

Redtail Ridge Elementary School Student - Parent Handbook 2021-2022



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Savage, Minnesota 55378
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Mrs. Barb Yetzer
Principal
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952-226-8000



THE MISSION OF THE PRIOR LAKE - SAVAGE SCHOOLS

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

ISD #719 Core Values:

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

ISD #719 Vision:

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

Redtail Ridge School Rules

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

2021--2022 SCHOOL YEAR
Redtail Ridge Directory

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

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

Principal	Barb Yetzer.....	226-8000
Dean of Students	Adam Brandell.....	226-8002
Head Building Secretary	Julie Capaul	226-8000
Building Secretary	Jean Deutsch	226-8000
RN Health Aide	Tricia Wenthe	226-8006
Media Support	Nancy Wangsnes	226-8076
School Nurse	Tuyet Nguyen	226-8099
Special Education Secretary	Jillian Romann	226-8080
Kindergarten Teachers	Amy Alpaugh.....	226-8064
	Kayla Bartusek	226-8074
	Marianne Joachim	226-8088
	Hannah Tuerk.....	226-8063
First Grade Teachers	Susan Schnackenberg	226-8014
	Katie Hanson	226-8013
	Britney Haugh.....	226-8011
	Katie McGinnis.....	226-8012
Second Grade Teachers	Mona Glass	226-8022
	Jennifer Hansen	226-8021
	Lindsay Skjoiten.....	226-8023
	Lisa Wolff	226-8024
Third Grade Teachers	Stacy Kodada.....	226-8032
	Taylor Ward.....	226-8036
	Jordan Gagnon	226-8033
	Kris Gratz.....	226-8035
Fourth Grade Teachers	Caren Hudak	226-8042
	Sarah Hough	226-8043
	Lisa Losure	226-8044
	Erin Simon	226-8041
Fifth Grade Teachers	Rachel Bostrom.....	226-8053
	Sara Surdyk	226-8055
	Pam Doerr	226-8052
	Maria Sullivan.....	226-8051
Music Specialist	Amy Zbikowski	226-8073
	Diana Fornshell.....	226-8073
	Marin Schmid.....	226-8073
Physical Education Specialists	Tom Pickett	226-8071
	John Wahlstrom	226-8070
Media Specialist	Kelly Iverson-Egge	226-8075
Art Specialist	Paula Rudd.....	226-8072
	Kirsten Shaheen.....	226-8072
Intervention Teacher	Betsy Shaskey	226-8068
EL	Teri Oberlander.....	226-8065

Synergy Teacher	Jennifer Maloney	226-8000
Special Education	Miranda Cole-Wasgatt (EBD).....	226-8050
	Ann Schaefer (LD)	226-8060
	Julie Christensen - Speech	226-8026
	Lisa Lagergren - Lifeskills	226-8061
	Tessa Fink - Lifeskills	226-8015
	Ginny Running - OHD	226-8066
	Todd Loechler-PT	226-8017
	Sonia Laurent - Psychologist	226-8017
	Jan Olson - OT	226-0802
	Alex Head - DAPE	226-8097
	Jill Lacher - Spec. Ed. Team Lead.....	226-8038
School Social Worker	Jamie Toenies-Semling	226-8057
Q-Comp Peer Coach.....	Lee Korby.....	226-8087
Special Ed. Student Support Paras.	Barb Beckius	226-8000
	Angela Beaton.....	226-8000
	Gwen Flaata.....	226-8000
	Ashley Engling.....	226-8000
	Bonnie Sumner.....	226-8000
	Nikki Varcoe	226-8000
	Julie Stark	226-8000
	Traci Larson.....	226-8000
	Melissa Benson.....	226-8000
	Fatuma Hashi.....	226-8000
Noon Supervisors.....	Gale Baines	226-8000
	Stacy Celatka	226-8000
	Beau Kes.....	226-8000
	TBD.....	226-8000
	Arif Khan.....	226-8000
	226-8000
Custodians	Michael Borchardt - Lead	226-8007
	Michael Greenwaldt	226-8007
	Ricky Benitez	226-8007
Child Nutrition	Esther Anderson- Manager	226-8008
	Lizette LaDuke- Assistant Manager	226-8008
	Mailee Denio - Cashier	226-8009
	Bonnie Marquess.....	226-8009



DAILY TIME SCHEDULE

Buses Unload.....8:00 a.m.
Classes Begin.....8:30 a.m.
Lunch Periods.....10:55 a.m.-1:20 p.m.
Dismissal Bell.....3:00 p.m.

Children should not arrive prior to 8:20 a.m. There is no adult supervision before 8:20 a.m. Cooperation in this matter is greatly appreciated.

CLOSINGS DUE TO EMERGENCY

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

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

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

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

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

DAILY ATTENDANCE PROTOCOLS

School Day: 8:30 a.m. – 3:00 p.m.

Arrival to School

- Arrive between 8:30-10:29 a.m.---- Full Day Attendance
- Arrive between 10:30 a.m.-12:59 p.m. ----Half Day Attendance
- Arrive between 1:00 p.m.-3:00 p.m.---- Full Day Absence

Early Departure from School

- Leave before 10:30 a.m. – Full Day Absence
- Leave after 10:30 a.m. but before 1:00 p.m.-Half Day Absence
- Leave after 1:00 p.m. – Full Day Attendance



ATTENDANCE

Elementary Student Attendance Policy

Parents/guardians are required to notify the office via a note or telephone call prior to 9:00 a.m. on or before the day their child will be absent for any reason. Parents/guardians are asked to call, send a note or an email with their child prior to appointments and vacations, etc. Parents/guardians will be asked to show an ID prior to taking a child from school property. Dismissal for a student will be from school office only.

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

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

Unexcused 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 activities

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



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

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

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

Physical Access to a Student During the School Day: All parents, whether custodial or non-custodial, may visit a student at school or remove a student from school, provided the parent complies with the District's visitor's policy and

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

AGE VERIFICATION AND LEGAL NAME

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

In order for us to make an official change of name on our records, the custodial parent must give us a copy of a legal document indicating the change.

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

ALLERGIES

If your child has any type of allergy, please contact our Health Office at 226-8006.



ANONYMOUS TIP LINE

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

The Tip Line makes it possible for students and parents to report weapons, threats of violence, bullying, gangs, sexual harassment, threat of suicide, drugs and any other activity that could potentially endanger students, staff or property. Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and it's completely confidential.

ARRIVAL AT SCHOOL

Students walking to school or who are dropped off at school should arrive at school NO EARLIER THAN 8:20 A.M. Staff is not available to supervise students prior to that time. Exceptions to students entering the building earlier than 8:20 a.m. are made by special arrangements between parents and teacher and/or the principal in advance.

BACKGROUND CHECKS FOR VOLUNTEERS

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

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

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

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

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

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

BIKING TO SCHOOL

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



BIRTHDAYS

Birthdays are celebrated at Redtail Ridge! Each student is invited to the office to receive a birthday gift from the birthday box on his/her birthday!

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

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

BOOKS AND MATERIALS

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

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



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

BUS SERVICE (For the 21-22 school year, face coverings are required on all district provided transportation. This is a CDC requirement.)

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

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

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

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

BEHAVIOR on the BUS

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

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

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

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

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

CELL PHONES

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



CHEMICAL HEALTH

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

The use, possession, and exchange of tobacco, including synthetic tobacco, alcohol, and other illegal and harmful chemicals are prohibited on both school district property and at school-related functions.

Staff is expected to report all suspicious behaviors and/or incidences potentially relating to chemical use/abuse to chemical health staff, school social worker, school counselor and/or principals. Incidences of chemical health issues, regardless of where the chemical activity allegedly occurred, will be investigated.

School District Action

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

CHILD PROTECTION

School Staff are mandatory reporters. By law, we must report any possible cases of child abuse or neglect. After a report is made, Scott County Human Services has all information and pursues investigations to the extent that they deem appropriate. Any questions regarding your child's safety or such matters should be directed to Scott County. The school will have no information.



COMMUNICATION

It is the desire of the School Board to promote community awareness of the programs and activities of the school district. Parents/guardians are especially encouraged to support their student's education through increased awareness of school activities. The district also desires the safe and orderly operation of its schools and programs. Therefore, citizens are encouraged to visit, attend or participate when appropriate in these programs to the extent that their attendance is consistent with the educational priorities of the school district.

District policy 903 addresses communication between parents and other visitors to the school with school personnel as being appropriate and respectful. Conferences, phone calls, and written communication will be held to that standard of respect and appropriateness.

Therefore, the following kinds of inappropriate communication will not be accepted:

- Shouting or yelling
- Using obscene or foul language in communication
- Using insulting or demeaning language
- Threatening or intimidating by the suggestion of violence or negative consequences if demands are not met
- The use of any physical force, including not permitted or unwelcome touching regardless of whether pain or injury results.

The consequences of such behavior will be as follows:

- The offender will be informed that the conduct violates district policy
- The continuation of such conduct will result in the termination of discussion
- The offending person will be told that a record of the incident will be kept in district files
- The incident will be promptly reported to the appropriate administrator
- These behaviors constitute disorderly conduct pursuant to MS Section 609.72 and charges may be filed under this statute.

In regard to school visits, the building principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

COMMUNICATIONS BETWEEN HOME AND SCHOOL

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

CRISIS IN A FAMILY OR AT SCHOOL

Should a Redtail Ridge family member have a serious crisis, please help us assist the children in dealing with such a crisis by contacting the principal. Our school has a crisis team and crisis plans in place to assist children in understanding the situation and providing support as needed.

Should a crisis occur during the school day, we have worked with the Savage Police Department to develop a plan that assures the safety of students and staff. **In the rare event that a crisis would occur at school,** parents would be asked to report to Prior Lake High School where we would provide specific information about the nature of the situation and deliver students to you as soon as possible. "Lockdown" is the district wide phrase to indicate a crisis situation. Teachers and staff members have specific duties to perform in these situations in an effort to provide for the safety of our students.



CRISIS MANAGEMENT POLICY

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

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

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

CUSTODY OF MINOR CHILDREN

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

Non-custodial parents have the legal right to receive information about a student's educational progress unless we receive a copy of a specific court order indicating otherwise. **The non-custodial parent needs to notify the school office regarding his/her wish to receive report cards, progress notes and other information and fill out the Dual Mailing Form.**



PROTECTION AND PRIVACY OF STUDENT RECORDS

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

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

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, yearbooks, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

DISCIPLINE IN SCHOOL

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

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

Should the Redtail Ridge Expectations not be followed, the students will first be asked to "Take-A-Break". If the behavior continues then a Fix-it plan may be used. If the student continues to be disruptive and negatively impacts the learning of themselves or others within the classroom, the teacher may choose to send the student to their buddy classroom or fill out a Referral to the Principal /Office. The teacher and/or principal will then follow steps to work with the child to rectify the situation and assign a logical consequence. Parents will be notified either by phone call, message written in planner, e-mail, through the Fix-It Plan or by a Student Behavior Report to Parent/Guardian Form.

Other forms of discipline may be implemented by the principal based on the severity of the situation. Behaviors which include violations of state law, district policy and any totally unacceptable behavior will require involvement by the principal, parent(s)/guardian(s), and possibly legal authority. Unacceptable behaviors include such conduct such as harassments/threats, vandalism, violence, stealing, use of drugs, or possession of weapons. The School Board has adopted a district wide policy that can be found in the Student Discipline section. Please be reminded that District #719 adheres to a No Weapons and Zero Tolerance policy which can also be found in the Student Discipline section. Students should not be in possession of weapons on school buses or on school property. Redtail Ridge students need to know that even small Swiss army knives, non-functioning weapons, squirt guns, or other toy guns **are not allowed** on school property.

DIVERSITY IN SCHOOLS

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

DROP OFF PROCEDURES

Morning Drop-Off Procedures: We ask that drivers dropping off student in the upper level parking area follow these guidelines:

- When dropping off, children should exit on the right side of the vehicle next to the sidewalk. Many cars should be able to unload at the same time - "Drop-and-Go" (**Diagram Linked Below**)
- To enable a smooth and continuous flow of traffic students should have their backpacks in hand and be ready to exit **the right side of the vehicle** as soon as it pulls up to the drop-off area.
- Wait your turn in line. Please do not go around other vehicles to gain access to drop off area or exit prior to the car in front of your vehicle.
- Children who are walking to school, riding a bike or being dropped off **should not arrive at school before 8:20** AM. Our staff members have meetings and preparing for the day and are not available to supervise students who are dropped off early. The only exceptions to entering the building earlier than 8:20 are as follows:
 1. Special arrangements have been made in advance with the classroom teacher for a child to come in and work with that teacher. Teachers report at 7:30 AM
 2. A student group has a meeting prior to the school day.
 3. Parent/guardians are attending a pre-arranged conference/meeting with a teacher or staff member.
- At 8:20, the vestibule doors will open and the students can walk to their classrooms.
-

E-MAIL

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

EARLY RELEASE DAYS

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



ELECTRONICS

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

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

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

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

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic

technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Violations of policy 525.1

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

EMERGENCY CARE

Sickness or injury procedures are as follows:

- **If your child becomes ill or injured at school**, students will be brought to the Health Office until the parents can pick up the child. Please note that our school does not have sufficient health room space or personnel to provide care for a sick child for extended periods during the school day. **We ask that you make arrangements to pick up your child within the hour.**
- **In the event of an emergency**, if we are unable to reach you or your designated emergency contact person(s), we will call the Health Span Rescue Unit for immediate assistance.

EMERGENCY NAMES AND PHONE NUMBERS

The current work numbers for parents, as well as names and phone numbers of who to call in an emergency, are needed at school. Please keep us informed of any changes so that we can reach you if needed for your child's welfare. **If you are going to be out of town and another adult is responsible for your child**, it is important that we be aware of these changes in writing prior to your period of absence. **In the event of an emergency**, if we are unable to reach you or the emergency contact person(s), we will call the *Health Span* Rescue Unit for immediate assistance. It is, therefore, critically important that we have such current data on file.



EQUAL OPPORTUNITY

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

Questions about this policy or any concerns about compliance related to student or employee issues should be directed to **Human Rights Officer, Jim Quiram, Executive Director of Human Resources**, Prior Lake-Savage Area Schools, 4540 Tower St. SE, Prior Lake, MN 55372.

FIELD TRIPS

Field trips are opportunities designed to broaden students' educational experiences. Information letters will be sent home for parental approval prior to any trip. Parents are sometimes invited to chaperone on such occasions. To ensure the safety of our students, we require background checks for any parents going on the field trip as a chaperone. Please see the section **Background Checks** for more information

The Field Trip Permission Form gives your permission for your child to attend all field trips for the entire school year. This "one time" field trip form eliminates the need for you to sign permission slips for each INDIVIDUAL trip. Parents always have the right to deny attendance on specific trips by submitting a note to the teacher. Field trips are considered part of the school program. Deciding "just not to go" is not an option. The day will be considered an unexcused absence if a trip is not attended. Students will not be allowed to be picked up from a fieldtrip unless there are extenuating circumstances and it must be approved by the principal.

FOOD

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

GIFTED & TALENTED PROGRAMS

The SAGE Academy at WestWood Elementary is a full-time gifted program offered to qualified students in grades 3-5 throughout the district and outside of the district's attendance boundaries. SAGE is a school-within-a-school with teachers well versed in differentiation and curriculum modification for high-ability learners.

Students are eligible for SAGE Academy if they meet the identification criteria which includes test data (i.e., Cognitive Abilities Test (CogAT), Otis Lennon School Ability Test (OLSAT), Measures of Academic Progress (MAP), or another nationally normed achievement test). Teacher and parent input is also considered. Students who qualify are invited to attend SAGE Academy.

Identified gifted students who are not enrolled in SAGE have the option to participate in the Synergy program. Synergy is available in each of the district's elementary and middle schools.

GIFTS

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

GRADUATION STANDARDS TESTING

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



HAZING PROHIBITION

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

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

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

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



HEALTH SERVICES

Health Services provides:

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

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

School Health Records

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

Emergency Action Plans

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

Student Medication

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

- The frequency of dosage makes it necessary for a dose or treatment to be given during school hours.
- A written medication or treatment order from a licensed prescriber is on file for the student.
- A written parent/guardian authorization, for the school nurse or her delegate to administer the medication or treatment is on file for the student.
- Written licensed prescriber's orders are required for all changes in medications, or dosages being given in school, including dosages forgotten at home, nicotine patches and gum for tobacco cessation, and must be renewed annually at the beginning of the school year.
- The medication is supplied by the family in a fully labeled original container.

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

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

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

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

Immunization State Law

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

Prior Lake - Savage Area Schools adheres to a "No Shot (or proof of exemption), No School" Policy. All students must have the required immunizations in order to receive schedules / begin the school year. Secondary schedules will be withheld in the fall and third trimester if student immunizations are not up to date.

Illnesses

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

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school

- If the student has open/drainning skin sores, or inflamed/drainning eyes or ears the student should stay home until seen by your health care provider
- Information regarding specific communicable diseases can be found by following the Health Services link on the building website to the district website. If you require a hard copy, please call the building health office. When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

HOME AND SCHOOL COMMUNICATIONS

Teachers post information on Seesaw and / or newsletters. Parent-Teacher Conferences are scheduled for **November 16th (evening), November 18th (evening), and November 22nd (evening) Conferences are also scheduled for the spring.** Other conferences can be arranged by contacting your child's teacher by calling 952-226-8000.

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

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

HOMEWORK

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

Make-up work from when a child has been absent due to illness may be sent home upon the child's return to school. Parents may pick up homework, also, by contacting the school. *This is generally done after the second day of absence.* Check with your child's teacher for more specific information.

Vacations: Parents will be given homework for their child when they return from a vacation. We discourage families from taking vacations during school calendar dates.

Some suggestions for success in homework include:

- Encourage study habits. This takes time and persistence to develop. Young children can have a quiet time for drawing, writing, looking at books, etc. This becomes a set study time as the child grows.
- Provide a place for studying. This needs to be a place away from distractions like the TV, where students can concentrate.
- Find the best time to study. Give your child a break immediately after school and then have him/her sit down and complete the homework before dinner. Be realistic about the length of study time. If it is a long period, help your child plan some study breaks. Setting short goals to be completed might help your child feel more successful.
- Eliminate distractions. Television, radios, younger children playing, and lots of talking make study time ineffective.
- Eliminate interruptions such as telephone calls, chores, or visits from friends.
- Provide good physical conditions to enhance study time. Good light, an uncluttered area, a comfortable chair, and proper supplies are necessary.

HOURS

Students enter the building at 8:20 AM. Classes begin at 8:30 AM and end at 3:00 PM. Supervision by the school does not begin until 8:20 a.m. Please do not send students to school prior to that time as supervision is not available. We do have a Kids Company site at Redtail Ridge. Kids Company is a Community Education care option where students are supervised. This may be a viable option for parents who need to get to work early. Please call 952-226-0090 for more information. Exceptions to this policy are allowed when special arrangements have been made in advance with the classroom teacher.



IN-DISTRICT TRANSFERS

In-District Transfers are available to parents of elementary students when space permits either in a particular school or particular grade level at a school. Forms are available at elementary school offices or online in the Enrollment Center and can be **returned to the school the child currently attends**. Transfer requests may be submitted at any time. However, requests are acted upon twice annually in April and August. Parents will be notified of the decision within two weeks. Approved transfers will remain in effect until and unless a subsequent transfer request is approved. The district reserves the right to terminate a transfer agreement. Requests made by families new to the district, during the school year, will be acted upon at the time of registration; however, the transfer will only be for the remainder of the school year. Those new families will need to reapply by April 30, to be considered for the following year. Emergencies and/or significant changes in family status that occur during the school year will be considered on a case-by-case basis.

INFORMATION / RECORDS

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

INJURY OR ILLNESS AT SCHOOL

Should a student become ill or injured at school, every effort will be made first to make him/her feel comfortable. The school nurse and/or the principal will make the decision as to whether the parent will be called. **It is expected that the parent will pick up the child within an hour after notification.** The adult must come to the office to sign the student out. The school is not equipped with space, personnel or medical standpoint to keep an ill or injured child at school. If a child is not picked up, it is the school's only option to initiate emergency procedures. **In the event of a serious illness or injury, the school will call 911 as well as the parents.**

INSURANCE

The school district does not provide any type of health or accident insurance for injuries to children while they are at school.

LEGAL CUSTODY/GUARDIANSHIP

The school will assume, unless informed differently, that both parents have legal custody of a child. If parental custody of a child is changed or restricted, the school principal must be given legal written notification indicating the restrictions as they apply to the school.



LOCKERS

Students and parents are reminded the lockers are school property and "on loan" to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is recommended.

Only school locks are allowed on lockers. Any other locks will be removed, even if destruction of the lock is necessary. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

According to district policy 502, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students in possession of illegal substances or contraband will be disciplined as determined in policy.

LOST AND FOUND

Any student who loses an item on the school bus or in school, should check the lost and found. Due to the quantity of items left behind, these are bagged and sent to a local charitable organization periodically during the school year. Please help your child label all items such as backpacks, lunchboxes, jackets, sweatshirts, snow pants, boots, caps gloves and gym shoes. To avoid loss, please do not allow your child to bring electronic items to school.



STUDENT LUNCHES AND BREAKFASTS

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

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

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

Special Diet Menu Options

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

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

SY21-22 School Meals Information

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

Breakfast

Second Breakfast, Grades K-12: \$2.25

Lunch

Adult Meal: \$3.85

Milk: \$.45

Second Entrée, Grades K-8: \$1.80

Second Lunch, Grades K-8: \$3.85

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

LUNCH TIME PROCEDURES

Please use School Cafe or send a check for student lunch accounts in a **sealed envelope with the student's name, homeroom, and the words Lunch Money listed on the envelope.** All envelopes will be turned in to Food Service by 8:45 a.m., and the student account will be credited through the computerized lunch payment system. As students go through the lunch line, the price of lunch is deducted from their count. Please keep track of the amount of money in the account. **Please do not send cash to school.**

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

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

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

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

MEDIA CENTER

This central area of our school serves as the resource for our print and non-print materials. Books, periodicals, computers, audio-visual materials and equipment are located here. Each class has resource time in the media center. We encourage you to help your child to remember to return books and materials on time. Materials damaged or lost by students will be the responsibility of the student. Costs will be assessed and billed to the student.

MONEY AT SCHOOL

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

MOVING

You can assist us by calling to let the office know the date of your child's last day of school and informing us of your new address. We can assist you by having your child's records prepared and sent to your new school as soon as we receive your written permission to release those records.

NO SMOKING

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

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

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

OUTDOOR BEHAVIOR GUIDELINES

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

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

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

PARENT-TEACHER-CHILDREN ORGANIZATION (PTC)

PTC, which stands for Parents, Teachers and Children, is the elementary school's volunteer organization made up of parents, teachers and principals, working together to benefit our children in the best way possible. If you are interested in volunteering, please contact the Redtail Ridge office and we will give you the phone numbers of the PTC officers.

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

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

PARTIES AND TREATS AT SCHOOL

Parties may be planned by teachers, parent volunteers, and/or students for special occasions. Only commercially prepared foods may be served at school. You child's teacher will discuss specific party plans with the class and send home information with your child. Students are not allowed to bring pop to school, unless it is for a special occasion and approved by the teacher or principal. Classrooms with students who have food allergies will be expected to provide treats that do not contain those food allergens.

PHYSICAL EDUCATION

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

All children must wear gym shoes to participate in physical education classes. Floors are subject to black scuff marks from some shoes. Please check with the sales person to avoid those that will leave a mark. Any efforts on your part to be aware of shoe sole composition would be greatly appreciated.

PICKING UP CHILDREN

- Pick up will be at the upper level.
- Please have your car tag (you can contact the office to receive a tag) hanging from your inside rear view mirror or somewhere visible in your windshield.
- Staff will radio in the number and name of your child/children and wave you forward to move up in the car line. (At that time we will be calling via radio into the building for your child(ren) to be released to the pick up line)
- Please wait until your child is escorted to your vehicle.
- Please watch staff outside as they might ask you to continue to move forward as cars in front of you leave. We will ensure that you child is brought to your car.
- Kids Company students will be released first from classrooms and then we will release grade levels to buses beginning with 5th down to K students. Once released, pick up students will line up in the hallway next to their number and wait to hear their number and last name to be called.
- If you have a primary aged student (K-2) you will not want to be in the pick up line right away because they will be last ones out of the building.
- Please do not start to arrive before 2:55...we will not begin to release prior to that time and the car line may get extremely long which could cause congestion up to the main roadway.

Below is a diagram of the Pick Up Lane which is similar to our drop-off, except with three stationed staff to call for students and monitor the flow of the car line.

PLAYGROUND PROCEDURES

We encourage students to dress for the weather. **Students will always go outdoors for recess unless the "Feels Like" temperature falls below a -5 degrees or it is steadily raining.** All elementary schools will use the KARE 11 website to determine the "Feels Like" temperature.

If a child cannot go outdoors due to a health condition, please send a note to the classroom teacher so that arrangements can be made for the student to go to another classroom during recess. We may ask for a doctor's note if the request is more than two days.

The Redtail Ridge Norms and Fix-It Plan System will be used on the playground. Students who are having problems on the playground are encouraged to report the problems to one of the noon supervisors or their classroom teachers. These situations are taken seriously and will be dealt with immediately.



PLEDGE OF ALLEGIANCE

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

PRINCIPAL STUDENT MANAGEMENT PROCEDURES

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

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

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

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



RECORDS

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

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

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

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

RELEASE OF STUDENTS

Children will be released from school to the custodial parents/guardians or to those adults listed on the student's enrollment or emergency information form. *Parents must contact the school office in advance to authorize release of their child to someone else. Written notice is required.* To assure safety for your child, you or the person picking up may be requested to provide identification if staff are unsure of identity. Please don't take offense. This is for the safety of your child. Also, if there is a disagreement between parents regarding visitation or removing children from school, we will ask you to provide us with the court orders to document the restrictions.



RELIGIOUS, RACIAL and SEXUAL HARASSMENT, VIOLENCE, or HAZING

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

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

• Name calling, jokes or rumors • Pulling on clothing • Graffiti • Notes or cartoons • Unwelcome touching of a person or clothing • Offensive or graphic posters or book covers • Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the District Human Rights Officer. You may also make a written report. It should be given to a teacher, counselor, the principal or the District Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment, violence, or hazing and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the district policy against religious, racial and sexual harassment, violence, or hazing No. 526. Complete policies are available in each school office upon request or on the district's web site.

REPORTING TO PARENTS

Communication between home and school is vital to student success in school. Please feel free to contact your child's teacher with questions regarding your child's progress at any time. Student progress is reported to parents through parent/teacher conferences and report cards. Report cards are posted on-line through Infinite Campus. Conferences are scheduled for November and April.

RESPONSIVE CLASSROOM

The staff at Redtail Ridge Elementary School believes in and utilizes the Responsive Classroom principles and strategies. This approach is based upon educational research and a firm belief in the importance of social skills and emotional intelligence. It has been shown that emotion drives attention, learning, memory and other important mental or intellectual activities. Sustained learning is possible only after students' social, emotional and physical needs have been met. When those needs have been met, students are more likely to succeed in school.

The Responsive Classroom is an approach to teaching and learning that seeks to balance the teaching of academic skills with the teaching of social skills. It is researched based, highly practical, and based on the following principles:

1.) How children learn is as important as what they learn.

The best learning comes from a balance of teacher-directed and child-initiated experiences that have relevance and a connection to children's lives.

2.) The social curriculum is as important as the academic curriculum.

Learning can only truly take place in a community where the learners practice social skills and acknowledge their importance.

3.) The greatest cognitive growth occurs through social interaction.

Student interaction is important. An integral part of every day is for students to talk to each other about their work, work cooperatively, teach one another, share work in progress, and discuss ideas.

4.) There is a specific set of social skills that children need in order to be successful academically and socially.

The social skills taught through Responsive Classroom strategies are represented in the acronym C.A.R.E.S.

C- Cooperation: Children must have the opportunity to practice working together in many and varied ways all through the day.

A- Assertion: Assertion is the ability to stand up for one's own ideas without hurting others and without negating others.

R- Responsibility: The only way to learn to be responsible is to have many opportunities to practice being responsible.

E- Empathy: Our world is growing more and more diverse and complex. Children must learn how to accept and celebrate differences.

S- Self Control: The ultimate goal of discipline is that children will be in control of their own behavior and behave in an ethical manner.

5.) Knowing the children we teach individually, culturally, and developmentally is as important as knowing the content we teach.

To teach successfully, we must begin by learning who our children are-what strengths, interests, experiences, culture, learning styles and development they bring to our learning environment.

6.) Knowing the parents of the children we teach is important to knowing the children.

We operate from a belief that all parents want what is best for their children and that parent involvement is essential to children's education.

7.) How the adults at school work together to accomplish their mission is as important as individual competence.

The principles of the Responsive Classroom must be practiced and lived by the educators in their interactions with each other, with the children, and with the parents.

There are six Responsive Classroom components that address the basic principles and premises.

They are:

Morning Meeting- provides a daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills.

Rules and Logical Consequences- promotes a clear and consistent approach to discipline that fosters responsibility and self-control.

Academic Choice- an approach to giving children choices in their learning that helps them become invested, self-motivated learners.

Classroom Organization- includes strategies for arranging materials, furniture, and displays to encourage independence, promote caring, and maximize learning.

Guided Discovery- provides a format for introducing materials that encourages inquiry, heightens interest, and teaches care of the school environment.

Family Communication- includes strategies that foster ideas for involving families as true partners in their children's education.

Responsive Classroom strategies provide an environment where children and adults feel that they are cared for and respected. At Redtail Ridge Elementary we believe that the use of the Responsive Classroom framework will result in benefits for both students and staff at Redtail Ridge!

SCHOOL CALENDAR

The school district calendar is available on the district web-site. Most school activities are listed on the calendar. We extend our invitation to you to attend the school events. All school events are family events. Parents must attend with students.



SCHOOL CLOSINGS

When severe weather affects the school day, PLSAS does everything it can to keep families in the know.

- Alerts will be posted on the district and all school websites
- Announcements will be posted to district Facebook and Twitter accounts
- Information will be relayed through local newspapers and television stations
- A phone call will be delivered to all phone numbers on file for all students
- An email announcement will be delivered to all email addresses on file for all students
- A text message will be sent to parents who opt in (sign up to receive text message alerts by texting "Y" to 67587)

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

SCHOOL SUPPLIES

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

SECTION 504

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

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

Classroom teachers and parents refer students for accommodations. Students must meet specific criteria to receive accommodations. For more specific information, contact Mrs. Yetzer.

SEXUAL HARASSMENT

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

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

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

SHOES

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

SIGN IN

We require all persons who visit Redtail Ridge to sign in at the office and wear a Visitor badge visibly. We use a system called RAPTOR to log in all visitors. You will need to have your ID ready to sign in.

SNACKS

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

SPECIAL EDUCATION SERVICES

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

SPECIAL NEEDS ASSISTANCE FOR STUDENTS

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



SPECIAL NEEDS PROGRAMS

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

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

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

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

Other programs offered by the district are:

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

SECTION 504

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

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

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

STUDENT ADMISSION FEES FOR ATHLETIC EVENTS

Beginning in the 2019-20 school year Prior Lake High School will begin charging \$5 for students (K-12) for admission to athletic events. Adult admission fees will remain at \$7.



STUDENT DISCIPLINE

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

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

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

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

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

STUDENT CODE OF CONDUCT

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

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

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assaults
- e. Sexual Harassment and Violence
- f. Hazing
- g. Threats and Disruptions
- h. Bomb threats
- i. Terroristic Threats
- j. Alcohol, Tobacco, and Other Drugs
- k. Harmful or Nuisance Articles (e.g., pagers, radios, and phones, including picture phones, and other electronic devices are prohibited.
- l. Failure to Identify Oneself
- m. Violation of any state or local law or the violation of any federal law.
- n. Violation of school bus or transportation rules and the school bus safety policy.
- o. Violation of parking or school traffic rules and regulations, including but not limited to, driving on school property in such a manner as to endanger persons or property.
- p. Violations of directives or guidelines relating to lockers or improperly gaining access to a school locker.
- q. Possession or distribution of slanderous, libelous, or pornographic materials.
- r. Falsification of records, documents, notes, or signatures.
- s. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
- t. Impertinent or disrespectful language toward teachers or other school district personnel.
- u. Sexual and/or racial abuse and/or harassment (further outlined in School Board Policy 526 Harassment and Hazing).
- v. Bullying (further outlined in School Board Policy 506.1).
- w. Internet misuse, cyber bullying, and misuse of other electronic devices (further outlined in School Board Policy 524, Student Use of Information Technology).
- x. Any and all other acts, as determined by the school district, which are disruptive of the educational process.

Zero Tolerance Behaviors

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

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

CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY STUDENT

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

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

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

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

REMOVAL FROM CLASS

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

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. Expulsion under the Pupil Fair Dismissal Act;
- r. Exclusion under the Pupil Fair Dismissal Act; and/or
- s. Other disciplinary action as deemed appropriate by the school district.

DISMISSAL

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

COMMUNICATIONS

Procedure for Notifying Students and Parents or Guardians of Violations

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

Maintenance of Student Discipline Records

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

Interaction with Law Enforcement Authorities

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



STUDENT DRESS CODE

A dress code policy is in place to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to, the following:

- 1) Clothing appropriate for the weather.
- 2) Clothing that does not create a health or safety hazard.
- 3) Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- 1) “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- 2) Clothing bearing a message that is lewd, vulgar, or obscene.
- 3) Apparel promoting products or activities that are illegal for use by minors.
- 4) Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in policy 413. 5.
- 5) Any apparel or footwear that would damage school property.
- 6) Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- 7) Any item of apparel deemed disruptive to the educational process 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 PE clothes, or other disciplinary actions. If your student questions appropriateness of clothing, they should check in at the office with a principal or counselor before the start of the school day.

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

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

STUDENT HOURS

Student hours for the current school year are:

8:30 a.m. – 3:00 p.m.



STUDENT SURVEYS

Occasionally the school district utilizes surveys to obtain student opinions and information about students.

Student surveys may be conducted as determined necessary by the school district. School Board policy 520 addresses the administration of student surveys.

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

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

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

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

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

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

Information Collection or Disclosure

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

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

More information can be found in School Board policy 520.

TARDY TO SCHOOL

Students may enter the building at 8:20 a.m. and are considered tardy if they are not in their rooms by 8:30 a.m. If they are tardy, students must report to the office BEFORE going to their classroom. A parent or authorized adult must escort the student to the office and sign-in the tardy student or send a note. If a child is tardy because he/she has been to a dentist or doctor appointment, a note must still accompany the student.

TEASING / THREATS

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

TECHNOLOGY

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



ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

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

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

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

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

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

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

TELEPHONE CALLS

The Redtail Ridge Elementary School phones are for business purposes and not for student use. Children will be allowed to use the phone in an emergency or by permission from a teacher. On rare occasions, personal calls will be allowed. Most situations, such as homework, lunch money, missing signed notes, etc., need to be taken care of at home in the morning. The understanding and cooperation of parents in this matter is appreciated.

We will not interrupt classroom lessons for telephone calls except in case of emergency. Messages from parents will be taken and given to the teacher when time permits. Students may not call home during instructional time unless there is an emergency.



TITLE IX COMPLIANCE

Prior Lake-Savage Area Schools complies with the requirements of the Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities or in employment. Board policy 522 (non-discrimination policy) and 506 (student discipline policy) are policies aimed at preventing discrimination.

Complaints or questions may be directed to **Jim Quiram, Title IX Coordinator for the district** at 952-226-0021. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois: 312-866-8434.

TOBACCO

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



TRANSPORTATION INFORMATION and BUS CONDUCT

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

School district policies have established walking distances of 1 mile for grades K-5 and 1.5 miles for grades 6-12. The transportation department reviews hazardous areas on an ongoing basis and makes adjustments as needed. While routes are determined for the welfare of the group, special attention is paid to minimize the amount of time a student must spend on the bus and the distance he or she must walk to the bus stop.

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

The majority of students will go to and from school by bus. Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Animals, large school projects and sporting equipment such as roller blades, ice skates, skis, skateboards, golf clubs, etc. are **not allowed** on the bus. Please make other arrangements to get items such as these to school.

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

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

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

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

TUTORS

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



VISITORS

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

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

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

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

Parents: We are proud of our school and hope that you will take the opportunity to visit school while in session. We do ask that when planning a visit to Redtail Ridge, you call in advance to make arrangements. By doing this, you will be assured that it is a convenient time for everyone and that people or school events you wish to see are available for you. Our expectations for visitors can also be explained to you at that time. Because of the need to maintain safety for students, every visitor will need to be checked in at the main office. Please sign out as you leave the building. If a grandparent or relative wish to come and have lunch with the student or attend an event during the school day, the parent will need to have that person added in Infinite Campus. If the person's name is not in Infinite Campus, the office will make a phone call to the parent verifying that it is acceptable for the person to be in the building.

Student visitors are discouraged unless they are accompanied by an authorized adult or unless the visit has been prearranged for educational purposes. Please call the principal in advance to discuss the reason for the visit.

VOICEMAIL

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

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

WEAPONS

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

CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY STUDENT

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

WITHDRAWING CHILDREN

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