attendance



## ATTENDANCE

### Elementary Student Attendance Policy

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 administrators.

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.

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 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:

1. Running late
2. Oversleeping
3. A malfunctioning alarm clock
4. Missing the bus
5. Shopping
6. Visiting friends
7. A haircut
8. 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

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.



## ACCESS TO STUDENTS & STUDENT RECORDS BY CUSTODIAL & NON-CUSTODIAL PARENTS

It is the policy of District #719 to promote the constructive involvement of custodial and non-custodial parents in the education of their child by remaining neutral in all custody-related disputes. School district employees also have the legal obligation to comply with mandatory reporting requirements.

**Access to Educational Records:** Both custodial and non-custodial parents are presumed to have the right to access or to control access to a child's educational records and the right to be informed by school officials about their children's welfare, educational progress and status. Custodial and non-custodial parents have equal right to inspect and challenge the accuracy of their child's educational records. The fact that the parents are divorced or legally separated does not alter these rights unless the School District has been presented with a court order or other legally binding document terminating the parental rights of the non-custodial parent or denying the non-custodial parents a specific right in a written order. If a custodial parent wishes to limit the non-custodial parent's access to a student's educational records, he or she must obtain and present to the school a legally binding document which prevents the release of such information.

**Physical Access to a Student During the School Day:** All parents, whether custodial or non-custodial, may visit a student at school or remove a student from school, provided the parent complies with the District's visitor's policy and does not disrupt the student's program of education. Both custodial and non-custodial parents also have the right to attend parent-teacher conferences, although the district is not required to hold a separate conference for each parent, and the right to attend other school events designed for parents. The fact that the parents are divorced or legally separated does not alter these rights unless a parent provides the District with a court order or other legally binding document specifically prohibiting physical contact between a non-custodial parent or other named individual and a student. To limit access to a student, a custodial parent is required to file with the District a copy of the form entitled "Notification of Court Order or Restraining Order." This form can be obtained in our school office. The custodial parent's request will remain in effect until the date identified in the custody agreement in the Court Order or in the Restraining Order, or, until the individual named in the legally binding order produces a more recent order granting access to the student.

## 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 monthly throughout the school year where grade levels help plan the meetings. 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 our Health Office at 226-8006.



## **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 *NO EARLIER THAN 9:05 A.M.* Staff is not available to supervise students prior to that time. Students will remain outside until 9:05 A.M. unless it is raining or below zero.

Exceptions to students entering the building earlier than 9:05 a.m. are made by special arrangements between parents and teacher and/or the principal in advance.

## **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. 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.

You can find the volunteer background check application under the Employment tab on our district web page.

## **BIKING TO SCHOOL**

Only students who have access to school by a walking/bike path are allowed to bike to school and it is recommended for 3<sup>rd</sup> - 5<sup>th</sup> graders only. *A note from their parent/guardian must be sent to school, indicating the specific days they are allowed to bike.* Students must abide by the end of the day dismissal procedures-waiting until buses have left the premises before leaving. There is a bike rack which students must use-a lock is recommended.



## **BIRTHDAYS**

Birthdays are celebrated at Redtail Ridge! 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 (more information will be sent home at the beginning of the school year) 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.

An overdue notice from the Media Center will be sent home with your child when a library book has not been returned on time. If the book cannot be located, media center staff will inform parents of the cost to replace the lost item. If library books or classroom textbooks are torn, defaced with crayon or marker, or otherwise damaged, a fine in accordance with the amount of damage will be assessed.



## **STUDENT BREAKFASTS AND LUNCHES**

Our school offers a variety of nutritional meal choices. Menus are available on the website and the *Prior Lake American*. All student accounts remain prepaid with deposits made with cash, check or credit card. PLSAS 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, elementary school 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 will receive a free breakfast. Breakfast for all students in grades 1-5 is available for \$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.



## **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](http://www.priorlake-savage.K12.mn.us)

## **BUS SERVICE**

Students will be picked up in their neighborhood. **Students are to go to, and return from school on their assigned buses and bus stops. Students are not allowed to make changes in the assigned buses and/or stops at any time.** *Please arrange for other transportation if students are planning an after school activity.* If you have questions regarding bus routes, bus scheduling, bus drivers, or bus stops, please contact the Transportation Department by calling 952-226-0050.

Students are asked to bring only their school bags that they can hold on their lap on the bus. Animals, large school projects, and sporting equipment such as skis, mini-toboggans, skateboards, etc. are not allowed on the bus. Please make other arrangements for getting such items to school.

Transportation is provided **only** within the attendance area of Redtail Ridge Elementary School. If you have further questions, please contact the Transportation Department at 952-226-0050.

Please be at your bus stop **at least 5 minutes ahead of the scheduled pick-up time.** Times may vary during the year due to road construction, weather, and changing routes.

### **BEHAVIOR on the BUS**

Please discuss bus behavior expectations with your child. Also, please report any bus behavior concerns immediately to our bus company at 952-440-1166. If the problem cannot be resolved by this means, please notify the Director of Transportation at 226-0054.

As part of our bus safety program, students will study bus safety during the first weeks of school. Please talk with your children about bus safety as it pertains to your neighborhood and also the importance of good behavior on the bus. District bus transportation is provided for elementary students who live greater than one mile from school.

Transportation is provided **only** within the attendance area of each elementary school. Parents using daycare providers in another school's attendance area may apply for enrollment in that school (See **IN-DISTRICT SCHOOL TRANSFER** section for procedures and timeline).

Both the bus pick-up and drop-off must be within the school's attendance area (unless parents assume responsibility for transportation).

Students must ride the bus assigned to them for safety reasons including preventing overcrowding on the buses. ***Students are not permitted to ride home on buses other than their assigned bus, nor are they permitted to board/exit at another location than their assigned bus stop.***

## **CELL PHONES**

Students are not allowed to have cell phones at school, unless approved by the principal. This same rule applies to any electronic games, iPods, etc.



## **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.

### **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.

## **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**

Choir meets weekly in the morning from 8:20-9:10 a.m. All 4<sup>th</sup> and 5<sup>th</sup> grade students are invited to participate (we need a minimum of 35 students in order to offer choir). Choir rehearsals begin **Late-September**. Registration forms and information will be sent home the second week of school. If you have questions about Choir, please contact Mrs. Zbikowski at 952-226-8077. PLEASE NOTE: If you need to drop your child off for choir prior to 8:10 a.m., please arrange for your child to attend Kids Company, 952-226-0090. We have no supervision for students prior to the choir rehearsal time. For your child's safety, we cannot leave students unsupervised.



## **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.

## **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

Schoolology, Back-to-School Night, report cards, Parent-Teacher Conferences, weekly Take Home Folders, planners, and classroom and school newsletters are some of the ways you can learn about your child's school experience. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings, friendships and feelings. Visit the school and become active in the Redtail Ridge PTC. **Please make sure the school office has your updated phone numbers and e-mail addresses if they have changed.** And please, whenever you feel the need, phone or email your child's teacher. If you have questions, ask them. If you have a concern, pursue it. If you are happy with your child's progress, let us know. We like to hear from you!

## **CRISIS IN A FAMILY OR AT SCHOOL**

Should a Redtail Ridge 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 Savage 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 Prior Lake High School where we would provide specific information about the nature of the situation and deliver students to you as soon as possible. "Lockdown" is the district wide phrase to indicate a crisis situation. Teachers and staff members have specific duties to perform in these situations in an effort to provide for the safety of our students.



## **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.

## **CUSTODY OF MINOR CHILDREN**

Changes in the custody of minor children attending Redtail Ridge 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 and fill out the Dual Mailing Form.**



## **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).

## **DISCIPLINE IN SCHOOL**

The Redtail Ridge Expectations will be taught to students at the beginning (and throughout) the school year. Students will learn lunchroom procedures, playground procedures, and information about what the expectations look like in various settings--in the classroom, in the halls, at assemblies, etc. School personnel will make every effort to be consistent in their expectations and in dealing with inappropriate behavior. Students will also learn the Responsive Classroom C.A.R.E.S. and utilize those social skills. We also use PBIS (Positive Behavior Interventions and Supports) which is a school-wide system of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment.

Redtail Ridge teachers use the Responsive Classroom philosophy where we use strategies such as the morning meeting to build relationships and model ways for everyone to get along. (See Responsive Classroom section.) Teachers discuss and review for their students the expectations for student behavior.

Should the Redtail Ridge Expectations not be followed, the students will first be asked to "Take-A-Break". If the behavior continues then a Fix-it plan may 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 a Referral to the Principal /Office. 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 call, message written in planner, e-mail, through the Fix-It Plan or by a Student Behavior Report to Parent/Guardian Form.

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. Unacceptable behaviors include such conduct such as harassments/threats, vandalism, violence, stealing, use of drugs, or possession of weapons. The School Board has adopted a district wide policy that can be found in the Student Discipline section. Please be reminded that District #719 adheres to a No Weapons and Zero Tolerance policy which can also be found in the Student Discipline section. Students should not be in possession of weapons on school buses or on school property. Redtail Ridge students need to know that even small Swiss army knives, non-functioning weapons, squirt guns, or other toy guns **are not allowed** on school property.

## **DIVERSITY IN SCHOOLS**

Students at Redtail Ridge represent many cultures, races, origins, and ethnicities. Students also choose to represent themselves in many ways perhaps by interests, clothing preferences, activities, or friendship groups. It is our belief that each student should be respected for their differences and how they choose to represent themselves and should not be subjected to ridicule or rejection from others. All students and staff are expected to be tolerant of these differences and accepting of this diverse school community.

## E-MAIL

Should your e-mail address change during the school year, please contact the Redtail Ridge office. The school newsletter is e-mailed monthly. If you do not receive this newsletter, please contact the Redtail Ridge office. If your family does not have e-mail, you may request that communications be sent home in the Take Home Folders.

## 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. Your child will be dropped off at the bus stop exactly two hours earlier than a regular school day. Please check the school district calendar for these dates.



## ELECTRONICS

### **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.

## 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 the Health Span Rescue Unit for immediate assistance.

## EMERGENCY NAMES AND 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**, if we are unable to reach you

or the emergency contact person(s), we will call the *Health Span* Rescue Unit for immediate assistance. It is, therefore, critically important that we have such current data on file.



## 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-Assistant Superintendent (pertaining to student issues) or Matt Mons-Director of Human Resources (pertaining to employee issues) at 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 sometimes invited to chaperone on such occasions. To ensure the safety of our students, we require background checks for any parents going on the field trip as a chaperone. Please see the section **Background Checks** for more information

The Field Trip Permission Form gives your permission for your child to attend all field trips for the entire school year. This "one time" field trip form eliminates the need for you to sign permission slips for each INDIVIDUAL trip. Parents 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. Students will not be allowed to be picked up from a fieldtrip unless there are extenuating circumstances and it must be approved by the principal.

## FOOD

Please encourage students to bring healthy snacks only. Please check with the classroom teacher about the appropriateness of the snack item your child would like to bring to school. Students are not allowed to bring pop into the school unless it is a special occasion designated by the teacher or principal. In keeping with the school district's wellness policy, students are encouraged to bring low fat snacks such as vegetables or fruits.

## FUNDRAISERS

**Campbell Soup labels, General Mills Boxtops for Education, Tyson Project A+ labels, Kwik Trip Milk Moola, My Coke Rewards and used ink cartridges** are collected throughout the school year at Redtail Ridge. Please begin to save these valuable items now. They are used to purchase playground equipment and materials for the classrooms.

Please consider identifying Redtail Ridge Elementary as your designated school on your Target REDcard. Here is how:

- Go to [www.target.com](http://www.target.com) on the internet.
- Scroll down to the bottom of the page to "the REDcard" area.
- Click on "Managing REDcard"
- Scroll down and click on Take Charge of Education.
- Click on the "view or change school" area.
- Enter "Redtail Ridge Elementary School" for School Name and Savage, MN under "Look up a school".

## GIFTED & 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), Otis Lennon School Ability Test (OLSAT), 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.

## **GIFTS**

Gifts are ways to share generosity among students; however, we ask that students not give presents at school. This type of activity is one in which we want parents to be involved in and to be kept outside of the education arena. There may be times during the year that the teacher will coordinate an activity (i.e. a Valentine exchange or a gift exchange). In these situations, the activity is planned so everyone is involved and favoritism is not demonstrated.

## **GRADUATION STANDARDS TESTING**

All 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students are required to participate in the Minnesota Comprehensive Assessments (MCA's) in April and May. The State of Minnesota requires us to assess all students. **It is vital that you not schedule appointments or vacations during this testing time.** Please see District Calendar for testing dates.

## **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.



## **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 health care 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 may be carried and used by the student after 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: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize)

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. Secondary schedules will be withheld in the fall and third trimester if student immunizations are not up to date.

### **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 health care provider before sending him/her to school
- If the student has open/drainage skin sores, or inflamed/drainage eyes or ears the student should stay home until seen by your health care 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 post information on Schoology and / or newsletters. Parent-Teacher Conferences are scheduled for **November 15<sup>th</sup> (evening), November 17<sup>th</sup> (evening), and November 21<sup>st</sup> (evening)** Conferences are also scheduled for **the spring**. Other conferences can be arranged by contacting your child's teacher by calling 952-226-8000.

The school newsletter will be posted on Schoology and e-mailed electronically. It will provide information about student and school activities. The newsletter is also located on our school website at [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us), go to Schools, and click Redtail Ridge.

Informal communications are most important. Please feel free to contact your child's teacher with any concerns throughout the year. Teachers have voicemail and e-mail.

## HOMEWORK

In many classrooms students use an assignment notebook in which to record their assignments. The purpose of homework is to provide reinforcement or extension of learning presented at school. Students may complete their work during the school day, or they may need additional time at home to complete assignments. Parents are encouraged to assist their children in accomplishing these tasks. If homework is requiring more than 45 minutes per evening, please contact your child's teacher. Every reader should read independently for 20-minutes each night. Each teacher will provide you with information regarding the grade level's homework guidelines at the beginning of the year.

**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. *This is generally done after the second day of absence.* 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. We discourage families from taking vacations during school calendar dates.

**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 before 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.
- Eliminate distractions. Television, radios, younger children playing, and lots of talking make study time ineffective.
- Eliminate interruptions such as telephone calls, chores, or visits from friends.
- Provide good physical conditions to enhance study time. Good light, an uncluttered area, a comfortable chair, and proper supplies are necessary.

## HOURS

Students enter the building at 9:10 AM. Classes begin at 9:20 AM and end at 3:50 PM. Supervision by the school does not begin until 9:05 a.m. Please do not send students to school prior to that time as supervision is not available. We do have a Kids Company site at Redtail Ridge. Kids Company is a Community Education care option where students are supervised. This may be a viable option for parents who need to get to work early. Please call 952-226-0090 for more information. Exceptions to this policy are allowed when special arrangements have been made in advance with the classroom teacher.



## 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 at elementary school offices or online in the Enrollment 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 transfer will only be for the remainder of the school year. Those new families will need to reapply by April 30, to be considered 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.

## **INFORMATION / RECORDS**

Please contact the school with new work and home telephone numbers when changes occur. In the event of an emergency, it is critical that we have current information as to how to reach parents/guardians.

## **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.



## **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. 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. Due to the quantity of items left behind, these are bagged and sent to a local charitable organization periodically during the school year. Please help your child label all items such as backpacks, lunchboxes, jackets, sweatshirts, snowpants, boots, caps gloves and gym shoes. To avoid loss, please do not allow your child to bring electronic items to school.



## **STUDENT LUNCHES AND BREAKFASTS**

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.

## **LUNCH TIME PROCEDURES**

Please use FeePay or send a check for student lunch accounts in a **sealed envelope with the student's name, homeroom, and the words Lunch Money listed on the envelope.** All envelopes will be turned in to Food Service by 9:45 a.m., and the student account will be credited through the computerized lunch payment system. As students go through the lunch line, the price of lunch is deducted from their count. Please keep track of the amount of money in the account. **Please do not send cash to school.**

**Students may purchase an extra entrée for a specified amount of money.** Please discuss with your child as to whether you are comfortable with your child doing this. **Call 226-8008 if you DO NOT want your child to be able to purchase "Doubles."** Purchasing doubles is discouraged for students in grades K – 3, as quite often we see an increase of food waste.

Charging of lunches is not possible. The building cashiers do try to alert students when their account is running low, and students may ask for their account balance during lunch periods. Balances are carried over to the next school year.

School menus are posted on the district website.

Students spend twenty minutes of the lunch period in the cafeteria eating their lunch. We ask that students clean up their lunch area prior to leaving the cafeteria. This includes clearing the tray or lunch sack from the table and into the containers near the exit.

The Redtail Ridge Norms and Fix-it Plan System will also be used in the lunchroom. Reasonable and related consequences result from not cooperating in the lunchroom.

## **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.

## **MONEY AT SCHOOL**

We would like families to use FeePay for paying their child's lunch account, for fieldtrips, yearbooks, etc. If your child brings money to school (checks preferred), please put it in an envelope with the child's name on it and to list the purpose for which it is sent. Checks for lunch money should be made out to Independent School District #719.

## **MOVING**

You can assist us by calling to let the office know the date of 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.

## **NO SMOKING**

The Redtail Ridge Elementary School and grounds are a smoke-free/tobacco zone.

## **NOVELTY ITEMS---TOYS--ELECTRONICS – CELL PHONES – TRADING CARDS**

Novelty items such as trading cards, toys, iPods/MP3 players, handheld game systems, cell phones, and other items are not allowed at school. These items will be confiscated and returned only to the parent or guardian. There may be times the classroom teacher allows for these items to be brought to school on special occasions which is approved by the principal.

## **OUTDOOR BEHAVIOR GUIDELINES**

In order to support environmental education at Redtail Ridge, there are a variety of areas that provide opportunities for students to interact with nature and expand their learning in the outdoors. Appropriate, respectful behavior will be expected of all students when they are outside on the Redtail Ridge grounds for learning opportunities. Through discussion and guided discovery, students will be taught that when outdoors, they need to:

- use quiet voices and feet.
- stay in areas where a teacher has indicated as safe and appropriate.
- selectively choose samples.
- unless directed, leave nature where it is (leaves on the ground, twigs on the trees, flowers on the plants, etc.)
- always be in a spot where the teacher can be seen and the teacher can see them.
- keep up with and listen to the teacher so they don't miss anything.
- if they see litter, pick it up or tell the teacher.

When staff members take classes outdoors, they are asked to take a radio or cell phone with them in order to remain in contact with the office. We hope your child enjoys their outdoor learning experiences!

## **PARENT INVOLVEMENT**

Parents are welcome at Redtail Ridge 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. 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!

## **PARENT-TEACHER-CHILDREN ORGANIZATION (PTC)**

PTC, which stands for Parents, Teachers and 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 Redtail Ridge office and we will give you the phone numbers of the PTC officers.

The school PTC provides many volunteer opportunities and offer funds to the Redtail Ridge for the purpose of providing educational extras for the students. In September, the PTC kicks off the Chip Shoppe Fundraiser, which is the largest of several fundraisers that the PTC organizes during the school year.

PTC meetings are generally held monthly at 6:30 p.m. Check the district calendar for the meeting dates for Redtail Ridge PTC. We look forward to seeing you at the meetings and for being an active part of this organization.

## **PARTIES AND TREATS AT SCHOOL**

Parties may be planned by teachers, parent volunteers, and/or students for special occasions. Only commercially prepared foods may be served at school. You 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, unless it is for a special occasion and approved by the teacher or principal. 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 parental 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. Floors are subject to black scuff marks from some shoes. Please check with the sales person to avoid those that will leave a mark. Any efforts on your part to be aware of shoe sole composition would be greatly appreciated.

## **PICKING UP / DROPPING OFF CHILDREN**

**Parents who are picking up or dropping off students (after school has started) must report to the office.** Please come to the office to sign out/in students. 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 Mrs. Yetzer 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 in the Student Sign-out located by the school office.

## **PLAYGROUND PROCEDURES**

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 during recess. We may ask for a doctor’s note if the request is more than two days.

The Redtail Ridge Norms and Fix-It Plan System will be used on the playground. 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.



## **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.

## **PRINCIPAL STUDENT MANAGEMENT PROCEDURES**

We encourage students to manage themselves throughout the building by remembering our school rules:

**At Redtail Ridge we...care about ourselves, care about our learning, we care about each other and care about the world...so at Redtail Ridge we will be safe and have fun!**

Those students sent to the Principal are involved in situations that the teacher/staff member has deemed immediate attention is required. Though students sent to the principal will be dealt with on an individual basis, consequences are likely to include:

- An Office Referral Form sent home to notify parents/guardian of the incident/behaviors. This should be signed by the parent/guardian and returned to school the following day.
- 2 hour detention, or until the student is invited back to class.
- Student is readmitted to class after a conference with student.
- In-school suspension.
- Suspensions from school. It is expected that the student will make up this instructional time on a non-school day.

Depending on the offense, the parents may be contacted when a child is sent to the Principal. Severe situations will result in suspension or expulsion from school.



## 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 permanent record card contains the student's subject grades and attendance data. 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.**

## 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. ***Parents must contact the school office in advance to authorize release of their child to someone else. Written notice is required.*** To assure safety for your child, you or the person picking up may be requested to provide identification if staff are unsure of identity. Please don't take offense. This is for the safety of your child. Also, 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.



## 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.

## REPORTING TO PARENTS

Communication between home and school is vital to student success in school. Please feel free to contact your child's teacher with questions regarding your child's progress at any time. Student progress is reported to parents



through parent/teacher conferences and report cards. Report cards are posted on-line through Infinite Campus. Conferences are scheduled for November and April.

## **RESPONSIVE CLASSROOM**

The staff at Redtail Ridge Elementary School believes in and utilizes the Responsive Classroom principles and strategies. This approach is based upon educational research and a firm belief in the importance of 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.**

The principles of the Responsive Classroom must be practiced and lived by the educators in their interactions with each other, with the children, and with the 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-** an approach to giving 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 Redtail Ridge Elementary we believe that the use of the Responsive Classroom framework will result in benefits for both students and staff at Redtail Ridge!

## **SCHOOL CALENDAR**

The school district calendar is available on the district web-site. 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. Parents must 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. The school does not want to jeopardize the safety of students and will always defer to the judgment of the parents especially for younger students.

In the event of inclement weather, school cancellations will be announced over WCCO radio (830), KCHK radio, local TV channels 4, 5, 9 and 11 and posted on the district website: www.priorlake-savage.k12.mn.us. Close contact is maintained with the highway department and weather bureau in order to make decisions as early as possible. Nonpublic schools also generally are closed when the public schools close. In general, when the schools are closed, all other student/public activities to be held in the district's buildings are cancelled. Any exceptions are cleared with the Superintendent's office. District employees are to report or be excused, according to procedures and contracts.

## **SCHOOL SUPPLIES**

Lists of school supplies are available in the school office and on our web site. Please check the Redtail Ridge website or contact the office if you do not have internet access.

## **SECTION 504**

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 Mrs. Yetzer.

## **SEXUAL HARASSMENT**

The Prior Lake-Savage Area Schools are required by law to address issues of sexual harassment. It is our policy to inform parents, students, and our employees that sexual harassment has no place in our school culture. Our goal is to promote respect for each other through our curriculum by teaching students about our expectations regarding sexual harassment. If there is a breach of this respect, either between adults and students, between students or between adults, violations will be dealt with directly and promptly according to our school district policy and state and federal law.

Students, staff, or parents are to report any incidents of sexual harassment to the principal or the school district Human Rights Officer for investigation. Action will be taken as appropriate for the findings and in the prescribed fashion as specified in procedure. Referrals and discipline will be made as specified in school district policy.

The District Human Rights Officer is the Assistant Superintendent. Please call 952-226-0000.

## **SHOES**

Physical Education classes require tennis shoes that tie securely. If your child wears flip-flops or sandals to school, please have another pair of shoes-(closed toe/heel) for outside recess as we have had many foot/toe injuries on the playground.

## SIGN IN

We require all persons who visit Redtail Ridge sign in at the office and wear a Visitor badge visibly.

## SNACKS

A daily snack break is scheduled in many classrooms. We ask that these snacks be nutritious in nature. Granola bars, vegetables and fruit are preferred over snack chips and candy. Your child's teacher will provide more specific information regarding the snacks. Students are allowed to bring water bottles and drink water throughout the day. No other fruit drinks are allowed. We limit the amount of eating that occurs in the classrooms due to the chances of spills and resulting mold issues. **We ask that classrooms that have students with food allergies to not bring snacks that contain that particular allergen.**

## SPECIAL EDUCATION SERVICES

IDEA '97, the federal special education law, requires that schools provide all students with opportunities to learn the general curriculum. This service is to be provided in the regular classroom in most cases.

## SPECIAL NEEDS ASSISTANCE FOR STUDENTS

Students who are experiencing learning difficulties or who may need special adaptations for their education may qualify for special handicapped or disability assessments and services. Parents or students who would like additional information about special needs assistance should contact the principal.



## 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
- Title 1 - federal program for students with special needs in reading/language arts and math

## **SECTION 504**

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 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 which 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 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.

**REDTAIL RIDGE Spring / Fall Dress Code:** Shorts will be considered appropriate if the temperature is 60 degrees or warmer. Also, a coat or sweatshirt is required at recess if temperature is below 60 degrees.

## **STUDENT HOURS**

Student hours for the current school year are:  
9:20 a.m. – 3:50 p.m.

## **TARDY TO SCHOOL**

Students may enter the building at 9:10 a.m. and are considered tardy if they are not in their rooms by 9:20 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.

## **TEASING / THREATS**

Teasing other students at Redtail Ridge will be handled with our discipline procedures.  
Threats of harm to others may result in suspension from school.

## **TECHNOLOGY**

Redtail Ridge students have access to computers and the Internet. Included below is the district's Acceptable Use by Students of School District Information Technology policy. Students who do not follow the Acceptable Use policy will lose their privileges.



## **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.

## **TELEPHONE CALLS**

The Redtail Ridge 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.



## TOBACCO

District #719 is a "Tobacco Free" School District. Tobacco products are not to be used in the buildings or on school grounds. We appreciate your cooperation in not using tobacco products on school property.



## TRANSPORTATION INFORMATION and BUS CONDUCT

*Your school bus ride is a privilege, not a right ... please follow the bus safety rules!*

School district policies have established walking distances of 1 mile for grades K-5 and 1.5 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 Family Access 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.

## TUTORS

There may be times when you would like to hire a private tutor or seek outside learning experiences for your student. Do not hesitate to talk with your child's teacher about your concerns and your child's needs. Redtail Ridge does not formally have tutors available for students; however we do have programs that offer academic support for students. Mrs. Yetzer has a list of tutors that have contacted us and are available upon request.



## 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 and school programs/activities at that school, the following list is what is included in each buildings 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.

**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 Redtail Ridge, 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 Redtail Ridge’s 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.

## **VOICEMAIL**

Redtail Ridge Elementary has a voicemail system. If you call after school hours, please feel free to leave a message, and we will make sure that it is received by the appropriate staff member. Please check the Redtail Ridge website for teacher direct voicemail numbers. Teachers will check their voicemail at the beginning of the day and after school. Please note, if teachers are absent for the day, voicemail will be checked following their return the next day.

If you receive a “missed call” from Redtail Ridge, please check your messages before returning the call. The main school number will always show as the missed number, even if it was placed from a classroom, nurse, etc. The office will not necessarily know who it was that placed the call, but a message should have been left so you are able to identify who called and what number you need to return the call.

## **WEAPONS**

No student shall bring any item to school that is dangerous to him/herself or others. Real or toy weapons will be taken away, and serious consequences will result from violations of this policy. These items include pocket knives, lasers, toy guns, etc. Please refer to the District Student Discipline policy included in this handbook.

## **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 sending a note indicating the date of the last day of attendance and your new address. We wish you the best in your new school!