



PRIOR LAKE-SAVAGE
AREA SCHOOLS

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



Parent/Student Handbook 2017-2018

Attendance Line: 952-226-0901

La ola del lago Spanish Immersion

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Prior Lake-Savage Area Schools

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ANY INFORMATION NOTED WITH THIS SYMBOL INDICATES DISTRICT WIDE POLICY/PROCEDURES

Keeping In Touch With the: Office

La ola del lago telephone numbers:

Office - 952-226-0900

Attendance - 952-226-0901

Health Office – 952-226-0906

Fax - 952-226-0949

Office Hours:

8:00-4:00

School Hours:

9:20-3:50

Office Staff:

Richie Kucinski- Director, La ola del lago Spanish Immersion

Jodi Anderson– Head Secretary

Michelle Pflueger- Health Aide

Debra Hilsen- Licensed School Nurse

E-mail

All staff can receive communication via e-mail. Refer to the La ola del lago website for specific e-mail addresses. (www.priorlake-savage.k12.mn.us/schools/oladellago)

Getting a Message to Your Child

If you need to get a message to your child, please call the school office at least ½ hour prior to the end of the school day. Messages are brought to the classroom at the end of the school day. Teachers may not check voice mail prior to dismissal, so please call the office with transportation related messages.

Keeping In Touch With the: District

The telephone number for the district office is 952-226-0000. The district web site is:

www.priorlake-savage.k12.mn.us

ECSE (Early Childhood Special Education) 226-0980

Circle of Friends Preschool & Edgewood Early Childhood Family Education (ECFE) Programs

952-226-0950

Jeffers Pond Elementary

226-0600

WestWood Elementary

226-0400

Five Hawks Elementary

226-0100

Hidden Oaks Middle

226-0700

Glendale Elementary

226-0200

Twin Oaks Middle

226-0500

Grainwood Elementary

226-0300

Senior High School

226-8600

Redtail Ridge Elementary

226-8000



Voice-mail messages will be answered within 24 hours. In the event of an emergency please call our office direct at 226-0900 and we will contact your child's teacher.

Office:

Richie Kucinski	226-0903	Director, La ola del lago Spanish Immersion
Jennifer Bauer	226-0916	Social Worker
Jodi Anderson	226-0904	Building Secretary
Michelle Pflueger	226-0906	Health Aide
Debra Hilsen	226-0906	Licensed School Nurse

Kindergarten Teachers:

Carolina (Corredor) Geissler	226-0936	Classroom Teacher
Berenice Nava	226-0990	Classroom Teacher
Charissa Pedro	226-0939	Classroom Teacher
Ana Trimberger	226-0998	Classroom Teacher

1st Grade Teachers:

Molly Mancia	226-0947	Classroom Teacher
Nella Huaman	226-0944	Classroom Teacher
Sabrina Tapia	226-0943	Classroom Teacher

2nd Grade Teachers

Michelle Guzman	226-0918	Classroom Teacher
Daniella Perez	226-0928	Classroom Teacher
Sheila Sanchez	226-0915	Classroom Teacher

3rd Grade Teachers

Beatriz Martin	226-0924	Classroom Teacher
Veronica Ransom	226-0927	Classroom Teacher
Karen Coronel	226-0923	Classroom Teacher

Special Services:

Ann Gulstad	226-0931	Speech and Language Pathologist
Rachel Higgins	226-0912	ESL Teacher
Scott Richardson	226-0452	Special Ed. Teacher

Support Staff:

Kenny Beahan	226-0907	Custodian
Kris Palma/Sylvestre	226-0907	Custodian
Vicky Rodewald	226-0922	Media Support
Carleen Needham	226-0454	Special Ed. Secretary
Kitchen	226-0408	

General School Information

Attendance



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

In accordance with the Minnesota Compulsory Instruction Law, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board.

Elementary Student Attendance Policy

Parents/guardians are required to notify the office via a note or telephone, please call prior to 10:00 a.m. on or before the day their child will be absent for any reason. Our attendance line is open 24 hours a day 952.226.0901.

Dismissal during the Day

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

Recurrent Pick-up

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

Excused Absences

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

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

Unexcused 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
9. Non-district sporting events

Tardies

The student's day begins at 9:20 a.m. Students are tardy after 9:20 a.m. 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 $\frac{1}{2}$ day. Five unexcused tardies are equal to 1 day unexcused absence.

Extended Absences

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

Family Activity

We understand that students may need to be absent from school occasionally to participate in family activities/vacations. However, family activities/vacations which cause students to be absent more than 5 school days are discouraged and will result in unexcused absences. Your child's academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc. that have taken place while your child was absent from school.

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

Parent/Guardian Responsibilities

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

Age Verification and Legal Name Change

Students new to the district or enrolling for the first time are required to present documentation showing birth date and legal name. This requirement may be met with a birth certificate, passport or court order for name change. Verification needs to be done at registration or within three (3) weeks after entering school. Exclusion from school will result if documentation is not provided. 8

In order for us to make an official change of name on our records, the custodial parent must give us a copy of a legal document indicating the change. We must use the legal name of the child for our records. Please let us know if you would like your child's "nickname" to be used informally at school. If you wish to have the child informally referred to by a last name other than the legal name, you must express your wishes in writing to the principal, assuring us that this is acceptable to all custodial parents.

Anonymous Tip Line: 952-226-0005

In an ongoing effort to maintain a safe and drug-free learning environment for students, ISD 719 has a Tip Line (952-226-0005). The purpose of the Tip Line is to provide students and parents with a simple and anonymous way to report unsafe situations.

The Tip Line makes it possible for students and parents to report weapons, threats of violence, bullying, gangs, sexual harassment, threat of suicide, drugs and any other activity that could potentially endanger students, staff or property.

Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and it's completely confidential.

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.

Birthday Recognition



Due to allergies, socioeconomic and nutritional concerns, we ask that students refrain from bringing in treats on their birthday.

Birthday invitations: We ask that students do not bring birthday invitations to school. For the respect of the feelings of students who have not been invited to the party, we ask that you deliver these by some other means. The Edgewood Advisory Council will be developing an opt-in student directory that parents may choose to be a part of, which can assist in locating contact information for other students whose families have also opted into being a part of the directory. We also ask that students not give gifts of any kind to others at school.

Books and Materials

Textbooks, library books, and other materials are supplied free to all students with the understanding that they are returned in good condition. It is the student's responsibility to take proper care of these instructional materials.

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

Student Breakfasts and Lunches



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

All student accounts remain prepaid with deposits made with cash, check or credit card. ISD 719 has contracted with FeePay to provide the added convenience of using a credit card, with no transaction fees, to prepay for meals.

For the 2016-17 school year, lunches will cost \$2.55. Adult meals will be \$3.85 and milk is \$.45 each. The purchase of a second entree is \$1.60. All kindergarten students receive a free breakfast. Breakfast for grades 1-5 is \$1.60.

Free and Reduced-Price Lunch assistance is available. Applications are available online. Applications must be filled out for each school year the assistance is needed.

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

UNPAID MEAL CHARGES PROCEDURE

I. PURPOSE

The purpose of this procedure is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The procedure seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. GENERAL STATEMENT OF PROCEDURE

A. All meals are to be prepaid before meals are purchased. Households can add money to a student's account the following ways:

i. Online through Fee Pay

- ii. with cash or check at the District Service Center or at their student’s school.
- B. 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.
- C. The school district will make reasonable efforts to notify households when meal account balances are low or fall below zero as well as collect unpaid meal charges. Where appropriate, households may be encouraged to apply for free and reduced-priced meals for their student(s).
 - i. Child Nutrition Services will notify students and their households when the student’s balance is getting low or is depleted to \$0.00. Reminders for payment will not demean or stigmatize any student participating in the school lunch program.
 - ii. Once a student’s balance is at \$0.00, they will be allowed to charge up to 3 additional meals before a notice is then given to the principal of the building who then will attempt to make contact with the household. Child Nutrition Services will also send a balance notification to the household as well as call make contact by phone.
 - iii. If a student’s balance accumulates to a negative \$15.00, Child Nutrition Services will send a notice to the household stating their negative account will be turned over to a collection agency. The notice states 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.

III. COMMUNICATION OF PROCEDURE

- A. This procedure is made available on the district website. It will also be communicated to households through student handbooks.

Bullying



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

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

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

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

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with ISD

719's policies and procedures, including the discipline policy 506. ISD 719 may take into account the following factors:

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

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

ISD 719 shall require ongoing professional development, consistent with Minn. Statutes, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. For the full Bullying Prohibition policy, 506.1, please visit our website: www.priorlake-savage.K12.mn.us



Chemical Health

Student substance abuse is illegal, disrupts normal growth and development and impairs learning.

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

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

School District Action

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

Communication

Schoolology, Back-to-School Night, report cards, Parent-Teacher Conferences, weekly Take Home Folders, planners, and classroom and school newsletters are some of the ways you can learn about your child's school experience. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings, friendships and feelings. If you wish to contact your child's teacher, please leave a message on their individual voice mail and calls will be returned within 24 hours. (See page 5 for individual voicemail numbers.) Teachers also

have e-mail access. All e-mail links are on the La ola del lago web page at www.priorlake-savage.k12.mn.us/schools/oladellago under Staff Directory.

If you need to contact your child during the school day, call the office at 226-0900. The office staff will take a message and deliver it to your child in a timely manner. Please call no later than ½ hour prior to the end of the school day.

Community Education Classes (After School Classes)



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

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

Custody of Minor Children

Changes in the custody of minor children attending La ola del lago should be reported to the principal as soon as possible. We assume that students are in the legal and physical custody of the parent/parents/guardians indicated in the permanent record file unless we have documentation that indicates otherwise. Documentation must include legal documents detailing custody arrangements. This information must be brought to the school's attention each year as situations may change.

Non-custodial parents have the legal right to receive information about a student's educational progress unless we receive a copy of a specific court order indicating otherwise.

Data Privacy



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 who do not want this information to be shared should give notice in writing to the district.

Directory Information includes:

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

Policy 515 allows for the use of student photos for educational purposes and school-approved social media venues. The parent or student may, however, notify the district in writing that photos of individual students may not be shared on social media sites.


Students are able to access the Internet from every classroom. Students also have access to Google Apps for Education. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media. The parent or student may notify the district if they wish to opt out of using Google Apps for Education. They may also request alternative educational activities not requiring Internet access. Parents (or students age 18+) who wish to opt out of Directory Information, Social Media, Use of Information Technology and/or Google Apps for Education, Chromebooks or iPads should submit an opt-out form located in policy 515.

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

Directory (student)

Student Directories are **NOT** available from Prior Lake – Savage Area Schools. The La ola del lago PTC will provide the opportunity to “opt-in” to a digital-only directory. Information will be posted on our Facebook page, Schoology and newsletter.

District Student Discipline

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

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

1. Responsibility for student behavior is shared by school staff, administration, the parents and students themselves.
2. Individual teacher classroom management skills are the single most important contributor to good discipline in school and should include measures that are proactive.
3. A fair, firm and consistent procedure to deal with discipline problems after they occur must be communicated and administered by school personnel.
4. Support personnel will assist in facilitating and maintaining an effective learning environment.
5. Improvements in school discipline are directly related to bettering the school environment which is brought about by improving the curriculum, improving teacher skills and improving student self-control.

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

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

STUDENT CODE OF CONDUCT

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

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

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

- u. Sexual and/or racial abuse and/or harassment (further outlined in School Board Policy 526 Harassment and Hazing).
- v. Bullying (further outlined in School Board Policy 506.1).
- w. Internet misuse, cyber bullying, and misuse of other electronic devices (further outlined in School Board Policy 524, Student Use of Information Technology).
- x. Any and all other acts, as determined by the school district, which are disruptive of the educational process.

Zero Tolerance Behaviors

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

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

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

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

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

REMOVAL FROM CLASS

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

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

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

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

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

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

DISMISSAL

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

COMMUNICATIONS

Procedure for Notifying Students and Parents or Guardians of Violations

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

Maintenance of Student Discipline Records

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

Interaction with Law Enforcement Authorities

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

District Records

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



1. Access to their records or those of their children (under 18) after proper identification. Copies of the records can be made at the individual's expense. Professionals working

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

The permanent record card contains the student's subject grades and attendance data. The cumulative folder is a working file with information that includes essential vital statistics, proof of inoculations, schools attended and dates, and a health record (parents' occupations or places of business are not mentioned).

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

Diversity in Schools



Students at La ola del lago 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.

District 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 students with access to the school district computer system, which includes Internet access. The school district system has a limited educational purpose that includes the use of the system for classroom activities and educational research. Students are expected to use Internet access through the district system to further educational goals consistent with the mission of the school district and school policies. Use that might be acceptable on a Student's private personal account on another system may not be acceptable on this limited-purpose network.

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 school district system is at the student's own risk. The system 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 diskettes, tapes, hard drives, or servers, or for delays, changes, or interruption in service or misdeliveries or nondeliveries 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 school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system 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 school district system and of the Internet if the student is accessing the school district system from home or a remote location.

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 description of the parent/guardian responsibilities
- b) A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option
- c) A statement that the school district's acceptable use policy is available for parental review

The following uses of the school district system and Internet resources or accounts are considered unacceptable.

- a) Pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors
- b) Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, 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) Material that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

1. Suspension or cancellation of use or access privileges
2. Payment for damages and repairs
3. Discipline under other appropriate school district policies, including suspension or expulsion
4. Civil or criminal liability under applicable laws

District 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.

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.

Early Release Days

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

Electronics



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 Procedures



Crisis Management Policy

It is the desire of the school board to provide a safe educational environment by ensuring a consistent and thorough Crisis Management Plan. The intent of policy 806 (available in school offices, the District Service Center and the website: priorlake-savage.k12.mn.us) is to provide a guide for general crisis information for school district and building administrators, school employees, students, school board members, and community members. Further, the policy ensures that awareness of the district's Crisis Management Plan, which is in both paper and CD format in central offices throughout the school district, contains crisis-specific procedures. Please note that, pursuant to this policy, tailored Crisis Management Plans are available for each owned or leased building in the district.

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

Fire Emergency Procedures

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

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

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

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

Lock Down Procedures

If a crisis or lock-down situation arises in the building or on the school grounds staff immediately implement district crisis procedures. Lock-down procedures will also be practiced with students 5 times per school year. Each teacher will make a "blue spot" visible in his/her classroom to indicate a lock-down, safe area that students will be taught indicates a safe gathering area. An intercom announcement will state "Lock Down Drill," followed by a very quick siren sound, this lets staff and students know that the drill is in progress. State law requires that we have 5 Lock Down Drills per year.

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

Power Outage Procedures

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

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

Security

The main entrance to Edgewood School will be open generally 6:30 A.M. – 7:00 P.M. All other doors will be locked when not in use by students and staff. All staff members are required to wear school district provided name badges. All visitors to the building must first report to the office. They will be required to sign in and wear a visitor's badge. Any unidentified adult walking in the building will be asked and, if necessary, accompanied to the office to state his/her reason for being in the building. Parents who remove students from school are expected to come to the office to identify themselves and sign their child out in the log book. Records are maintained and updated on several parents and/or adults who are not permitted to remove certain students from school.

Tornado Procedures

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

Enrollment Requirements



Students enrolling in the Prior Lake-Savage Area Pubic Schools for the first time, whether it be kindergarten or any other grade 1-12, shall present the following information as per district policy:

1. Evidence of birth date and name (birth certificate or other legally recognized document of the courts).
2. Immunization record
3. Evidence of early childhood screening

A social security number, although not required, is preferred.

Equal Opportunity



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

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

Field Trips

Field trips are held throughout the year to extend classroom curriculum. Notifications are sent home in classroom newsletters prior to all field trips with detailed information.

Parents who volunteer as chaperones will assume responsibility for supervision and discipline on the bus and at the site. Because field trips are an extension of our classroom we must decline the attendance of siblings during field trips.

Families will be asked if they would like to contribute an amount equal to the cost of the event to help defray expenses, this is strictly a voluntary charge. Support will also be sought from the PTC when donations will not cover the expenses. Events could be cancelled if donations do not cover expenses. Donations will be returned to families if an event is cancelled.

Parents will use FeePay, the district's online payment management system, to make donations. Parents will receive login information from the district office's IT department.

Background Checks for Volunteers

Thank you for your interest in volunteering with Prior Lake-Savage Area Schools. 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.

To complete the background check process, please go to the district website and click on *Background Checks for Volunteers*. You will be prompted to pay at the end.

Thank you for your cooperation as we continue to maintain a safe and secure educational environment for our students.

Financial Assistance

If you feel that you may need some assistance during the school year with costs that may arise for field trips, please contact the building principal or school social worker at the beginning of the year, and the appropriate arrangements will be made.

Food and Beverages in the Building

Food and beverages are to be consumed whenever possible in accordance with School Board Policy. No food is allowed on the playground during recess, regardless of where it came from.

Food and beverages for special events will be requested by the classroom teacher and must be store purchased and fully labeled with contents (bakery items are not permitted). No other treats or food items should be sent to school. It is best to notify the classroom teacher to confirm class schedules. In some cases, specific restrictions may be in place due to students with food allergies or other health concerns.



Hazing

It is the policy of ISD 719 to maintain a safe learning environment for students and staff that is free from hazing activities of any type that are inconsistent with the educational goals of the school district and are prohibited at all times.

It is a violation of policy 526 for any student, teacher, administrator, volunteer, contractor, or other employee of the school district to plan, direct, encourage, aid, or engage in hazing.

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

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

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

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

Health Services and Safety



Prior-Lake Savage Area School's Health Services provides:

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

Health Services is staffed by Licensed School Nurses and Health Support Personnel. Our health support staff is an integral part of our health services, available during student hours in each school, and trained in First Aid and CPR; they perform delegated nursing procedures, assist with screenings, organize and maintain the health office and health records, and keep the school nurse informed of the building's needs and concerns.

School Health Records

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

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

Emergency Action Plans

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

Administration of Medication/Treatments in School

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

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

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

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

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

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

Immunization State Law

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

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

Illnesses

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

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school
- If the student has open/drainage skin sores, or inflamed/drainage eyes or ears the student should stay home until seen by your health care provider
- Information regarding specific communicable diseases can be found by following the Health Services link on the building website to the district website (Link Here). If you require a hard copy, please call the building health office.

When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

Health Screening

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

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

Vision screening will be done for 1st, 4th and 7th grade; hearing screening for 1st and 3rd grade. All 3rd, 6th and 9th grade students (unless parent/guardian states otherwise) will have his or her weight and height measured, and BMI (Body Mass Index) calculated. As with all health information, this health data is kept confidential. Once BMIs are completed, parents may call the building LSN for results or questions.

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

Homework

LODL students have some homework. Parents should help their children by setting aside time each day to engage in activities such as being read to, working on a puzzle, playing games, planning family events, drawing pictures and talking together. Additional suggestions for home activities are available on our website under the "Home Choices" and online resources. Teachers will also provide parents with individual ideas or suggestions to help support their child's learning.

Lost and Found

Any student who loses an item on the school bus or in school, should check the lost and found. Twice a year, during parent-teacher conferences, lost and found items are displayed in the main entrance area so that parents may check for any items their child may have lost. Items not claimed after these days will be donated to charity. Please help your child label all items such as backpacks, lunchboxes, jackets, sweatshirts, snow pants, boots, caps gloves and gym shoes.

Novelty Items and Games

Please be reminded that laser products, electronic pocket games, music players/recorders or other small electronic devices are not allowed at Edgewood, 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. Students may have pagers and cell phones in their locker or backpack for communicating with parents outside the school day. Cell phones are not to be used in the classrooms, bathrooms, or hallways in the school building and must be turned off when kept in a backpack or locker. The school will not be responsible for personal items such as cell phones and electronic products that are brought to school or onto buses by students.

Pets

Any pets that are to visit school need to be leashed or caged. The school atmosphere is often frightening to animals, making their behavior unpredictable. Please keep visits short, as many children are allergic to animals or are simply afraid of them.

Parking

All visitors to the school can use the lower parking lot marked Edgewood Early Childhood Program or the Edgewood Staff & Visitor parking. These areas are accessed off of Franklin Trail. No parking or student drop-off is allowed in the bus loop or in the lower entry. The loop is reserved for buses, district vans, and special education drop-off.

When bringing a late student, parents must walk with their child into the building and wait with them until they receive a pass to class. If picking up a student early, parents must sign them out in the office and wait in the foyer until the child is sent down. If parking necessitates that you park in the upper visitor parking lot, you can buzz for entrance at the upper doors and proceed to the office on the 1st level to sign out your student.

Parties

Classes typically have three parties a year: a Harvest Festival, Winter Break Party and Valentines Party. Parents who do not wish their child to participate for personal reasons should notify the classroom teacher.

Pictures

Lifetouch Studios take both fall and spring pictures during the school year. Order information is sent home before picture day, the schedule for picture days is on the building and district calendar. Lifetouch will provide web based ordering and hard copy ordering. Every student is photographed, but purchasing pictures is optional. Fall picture retakes are generally scheduled several weeks after the original pictures are distributed. Please note, there is no retake day for spring pictures.

Picking up Students

Any student who is being picked-up following a school day must have a note sent to the child's teacher, unless otherwise noted on a daily pick up form. Notification will be noted on our Student Pick Up list.

If a child is attending an after school class, students will be kept at school for the class unless a parent sends a note directing us to send the student on the bus. The child will be dismissed by the after school class instructor following the class.

Playground/Recess

Students will use the playground for large motor development weather permitting. Please send children in seasonally appropriate clothing as students may go out any time the "Feels Like" temperature is above -5 degrees or if it's steadily raining. All elementary schools will use the KARE 11 website to determine the "Feels Like" temperate.

Pledge of Allegiance



In accordance with state law, (policy began with the 2003-04 school year), the district will recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation will be conducted by each individual classroom teacher or the teacher's surrogate; or over the school intercom system by a person designated by the school principal or other person having administrative control over the school. Any student who does not wish to participate in reciting the pledge may elect not to do so. All students must respect another person's right to make that choice. Parents of the students wishing to not participate in reciting the pledge must notify the teacher of their child's choice.

PTC at La ola del lago

La ola del lago is supported by the La ola del lago Parent Teacher Committee (PTC). The La ola del lago students participate in various fundraisers throughout the year, which funds special events and equipment for our students.

PTC meetings are scheduled monthly. Meeting times, meeting minutes and PTC mission, policy and procedures can be accessed from the LODL PTC web site.

School Closings



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

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

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

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

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

Snacks

Research indicates that elementary age children increase learning potential and benefit from nutritious snacks and water during the school day. Therefore, it is a common practice for students to be permitted to have a scheduled, group, nutritious snack on a daily basis. Parents are asked throughout the year to supply the snack which meets classroom specifications. Milk is provided to kindergarten students through a federal nutrition grant, and water is also offered as a choice. Please ensure that our health office is aware of any possible food allergies your child may have.

Student Dress Code




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

- Clothes that are provocative, bear profanity, advertise tobacco, drugs or alcohol, display skulls or death symbols, demean a person's race, gender or other personal beliefs, or cause disruption of the educational process
- Clothing which exposes underwear or shows the midriff
- Short-shorts and skirts that provide only a minimal amount of coverage
- Torn jeans and/or shirts exposing undergarments
- Clothing which contains dangerous items such as chains
- Hats in the building, except for special designated days
- Roller shoes

- Any other item of apparel deemed inappropriate by an administrator

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

Student Use of Cellular Phones, Digital Imaging Devices and other Personal Electronic Devices

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

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


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

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


Violations of policy 525.1

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

Title IX

 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, Assistant Superintendent 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.

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 web site.

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 sign-in and check out of the office.
- All visitors should wear brightly colored visitors badges, provided by office personnel.
- 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.

Volunteers

Volunteer Opportunities

As a volunteer, you may be asked to work in the classroom or outside of the classroom.

At La Ola del Lago we appreciate your willingness to give of your time and talents. Whether you volunteer an hour a week or an hour a year, your sense of citizenship and your commitment to education is appreciated. We consider your involvement very important, and ask that you follow the guidelines outlined below to help us maintain a safe and respectful environment for all. If you are unclear about any of the following, please direct your questions to your staff contact.

Confidentiality/Data Privacy Regarding Students and Adults

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

Confidentiality/Data Privacy Regarding Students and Adults

As a volunteer at La ola del lago, you are bound by the same rules of confidentiality/data privacy (state statute that governs student and employee information) as our teachers and staff. Problems, abilities, behavior, relationships, grades, and confidences of students or staff are never to be discussed with anyone other than the student's teacher or site administrator. As a volunteer, you are in a professional role and are expected to keep any information separate from private life conversations. If you have questions or concerns about anything you see or hear, please discuss them with the teacher or school administrator.

Dependability

In the event you will be late or absent, please call whomever you are working with as soon as possible, so we may make other arrangements. Students and staff are counting on you; therefore, dependability and promptness are important.

Parking

Please adhere to the specific parking guidelines.

Sign-in Procedures

Please sign in at the office each time you volunteer and wear a visitor tag. For safety reasons, we need to know who is in the building, where to find them and who to contact in case of an emergency.

Student Management

The philosophy of La ola del lago is that students may be guided to be self-motivated and responsible. La ola del lago has a student management plan; please speak to your staff contact person about your role with student management and any concerns that you have.

Emergency Procedures

La ola del lago has specific procedures in place for emergencies. Please follow the instructions of the staff in case of emergencies such as tornado, fire, etc. Maps noting secure areas or exits for all emergencies are located near the doorway of all rooms at Edgewood School.

Chemical-Free/Tobacco-Free

Smoking and use of tobacco products are prohibited on school district property. In addition, volunteers may not manufacture, distribute, dispense, transfer, possess, use, or be under the influence of alcohol or any other chemical while on school premises, in school vehicles, or at school organized, sponsored or affiliated activities.

Sexual Harassment

Sexual harassment is behavior that is of a sexual nature and unwelcome. Adult-to-adult, adult-to-student, student-to-student, and student-to-adult harassment is prohibited. The complete policy is available in the office. If you believe that you've been a victim of harassment or violence, or have information about the harassment or violence of any adult or student, you must report it to the building principal.

Racial/Religious Harassment

Racial/religious harassment consists of physical or verbal conduct relating to an individual's race or religion, when the conduct creates an intimidating environment, interferes with an individual's work or academic performance, or otherwise adversely affects the individual's employment or academic opportunities. The complete policy is available in the office. If you believe that you've been a victim of harassment or violence, or have information about the harassment or violence of any adult or student, you must report it to your building principal or staff contact.

Mandatory Reporting of Child Abuse

State law provides that education professionals are mandated (required by law) reporters of suspected child abuse. Therefore, if individuals are working with a student and they suspect abuse, they must report it immediately to the child's teacher or principal.

Medical Attention

The health services staff handles student illnesses and injuries. Health services staff see any student who is ill or injured. If a student is bleeding or vomiting the health office will be called for direction.

Additional Educational Services

English Language Learners (ELL)

Rachel Higgins, our ELL teacher, works with students whose first language was not English and would benefit from additional support. She provides both group and individual services. Feel free to call the ELL teacher regarding any of these services at 226-0946.

Social Worker

Our school social worker works with students, teachers and parents regarding social or emotional concerns. Some of these issues are family change, chemical dependency, friendship, underachievement, and general behavioral concerns. She provides both group and individual counseling services on a short-term basis. Feel free to call the School Social Worker, Jenny Witt, regarding any of these services at 226-0916.

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 952-226-0980 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

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.