Table of Contents

AGE VERIFICATION AND LEGAL NAME ................................................................. 2
ANONYMOUS TIP LINE: 952-226-0005 ................................................................. 2
ARRIVAL TIME FOR SCHOOL ................................................................................ 2
ATTENDANCE......................................................................................................... 2
   EXCUSED ABSENCES ......................................................................................... 2
   UNEXCUSED ABSENCES & TARDIES ..................................................... 3
BACKGROUND CHECKS FOR VOLUNTEERS .................................................. 4
BICYCLES............................................................................................................... 4
BIRTHDAYS ............................................................................................................ 4
BOOK AND EQUIPMENT CARE ......................................................................... 5
BUILDING SECURITY ......................................................................................... 5
BULLYING ............................................................................................................ 5
BUS ARRIVAL AT FIVE HAWKS ......................................................................... 6
CHEMICAL HEALTH ........................................................................................... 6
COMMUNICATION ................................................................................................. 6
COMMUNITY EDUCATION CLASSES (AFTER SCHOOL CLASSES) ............... 7
DISMISSAL PROCEDURES ................................................................................... 7
DRESS CODE ......................................................................................................... 7
ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY ....................... 8
EMAIL ADDRESSES:............................................................................................ 9
EMERGENCY PROCEDURES .............................................................................. 9
EMERGENCY NAMES & PHONE NUMBERS .................................................. 10
ENVIRONMENTAL LEARNING AREA ............................................................... 10
EQUAL OPPORTUNITY ....................................................................................... 10
FIELD TRIPS ........................................................................................................ 10
FOOD AND BEVERAGES IN THE BUILDING ................................................ 11
HARASSMENT AND HAZING .......................................................................... 11
HEALTH SERVICES .............................................................................................. 11
HOMEBOUND INSTRUCTION .......................................................................... 13
HOMEWORK POLICY AND INDEPENDENT READING ............................... 13
IN-DISTRICT TRANSFERS ................................................................................... 14
IN-LINE SKATES/SKATEBOARDS/SHOE SKATES/HEELIES ............................. 14
INSURANCE .......................................................................................................... 14
INVITATIONS ......................................................................................................... 14
KIDS’ COMPANY .................................................................................................. 14
LEGAL CUSTODY/GUARDIANSHIP .................................................................. 14
LOCKERS ............................................................................................................... 15
LOST AND FOUND .............................................................................................. 15
PARENT-TEACHER-CHILDREN ORGANIZATION (PTC) ............................... 15
PARTIES & TREATS AT SCHOOL (SEE FOOD AND BEVERAGES IN THE BUILDING) ................................................................. 15
PHYSICAL EDUCATION ...................................................................................... 15
PHYSICAL ACCESS TO A STUDENT DURING THE SCHOOL DAY ............. 16
PLAYGROUND EXPECTATIONS ........................................................................ 16
PLEDGE OF ALLEGIANCE ............................................................................... 16
PROCEDURE FOR DROPPING OFF CHILDREN .......................................... 16
PROTECTION AND PRIVACY OF STUDENT RECORDS ............................... 17
RECORDS - DISTRICT ......................................................................................... 17
RESPONSIVE CLASSROOM .............................................................................. 18
SPECIAL NEED PROGRAMS .............................................................................. 18
SECTION 504 ........................................................................................................ 18
STUDENT BREAKFASTS AND LUNCHES ......................................................... 19
   LUNCHROOM EXPECTATIONS ................................................................. 19
STUDENT DISCIPLINE ........................................................................................ 20
STUDENT DRESS CODE ..................................................................................... 23
STUDENT HOURS .................................................................................................. 23
STUDENT RESPONSIBILITY .............................................................................. 23
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT SURVEYS</td>
<td>23</td>
</tr>
<tr>
<td>SYNERGY GIFTED/TALENTED PROGRAMS</td>
<td>24</td>
</tr>
<tr>
<td>TITLE IX COMPLIANCE</td>
<td>24</td>
</tr>
<tr>
<td>TRANSPORTATION INFORMATION AND BUS CONDUCT</td>
<td>24</td>
</tr>
<tr>
<td>VISITORS</td>
<td>25</td>
</tr>
<tr>
<td>WEAPONS</td>
<td>25</td>
</tr>
<tr>
<td>WITHDRAWING CHILDREN</td>
<td>26</td>
</tr>
</tbody>
</table>
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.

FROM PRINCIPAL

Welcome to Five Hawks Elementary School! The staff at Five Hawks is excited to welcome you to a school community where all members are valued and respected. We are committed to helping every child succeed and look forward to partnering with you to make the elementary years of your child’s education a positive and enriching experience. We seek to make Five Hawks a joyful place for children and their families.

This handbook contains district procedures and those that are more specific to Five Hawks Elementary School procedures. Please let us know if you have questions or concerns; we are happy to assist you. We believe you will truly enjoy your time spent at Five Hawks!

Katy Schuerman
Principal

Five Hawks is a place to soar!
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 that 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 walking to school or being dropped off should arrive at the school at 8:20 AM or later for our 8:30 starting bell. No supervision is provided before 8:20 AM due to meetings and preparation duties. 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 call prior to 10:00 a.m. on or before the day their child will be absent for any reason.

Parents/guardians are asked to call, send a note or an email with their child prior to appointments and vacations, etc. Parents/guardians will be asked to show an ID prior to taking a child from school property. Dismissal for a student will be from school office only.

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

1. Illness, injury, or hospitalization of the student. Students are allowed up to 10 total absences a year, or 5 days in a row, due to illness. A doctor’s note must be provided if your child is gone from school more than 10 total days over the school year, or 5 days in a row. Absences that are not counted in the 10-day maximum include chronic or long-term illnesses, which are verified by a doctor’s signed statement and authorized by the principal.
2. Medical, dental, and other professional appointments, which cannot be scheduled outside school hours. This does not include haircuts, etc.
3. Family emergency, serious illness in family, or a death in the family.
4. Religious or cultural holidays or observances as approved by the administration.
5. Mandatory court appearances.
6. Conditions beyond the student's control. Examples are: automobile accident or delayed school bus due to inclement weather.
7. Pre-approved family trip/vacation. Parents are strongly encouraged to schedule such trips during school breaks and vacations. Students are allowed a maximum of 5 days of preapproved 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
2. Oversleeping
3. A malfunctioning alarm clock
4. Missing the bus
5. Shopping
6. Visiting friends
7. A haircut
8. At home or outing with parents
9. Non-district sporting events

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

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 may result in a referral to Scott County Human Services for educational neglect.
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. Parents and students will be assigned a designated dashboard and backpack number to facilitate a safe and orderly pick up process. Parents are asked to clearly display the dashboard number when picking up their child.

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

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

Volunteer background checks need to be done one time per year, either at the beginning of the school year or one calendar year from the last date of volunteer service. Volunteers may not begin or continue to volunteer until they have been cleared.

Background checks are $21 and are to be paid online by the volunteer. If the cost is a hardship, volunteers should contact their building principal directly.

Background checks take approximately 48 hours to be processed and cleared through the district. All information on the application will be maintained in a confidential manner. If there are any concerns regarding the results of a background check, the building principal will contact that individual directly after receiving the results. If a volunteer is not contacted within 48 hours after filling out the background check form, they are clear to volunteer.

Volunteers must sign in at the main office or check-in desk during school hours using our Visitor Management System, Raptor.

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 to school should ensure their child understands 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.
- 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
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 other learning materials are supplied to students with the understanding that they will be cared for and 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 processed.

BUILDING SECURITY
The main entrance to Five Hawks by the office will be open during school hours. All others doors will be locked when school is in session. The side door used by Kids Company will also be locked during the school 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.

During the school day, visitors and volunteers will be asked to present a government-issued ID, such as a driver’s license or passport, which will be scanned into the system. The Raptor system will conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, a sticker badge will be issued. 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
Students will be dismissed from the bus at the appropriate time determined by the principal and or the school bell. Students will exit buses and will proceed to their grade level assigned door. Kindergarten students will enter the building at the lower level doors outside their classrooms. First and third grade students will enter the front doors, second and fourth grade students will enter the door by the flagpole and fifth grade will enter at through the playground doors.

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.

**DISMISSAL PROCEDURES**

- 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. Parents and students will be assigned a designated dashboard and backpack number to facilitate a safe and orderly pick up process. Parents are asked to clearly display the dashboard number when picking up their child.
- 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 2:30 p.m. to insure the request can be met.
- Children may not be taken from buses or bus lines without permission of the principal or staff designee.
- Bike riders and walkers crossing Five Hawks Avenue will have an adult escort to cross the street. 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.

**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.

It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. 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, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).
4. Inappropriate clothing includes, but is not limited to, the following:
   5. “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
   6. Clothing bearing a message that is lewd, vulgar, or obscene.
   7. Apparel promoting products or activities that are illegal for use by minors.
8. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in policy 413. 5.

9. Any apparel or footwear that would damage school property.

10. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).

11. Any item of apparel deemed disruptive to the educational process by an administrator.

12. 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 PE clothes, or other disciplinary actions. If your student questions appropriateness of clothing, they should check in at the office with a principal or counselor before the start of the school day.

More information can be found in School Board policy 504, Student Dress and Appearance.

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.

ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

Policy 524 contains information regarding Student Use of Information Technology. Students are able to access the Internet from every classroom. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media.

Should parents (or students age 18 or older) NOT want the following technologies to be used, please schedule an appointment with the MARSS Coordinator at the District Services Center and you will be asked to complete a form. This form must be completed annually by October 1.

During the school day, for educational purposes, students have access to:

- Internet
- Google Apps for Education
- Chromebooks
- iPad or school-issued tablet

If you wish to discuss your student’s access to technology and complete a form limiting/denying your students technology access you can contact Richelle Lambert at 952-226-0043 or rlambert@priorlake-savage.k12.mn.us

The District Services Center is open Monday – Friday from 8 a.m. – 4 p.m. Address: 4540 Tower Street SE, Prior Lake MN 55372

For more information, see School Board Policy policy 524.
EMAIL ADDRESSES:
*Please keep the office informed if your email address changes.* We use electronic communication whenever possible and we need to have current contact information. You may call 952-226-0100 or email changes to the office at [sessions@priorlake-savage.k12.mn.us](mailto:sessions@priorlake-savage.k12.mn.us)

**EMERGENCY PROCEDURES**

**Crisis Management Policy**

Prior Lake-Savage Area Schools supports student learning by helping ensure the safety and well-being of students, staff, and visitors.

Security and emergency preparedness is vital to the protection of our students, staff and visitors. PLSAS has developed a comprehensive Emergency Plan that incorporates all four phases of crisis management: Prevention/Mitigation, Preparedness, Response and Recovery.

PLSAS’ plan was designed with the help of local law enforcement, emergency management, and public health officials. Each school has a customized plan. If you have questions regarding your school’s specific procedures, please contact the principal.

**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 St. Michael’s Church 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.

**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 wondered 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.
**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**

Updated contact information is necessary for emergency communication. Current contact information for parents and emergency contacts should be updated on an annual basis.

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. If we are unable to reach you or the emergency contact person(s), we will call 911 for immediate assistance. Therefore, it is 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 and other curricular areas. Students learn outside on a regular basis and need to 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 or any concerns about compliance related to student or employee issues should be directed to Human Rights Officer, Jim Quiram, Executive Director of Human Resources, Prior Lake-Savage Area Schools, 4540 Tower St. 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 invited to help chaperone. Volunteers are asked 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 times during the year when classes may visit a local place of interest (i.e. 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**

Whenever possible, food and beverages are to be consumed 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. Food is not allowed on the playground during recess.

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.

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 allowed under Minnesota 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. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

No student, teacher, administrator, volunteer, contractor, other employee or agent of the school district shall plan, direct, encourage, aid, or engage in hazing.

No teacher, administrator, volunteer, contractor, other employee or agent of the school district shall permit, condone, or tolerate hazing.

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct. More information can be found in School Board policy 526.

**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.

Student Medication
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 his/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.
- The medication is supplied by the family in a fully labeled original container.

Inhalers, epi-pens, and glucometers may be carried and used by the student after permission forms are completed in the health office and the student has demonstrated the ability to independently administer his/her medication to him/herself and has signed a contract 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 chapter121A 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) 226-0106.

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

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

Make-up work:
When a child is absent from school due to illness, homework may either be sent home when the child returns to school, or may be picked up by parents upon request. Please make arrangements directly with the teacher when picking up homework. Teachers need time to gather make-up work for students as they are busy teaching during the school day. A reasonable amount of time is given for completion of work. Please check with the teacher for specifics.

Vacation:
Five Hawks’s homework policy for vacation is that class work missed while on vacation will be available upon the student’s return from the vacation. Teaching is a dynamic activity and planning assignments a week or more in advance is
not an effective practice for the students present in the class. Upon request some teachers will provide make-up work in advance of a vacation, if the lesson planning for that time period is already completed. This is not, however, a requirement at Five Hawks. Teachers will allow a reasonable amount of time for students to complete make-up work.

**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 coordinates a student directory that will be available to families online in October.

**KIDS’ COMPANY**

Kids’ Company is District 719’s School Year and Summer School-Age Care Program provided through Community Education Services. Kids’ Company provides a caring, safe, supervised, recreational and enriching environment for school-age children within the schools. Please contact the Kids’ Company office directly at 952-226-0090. Kids’ Company hours are 6:30 a.m. – 6:00 p.m. Five Hawk’s Kids’ Company site leader is Tina Eisinger and she can be reached at 952-226-0179.

**LEGAL CUSTODY/GUARDIANSHIP**

Unless informed differently, the school will assume 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 in the front lobby of the school. Unclaimed items left on buses are brought to the school. At the end of each quarter, 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)
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 provides volunteers, plans special events and offer funds to the school for the purpose of providing educational extras for the students.

PTC meetings will be held monthly on the first Tuesday evening in the Five Hawks Media Center. Check the district calendar for the meeting dates and locations. Stay tuned for all of the ways you can become involved in Five Hawks PTC!

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. Parents dropping off should use the north parking lot. Please do not use the bus lanes in front of the building. **NO vehicles are permitted in the bus zone while buses are present.** Children who are walk to school or are dropped off should not arrive before 8:20 a.m. No supervision is provided before 8:20 AM due to meetings and preparation duties.
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.

**PROTECTION AND PRIVACY OF STUDENT RECORDS**

Policy 515 contains information regarding Directory Information. In accordance with federal law and state statutes, the school board has defined Directory Information as listed below.

If you have questions about Directory Information, or should parents (or students age 18 or older) NOT want the below information released, please contact Chelsea Braudt at 952-226-0013 or cbraudt@priorlake-savage.k12.mn.us and you will be asked to submit a form, which must be completed annually by October 1.

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, yearbooks, 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

For more information, see School Board Policy 515.

**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
When severe weather affects the school day, PLSAS does everything it can to keep families in the know.
- Alerts will be posted on the district and all school websites
- Announcements will be posted to district Facebook and Twitter accounts
- Information will be relayed through local newspapers and television stations
- A phone call will be delivered to all phone numbers on file for all students
- An email announcement will be delivered to all email addresses on file for all students
- A text message will be sent to parents who opt in (sign up to receive text message alerts by texting "Y" to 67587)

Please be sure we have your current information on file. You can update your contact information by contacting the school directly.

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;
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 meals that promote good physical and mental development. We focus on serving local foods, many cooked from scratch, with cleaner labels for our students. Check our webpage for more details https://www.priorlake-savage.k12.mn.us/about-us/departments/child-nutrition

We offer a variety of nutritional meal choices consisting of at least two hot meal offerings and one cold option. A la carte items are offered in grades 6-12 only.

Menus are available on school websites and our SchoolCafé app where customers can view descriptions of menu items, as well as allergen and nutrition details, and apply for Free and Reduced-Price meal benefits.

PLSAS is pleased to offer all students, PreK-8 and students enrolled at Bridges ALC a free breakfast and lunch meal at school, regardless of income eligibility. Students will only be charged if they purchase a milk, a side item or a second entrée or meal.

**Breakfast**
Second Breakfast, Grades K-12: $2.25

**Lunch**
Adult Meal: $3.85
Milk: $.45
Second Entrée, Grades K-8: $1.80
Second Lunch, Grades K-8: $3.85

**Free/Reduced Price Meals**
Do you think you may qualify for free and reduced-price meals? You may not think of applying since meals are currently free for PreK-8 students, but we need to ask a favor: please do! Your application generates revenue for other programs in our schools related to classroom curriculum. Electronic applications can be found in SchoolCafé or a hard copy application can be found on our department webpage. Applications must be filled out for each school year the assistance is needed. For questions please call Linda Roach, Child Nutrition Specialist at 952-226-0009.

**Special Diet Menu Options**
PLSAS Child Nutrition Services offers various allergen-free breakfast and lunch menu options for students who require a special diet. In order to provide this option, we require a note from a licensed practitioner stating the student’s dietary restrictions, the major life activity affected or consequences of consumption, and the food/foods to be omitted. This must be done on an annual basis to ensure that we are current with the student’s dietary restrictions.

Please submit this documentation to your child’s school building nurse. They will inform the Child Nutrition Services team at your school who will work directly with the parent and/or student to accommodate this request.

For questions, please call Linda Roach, Child Nutrition Specialist at 952-226-0009.

**Lunchroom Expectations**
Appropriate lunchroom behavior:
- Follow directions of adult supervisors
- Speak in a quiet, conversational voice
- Walk in line without distracting others
- Keep hands and feet to self
- Use appropriate language and good table manners
- Clean area around your table before leaving

Know and follow the lunch line procedures
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: No student, or non-student, including adults, visitors, and employees shall possess, use, or distribute a weapon when in a school location except as provided in this policy. Independent School District No. 719 will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, or individual offering services on school premises, volunteer, or member of the public who violates this policy.

CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY STUDENT
In the case of a student who brings a firearm, as defined by federal law, to school, the student will be expelled for at least one year, pursuant to Minnesota law. The superintendent may modify such expulsion on a case-by-case basis.

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. Expulsion under the Pupil Fair Dismissal Act;
   r. Exclusion under the Pupil Fair Dismissal Act; and/or
   s. 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 2021-2022 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.

A student, staff and parent survey will be administered annually each spring by the district.

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 will be notified in advance of a survey and may inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student. The notice will include information on how parents may gain access to the survey prior to its administration.

**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.

**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 Jim Quiram, Title IX Coordinator for the district at 952-226-0021. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois: 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.

- Face coverings are required for students, staff and drivers on all district-provided transportation. This is a CDC requirement, regardless of vaccination status.
- Students who cannot wear a mask or cannot safely wear a mask because of a disability, as defined by the Americans with Disabilities Act, will not be required to wear a mask at any time.

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 School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district under policy 903, Visitors to School District Buildings and Sites.

- In order to minimize exposure and prioritize safety for our E-12 students, non-essential visitors or volunteers will be permitted in non-student contact areas. We are not able to host lunch visitors at this time.
- Essential visitors and volunteers will be permitted in student contact areas as their role cannot be accomplished by another PLSAS staff person. For example, Reading Corp volunteers, Military recruitment and STRIVE Mentors.

An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

During the school day, visitors will be asked to present a government-issued ID, such as a driver’s license or passport, which will be scanned into the system. The Raptor system will then conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, a sticker badge will be issued. The system does not create a copy of the ID. The Raptor scanner collects the ID photo, name, date of birth, and the last four digits of the license number.

WEAPONS
No student, or non-student, including adults, visitors, and employees shall possess, use, or distribute a weapon when in a school location except as provided in this policy. Independent School District No. 719 will act to enforce this policy and to
discipline or take appropriate action against any student, teacher, administrator, school employee, those offering services on school premises, volunteer, or member of the public who violates this policy.

1) Consequences for students possessing, using, or distributing weapons shall include:
   a. Confiscation of the weapon;
   b. Immediate out-of-school suspension for not less than 3 days; pr
   c. Immediate notification of the police or police liaison;
   d. Parent or guardian notification; and
   e. Consideration for probable expulsion.
   f. In the case of a student who brings a firearm to school, the student will be expelled for at least one year, pursuant to Minnesota law and defined by federal law. The superintendent may modify such expulsion on a case-by-case basis.

More information regarding the district’s Weapons policy 501 can be found on the district website.

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!
This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

**Why statewide testing?**

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

**Why does participation matter?**

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- Students who do not participate will receive a score of “not proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

**Academic Standards and Assessments**

**What are academic standards?**

The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

**What is the relationship between academic statewide assessments and the academic standards?**

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

**Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)**

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

**ACCESS and Alternate ACCESS for English Learners**

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
Why are these assessments effective?
Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?
As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?
Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student’s district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

Where do I get more information?
Students and families can find out more on our Statewide Testing page (education.state.mn.us > Students and Families > Statewide Testing).
Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date__________________(This form is only applicable for the 20__ to 20__ school year.)

Student’s Legal First Name_________________________________________Student’s Legal Middle Initial________

Student’s Legal Last Name_________________________________________Student’s Date of Birth____________

Student’s District/School_________________________________________Grade____________

Please initial to indicate you have received and reviewed information about statewide testing.

____ I received information on statewide assessments and choose to opt my student out. MDE provides a Parent/Guardian Guide to Statewide Testing on the MDE website (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_______ MCA/MTAS Reading _______ MCA/MTAS Science

_______ MCA/MTAS Mathematics _______ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of “not proficient” and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state’s efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) ______________________________________________________________

Parent/Guardian Signature ________________________________________________________________

To be completed by school or district staff only. Student ID or MARSS Number _______________