

# Five Hawks Elementary

## Parent/Student Handbook 2017-2018



### **Five Hawks Elementary**

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**PRIOR LAKE-SAVAGE**  
AREA SCHOOLS



## Table of Contents

<b>AGE VERIFICATION AND LEGAL NAME</b> .....	<b>5</b>
<b>ANONYMOUS TIP LINE: 952-226-0005</b> .....	<b>5</b>
<b>ARRIVAL TIME FOR SCHOOL</b> .....	<b>5</b>
<b>ATTENDANCE</b> .....	<b>5</b>
EXCUSED ABSENCES.....	5
UNEXCUSED ABSENCES & TARDIES .....	6
<b>BACKGROUND CHECKS FOR VOLUNTEERS</b> .....	<b>7</b>
<b>BICYCLES</b> .....	<b>7</b>
<b>BIRTHDAYS</b> .....	<b>8</b>
<b>BOOK AND EQUIPMENT CARE</b> .....	<b>8</b>
<b>BUILDING SECURITY</b> .....	<b>8</b>
<b>BULLYING</b> .....	<b>8</b>
<b>BUS ARRIVAL AT FIVE HAWKS</b> .....	<b>9</b>
<b>CHEMICAL HEALTH</b> .....	<b>9</b>
<b>COMMUNICATION</b> .....	<b>9</b>
<b>COMMUNITY EDUCATION CLASSES (AFTER SCHOOL CLASSES)</b> .....	<b>10</b>
<b>DATA PRIVACY / RELEASE OF STUDENT INFORMATION</b> .....	<b>10</b>
<b>DISMISSAL PROCEDURES</b> .....	<b>11</b>
<b>EMAIL ADDRESSES:</b> .....	<b>12</b>
<b>EMERGENCY PROCEDURES</b> .....	<b>12</b>
<b>EMERGENCY NAMES &amp; PHONE NUMBERS</b> .....	<b>13</b>
<b>ENVIRONMENTAL LEARNING AREA</b> .....	<b>13</b>
<b>EQUAL OPPORTUNITY</b> .....	<b>14</b>
<b>FIELD TRIPS</b> .....	<b>14</b>
<b>FOOD AND BEVERAGES IN THE BUILDING</b> .....	<b>14</b>
<b>HARASSMENT AND HAZING</b> .....	<b>15</b>
<b>HEALTH SERVICES</b> .....	<b>15</b>
<b>HOMEBOUND INSTRUCTION</b> .....	<b>17</b>
<b>HOMEWORK POLICY</b> .....	<b>17</b>
<b>IN-DISTRICT TRANSFERS</b> .....	<b>17</b>
<b>IN-LINE SKATES/SKATEBOARDS/SHOE SKATES/HEELIES</b> .....	<b>18</b>
<b>INSURANCE</b> .....	<b>18</b>
<b>INVITATIONS</b> .....	<b>18</b>
<b>LEGAL CUSTODY/GUARDIANSHIP</b> .....	<b>18</b>
<b>LOCKERS</b> .....	<b>18</b>
<b>LOST AND FOUND</b> .....	<b>19</b>
<b>PARENT-TEACHER-CHILDREN ORGANIZATION (PTC'S)</b> .....	<b>19</b>
<b>PARTIES &amp; TREATS AT SCHOOL (SEE FOOD AND BEVERAGES IN THE BUILDING)</b> .....	<b>19</b>
<b>PHYSICAL EDUCATION</b> .....	<b>19</b>
<b>PHYSICAL ACCESS TO A STUDENT DURING THE SCHOOL DAY</b> .....	<b>19</b>
<b>PLAYGROUND EXPECTATIONS</b> .....	<b>20</b>
<b>PLEDGE OF ALLEGIANCE</b> .....	<b>20</b>
<b>PROCEDURE FOR DROPPING OFF CHILDREN</b> .....	<b>20</b>
<b>RECORDS - DISTRICT</b> .....	<b>20</b>
<b>RESPONSIVE CLASSROOM</b> .....	<b>21</b>
<b>SCHOOL CLOSINGS</b> .....	<b>21</b>
<b>SPECIAL NEED PROGRAMS</b> .....	<b>22</b>
<b>SECTION 504</b> .....	<b>22</b>
<b>STUDENT BREAKFASTS AND LUNCHES</b> .....	<b>22</b>
LUNCHROOM EXPECTATIONS .....	23
<b>STUDENT DISCIPLINE</b> .....	<b>23</b>
<b>STUDENT DRESS CODE</b> .....	<b>26</b>
<b>STUDENT HOURS</b> .....	<b>27</b>
<b>STUDENT RESPONSIBILITY</b> .....	<b>27</b>
<b>STUDENT SURVEYS</b> .....	<b>27</b>
<b>STUDENT USE OF INFORMATION TECHNOLOGY</b> .....	<b>28</b>
<b>SYNERGY GIFTED/TALENTED PROGRAMS</b> .....	<b>29</b>
<b>TITLE IX COMPLIANCE</b> .....	<b>30</b>
<b>TRANSPORTATION INFORMATION AND BUS CONDUCT</b> .....	<b>30</b>
<b>VISITORS</b> .....	<b>30</b>
VISITORS – STUDENTS .....	31
VISITORS – VOLUNTEERS.....	31
<b>WITHDRAWING CHILDREN</b> .....	<b>31</b>

## **MISSION STATEMENT**

FIVE HAWKS School and Outdoor Learning Center is a place where a welcoming community is built and environmental learning is fostered. Our mission is to provide opportunities that will enhance learning in a safe and caring environment by helping each student reach his or her potential while striving to become respectful citizens in a diverse society.

## **MOTTO**

**FIVE HAWKS: A PLACE TO SOAR!**

## **FROM PRINCIPAL**

August, 2017

Welcome to Five Hawks Elementary School. We are excited to have you as a part of the Five Hawks Community, where everyone is valued and respected. As our mission statement clearly emphasizes, we have a wonderful adventure in front of us as we work to provide many opportunities for students to succeed. This journey requires that we work together – school, home, and community – to make sure that all students have the chance to do the best that they can and to feel a sense of accomplishment that is real and long lasting.

Your child's education is our business and we are well equipped and eager to handle this responsibility. Like any caregiver, we need input from you to implement the best strategies and practices to most successfully work with your child. As your child's advocate, you need to help ensure that we have an open line of communication to work together for your child. It is critical that what you see as strengths are communicated to all of us at Five Hawks, so we can build upon strengths and address areas that could be strengths!

The information contained in the handbook for 2017-2018 is important. Please take a few minutes to familiarize yourself with it. The attendance policy has been modified and is worth taking a good look at. Be sure to check the "Student Use of Information Technology" and Data Privacy" section of the handbook. We also recommend that you keep it handy as a reference for the attendance number, early dismissals, birthday celebration guidelines, etc. The district logo next to an item indicates this is a district-wide policy and implemented in all elementary schools across ISD 719. In our effort to promote "green" practices, the handbook is available on our website, [http://www.priorlake-savage.k12.mn.us/uploaded/Five\\_Hawks/FH\\_2016-17\\_Student\\_Handbook.pdf](http://www.priorlake-savage.k12.mn.us/uploaded/Five_Hawks/FH_2016-17_Student_Handbook.pdf)

It is my personal goal to make "reach every student every day" a reality, not just a catchy phrase. My objective is to greet the students each day, find time as often as possible to see them in the classroom, and to be able to say goodbye at the end of each busy day. I look forward to making 2017-2018 the best year yet.

We, at Five Hawks, believe very strongly in the power of parental involvement. It is a proven fact that when we all work for student success, great things happen. If you are interested in becoming a Five Hawks volunteer, please call 226-0100, talk with your child's teacher, or contact any of our wonderful PTC officers!

Sincerely,

Tim Bell  
Principal, Five Hawks Elementary

## **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, or other legally recognized document of the courts. Such as Passport, Citizenship card, legal name change. Verification needs to be done at registration or within three (3) weeks after entering school. Exclusion from school may occur if documentation is not provided.

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. Our student lists will show the student's first name and legal last name. 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, assuring us that this is acceptable to all custodial parents. 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.



### **ANONYMOUS TIP LINE: 952-226-0005**

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 TIME FOR SCHOOL**

Children who are walking to school or are being delivered should arrive at the school no earlier than 10 minutes before the beginning of school. This means that you should not drop children off before 8:20 a.m. Our staff has regular meetings and preparation duties and is not available to supervise students who arrive before 8:20am.

The only exceptions for students entering the building earlier are:

- Special arrangements made in advance with the classroom teacher for a child to come in to work with that teacher.
- Parents/guardians attending a conference with the teacher.
- Before school programming such as Junior Naturalists, Choir, and other school sponsored events



## **ATTENDANCE**

Regular school attendance is directly related to success in academic work and benefits students socially. The school board recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and 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.

### **Elementary Student Attendance Policy**

Parents/guardians are required to notify the office via a note or telephone, please call prior to 9:30a.m. on or before the day their child will be absent for any reason. Our attendance line is open 24 hours a day 952.226.0101.

#### **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 due to illness. 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, sporting events 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, home fire, etc.
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 Absences & Tardies**

Examples are:

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1. Running late                 | 6. Visiting friends               |
| 2. Oversleeping                 | 7. A haircut                      |
| 3. A malfunctioning alarm clock | 8. At home or outing with parents |
| 4. Missing the bus              | 9. Non-district sporting events   |
| 5. Shopping                     |                                   |

### **Tardies**

Students who arrive at school after the bell rings at 8:30 A.M. must report to the office and obtain a tardy slip before going to class. A student that arrives past 10:30 in the morning or leaves prior to 1:00 P.M. in the afternoon will be considered absent for a half a day.

### **Extended Absences**

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn.
2. No credit is earned during the time a student is not enrolled.
3. Students under 18 years of age who have any combination of 7 unexcused absences will result in a referral to Scott County Human Services for educational neglect if deemed appropriate.
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an "Incomplete." A grade will be assigned after the work is completed according to the homework make-up guidelines.
5. If a student experiences an extended, long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

### **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 state and district mandated testing dates such as the Minnesota Comprehensive Assessments (MCA II), 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.

### **Dismissal During the Day**

Parents/guardians are asked to call or send a note with their child prior to appointments and vacations, etc. Please include the name of the person picking up your child if it is someone other than the parent/guardian for your child's safety. (They will be asked to show an ID.) Whoever picks up the child will be required to sign the child out of the office. A secretary will contact the child through the teacher. Please do not go to the classroom to pick up your child.

### **Recurrent Pick-up**

Parents who will be picking up their child on a regular basis need to complete a notification form for our office, letting us know the expected schedule for daily pick-up. This form will also designate any alternate adult who would be allowed to pick-up your child. This information will be referenced by our office staff until we know adults on site. All students must be signed out daily in the designated parent pick up location, prior to a student leaving the building.



### **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.

### **BICYCLES**

Bicycle liability and protection are the sole responsibility of the bicycle owner or rider. The school district strongly discourages the riding of bicycles to Five Hawks due to traffic hazards on many highways near the school. Parents permitting their children to ride bicycles to Five Hawks must complete a form available from the school office and explain to their children the following rules:

- Bicycles must be ridden on the right hand side of the road or a designated bike trail.
- When arriving at school, the bicycle should be placed in the bike rack immediately.
- Bicycles must be left in the racks until after the buses leave at dismissal time.
- Bicycle security is the student's responsibility; the bicycle should be locked while at school.
- Wearing a bike helmet is highly recommended and encouraged for safety.



## BIRTHDAYS

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

Due to allergies, socioeconomic and nutritional concerns, **we ask that students refrain from bringing in treats on their birthday.** You may honor your student by purchasing a “birthday book” for the Media Center (more information will be sent home at the beginning of the school year) or make a donation to the Laker Educational 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.

## BOOK AND EQUIPMENT CARE

Textbooks, library books, and many other learning materials are supplied free to all students with the understanding that they will be returned in good condition. It is the student’s responsibility to take proper care of these instructional materials. The cost of damaged or lost materials will be charged to the student and parent. Once a book has been paid for, it becomes the property of the family and refunds will not be encouraged.



## BUILDING SECURITY

The main entrance to Five Hawks by the office will be open during school hours. All other doors will be locked when school is in session. The side door used by Kids Company will be locked each day. Access will be granted during Kids Company hours with the code provided to current Kids Company families and should be used only for Kids Company business. Volunteers and visitors are required to sign-in at the main office and wear a visitor badge. Adults in the building without an appropriate identification badge will be stopped by Five Hawks staff and asked to check in at the office.



## 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.

### **BUS ARRIVAL AT FIVE HAWKS**

All buses will exit students along the sidewalk upon their arrival at Five Hawks. Kindergarten students will enter the building at the lower level doors outside their classrooms. First, second, and third grade students will enter the door near the office area and fourth and fifth grade students will enter the door by the flagpole. Students will be dismissed from the bus at the appropriate time determined by the bus driver. Every effort will be made to keep students on the bus until the bell rings, with the exception of kindergarteners, who will be excused from the bus before the rest of the students.



### **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, alcohol, and other illegal and harmful chemicals, including paraphernalia related to these substances, is prohibited on school 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.



### **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.



### **COMMUNITY EDUCATION CLASSES (AFTER SCHOOL CLASSES)**

To ensure the safety of your child, please follow these simple steps:

- Assume your child will attend the program if you have submitted a registration. Send a note to school only if you do not want your child to attend a program for which they are registered.
- Complete the entire registration form with every registration.
- Pick children up on time in the program classroom.



### **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 school in writing that any or all of the information listed here not be released on that individual student. Parents (or students 18+) who do not want this information to be shared should give notice in writing to the district by October 1<sup>st</sup> of each year. An opt-out form is included in policy 515 (Protection and Privacy of Student Records) and should be submitted to the district office: 4540 Tower Street SE, Prior Lake, MN 55372 or [ccasebolt@priorlake-savage.k12.mn.us](mailto:ccasebolt@priorlake-savage.k12.mn.us)

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

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.



### **DISMISSAL PROCEDURES**

- All parents must come into school to sign out their child (ren) who do not ride the bus or walk home.
- Yearlong agreements can be filled out if a consistent pickup is in effect. However, you are still required to come into school to sign your child (ren) out.
- Children will not be permitted to leave school with anyone other than their parents/legal guardians unless we have authorization. All parents/guardians must have completed an emergency form indicating all persons to whom you give permission to pick up your child. Please notify us 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.
- If you are the “occasional” pick up, please call or send a note each day you are going to pick up your child.
- **IMPORTANT NOTICE:** All calls regarding a change in your pick up procedure **MUST** be made by 2:30pm to insure the request can be met.
- End of the day check out will be in the gym. Please use the side door of the gym closest to the office.
- Once you have signed your child out, you must wait in the gym for your child.
- Children may not be taken from buses or bus lines without permission of the principal or staff designee. Prior to leaving the school grounds, parents must sign their child out in the Student Sign-out Book located in the gym.
- Bike riders, walkers, and those using other methods of transportation will also be reporting to the gym if they need to cross Five Hawks Avenue or the front of the building. They will be dismissed once the busses have left the front of the building. All other bike riders, etc. may be dismissed with the rest of the class.
- Unattended students are not allowed to leave the building by the Kids Company entrance at any time during normal business hours or dismissal.



### **ELECTRONICS: (CELL PHONES, PAGERS, ELECTRONIC BOOKS, DVD/CD PLAYERS, GAMEBOYS, LASER PRODUCTS)**

Prior Lake-Savage Area Schools’ is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom.

As a result, if a student chooses to bring an electronic device to school such as an iPad or other Smart Tablet, they may do so. The school district is not responsible for any lost or stolen items. Also, personal electronic devices must be turned off in the classroom and are not to be used during school hours unless under the direct supervision and permission of the instructor. Personal devices may not be used during recess or lunch time.

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

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

#### **EMAIL ADDRESSES:**

***Please keep the office informed if your email address changes.*** We will be using electronic communication whenever possible this year, and in order to keep you informed we need to have a current address. You may call 952-226-0100 or email changes to the office at [asesions@priorlake-savage.k12.mn.us](mailto:asesions@priorlake-savage.k12.mn.us)



## **EMERGENCY PROCEDURES**

### **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](#) (available in school offices, the District Service Center and the website: [priorlake-savage.k12.mn.us](http://priorlake-savage.k12.mn.us)) is to provide a guide for general crisis information for school district and building administrators, school employees, students, school board members, and community members. Further, the policy ensures that awareness of the district's Crisis Management Plan, which is in both paper and CD format in central offices throughout the school district, contains crisis-specific procedures. Please note that, pursuant to this policy, tailored Crisis Management Plans are available for each owned or leased building in the district.

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.

### **Fire Emergency Procedures**

EVERYONE, unless asked to remain, must leave the building when a fire alarm sounds. A fire emergency evacuation plan/map is posted in each room. Students will have a practice drill before the first fire drill. State law requires 5 fire drills per school year.

When the fire alarm sounds, students follow these general procedures (please review these expectations with your Child):

- Students leave everything and WALK with the teacher to the nearest exit.
- A double line is used for exiting students.
- Students are not to be talking and should walk with their hands at their sides.
- The first persons going out the door are to hold the doors open.
- Teachers are to make sure windows and doors are closed and lights are off before leaving.
- Students meet outside in their classroom's designated area so teachers can count to determine if all students are safely out of the building.
- The principal or her designee will indicate the end of the evacuation.
- In the event of an actual fire, teachers would escort the students to Village Market Mall where emergency contact procedures would be initiated.

Exit maps for the building are posted by the door of each room, as a building visitor, please refer to these maps for your safety. State law requires that we have 4 Fire Drills per year.

### **Lock Down Procedures**

If a crisis or lock-down situation arises in the building or on the school grounds staff immediately implement district crisis procedures. Lock-down procedures will also be practiced with students 5 times per school year. Each teacher will make a "blue spot" visible in his/her classroom to indicate a lock-down, safe area that students will be taught indicates a safe

gathering area. An intercom announcement will state “Lock Down Drill,” followed by a very quick siren sound, this lets staff and students know that the drill is in progress. State law requires that we have 5 Lock Down Drills per year.

In order to ensure a developmentally appropriate explanation of the purpose of a Lockdown Drill, teachers will review that, “this is one more way for us to practice being safe, this is when being in our classroom is the safest place.” To help a young child understand the purpose for this type of drill you could present them with the following example. An example of needing to be in our classroom to be safe would be if a stray dog wandered into our building because a door was open, and it didn’t appear they were friendly. All children would be asked to stay in their room in a safe place with the doors locked. We lock the doors so that no one could accidentally open the door and let the dog in. We would then call the local police to help us remove the dog.

### **Power Outage Procedures**

In case of a power outage, teachers and students remain in classrooms until further instructions are received from the Principal.

In the event that school is dismissed, the district bus transportation coordinator will arrange student transportation home. Students who are unable to enter their homes will remain in the holding area until arrangements can be made to contact their parents individually. The Superintendent’s office will notify parents of the school dismissal on WCCO radio and other broadcast media.

### **Security**

The main entrance to Five Hawks will be open generally 7:30 A.M. – 3:30 P.M. All other doors will be locked when not in use by students and staff. All staff members are required to wear school district provided name badges. All visitors to the building must first report to the office. They will be required to sign in and wear a visitor’s badge. Any unidentified adult walking in the building will be asked and, if necessary, accompanied to the office to state his/her reason for being in the building. Parents who remove students from school are expected to come to the office to identify themselves and sign their child out in the log book. Records are maintained and updated on several parents and/or adults who are not permitted to remove certain students from school.

### **Tornado Procedures**

Warnings for tornadoes may come to the building by telephone, internet, city siren or by radio. Tornado warnings/drills at Five Hawks will be issued over the public address. When the signal is given, staff and students should take cover in the areas designated by the map located near each room’s doorway. If possible, students will be on their knees and covering their heads. State law requires that we have 1 Tornado Drill per year.

### **EMERGENCY NAMES & PHONE NUMBERS**

The current work numbers for parents as well as names and phone numbers 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 911 for immediate assistance. It is, therefore, critically important that we have current data on file.

### **ENVIRONMENTAL LEARNING AREA**

Five Hawks Elementary School is surrounded by a beautiful environmental area which includes prairie, wetlands, ponds and wooded areas. Walking trails through the area are maintained by the City of Prior Lake. Teachers at Five Hawks incorporate environmental activities into their science lessons as well as many other curricular areas. Students will be learning outside on a regular basis. We are excited to incorporate outdoor learning into all parts of the day. To support this exciting learning opportunity, please help your child be prepared with appropriate outdoor clothes that match the weather.

## Outdoor Behavior Guidelines

The Five Hawks site and surrounding environmental area provide many 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 on the Five Hawks 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 on the trails or where a teacher has indicated as safe and appropriate.
- selectively choose samples.
- return samples to where they were taken.
- 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 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!



## 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)

Independent School District #719

4540 Tower Street SE

Prior Lake, MN 55372

## FIELD TRIPS

Both transported and walking field trips are taken by classes to broaden their educational experiences. Parents are often asked to help with supervision. We ask that volunteers not bring any other children with them. An information letter and permission form will be sent home for parental approval prior to any trip. There are various times during the course of the year when we wish to take the children to local places off our school grounds such as the high school, senior citizens home, the park, local stores, etc. For such trips, parents will be asked to sign a general permission slip that will be effective for the entire year. All students are required to travel on the bus back to school at the completion of the fieldtrip. The only exception to this procedure during the trip is due to a medical reason or an emergency.

## FOOD AND BEVERAGES IN THE BUILDING

Food and beverages are to be consumed whenever possible in the cafeteria in accordance with School Board Policy. Food and beverages are never allowed in the gym unless special permission is granted beforehand by the administration and the Physical Education department. The cafeteria is the mainstay for lunch. All food that is part of lunch, whether purchased at school or brought from home, is to be eaten in the cafeteria. No food is allowed on the playground during recess, regardless of where it came from.

Research indicates that elementary age children increase learning potential and benefit from nutritious snacks and water during the school day. Therefore, it is a common practice for students to be permitted to bring a nutritious snack to school on a daily basis. Scheduled snack breaks are permitted and encouraged. Water bottles or drinking cups may be requested by the classroom teacher for water consumption to accompany snacks. In an effort to encourage healthy eating habits,

snacks should consist of such items as: fruit, vegetables, cheeses, pretzels, or crackers. Beverages other than water are also discouraged due to possible damage to carpet and other classroom equipment.

A Snack Cart option is currently available. Please contact your child's teacher for information regarding the cost and availability.

Food and beverages for special events, such as class rewards, or seasonal celebrations are permitted. It is best to notify the classroom teacher to confirm class preferences. In some cases, specific restrictions may be in place due to students with food allergies or other health concerns. It is imperative to check with the classroom teacher or health aide before you bring any food to school. Some grade levels may request alternatives to treats for special celebrations.

All food must be commercially purchased. Homemade cakes and treats are not acceptable due to state health codes.



## **HARASSMENT AND HAZING**

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**

Prior-Lake Savage Area School's 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; they perform delegated nursing procedures, assist with screenings, organize and maintain the health office and health records, and keep the school nurse informed of the building's needs and concerns.

### **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 entrance into Prior Lake-Savage Area Schools and is 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, and only with parent/guardian permission or where required by law.

We ask that all incoming new students/parents complete the Annual Health Information Form. Current students are encouraged to keep the school informed of any changes to these phone numbers, addresses, etc.

### **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.

Due to nursing licensure, when the Health Office is asked to give a medication or perform a medical treatment in school, we will require written parent's permission to access the licensed prescriber regarding the order given. Nurses must work under a licensed prescriber's guidance.

For safety reasons, we would appreciate all medications being delivered to the health office by a parent or designated adult during school hours. The Health Support Person will count all controlled medications brought into the Health Office at the time of delivery.

If you have any questions, please call the Health Support or Licensed School Nurse at your student's building.

### **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

Prior Lake-Savage Area Schools adheres to a No Shots (or proof of exemption), No School policy. This means that all students must meet the state immunization requirements prior to enrollment or schedule pick up. For more information, contact your student's health office at (952) 226-0906.

### **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/draining skin sores, or inflamed/draining 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 (Link Here). 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.

### **Health Screening**

The School Nurses, Health Aides, and numerous volunteers are screening students during the school year checking vision, hearing and growth. Effective screening programs are intended to identify health problems that otherwise would not be identified until a later date, when treatment is less effective or more costly.

Early detection of vision or hearing deficits is essential to optimize learning capabilities. Approximately 7.5% of school-age children have vision problems and 3-5% of children experience hearing deficits.

Vision screening will be done for 1st, 4th and 7th grade; hearing screening for 1st and 3rd grade.

All 3rd, 6th and 9th grade students (unless parent/guardian states otherwise) will have his or her weight and height measured, and BMI (Body Mass Index) calculated. As with all health information, this health data is kept confidential. Once BMIs are completed, parents may call the building LSN for results or questions.

If you do not hear from the School Nurse, you can assume that your student had no abnormal screening results for vision or hearing. Please call your school's health office if you have concerns or questions regarding screening, if you do not wish to have your child screened, and anytime you have concerns about your student's health.

### **HOMEBOUND INSTRUCTION**

A child may receive homebound instruction if he or she has been ill or hospitalized and a doctor certifies that the student will be absent from school for more than 10 days. Homebound instruction may begin on the eleventh day of the student's absence. Contact the principal for more information.

### **HOMEWORK POLICY**

The purpose of homework is to provide a reinforcement of activities presented in the classroom. Students will generally be able to complete their assigned work during the school day. Some students may occasionally need to bring unfinished work home for completion. When a child is frequently unable to complete school assignments, the teacher may request that the parents assist the child at home.

**Make-up work:** When a child is absent from school due to illness, homework may either be sent when the child returns to school, or may be picked up by parents upon request. A reasonable amount of time is given for completion of work. Please check with the teacher for specifics.

**Vacation:** Parents will be given homework for their child when they return from a vacation. Your teacher will give appropriate make-up work and send it home with the child when he/she returns.



### **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 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. 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.

### **IN-LINE SKATES/SKATEBOARDS/SHOE SKATES/HEELIES**

Use of any type of wheeled transportation is the sole responsibility of the owner or rider. The school district strongly discourages the use of in-line skates, skateboards, or shoe skates due to safety hazards inherent with the use of such devices. Parents permitting their children to use such as a means to get to Five Hawks must complete a form available from the school office and explain to their children the following rules:

- In-line skates, etc. must be ridden on the right hand side of the road or a designated trail
- When arriving at school, the skates or skateboard should be placed in the office immediately.
- The board or skates must be left in the office until after the buses leave at dismissal time.
- Equipment security is the student's responsibility; the school will not become involved with security, loss, etc.
- Wearing a helmet is highly recommended and encouraged for safety.
- Wearing Heelies in school is prohibited at any time, including activities or events held in the building after normal school hours.
- Failure to comply with these procedures will result in confiscation of the item and loss of privileges for the remainder of the year. Confiscated items can be picked up by the parent/guardian at anytime.



### **INSURANCE**

The school district does not provide any type of health or accident insurance for injuries to children while they are at school. The District does not cooperate with an independent insurance company to provide coverage.

### **INVITATIONS**

In an effort to keep distractions to a minimum, distributing 'party invitations' during school hours is not permitted. Students who are not invited may feel slighted and hard feelings can/do result. Please use the U.S. mail or deliver invitations outside of school hours. Our PTC does coordinate a Student Directory that will be available for purchase in late September.

### **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. (Also see these related sections: COMMUNICATION, PHYSICAL ACCESS TO STUDENTS, RELEASE OF STUDENTS, and REPORTING TO PARENTS)



### **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 the contents of the locker are 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.

NO locks are allowed on lockers. Any 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**

Lost and found boxes are located near the multipurpose room (cafeteria). Unclaimed items left on buses are brought to the school. At the end of each trimester, unclaimed items are given to a charitable organization.

Parents are strongly encouraged to label all students' clothing, footwear, school supplies, etc. Pupils should be encouraged to check the lost and found boxes if they have lost something.

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

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. The school PTC's provide many volunteers and offer funds to the elementary schools for the purpose of providing educational extras for the students. In September all elementary schools kick off with a fund-raising event of some kind, which is the largest of several fundraisers that the PTC's organize during the school year.

PTC meetings are generally held monthly. Check the district calendar for the meeting dates for Five Hawks. We hope you will consider being an active part of this organization.

## **PARTIES & TREATS AT SCHOOL (SEE FOOD AND BEVERAGES IN THE BUILDING)**

Parties may be planned by teachers, parent volunteers, and children for special occasions. Only commercially prepared food may be used at these parties. Remember, we have a "no birthday treats" policy at Five Hawks.

## **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 (or receive a modified experience) from physical education for an extended period of time (usually if they will need to miss more than 1 class period of Physical Education.) We also require a physician's statement informing us when it is safe to resume activities.

All children need to have a pair of gym shoes to use daily. Gym shoes with laces are required for physical education classes for safety reasons. All flooring is subject to black scuffmarks from some shoe materials. Please check with sales personnel to avoid shoes that will leave a mark. Any efforts on your part to be aware of shoe sole composition would be greatly appreciated. Designer tennis shoes (those with thick soles and/or no back), zippered shoes, sandals, and loose-fitting shoes are not safe for gym use and are not permitted. Heelies are also not permitted anywhere in the school.

During the school year, your child will be participating in a wall-climbing unit. At Five Hawks we are using a traverse-climbing wall. At its highest point, the wall measures eight feet and is approximately 20 feet long. Students climb horizontally (Traverse) across the wall. Their feet should never be higher than three feet off the ground. Your child will climb under the careful supervision of the Physical Education Instructors or parent volunteers at all times. If for some reason you do not wish to have your child participate in this unit, please inform the principal in writing by September 30th.

For the safety of students, gum and other food items are not permitted during Physical Education. Students should be sure to dispose of any food before coming to the gymnasium.

## **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/school, 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.

## PLAYGROUND EXPECTATIONS

Playground rules will be reviewed and practiced by all classroom teachers at the beginning of each school year. The rules and procedures will be enforced by everyone on the playground at all outdoor breaks and noon recess.

Appropriate playground behaviors:

1. Play in designated areas only
2. Follow directions of playground staff
3. Use appropriate language
4. Keep hands and feet to self
5. Follow all safety rules
6. Line up when asked to do so and enter building quietly
7. Share equipment and spaces
8. Play all games according to school rules.
9. Respect the classes that are inside working.
10. Leave the playground neater than you found it.

Consequences for inappropriate behavior on the playground may include, but not be limited to:

1. Time Out or Take a Break
2. Removal from Playground Referral to Principal
3. Loss of Privilege
4. Restitution

Each inappropriate behavior will be addressed as an individual circumstance with the goal of changing student behavior in a positive manner. Serious issues, such as fighting or damage of property, will result in parental contact.

We encourage students to dress for the weather. Students will always go outdoors for recess unless the “Feels Like” temperature falls below -5 degrees or it is steadily raining. All elementary schools will use the KARE11 website to determine the “Feels Like” temperature.



## 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 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.

## PROCEDURE FOR DROPPING OFF CHILDREN

When dropping off children in the morning, please be aware that the buses will begin arriving at about 8:15 a.m. Please do not drop children off in front of the building where the buses load and unload the children. Please use the side parking lot. NO vehicles are permitted in the bus zone while buses are present. Children who are walking to school or being dropped off should not arrive at school before 8:20 a.m. Our staff has meetings and preparation before school starts and are not available to supervise students who are dropped off early. Crossing guards will be in place most days to assist students who need to cross the bus drive.

The only exceptions to entering the building earlier than 8:20 A.M. are:

- Special arrangements have been made in advance with the classroom teacher for a child to come in and work with that teacher. Teachers report at 7:30 A.M.
- Parent/guardians are attending a pre-arranged conference/meeting with the teacher.
- Before school programming such as Choir or Junior Naturalists and other school sponsored events.



## RECORDS - DISTRICT

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.**

## **RESPONSIVE CLASSROOM**

Prior Lake-Savage school district has integrated the responsive classroom model into their elementary sites. Responsive classroom is an approach to teaching and learning that seeks to balance social and academic skills. By using the responsive classroom model, guidelines for building community are set, rules are created, and high expectations for learning and behavior are established. Children feel like they belong, have been empowered, and can have fun in a safe manner.

### **Responsive Classroom Components**

- Morning Meeting consists of a greeting, sharing, activity and news and announcements.
- Guided Discovery is a purposeful technique to introduce materials, areas, or activities to students.
- Academic Choice allows students to choose their learning activity within a range of choices structured by the teacher.
- Logical Consequences would include: take a break, loss of privilege, break it-you fix it (apology of action), buddy room, social conferencing and/or meeting with the principal.

Establishing school wide rules will take place within the first month of school. Following that, a copy of these rules will be posted on Five Hawks Schoology page.



## **SCHOOL CLOSINGS**

The decision to close school or have a late start due to inclement weather or extreme cold conditions is rarely, if ever, a crystal clear choice for district administrators. District administration will gather the appropriate weather information and road conditions. When conditions are so severe as to make school opening and transportation hazardous, school will be cancelled. Parents are encouraged to use their own judgment in deciding to send their children to school on the school bus or walking in severe weather conditions.

In general, when the schools are closed, all other student activities to be held in the district's buildings are cancelled. Any exceptions are cleared with the Superintendent's office.

For information on emergency school closings or delayed starts, please reference any of the following broadcast stations:

WCCO radio (830 am)  
WCCO TV (channel 4)  
KARE 11 TV (channel 11)

KSTP-TV (channel 5)  
KMSP/FOX TV (channel 9)

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



### **SPECIAL NEED 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.

### **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 BREAKFASTS AND LUNCHES**

Child Nutrition Services provides students with nutritious, high quality meal options that promote good physical and mental development. We offer a variety of nutritional meal choices and at least one alternate menu.

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 convenience of using a credit card, with no transaction fees, to prepay for meals.

A student with an outstanding meal debt, will be allowed to purchase a standard meal (breakfast or lunch) regardless of their balance. The charge of that meal will add to their existing balance. Students with outstanding meal debt will not be allowed to charge ala carte, extra milks or extra entrees.

The school district will notify households when meal account balances are low or fall below zero as well as collect unpaid meal charges. If a student's balance accumulates to a negative \$15, Child Nutrition Services will send a notice to the household stating their negative account will be turned over to a collection agency and that the household has 10 days to respond to Child Nutrition Services before the collection agency is given their information. Any meals purchased during that time frame will continue to be added to their meal debt.

#### **Breakfast**

All kindergarten students receive a free breakfast.  
Grades 1-8 and Bridges ALC: \$1.65

#### **Lunch**

Elementary: \$2.65  
Adult Guests: \$3.85  
Milk: \$.45  
Second entree: \$1.60

Free and Reduced-Price Lunch assistance is available. Applications are available on our website: [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us). Applications must be filled out for each school year the assistance is needed. each school year the assistance is needed.

#### **Lunchroom Expectations**

Appropriate lunchroom behavior:

1. Follow directions of adult supervisors brought from home
2. Speak in a quiet, conversational voice
3. Walk in line without distracting others
4. Keep hands and feet to self
5. Use appropriate language and good table manners
6. Clean area around your table before leaving
7. Eat an appropriate amount of the lunch provided or brought from home
8. Know and follow the lunch line procedures.
9. Turn your lunch money in first thing in the morning.
10. Enjoy your time with your friends

If a student is fighting or throwing food, the student will be suspended from the lunchroom. Student will also meet with the principal and parents will be called.



#### **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.

- a. Grounds for removal from class shall include any of the following:
- b. 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;
- c. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- d. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or

- e. 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.

Appropriate outdoor wear is required during the cold weather season including boots, snow pants, hats, and gloves. We encourage students to dress for the weather. Students will always go outdoors for recess unless the "Feels Like" temperature falls below -5 degrees or it is steadily raining. All elementary schools will use the KARE11 website to determine the "Feels Like" temperature.

## **STUDENT HOURS**

Five Hawks School student hours for the 2017-2018 school year are 8:30 a.m. – 3:00 p.m.

## **STUDENT RESPONSIBILITY**

It is the responsibility of each student to be prepared each day ready to learn, with necessary materials and homework/class assignments done in a timely manner. Each student must take an active part in his/her education and use tools that will help promote success. Parents are encouraged to check with students daily to monitor progress and completion of school assignments and projects.



## **STUDENT SURVEYS**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. School board policy 520 addresses the administration of student surveys.

### **Student Surveys Conducted as Part of U. S. Department of Education Programs**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education shall be available for inspection by the parents or guardians of the students. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Student Surveys that are Not Sponsored by a Department of Education Program**

Parents have the right to have their student opt out of student surveys that ask questions from any of the eight protected areas listed above. A parent signature is not required for the student to complete the survey, but parents will be notified of such a survey and be given the opportunity to request their child not participate. The district will notify parents annually if such surveys are to be given. Copies of the surveys will be available for inspection by the parents or guardians of the students.

### **Information Collection or Disclosure**

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

1. information collected by teachers to gather students' feedback on the classroom experience;
2. college or other postsecondary education recruitment or military;
3. book clubs, magazines, and programs providing access to low cost literary products;
4. curriculum and instructional materials used by elementary and secondary schools;
5. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
6. the sale by students of products or services to raise funds for school-related or education-related activities; and
7. student recognition programs

More information can be found in School Board [policy 520](#).



### **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.



### **SYNERGY 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.



## TITLE IX COMPLIANCE

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



## TRANSPORTATION INFORMATION AND BUS CONDUCT

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 11/2 miles for grades 6-12. The transportation department reviews hazardous areas on an ongoing basis and makes adjustments as needed. While routes are determined for the welfare of the group, special attention is paid to minimize the amount of time a student must spend on the bus and the distance he or she must walk to the bus stop. Fall bus schedules including pick-up and drop-off times and locations are posted online in late 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.



## VISITORS

The information below is a portion of the district [policy 903](#) on Visitors to Schools. 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.

### **Visitors – Students**

Student visitors are not allowed unless the visit has been prearranged for educational purposes. We try very hard to keep disruptions to the educational process to a minimum. Please call the school principal in advance to discuss the reason for the visit.

### **Visitors – Volunteers**

Our parent volunteers do many valuable things to support our school learning activities. If you would like to join a great group of parents by becoming a school volunteer, please contact the school 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 to receive a volunteer nametag to identify themselves.

Volunteers are reminded that we request that their other children not accompany them when volunteering.

## **WITHDRAWING CHILDREN**

If you will be moving and your child will be withdrawn from the Prior Lake - Savage Schools, please inform the school secretary by sending a note or calling the office indicating the date of the last day of attendance. We wish you the best in your new school!