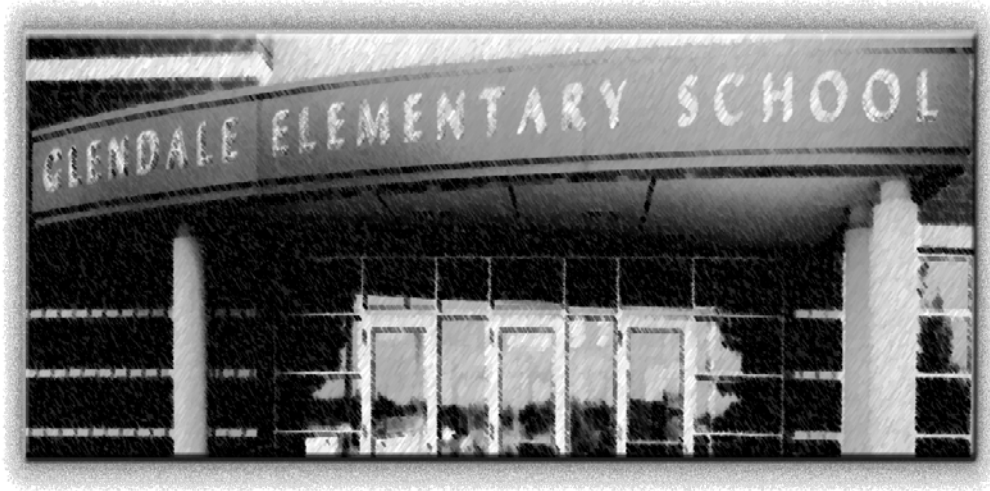


# Glendale Elementary School



Parent / Student Handbook  
2017-18

Celebrate the Learner's Journey

## MISSION STATEMENT

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

**Jennifer Molitor, Principal**      **Dr. Teri Staloch, Superintendent**  
**Prior Lake-Savage Area Schools**

# TABLE OF CONTENTS

|  |    |
|--|----|
| GLENDALE STAFF.....                                | 5  |
| GLENDALE PHONE DIRECTORY.....                      | 6  |
| AGE VERIFICATION AND LEGAL NAME.....               | 7  |
| ANONYMOUS TIP LINE.....                            | 7  |
| ARRIVAL TIME FOR SCHOOL.....                       | 7  |
| ATTENDANCE.....                                    | 7  |
| BICYCLES.....                                      | 9  |
| BIRTHDAYS.....                                     | 9  |
| BOOK AND EQUIPMENT CARE.....                       | 9  |
| BUILDING EVACUATION.....                           | 9  |
| BUILDING SECURITY.....                             | 9  |
| BULLYING.....                                      | 9  |
| CELL PHONES.....                                   | 10 |
| CHEMICAL HEALTH.....                               | 10 |
| COMMUNICATION (GLENDALE).....                      | 11 |
| COMMUNICATION.....                                 | 11 |
| CRISIS MANAGEMENT POLICY.....                      | 12 |
| DATA PRIVACY / RELEASE OF STUDENT INFORMATION..... | 12 |
| DISCIPLINE - CODE OF CONDUCT.....                  | 12 |
| STUDENT DISCIPLINE.....                            | 12 |
| DIVERSITY IN SCHOOLS.....                          | 15 |
| DRESS CODE.....                                    | 15 |
| ELECTRONICS.....                                   | 16 |

|  |           |
|--|-----------|
| EMERGENCY NAMES & PHONE NUMBERS .....                              | 16        |
| EQUAL OPPORTUNITY .....  | 16        |
| FADS AND NOVELTY ITEMS .....                                       | 17        |
| FAMILY LIFE CURRICULUM.....  | 17        |
| FIELD TRIPS.....   | 17        |
| FOOD AND BEVERAGES IN THE BUILDING .....                           | 17        |
| HAZING PROHIBITION .....   | 17        |
| HEALTH SERVICES .....  | 18        |
| HOMEBOUND INSTRUCTION .....  | <u>19</u> |
| HOMEWORK POLICY .....  | 19        |
| IN-DISTRICT TRANSFERS .....  | 19        |
| LEGAL CUSTODY/GUARDIANSHIP .....                                   | 20        |
| LIBRARY BOOK POLICIES .....  | 20        |
| LOCKERS.....   | 20        |
| LOST AND FOUND.....  | 20        |
| PET VISITS .....   | 20        |
| PHYSICAL EDUCATION.....  | 20        |
| PICKING UP OR DROPPING OFF CHILDREN .....                          | 20        |
| PLAYGROUND POLICY/LUNCHROOM PROCEDURES .....                       | 21        |
| PLEDGE OF ALLEGIANCE .....   | 22        |
| RECORDS.....   | 22        |
| RELEASE OF STUDENTS .....  | 22        |
| RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, VIOLENCE, OR HAZING ..... | 23        |
| REPORTING TO PARENTS.....  | 23        |

|  |    |
|--|----|
| SAFETY.....                                      | 23 |
| SCHOOL CLOSINGS .....                            | 23 |
| SPECIAL NEED PROGRAMS .....                      | 24 |
| STUDENT LUNCH PROGRAM .....                      | 25 |
| STUDENT SURVEYS .....                            | 26 |
| STUDENT USE OF INFORMATION TECHNOLOGY .....      | 26 |
| SYNERGY GIFTED & TALENTED PROGRAM.....           | 27 |
| TARDY TO SCHOOL .....                            | 27 |
| TOBACCO .....                                    | 27 |
| TITLE IX COMPLIANCE.....                         | 27 |
| TRANSPORTATION INFORMATION AND BUS CONDUCT ..... | 27 |
| VISITORS.....                                    | 28 |
| VISITORS - PARENTS .....                         | 28 |
| VISITORS - STUDENTS .....                        | 29 |
| VISITORS - VOLUNTEERS.....                       | 29 |
| WITHDRAWING CHILDREN.....                        | 29 |
| P.T.C. OFFICERS.....                             | 29 |

Glendale Staff  
**2017-2018**  
**Jennifer Molitor, Principal**  
 Dawn Ryan, Head Secretary  
 Heather Hartman, Building Secretary  
 Karen Wold, Sp. Ed. Secretary

**Kindergarten**

Rochelle Metzger      Room N302  
 Karla Schutz            Room N303  
 Anne Scheffler        Room N304  
 Jen Heilman            Room N301

**First Grade**

Amanda Mitchell      Room N205  
 Cheri Kirchner        Room E207  
 Trudi Stock            Room E210  
 Kim Waldron           Room E209  
 Heather Monserud     Room N204

**Second Grade**

Kris Gratz              Room E208  
 Kelly Williams        Room E214  
 Becky Gordon         Room E212  
 Gina Schumacher     Room S213  
 Taylor Ward            Room N206

**Third Grade**

Tom Deris                Room S211  
 Michelle Jensen        Room S215  
 Jessica Robison        Room S115  
 Chris Jerke              Room S114

**Fourth Grade**

Miranda Hanstad      Room E109  
 Cheryl Holst            Room S113  
 Megan Kettler          Room E111  
 Julie Donohue         Room E112

**Fifth Grade**

Katherine Jaeb         Room N105  
 Scott Geisler           Room N106  
 Jeff Sillman            Room E107  
 Sheila Erpenbach     Room E108

**Physical Education**

Michelle Bahr          Kevin Humbert  
 Brady Salay            John Larson

**Media Center**

Val Fox                  Media Support  
 Lia Quinn              Media Generalist

**Kids Company**

Amanda Sales          Denise Besser  
 Jodi Boller             Ann Demers  
 Lisa Kostik             Tiffany Walton  
                                   Amien Shakur

**Art**

Tasha Guswiler

**Music**

Becky Gillette

**Synergy**

Becky Smith

**Social Worker**

Wanda Ryan

**School Psychologist**

Kirsten Ketelsen

**Interventionist**

Melanie Anderson

**Q-Comp Coaches**

Lisa Manders

**Health Services**

Tuyet Nguyen, Nurse  
 Lisa Theis, Health Support

**Custodians**

Jim Anderson          Mano Butler  
 Javilyn Jodsaas

**Food Services**

Pam Cates              Anne Kennedy  
 Renee Boger            Nancy Melink  
 Paula Sorenson

**Special Education**

Kelley Gerdes         ELL  
 Jill Lacher             MH/LD  
 Paula Obrand         EBD  
 Nicole Streif          Speech  
 Tara Keithahn        OT

**Student Support Paraprofessional**

Michelle Larson        Katie Lichtenberger  
 Lisa Bullert            Jen Thomas

**Noon Supervisors**

Amien Shakur         Jodi Boller  
 Tiffany Walton        Ann Demers  
 Mary Serda            Lisa Kostik

**Pre-School**

**Teachers:**

Amanda Sterna  
 Julie Miller - Para

**Glendale Phone Directory**

| <b><u>Name</u></b>       | <b><u>Department</u></b>      | <b><u>Extension #</u></b> |
|--------------------------|-------------------------------|---------------------------|
| Anderson, Jim            | Custodian                     | 226-0207                  |
| Anderson, Melanie        | Reading Intervention          | 226-0242                  |
| Attendance               | Office                        | 226-0201                  |
| Bahr, Michelle           | Physical Education            | 226-0260                  |
| Cates, Pam               | Food Service                  | 226-0208                  |
| Deris, Tom               | Third grade                   | 226-0220                  |
| Donohue, Julie           | Fourth grade                  | 226-0244                  |
| Erpenbach, Sheila        | Fifth grade                   | 226-0240                  |
| Food Service Cashier     | Kitchen                       | 226-0263                  |
| Fox, Val                 | Media Center                  | 226-0254                  |
| Geisler, Scott           | Fifth grade                   | 226-0238                  |
| Gerdes, Kelley           | ELL                           | 226-0271                  |
| Gillette, Becky          | General Music                 | 226-0258                  |
| Gordon, Becky            | Second grade                  | 226-0221                  |
| Gratz, Kristen           | Second grade                  | 226-0216                  |
| Guswiler, Tasha          | Art                           | 226-0225                  |
| Hanstad, Miranda         | Fourth grade                  | 226-0241                  |
| Hartman, Heather         | Office                        | 226-0205                  |
| Heilman, Jen             | Kindergarten                  | 226-0209                  |
| Holst, Cheryl            | Fourth grade                  | 226-0245                  |
| Humbert, Kevin           | Physical Education            | 226-0260                  |
| Jaeb, Katherine          | Fifth grade                   | 226-0237                  |
| Jensen, Michelle         | Third grade                   | 226-0224                  |
| Jerke, Chris             | Third grade                   | 226-0246                  |
| Kettler, Megan           | Fourth grade                  | 226-0243                  |
| Kids Company             | Before & After School Program | 217-1259                  |
| Kirchner, Cheri          | First grade                   | 226-0215                  |
| Lacher, Jill             | Special Education             | 226-0230                  |
| Manders, Lisa            | Q-comp coach                  | 226-0250                  |
| Metzger, Rochelle        | Kindergarten                  | 226-0210                  |
| Mitchell, Amanda         | First grade                   | 226-0213                  |
| Molitor, Jennifer        | Principal                     | 226-0203                  |
| Monserud, Heather        | First grade                   | 226-0212                  |
| Nurse                    | Health Office                 | 226-0206                  |
| Obrand, Paula            | Special Education             | 226-0226                  |
| Quinn, Lia               | Media Specialist              | 226-0253                  |
| Robison, Jessica         | Third grade                   | 226-0247                  |
| Ryan, Dawn               | Office                        | 226-0204                  |
| Ryan, Wanda              | Social Worker                 | 226-0218                  |
| Salay, Brady             | Physical Education            | 226-0260                  |
| Scheffler, Anne          | Kindergarten                  | 226-0270                  |
| School Closing           | Office                        | 226-0234                  |
| Schumacher, Gina         | Second grade                  | 226-0222                  |
| Schutz, Karla            | Kindergarten                  | 226-0269                  |
| Sillman, Jeff            | Fifth grade                   | 226-0239                  |
| Smith, Becky             | Synergy                       | 226-0236                  |
| Special Education Office | Special Education             | 226-0228                  |
| Sterna, Amanda           | Pre-School                    | 226-0236                  |
| Stock, Trudi             | First grade                   | 226-0219                  |
| Streif, Nicole           | Speech                        | 226-0227                  |
| Theis, Lisa              | Health Support                | 226-0206                  |
| Waldron, Kimberly        | First grade                   | 226-0217                  |
| Ward, Taylor             | Second grade                  | 226-0214                  |
| Williams, Kelly          | Second grade                  | 226-0223                  |
| Wold, Karen              | Special Education             | 226-0228                  |



This symbol indicates the section is district wide policy.



## Age Verification and Legal Name

Students new to the district or enrolling for the first time are required to present documentation showing birth date and legal name. This requirement may be met with a birth certificate, passport or court order for a 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 inform us if you would like your child’s “nickname” to be used informally at school. If you wish to have your child informally referred to by a last name other than his/her legal name, you must express your wishes in writing, assuring us that this is acceptable to all custodial parents.

Our student lists will show the student’s first name and legal last name. If there is a different last name preferred that is not the legal name, we will show that in parentheses, e.g., John C. Doe (Smith). (Long names may be truncated by the computer due to space limits).

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, and threat of suicide, drugs and any other activity that could potentially endanger students, staff or property. Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and it’s completely confidential.

## Arrival Time for School

Children who are walking to school or are being delivered are to arrive at the school no earlier than 9:00 a.m. There is no supervision available for students arriving earlier than 9:00 am due to staff being involved in meetings or preparation duties. Students should enter at the upper entryway and wait in the foyer to be dismissed.

The only exceptions for students entering the building earlier are:

- a. Special arrangements made in advance with the classroom teacher for a child to come in to work with that teacher.
- b. Parents/guardians attending a conference with the teacher.
- c. Choir students.
- d. Students participating in the breakfast program may enter thru the lower level doors.

Our school hours this year are 9:20 a.m. to 3:50 p.m.

**Students who arrive late to school must first report to the office to obtain a tardy slip before going to class.**



## 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. **Parents are asked to call the school attendance line if a child will be absent from school for any reason.**

# **Elementary Student Attendance Policy**

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

## **Dismissal During the Day**

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

## **Excused Absences**

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

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

## **Unexcused Tardies and Absences**

Examples are:

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

## **Tardies**

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

## **Family Activity**

We understand that students may need to be absent from school occasionally to participate in family activities/vacations. However, family activities/vacations which cause students to be absent more than 5 school days are discouraged and will result in unexcused absences. Your child's academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc. that have taken place while your child was absent from school. Please notify your child's classroom teacher and the school office well ahead of time when you know your child will be absent due to a planned family activity/vacation. Your child will be expected to complete all homework upon his/her return

## **Parent/Guardian Responsibilities**

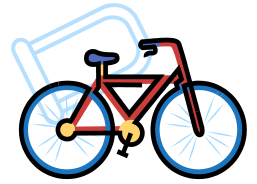
1. Hold your child accountable for regular attendance and for following the attendance policy.
2. Limit absences by scheduling appointments, vacations, etc. after school or on non-school days.
3. Notify the office by phone call, email or in writing of an extended absence before the absence. Contact the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



## Bicycles

Bicycle liability and protection are the sole responsibility of the bicycle owner or rider. Glendale students are not allowed to ride on or across a county road or state highway. Parents permitting their children to ride bicycles must complete a form available from the school office and explain to their children the following rules:

- Bicycles must be ridden on the right hand side of the road or a designated bike trail.
- When arriving at school, the bicycle must be placed in the bike rack immediately.
- Bicycles must be left in the rack 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 required to and from school.
- No motorized recreational vehicles are allowed on school property, i.e. snowmobiles, four wheelers, motorized scooters, etc.



## Birthdays

Birthdays are celebrated in our school! Each student will receive a birthday pencil from the principal in honor of their special day. Teachers also honor student birthdays in their individual classrooms.

Due to allergies, socioeconomic and nutritional concerns, we ask that students refrain from bringing in treats on their birthday. You may honor your student by purchasing a "birthday book" for the Media Center (more information will be sent home at the beginning of the school year) or make a donation to the Prior Lake-Savage Area Education Foundation in your child's name.

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

## Book and Equipment Care

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

## Building Evacuation

In the event of a building evacuation, students will be escorted to the Lifetime Fitness building. A specific procedure is in place to notify parents of such an event. Children will only be released to their parents, guardians, or those persons listed on the emergency forms in Health Services. Neighbors will not be allowed to take other children with them.

## Building Security

To assure a safe and secure environment for our students, all visitors are asked to enter the building through the main upper level entryway during school hours. The lower entry doors will be locked between 9:20 a.m. and 3:50 p.m. This entry procedure will direct everyone to the main office where your requests and needs for service can be met. A walkway between the upper and lower lots is provided for your convenience.



## 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 any written, electronic or verbal expression, physical act or gesture, or pattern by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that has the effect of: harming a student or group of students; damaging a student's or group of student's property; placing a student or group of students in fear of harm to his or her person or property; creating a hostile educational environment for a student or group of students or intimidating a student or group of students.



## Bullying continued.

The act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. The school district 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 students whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district of the safety and welfare of the student, other students or employees or volunteers.

No employee or volunteer of District #719 shall permit, condone, or tolerate bullying. Consent by a student being bullied does not lessen the prohibitions contained in this policy. A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district policies and procedures. The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature of the behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged incidents occurred.

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a school administrator. ISD 719 will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of ISD 719 who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

## Cell Phones

Students may have cell phones in their locker or backpack for communicating with parents outside the school day. (See Electronics for more information). The school will not be responsible for personal items such as cell phones and electronic products that are brought to school by students.



## Chemical Health

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

The use, possession, and exchange of tobacco, alcohol, and other illegal and harmful chemicals are prohibited on both school district property and at school-related functions. Staff is expected to report all suspicious behaviors and/or incidences potentially relating to chemical use/abuse to chemical health staff, school social worker, school counselor and/or principals. Incidences of chemical health issues, regardless of where the chemical activity allegedly occurred, will be investigated.

### School District Action

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

## Communication (Glendale)

It is the desire of the school community to maintain and enhance effective communication between its schools and the people of the school district. From the School Board, policies are set that help us to work to maintain a level of communication that keeps the community informed of the affairs of the schools.

At Glendale Elementary School, we too are continuously working to enhance what we do to communicate with you as parents of students in our school. You are encouraged to communicate with us at any time you have comments or questions about your child's education or the school they are attending. With today's technology, there are several ways that you can stay in touch with the office or with your child's teacher.

Voice mail is available in all of our facilities. A listing of the individual phone numbers for the staff here at Glendale is listed on pages 6 of this handbook.

Additionally, all staff can be reached through email. The district email system is set up with the employee's first name initial and full last name then "@priorlake-savage.k12.mn.us." For example, Jennifer Molitor's email address would be [jmolitor@priorlake-savage.k12.mn.us](mailto:jmolitor@priorlake-savage.k12.mn.us).

If you want to gain information about the district or the individual schools including Glendale, simply go to our web site for basic information about upcoming events, school board minutes, lunch menus, and updates on current issues and more. The address is [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us). Throughout the school year, you will receive email newsletters from the principal. These newsletters highlight items that you will want to be aware of as we progress through the school year. They contain a great deal of information that pertains to our school and its programs and events.

### **Schoology Learning Management System**

Schoology allows teachers to make resources available to students and parents in a format that acts like a digital extension of the classroom. Everything about it serves an academic purpose that is delivered in a safe and secure manner. Parents and students access Schoology using their own unique username and password. Parent accounts will be automatically linked to each of their students. Some of the information you will find in Schoology includes: classroom updates, assignments, calendar, study guides, quizzes/tests and interactive discussions.



## 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.



## CRISIS MANAGEMENT POLICY

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

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



## DATA PRIVACY / RELEASE OF STUDENT INFORMATION

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

The directory information described is the Prior Lake-Savage Area School District's listing of public information. Per Federal law, Prior Lake-Savage Area Schools provides a list of high school students to secondary institutions and military recruiter offices as requested, unless the parent or student requests in writing that their name be removed from the listing. This information is public. The parent or student may, however, notify the school in writing that any or all of the information listed here not be released on that individual student. Parents (or students 18+) who do not want this information to be shared should give notice in writing to the district by October 1st of each year. An opt-out form is included in policy 515 (Protection and Privacy of Student Records) and should be submitted to the district office: 4540 Tower Street SE, Prior Lake, MN 55372 or [ccasebolt@priorlake-savage.k12.mn.us](mailto:ccasebolt@priorlake-savage.k12.mn.us)



## Discipline – Code of Conduct

Good behavior, centering on self-discipline and consideration for others is encouraged at Glendale. Maintaining an atmosphere conducive to learning for all children is a priority for everyone who works with the children at this school.

School rules are enforced firmly, fairly, and consistently to the needs of each child. Each teacher has developed with students a set of classroom expectations and procedures that have been based upon grade level and building expectations. Positive reinforcement practices will occur when children meet these expectations. You can expect to have personal communication with your child's teacher, your child, the school social worker, or the principal in the event of behaviors that are repetitive or of a nature that jeopardizes the rights or safety of your child or others. This likely will mean calls being made on a frequent basis, so we can work together to help the student learn appropriate behaviors for the wide variety of experiences he/she will face throughout his/her school career. In the case of repeated behaviors, children may become actively involved in the process with possible social skills activities, peer mediation, individual and/or group, as part of any improvement plan. Students are not allowed to bring any item to school that is dangerous to him/herself or others. Real or toy weapons will be taken away, and serious consequences will result from violations of this policy. The following section is the district's policy regarding student discipline and code of conduct.



## 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.**



## Student Discipline continued

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.



## Student Discipline continued

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

### **Zero Tolerance Behaviors**

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

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

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

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

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

### **REMOVAL FROM CLASS**

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

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

- a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- c. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
- d. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.





## Student Discipline continued

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

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

### **DISMISSAL**

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

### **COMMUNICATIONS**

#### **Procedure for Notifying Students and Parents or Guardians of Violations**

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

#### **Maintenance of Student Discipline Records**

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

#### **Interaction with Law Enforcement Authorities**

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

## Diversity in Schools

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



## 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).



## Dress Code continued.

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.



## Electronics

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

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

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

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

## Emergency Names & Phone Numbers

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

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



## Equal Opportunity

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

### **Human Rights Officers**

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



## Fads and Novelty Items

Please be reminded that fidget spinners, laser products, electronic pocket games, music players/recorders or other small electronic devices are not allowed at Glendale Elementary, as they can cause a disruption to the educational process. Other personal novelty items such as toys, collectable cards, etc. that distract from students' learning or hinder students' safety are also not allowed in school. If students cause disruptions with items not allowed in school, the item(s) will be confiscated until the end of the school day or until they can be picked up by a parent or guardian.

## Family Life Curriculum

Family life is an integral part of our district health curriculum and is taught at several grades. Parents who would like to review the curriculum taught at their child's grade may contact the school office.

Parents who do not wish their child to participate in Family Life education are asked to state their request in writing to the school principal. Those students not participating in the Family Life Program will be given alternative curriculum and will attend another class when the Family Life material is presented.

## Field Trips

(See Visitors-Volunteers section as well)



Both transported and walking field trips are used by classes to broaden their educational experiences. Parents are often asked to help with supervision. All volunteers will need to have a background check completed by the school district prior to supervising any trip. Please refer to Volunteer section of this handbook on page 28 for more information. (Volunteers are reminded that we request that your younger children not accompany you when going on a field trip.) An information letter and permission form will be sent home for parental approval prior to any trip. There are various times during the course of the year when we wish to take the children to local places off our school grounds such as the high school, senior citizens home, the park, local stores, etc. For such trips, parents will be asked to sign a general permission slip that will be effective for the entire year.

## Food and Beverages in the Building

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

Research indicates that elementary age children increase learning potential and benefit from nutritious snacks and water during the school day. Breakfast will be available this year. 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 may be permitted for school wide or special grade level events or parties. Please consider that specific restrictions may be in place due to students with food allergies or other health concerns. **All food must be store purchased. Homemade foods are not acceptable due to state health codes.**



## Hazing Prohibition

It is the policy of ISD 719 to maintain a safe learning environment for students and staff that is free from hazing activities of any type that are inconsistent with the educational goals of the school district and are prohibited at all times. It is a violation of policy 526 for any student, teacher, administrator, volunteer, contractor, or other employee of the school district to plan, direct, encourage, aid, or engage in hazing.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in the policy.

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



## Hazing Prohibition continued.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy. The school district will discipline or take appropriate action against any pupil, student, teacher, administrator or other school personnel who retaliates against any person who reports alleged hazing or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, or intentional disparate treatment.



## Health Services

### **Health Services provides:**

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

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

### **School Health Records**

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines or diagnosis of infectious disease. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law. Emergency Contact information is also requested annually.

### **Emergency Action Plans**

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

### **Administration of Medication/Treatments in School**

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

- The frequency of dosage makes it necessary for a dose or treatment to be given during school hours
- A written medication or treatment order from a licensed prescriber is on file for the student
- A written parent/guardian authorization for the school nurse or her delegate to administer the medication or treatment is on file for the student

Written licensed prescriber's orders are required for all changes in medications, or dosages being given in school, including dosages forgotten at home, nicotine patches and gum for tobacco cessation, and must be renewed annually at the beginning of the school year.

- The medication is supplied by the family in a fully labeled original container. For safety reasons, we would appreciate all medications being delivered to the health office by a parent or designated adult during school hours.

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

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

### **Immunization State Law**

Minnesota Statutes chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact the MDH website: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize)

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



## Health Services continued.

### 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. 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.

### 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 fifteen days or more. Homebound instruction may begin on the eleventh day of the student's absence. Contact the principal for more information.

### Homework Policy

The purpose of homework is to provide 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 when the child returns to school, or may be picked up by parents upon request. A reasonable amount of time is given for completion of work. Please check with the teacher for specifics.

Vacation: Vacation packs will be given to students to integrate study into the absence. Your child's teacher will give appropriate make-up work and send it home with the child when he/she returns.

Some of the research-based resources used:

The Battle Over Homework, by Harris Cooper

Developing Standards-Based Report Cards by Thomas Guskey

A Repair Kit for Grading and How to Grade for Learning by Ken O'Connor

"Making Homework Central to Learning", by Cathy Vatterott in Education Leadership



## 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 within two weeks. Approved transfers will remain in effect until and unless a subsequent transfer request is approved. The district reserves the right to terminate a transfer agreement. Requests made by families new to the district, during the school year, will be acted upon at the time of registration; however, the transfer will only be for the remainder of the school year. Those new families will need to reapply by April 30, to be considered for the following year. Emergencies and/or significant changes in family status that occur during the school year will be considered on a case-by-case basis.

## Legal Custody/Guardianship

The school will assume, unless informed differently, that both parents have legal custody of a child. If parental custody of a child is changed or restricted, the school principal must be given legal written notification indicating the restrictions as they apply to the school. (Also see these related sections: **RELEASE OF STUDENTS, REPORTING TO PARENTS** and **STUDENT INFORMATION**).

## Library Book Policies

Part of media class includes checking out books. Books are checked out for two weeks and can usually be renewed if necessary. Kindergarteners take one book at a time, grades 1,2,3,4,5 take two books at a time. If a book is lost or damaged, the student will be responsible for replacing it with an identical copy or paying for it.



## 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 keep the contents of the locker free of illegal or dangerous items. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is recommended.

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 areas are located in each school. Unclaimed items left on buses are brought to each elementary school. After reasonable attempts to provide opportunities for parents to check for lost items, unclaimed items are given to a charitable organization.



**Parents are encouraged to label all students' clothing, footwear, school supplies, etc. with their name.** Pupils should be encouraged to check the lost and found area when they have lost something.

## Pet Visits

Pets are occasionally brought to school for short visits. We request that all dogs be on a leash and be under control. Other animals must be in an appropriate cage or container. All visits must be made with prior teacher approval. Many teachers plan special days to bring pets. Please check with your child’s teacher regarding a pet visit.

## Physical Education

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

All children must wear appropriate gym shoes to participate in physical education classes.

## Picking Up or Dropping Off Children

When dropping off children in the morning, please be aware that the buses will be arriving between 9:05 and 9:10 a.m. Buses will drop off children in the “lower” lot. If you are dropping off/picking up your child, please do so in the “upper lot.” We will not mix buses and cars before and after school. After the buses have departed in the morning, parents may drop off in the lower lot.

Parking in the upper lot is limited. The semi-circular section of the parking area is reserved for special education vans and buses and daycare vans at the beginning and end of each day. Please respect this space and park on either side of the yellow markings. To further alleviate congestion, having your student ride the bus to and from home as often as possible would be helpful.

Children will not be permitted to leave school with anyone other than their parents/legal guardians unless we have written authorization. All parents/guardians must have 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.

## Picking Up or Dropping Off Children continued.

Glendale's standard procedure for releasing children is to have them signed out at the office by either the parent or designated person. However, if you plan to pick up your child on a daily basis, special arrangements can be made by stopping in the office. The office will not release your child to anyone other than a parent unless a dated and signed note is given to the office staff. We trust you will agree with our strong effort to protect your children.

Children may not be taken from buses or bus lines without permission of the principal or staff designee. Prior to leaving the school grounds, parents must sign their child out in the Student Sign-out Book located in the school office.

## Playground Policy/Lunchroom Procedures

In order for Glendale to maintain high quality education while offering a safe and fun recess time, we have adopted the following guidelines for the playground. Please share this information with your child as these expectations will be enforced by the playground staff.

Our playground boundaries are set to ensure a safe environment for your child to express herself/himself in physical activity. The boundaries are clearly defined by the nature of our land and fencing material. Children are expected to not play near the building to avoid causing disruption to classes in session. For a safe and fun recess time a set of playground expectations has been developed. We ask that you spend time together to share these rules with your children. To be as safe as possible playground equipment must be used properly.

At the conclusion of recess time, playground supervisors signal the children to immediately line up at the doorway and are escorted to the hand washing station. After washing hands, students enter the lunchroom to eat. Recess supervisors, with the support from teachers and the principal, will deal with consequences for behaviors during the noon lunch/recess period.

### Glendale Recess Rules and Expectations:

- Recognize that the playground supervisors and all staff members are responsible for implementing playground rules.
- School wide rules will be enforced both on the playground as well as in the school building.
- 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 elementaries will use the KARE 11 website to determine the "Feels Like" temperature.
- Students will show respect and pride of Glendale by keeping the grounds free of litter.
- During school the students will not leave the playground for any reason without the permission of the supervisor. Parents cannot directly take students from the playground without first properly signing them out from the office and wearing a visitor sticker.
- Organized and supervised tag and chase games are allowed with the exception of the playground equipment.
- Students will take turns on the equipment.
- Students will not bring unsafe items to the playground.
- Rough play on the playground such as tackle football games are not acceptable. Basketball should be played as a non-contact sport.
- Students will stay always from puddles, mud and ice.
- Throwing and kicking rocks, bark, pebbles, sticks, snow or ice chunks and other objects that could cause injury are prohibited.
- Harassment or teasing is unacceptable behavior.
- Students are to stop what they are doing when a signal is given and follow teacher directions.
- Students will play only on designated playground areas.
- Due to safety concerns, students should not chew gum or eat candy and other food while playing on the playground.
- The purpose of recess is exercise and social interaction; therefore, electronic devices, i.e. i-pods, cell phones, are prohibited.

### Possible Consequences:

- Verbal reminder of expected behavior
- Redirection (have the child do it the right way)
- Time out for one minute/Time out for five minutes
- Child stay with supervisor as instructed
- A Behavior Improvement Plan to be determined between the student/parent and the teacher.
- A Teacher Communication Form will be filled out and given to the classroom teacher.
- Office referral
- Direct communication with parent/guardian from supervisor, teacher, or principal.

## Glendale Recess Rules and Expectations: continued.

### Glendale Lunchroom Expectations:

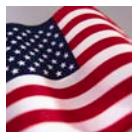
- Students will walk at all times.
- Students will remain at their table until dismissed.
- Students will pick up what they drop and help clean up what they spill.
- Students will be courteous to each other and to staff.
- Throwing of food is not an acceptable behavior.
- Students will speak in normal voices: shouting, yelling, talking across tables to friends is not acceptable.
- Students are expected to make a good effort to eat their lunch and drink their beverage.
- Lunchroom staff will monitor students and encourage eating a proper lunch.
- Helping others cleanup is an expectation of common courtesy.
- Pop as a bag lunch beverage is discouraged.

### Consequences for not meeting expectations:

- Eating lunch in a time out area
- Loss of recess(s) (remain in time out area of lunchroom)
- Practice appropriate behavior(s)
- Communication with parents/guardian



### PLEDGE OF ALLEGIANCE



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



### Records

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

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

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

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

### Release of Students

Children will be released from school to the custodial parents/guardians or to those adults listed on the student's enrollment or emergency information form. ***Parents must contact the school office in advance to authorize release of their child to someone else. (Written notice is preferred).***

If there is a disagreement between parents regarding visitation or removing children from school, we will ask you to provide us with the court orders to document the restrictions. To assure safety for your child, you may be requested to provide identification if staff are unsure of your identity. Please don't take offense!





## Religious, Racial and Sexual Harassment, Violence, or Hazing

Everyone at District 719 has a right to feel respected and safe. As a result, we want you to know about our policy to prevent religious, racial or sexual harassment, violence, or hazing of any kind.

It is a violation of policy 526 for any pupil, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion, race or hazing.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial, sexual violence, or hazing upon any pupil, teacher, administrator or other school personnel.

The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, sexual harassment, violence, or hazing, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

The same principles and procedures supporting this policy relating to religious, racial or sexual harassment, violence and hazing, are equally applicable to any alleged violations of the Minnesota Human Rights Act, which also provides protection to employees and students against discrimination on the basis of national origin, disability, sexual orientation, or age. This is a summary of the district policy against Harassment and Hazing (policy 526). Complete policies and definitions are available in each school office upon request or on the district's website.

### Reporting to Parents

Progress reports and report cards will be completed two times each year and provided through the Infinite Campus Parent Portal to custodial parents. They will also be sent to non-custodial parents if requested. Paper copies can also be provided to parents without internet access who contact the office.



### Safety

Safety is always a major concern at Glendale. We will discuss and model safety rules and procedures with the children on a regular basis. We ask your assistance in stressing with your children the importance of following all safety rules and common sense safety practices.



## School Closings

The decision to close school or have a late start due to inclement weather or extreme cold conditions is rarely, if ever, a crystal clear choice for district administrators. District administration will gather the appropriate weather information and road conditions.

When conditions are so severe as to make school opening and transportation hazardous, school will be cancelled. Parents are encouraged to use their own judgment in deciding to send their children to school on the school bus or walking in severe weather conditions.

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

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

- |                         |                         |
|-------------------------|-------------------------|
| WCCO radio (830 am)     | KMSP/FOX TV (channel 9) |
| WCCO TV (channel 4)     | KSTP-TV (channel 5)     |
| KARE 11 TV (channel 11) |                         |

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



## Special Need Programs

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

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

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

The district also partners with the Minnesota River Valley Special Education Cooperative in serving those students whose needs are addressed in off-site special education programs.

Other programs offered by the district are:

- English as a Second Language (ESL)
- SYNERGY – Gifted and Talented Program
- Title 1 – federal program for students with special needs in reading/language arts and math

### SECTION 504

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

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

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



## Student Breakfasts and Lunches



Child Nutrition Services provides students with nutritious, high quality meal options that promote good physical and mental development. We offer a variety of nutritional meal choices and at least one alternate menu. Menus are available on school websites and our Nutrislice app where customers can view nutritional content and descriptions of menu items, as well as allergen and carbohydrate details.

All student accounts remain prepaid with deposits made with cash, check or credit card. ISD 719 has contracted with FeePay to provide the convenience of using a credit card, with no transaction fees, to prepay for meals. A student with an outstanding meal debt, will be allowed to purchase a standard meal (breakfast or lunch) regardless of their balance. The charge of that meal will add to their existing balance. Students with outstanding meal debt will not be allowed to charge ala carte, extra milks or extra entrees.

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

### Breakfast

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

### Lunch

Elementary: \$2.65  
Adult Guests: \$3.85  
Milk: \$.45  
Second entree: \$1.70

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



## Student Lunch Program

Students should bring lunch money in envelopes, clearly marked with the student's name, room number and amount enclosed. Teachers collect student lunch money each morning, and the school lunch cashier credits the student's account prior to meal service. As students go through the lunch line, their individual identification code is entered and the price of the lunch is deducted from their account. This system works most effectively when money is deposited for multiple lunches at a time. We recommend that you use Fee Pay or send a check for a week or a month's worth of lunches. If you have more than one child at Glendale, you may send one check to school with a note indicating the funds you would like placed in each child's individual account.

Charging of lunches is not available. The building cashier does try to alert students when their account is running low. Please be aware that it is state law that parents cannot use funds in their children's accounts to purchase lunches when they visit school. Adult lunches cost \$3.85 and may be paid by cash or check to the lunch cashier prior to eating.

Lactose reduced milk is available upon written request by a nurse practitioner/doctor. A note faxed to the health office is acceptable.



## Student Surveys

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

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

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

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

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

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

### Information Collection or Disclosure

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

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

More information can be found in School Board policy 520



## Student Use of Information Technology

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

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

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

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

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

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

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

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

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

Depending on the nature and degree of the violation and the number of previous violation, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

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



## Student Use of Information Technology continued.

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



## Synergy Gifted/Talented Programs

The district gifted/talented program, called SYNERGY, serves gifted and talented students in Prior Lake-Savage Area Schools. In grades K-2, students are not formally identified as gifted and talented. However, second grade students with high MAP test scores will have an opportunity to be nominated by their classroom teacher to participate in short-duration talent enrichment class (TEC) in reading and/or math taught by Synergy staff.

In grades 3-12, students are formally identified as gifted/talented using nationally recognized aptitude and achievement tests. These students are usually clustered together in a grade-level classroom at the elementary schools and provided pull-out opportunities to engage in Synergy program activities led by the Synergy staff.

S.A.G.E. Academy is the district's elementary gifted academy. One classroom section each of grades 3-5 is located as a school-within-a-school at WestWood Elementary. Students are eligible for S.A.G.E. Academy if they meet the identification criteria which includes test data (i.e., Measures of Academic Progress (MAP), and Raven's Standard Progressive Matrices scores where available). Teacher and parent input are also considered. Students who qualify are invited to attend S.A.G.E. Academy. The SYNERGY coordinator in your school can provide additional information about the district's gifted/talented programs.

## Tardy to School

Students who arrive at school after 9:20 am must report to the office and obtain a tardy slip before going to class. A student who arrives past 11:20 in the morning or leaves prior to 1:50 in the afternoon, will be considered absent for half a day.



## Tobacco

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



## Title IX Compliance

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



## Transportation Information and Bus Conduct

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

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

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



## Transportation Information and Bus Conduct continued.

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

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

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privileges **as determined by school site administration**.

The complete District Policy (709) Student Transportation Safety Policy is available in each school office and also on the district's web site.



## Visitors

The information below is a portion of the district policy on Visitors to Schools (903). The complete policy is available in each school office upon request, and is also located on the district's website.

Citizens of the district are encouraged to visit, attend or participate when appropriate in their student's education. The district, however, must maintain safe and orderly operation of the schools and programs affiliated within. There may be times that the restriction of visitors is necessary in order to ensure safety. To further ensure safety, at all times, visitors must be approved and identified in the office. While each building principal will be responsible for developing a building procedure for accommodating visitors to schools and school programs/activities at that school, the following list is what is included in each buildings procedure.

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

## Visitors – Parents

We are proud of our schools and hope that parents will take the opportunity to visit them while in session. Before visiting we suggest that you contact the classroom teacher to ensure that the time requested is convenient for everyone involved. In order to maximize uninterrupted classroom instruction time, visitors are limited to a maximum of two per classroom for one hour. Volunteers working on projects outside the classroom area may be present for more extended periods of time.

Because of the need to maintain safety for students, all adults must sign the visitor log in the school office when entering the building, receive a visitor name tag and identify themselves whenever asked by school staff. The date and time of the visit must be included on the name tag.

## Visitors – Students

Student visitors are discouraged unless they are accompanied by an approved adult or unless the visit has been prearranged for educational purposes. Please call the school office in advance to discuss the reason for the visit. Visiting friends and relatives are welcome to come and eat lunch at school. However, visiting for the entire school day proves to be disruptive to the classroom community and is, therefore, not generally permitted.

## Visitors – Volunteers (See Field Trips section as well)

We love our volunteers who do many things to support our school learning activities! If you would like to join a great group of parents by becoming a volunteer, please contact the school office or one of our school parent volunteer coordinators listed below. So that we know you are here and can be recognized as a volunteer, we ask that you also sign-in in the office and wear one of our name badges! (Volunteers are reminded that we request that your younger children not accompany you when volunteering.)

### **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.

## 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 indicating the date of the last day of attendance.

## P.T.C. Officers for 2017-18

Angie Carrigan, President  
Email: [acarrigan4@yahoo.com](mailto:acarrigan4@yahoo.com)

Stephanie Janasko, Treasurer  
Email: [stephaniejanasko@yahoo.com](mailto:stephaniejanasko@yahoo.com)

Shannon Davis, Vice-President  
Email: [shannoneastman@hotmail.com](mailto:shannoneastman@hotmail.com)

Tanya Naylor, Secretary  
Email: [undgrad01@yahoo.com](mailto:undgrad01@yahoo.com)

### Event Coordinators

Amy Ebel  
Email: [ajoybellebel@gmail.com](mailto:ajoybellebel@gmail.com)

Andrea Fisheer  
Email: [fisher.andrea79@gmail.com](mailto:fisher.andrea79@gmail.com)

Angie Rolle  
Email: [angie.graf@gmail.com](mailto:angie.graf@gmail.com)

Angie Caputo  
Email: [ACAPUTO\\_17@HOTMAIL.COM](mailto:ACAPUTO_17@HOTMAIL.COM)