



WESTWOOD ELEMENTARY

PARENT/STUDENT HANDBOOK

WestWood Elementary School

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WestWood Elementary

Prior Lake - Savage Area Schools

Teri Staloch, Superintendent

4540 Tower St. S.E., Prior Lake, MN 55372



DISTRICT 719 MISSION STATEMENT

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

WESTWOOD MISSION STATEMENT

WestWood Elementary School's mission is to partner with our families to be a child-centered community where dreams are nurtured and needs are met by providing opportunities for all children to be successful.

PHILOSOPHY

At WestWood Elementary we believe that:

- *all children can learn.*
- *all children have potential.*
- *every child is unique.*
- *learning is a partnership between parents, students and staff.*
- *children learn at different rates and have different styles of learning.*
- *education should meet the needs of the "whole child" – academic, social, physical and emotional, to develop life-long learners.*
- *children learn best in a safe, positive environment.*
- *children need a voice/choice in their learning.*
- *fun and meaningful learning provides for the developmental and individual needs of children.*
- *all WestWood community members have a responsibility to strive to achieve their personal best.*

WESTWOOD SCHOOL CHEER



WestWood, WestWood K-5

Dream! Believe! Achieve!

High Five!

Safe Are We.

Respect We do.

We are workers.

Responsible, too!

Go WestWood



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PRIOR LAKE-SAVAGE
AREA SCHOOLS

***Any policy with the the Prior Lake-Savage Area Schools
logo next to it is School Board approved district policy***



From the Principal...

On behalf of the WestWood Elementary School staff, welcome to WestWood and the new school year! Whether you are a new family at Westwood or a returning family, we are very happy to have you and your children at our school. We look forward to building a partnership between you and the school district, which will last for many years. We are committed to making your child's first years in school filled with positive and enriching experiences. Our staff is excited about working with your child and being, like you, an important advocate for your child and his/her learning. We seek to make WestWood a joyful place for our children and their families.

This handbook includes district policies and procedures, and specific procedures for WestWood Elementary School. Quality communication with our families is one of our goals. We are also environmentally and fiscally conscious. For that reason, we suggest that you download this handbook and store it on your desktop for quick reference. It is also available on our WestWood webpage. If you desire a printed copy of this Handbook for your use, please stop by the WestWood office and pick one up. We are here to assist you with any questions or concerns relating to your child(ren)'s school experience. Please contact the WestWood Office with any questions. We believe you will truly enjoy your time spent at WestWood!

Karen Zwolenski
Principal

WestWood 2018-19 Teacher Rooms Contact Information

226-0050 – District Transportation – Jody Swedberg
 226-0408 – Food Service Kitchen – Deb Parizek
 226-0408 – Lunch Account Cashier – Penny Lawrence
 226-0403 – Principal – Karen Zwolenski

226-0401 – ATTENDANCE PHONE LINE
 226-0400 – WestWood Main Office Phone
 226-0449 – WestWood FAX #
 226-0406 – Health Office Phone

Grade	Room #	Phone #	Teacher Name	Email
K	401	226-0441	Sue Russo	srusso@priorlake-savage.k12.mn.us
K	402	226-0442	Elizabeth Juran	ejuran@priorlake-savage.k12.mn.us
K	403	226-0443	Robin Ste. Marie	rstemarie@priorlake-savage.k12.mn.us
1	105	226-0415	Emily Sherman	esherman@priorlake-savage.k12.mn.us
1	106	226-0416	Shana Bates	sbates@priorlake-savage.k12.mn.us
1	104	226-0414	Lisa Lind	llind@priorlake-savage.k12.mn.us
2	108	226-0418	Krista Guthrie	kguthrie@priorlake-savage.k12.mn.us
2	107	226-0417	Jessica Erickson	jerickson@priorlake-savage.k12.mn.us
2	109	226-0419	Erin Simon	esimon@priorlake-savage.k12.mn.us
3	301	226-0431	Natalie Nord	nnord@priorlake-savage.k12.mn.us
3	303	226-0433	Heather LaRue	larue@priorlake-savage.k12.mn.us
4	300A	226-0429	Dana Niemann	dniemann@priorlake-savage.k12.mn.us
4	300B	226-0430	Sarah Zieman	szieinan@priorlake-savage.k12.mn.us
4	302	226-0432	Katrina Jaeger	kjaeger@priorlake-savage.k12.mn.us
5	305	226-0435	Lisa Henningsen	lhenningsen@priorlake-savage.k12.mn.us
5	306	226-0436	Elizabeth Frye	efrye@priorlake-savage.k12.mn.us
5	304	226-0434	Adam Brandell	abrandell@priorlake-savage.k12.mn.us
SAGE Academy				
3	205	226-0425	Meghan Best	mbest@priorlake-savage.k12.mn.us
3	207	226-0427	Nikki Draine	ndraine@priorlake-savage.k12.mn.us
4	206	226-0426	Alyssa Farrell	afarrell@priorlake-savage.k12.mn.us
4/5	203	226-0423	Stephanie Evans	sevans@priorlake-savage.k12.mn.us
5	204	226-0424	Michele Tindal	mtindal@priorlake-savage.k12.mn.us



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 rights 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 may occur if documentation is not provided.

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

Our student lists will show the student's first name and legal last name. If there is a different last name preferred other than the legal name, we will show that in parentheses, e.g., John C. Doe (Smith). (Long names may be truncated by the computer due to space limits.)

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

ARRIVAL/ DISMISSAL TIME FOR SCHOOL

Children should arrive at the school no earlier than 10 minutes before the beginning of school. Student hours at WestWood for the **2017-18 School Year are 9:20 am to 3:50 pm so student arrival time is 9:10 am.** Our staff has meetings and preparation duties and are not available to supervise students who arrive before 9:10 a.m.

The only exceptions for students entering the building earlier are:

- a. Special arrangements made in advance with the classroom teacher for a child to come in to work with that teacher.
- b. Parents/guardians attending a conference with the teacher or principal.
- c. Before school Choir practices and Jr. Naturalist Meetings and Targeted Services Before School Classes.

Student dismissal time is 3:50 p.m. All students must be picked up by 3:55 p.m., since staff hours are 8:00 a.m. – 4:00 p.m.

ATTENDANCE INFORMATION



Student Daily Attendance

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

In accordance with the Minnesota Compulsory Instruction Law, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board. Parents/guardians are required to notify the office via a note, telephone call, or email prior to 9:45 a.m. on or one day before the day their child will be absent for any reason.

The voice mail attendance hotline is open 24 hours per day. That number is 952-226-0401. Failure to call may result in an unexcused absence. Please call and leave your name, your student's name and your child's teacher's name as well as the reason for the absence. The call ensures the safety of your child. It also keeps our Health Office current on the childhood illnesses that may be affecting our students. If a call or note is not received on the day when a child is absent, the school office will call the parents at home or at their work number. If parents cannot be reached by phone, a note from parents is expected on the day following the absence, but the absence will still be documented as unexcused.

This policy has been instituted for the safety of your child; therefore, your cooperation is appreciated.

Dismissal During the Day

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

Excused Absences

Parents/guardians are required to notify the office via a note or telephone call prior to 10:00 a.m. on or before the day their child will be absent for any reason.

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

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

Extended Absences

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn from the school enrollment.
2. No credit is earned during the time a student is not enrolled.
3. **Students under 18 years of age who have any combination of 7 unexcused absences will result in a referral to Scott County Human Services for educational neglect.**
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an "Incomplete." A grade will be assigned after the work is completed according to the make-up policy guidelines.

5. If a student experiences an extended, long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

Family Activities

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

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

Parent/Guardian Responsibilities

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



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.

BICYCLES, Skateboards and Rollerblades

The school district prohibits students from riding bicycles to WestWood Elementary School, because WestWood is surrounded by crossing areas that are hazardous for children on bicycles. As a result there are no bicycle racks available in which to place bicycles at the school. In addition, the traffic patterns of buses and cars in the parking lot are not conducive to the safety of children riding on bicycles. Skateboards and rollerblades should not be used on school property. If such items are brought to school for a special event, they must be kept in the students' locker or a location designated by the classroom teacher.



BIRTHDAYS

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

Birthday Invitations:

We ask that students do not bring birthday invitations to school. For the respect of the feelings of students who have not been invited to the party, we ask that you deliver these by some other means. We also ask that students not give gifts of any kind to others at school. To protect the privacy of our students and their families, we cannot supply home addresses, email addresses or phone numbers of classmates for invitations to home birthday parties. The PTC does offer the WestWood Directory which includes the names, addresses and phone numbers of students unless parents opt out of having their children's information included.

BOOK AND EQUIPMENT CARE

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

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. Families will be assessed a replacement fee for lost or damaged textbooks



BUILDING SECURITY-VISITORS

The information below is a portion of the district policy on Visitors to Schools (903). The complete policy is located on the district's website.

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.

All WestWood and other district employees will wear district name badges when in the building. Adults in the building who are not wearing an appropriate identification badge, will be stopped by WestWood staff, questioned about their purpose for being in the building, and escorted to the office to get a visitor's badge. Please, also sign out in our office upon your departure. During school hours, our office staff monitors the main entrance, and all other entrances are locked during the school day. Students at WestWood participate in and practice the following drills throughout the school year: bus evacuation drills, fire drills, severe weather drills, and lock downs (in case of an imminent threat to security by a violent act.)



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

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

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

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

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with ISD 719's policies and procedures, including the discipline policy 506. ISD 719 may take into account the following factors:

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

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

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



Chemical Health

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

The use, possession, and exchange of tobacco, 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.



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.

COURT ORDERS/COURT PAPERS

Please provide our school office with a current copy of court papers/orders that legally restrict a parent or family member from having contact with your child or releasing your child to that family member or parent. We must have a copy of the signed and dated court papers with the stated restrictions on file in the office.



CRISIS MANAGEMENT POLICY

It is the desire of the school board to provide a safe educational environment by ensuring a consistent and thorough Crisis Management Plan. The intent of policy 806 is to provide a guide for general crisis information for school district and building administrators, school employees, students and school board members. The school district's Crisis Management Plan has been developed in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. A number of crisis-specific procedures are defined and will continue to be studied to ensure the district and/or building is able to work through crisis situations in an efficient, expedient manner.



DATA PRIVACY/RELEASE OF STUDENT INFORMATION

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

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

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, electronic newsletters, cable TV or newspapers

- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

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

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



DISCIPLINE - DISTRICT

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

Students and parents are responsible for understanding the provisions of the entire policy and are urged to read the policy in full, which can be found on the district website under School Board Policies.



STUDENT RIGHTS AND RESPONSIBILITIES

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.



PRIOR LAKE-SAVAGE
AREA SCHOOLS

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.



PRIOR LAKE-SAVAGE
AREA SCHOOLS

ZERO TOLERANCE BEHAVIORS

The school board will expel for 365 days any student who brings a weapon to school, engages in aggravated assault, makes terroristic threats, sells or distributes illegal and legal drugs, burglarizes the school, or engages

in sexual misconduct. The superintendent may modify such expulsion on a case-by-case basis. Further provisions relating to weapons are outlined in School Board Policy 501, Weapons.

Possession of Weapons:

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

Aggravated Assault:

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

Selling and/or Distributing Drugs or Alcohol on School Property:

Selling or distributing, or intending to sell or distribute, alcohol, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

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



REMOVAL FROM CLASS

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

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

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

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

- a. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;

- b. Parent contact;
- c. Parent conference;
- d. Removal from class;
- e. In-school suspension;
- f. Suspension from extracurricular activities;
- g. Detention or restriction of privileges;
- h. Loss of school privileges;
- i. In-school monitoring or revised class schedule;
- j. Referral to in-school support services;
- k. Referral to community resources or outside agency services;
- l. Financial restitution;
- m. Referral to police, other law enforcement agencies, or other appropriate authorities;
- n. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- o. Out of school suspension under the Pupil Fair Dismissal Act;
- p. Preparation of an admission or readmission plan;
- q. 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.

DISCIPLINE - CODE OF CONDUCT- WESTWOOD

WestWood Elementary uses the Responsive Classroom philosophy to create a safe, challenging and joyful elementary 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 as an integral part of everyday school life. It is an approach to curriculum, classroom organization and management, and parental involvement grounded in the rich theory of child development, learning and developmental psychology.

The Components of Responsive Classroom include:

- **Morning Meeting-** a daily routine that builds community, creates a positive climate for learning and reinforces academic and social skills.
- **Rules and Logical Consequences-**a clear and consistent approach to discipline that fosters responsibility and self-control. Classrooms work together to create, teach, and practice classroom rules. Logical consequences help children regain control, make amends, and get back on track when they forget or choose not to take care of themselves or each other.
Three Kinds of Logical Consequences are:
 - Take a Break
 - Loss of Privilege
 - Apology of Action (You break it, You fix it)
- **Academic choice-** an approach to giving children choices in their learning that helps them become invested, self-motivated learners. Academic choice allows children to work at their own ability level and be appropriately challenged.
- **Guided Discovery-**a format for introducing materials that encourages inquiry, heightens interest, and teaches care of the school environment.
- **Reaching Out to Parents/Guardians-** WestWood staff strive to create a partnership between school and home by working to create strong relationships with parents and guardians through newsletters, web pages, phone calls, email, conferences, and invitations to classroom and school events.
- **Classroom Organization-** strategies for arranging materials, furniture, and displays to encourage independence, promote caring, and maximize learning.

The WestWood philosophy is based upon the C.A.R.E.S. acronym, which describes social skills children need in order to become successful academically and socially.

C – Cooperation

A – Assertion

R – Responsibility

E – Empathy

S – Self-Control

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

PBIS – Positive Behavioral Interventions and Supports

PBIS – Positive Behavioral Interventions and Supports is a school-wide behavior management system that works hand in hand with Responsive Classroom at WestWood. PBIS impacts the entire student body by rewarding positive behavior and establishing a school culture where positive behavior is both expected and taught.

WestWood PBIS Goals are:

- Improve student learning by decreasing classroom distractions
- Improve staff and student morale
- Improve school-wide discipline and reduce negative behaviors.
- Use data to track, support and modify school-wide discipline.

PBIS and Responsive Classroom provide frameworks for students and staff to demonstrate WestWood Pride through knowing and practicing the four basic rules:

- Be respectful
- Be responsible
- Be safe
- Be a worker

Our teaching matrix for school-wide behavioral expectations provides examples of the WestWood rules in various setting within the classrooms and non-classroom areas. Procedures used when rules are violated are stated specifically for students, staff and parents. Every attempt is made to use consistent language with students and families and to seek out supportive adults within the school and home to assist a student with behavioral modifications to increase the student's success both academically and socially at WestWood.

DIVERSITY

Students at WestWood 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.

All of the regular classroom environments offered at WestWood contain a mix of students at a variety of ability levels. During instruction, students may work together as a whole class, in small groups, paired, or independently. Students may also work in flexible groups based upon specific skills students need to learn, projects that need to be accomplished, or shared interests. Cooperative groups are used in the classroom to provide active learning in which each student takes on a role during the collaborative learning process. Station or center approaches are also used in which students rotate in small groups between a variety of learning tasks, while completing their work at each station on an independent basis. These multiple approaches to grouping assist staff in varying the delivery of instruction to meet the unique needs of all our learners. Lessons are differentiated to meet the needs of a wide range of learners in the classroom and at the grade level.

DUAL MAILING

If your family shares custody of your child(ren) please contact the WestWood office so we can put it into our computer system. We will mail copies of the MCA's, formal testing for grades 3 -5, and the beginning of the year teacher assignments to both homes.



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.



PRIOR LAKE-SAVAGE
AREA SCHOOLS

STUDENT USE OF CELLULAR PHONE, 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 NAMES, PHONE NUMBERS & EMAIL ADDRESSES

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

Email addresses are also appreciated and can be entered through Parent Access. Parent Access allows parents to receive emails through the WestWood list serve and provides easy access for teachers, staff and parents. Progress reports (report cards) and bus information are available to parents electronically through Family/Student Access.

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



NONDISCRIMINATION – EQUAL OPPORTUNITY

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

Human Rights Officers

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

FIELD TRIPS

Both transported and walking field trips are taken by classes to broaden their educational experiences. Parents are often asked to help with supervision. An information letter and permission form will be sent home for parental approval prior to any trip outside the Prior Lake-Savage School District. There are various times during the course of the year when we wish to take the children to local places off our school grounds such as other district schools, senior citizens' home, the park, local stores, etc. For such trips within District #719, parents will be asked to sign a general permission slip that will be effective for the entire year.

FOOD AND BEVERAGES IN THE BUILDING (See Parties and Treats section as well)

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

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

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

Food and beverages for special events are permitted, although food items for birthday treats are discouraged. Please see **page 16** under Birthdays for more information. In some cases, specific restrictions may be in place due to students with food allergies or other health concerns. **All food must be store purchased. Homemade cakes and treats are not acceptable due to state health codes.**

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.

Information on the Synergy Program can be found on the District webpage at www.priorlake-savage.k12.mn.us in the drop down menu under Services, Gifted and Talented. Information on SAGE Academy can be found in the drop down menu under schools.



HEALTH SERVICES PROVIDES:

Health Services provides

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

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

School Health Records

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

Emergency Action Plans

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

Administration of Medication/Treatments in School

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

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

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

Immunization State Law

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

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/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your health care provider
- Information regarding specific communicable diseases can be found by following the Health Services link on the building website to the district website. If you require a hard copy, please call the building health office.

WHEN YOUR CHILD IS ILL, PLEASE CALL THE SCHOOL DAILY TO REPORT THE ILLNESS. IF WE CALL BECAUSE YOUR CHILD HAS BECOME ILL, PLEASE MAKE ARRANGEMENTS FOR YOUR CHILD TO BE PICKED UP WITHIN AN HOUR.

HOMEBOUND INSTRUCTION

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

HOMWORK AND INDEPENDENT READING POLICY

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

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

Make-up work:

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

Vacation:

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



PRIOR LAKE-SAVAGE
AREA SCHOOLS

IN - DISTRICT SCHOOL TRANSFER

In-District Transfers are available to parents of elementary students when space permits either in a particular school or particular grade level at a school. Forms are available at elementary school offices and can be **returned to the school the child currently attends.**

Transfer requests may be submitted at any time. **However, requests are acted upon twice annually in April and August.** Parents will be notified of the decision within two weeks. Approved transfers will remain in effect until and unless a subsequent transfer request is approved.

The district reserves the right to terminate a transfer agreement. Requests made by families new to the district, during the school year, will be acted upon at the time of registration; however, the transfer will only be for the remainder of the school year. Those new families will need to reapply by April 30, to be considered for the following year. Emergencies and/or significant changes in family status that occur during the school year will be considered on a case-by-case basis.



PRIOR LAKE-SAVAGE
AREA SCHOOLS

INFORMATION TECHNOLOGY- INTERNET STUDENT USE

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

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

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

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

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

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

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

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

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

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

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

Parents (or students 18+) who wish to opt out of Student Use of Information Technology should give notice in writing to the district by October 1st of each year. They may also request alternative educational activities not requiring Internet access. An opt-out form is available on the district website and should be submitted to the district office: 4540 Tower Street SE, Prior Lake, MN 55372 or smoore@priorlake-savage.k12.mn.us.



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



Kids' Company is District 719's School Year and Summer School-Age Care Program provided through Community Education Services. Kids' Company provides a caring, safe, supervised, recreational and enriching environment for school-age children within the schools. Please contact the Kids' Company office directly at 952-226-0090. Kids' Company hours are 6:30 a.m. – 6:00 p.m. WestWood's Kids' Company site leader is Renee Killeaney and she can be reached at 952-217-1262.



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.

Locks are not used on school lockers at WestWood. Locks placed on lockers will be removed, even if destruction of the lock is necessary. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

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

LOST AND FOUND

Lost and found items are located inside the storage bin in the main hallway of the school. Unclaimed items may also be held on the bus for one or two days for students to claim. **Parents are encouraged to label all students' clothing, footwear, backpacks and lunch boxes**, etc. for ready and quick identification by the owner. Pupils should be encouraged to check the lost and found if they have lost something. All unclaimed items are given to a charitable organization several times during the school year following notification to families through the Principal's newsletter/Seesaw.



BREAKFAST AND LUNCH PROGRAM - GRADES K-5

Child Nutrition Services provides students with nutritious, high quality meals that promote good physical and mental development.

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 Nutrislice app where customers can view nutritional content and descriptions of menu items, as well as allergen and carbohydrate details.

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

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

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

Breakfast

All kindergarten students receive a free breakfast.

Grades 1-8 and Bridges ALC: \$1.80

Lunch

Elementary: \$2.75

Adult guests: \$3.85

Milk: \$.45

Second entree: \$1.80

Free and Reduced-Price Lunch assistance is available. Applications are available on our website: www.priorlake-savage.k12.mn.us. 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.

RECESS

Student recesses will occur prior to lunch during the school year. Students will participate in a fifteen minute outdoor recess (weather permitting) under the supervision of our noon supervisors. Noon supervisors will bring students into the building following their recess, supervise as students put outdoor clothing back in lockers, wash hands and proceed to the cafeteria for lunch.

Recess before lunch provides students with healthy appetites through exercise and consequently students eat a better lunch. Students also have a **minimum** of 15 minutes for lunch in the cafeteria, so there is no reason for students to rush through lunch to get to recess as students frequently did when recess followed lunch. Classroom teachers join their classes for the last 5 minutes of lunch and dismiss student from their tables. Teachers adjust the dismissal time if students need additional time to eat.

LUNCHROOM EXPECTATIONS

In order for WestWood to offer a clean, safe and enjoyable lunch period for students, we have adopted the following guidelines for the lunchroom:

1. Students will walk at all times.
2. Students will select a place to sit at the tables assigned to their classroom.
3. Students will pick up what they drop and help clean up what they spill.
4. Students will be courteous to each other and to staff.
5. Throwing of food is not an acceptable behavior.
6. Students will speak in normal voices: shouting, yelling, talking loudly to friends at another table is not acceptable.
7. Students are expected to make a good effort to eat their lunch and drink their beverage. **(Pop is not allowed in the lunchroom, as it is not considered a nourishing beverage for children.)**
8. Teachers and lunchroom staff will monitor students as they are dismissed to encourage eating a proper lunch.
9. Teachers and lunchroom staff will not dismiss students until table areas are reasonably cleaned up.
10. Lunchroom staff, with the support of the principal, will deal with consequences for behaviors during lunch periods.

Consequences for infractions may include one or more of the following depending on the severity of the infraction:

- verbal reprimand.
- have child practice appropriate behavior
- eat lunch at another table or in the office
- loss of recess (remain in specified buddy/recess classroom).
- assist in cleaning of lunchroom.
- communication with parent/guardian.
- student will meet with Principal to develop a Behavior Contract.

OUTDOOR BEHAVIOR GUIDELINES

In order to support environmental education at WestWood Elementary, 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 WestWood grounds for learning opportunities. Through discussion and guided discovery, students will be taught that when outdoors, they are expected 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 students 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 two-way 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 COMMUNICATION

It is the desire of the school community to maintain and enhance effective communication between its schools and the people of the school district. At WestWood, you are encouraged to communicate with us at any time you have comments or questions about your child's education or the school. There are several ways you can stay in touch with us. WestWood's phone system has voicemail for all teachers. **Staff can be reached through email by typing in the employee's first name initial and full last name followed by "@priorlake-savage.k12.mn.us."**

Infinite Campus

Infinite Campus is a web-based tool for parents/guardians to access student information. Parents are assigned an activation key to set up an Infinite Campus account. Infinite Campus houses information such as bus stops, teacher assignments, official grades, school calendar, contact information and health information. Parents also have the capability of entering or changing their email addresses and phone numbers online. This is extremely important for those parents who would like to receive email communications from their school. Please notify the transportation office at 952-226-0050 if your family does not have computer access for your bussing information.

Messenger

WestWood and Prior Lake-Savage Are Schools also communicates with families using Messenger, an email function of Infinite Campus. All families that have an email registered with the district will receive periodic communications of upcoming events and links to pertinent information. Please be sure to log-in to the parent portal of Infinite Campus to confirm your email address.

Rapid Connects

The high speed phone dialing system, Rapid Connects, is the system in place to reach parents quickly during an early-release day due to weather or in the event of a school emergency. The Rapid Connects phone system has the ability to automatically send a voice message to all of our students' parents/guardians on up to three phone numbers per student within minutes. Outside of the ability to communicate in a timely fashion, fewer staff will be needed to pass along key information.

Please note that the phone system will not be used when school is cancelled in the morning.

WCCO (AM 830) Radio, WCCO TV, KSTP TV, KARE TV, KMSP Fox TV, and KCHK Radio along with the district website: www.priorlake-savage.k12.mn.us will continue to be the main sources for school closing information in the morning.

PARENT RESPONSIBILITIES

Parents play a key role in their child's school success. We ask that each day, parents help their child prepare for school. You can do this by:

- noting the district school calendar and newsletters for special activities or items needed
- ensuring your child is properly dressed
- making sure your child has a school bag/backpack to carry
- helping your child arrive on time for school
- assisting students with homework completion
- encouraging your child to put his/her best effort into classroom activities and school work
- insisting upon respectful behavior toward adults and other students

By encouraging your child(ren) to attend school regularly, you will be helping them to develop responsible work habits and demonstrating the value of education.

We encourage parents to visit our school. Opportunities for parent visits and involvement include: WestWood Back-to-School Event, music performances, Family Math Night, scheduled parent-teacher conferences, Track & Field Days, parties, fieldtrips, WestWood P.T.C., Junior Great Books, Bravo, Art Adventure, classroom volunteers, and other volunteer projects and activities.

There are times throughout the year when parents have questions or concerns about their child's progress or the program at a particular grade level. Please feel free to call or contact your child's teacher regarding any concerns or questions you may have. WestWood teachers are available from 8:00 A.M. - 9:10 A.M. and from 3:50 P.M. - 4:00 P.M.

Set aside a special time each day for your child to share his/her school day. Encourage your child to tell about a favorite activity and share items brought home in his/her school bag. Please take the time to read school communications, such as newsletters, calendars and other notes sent home. These will help keep you informed of classroom and school-wide activities.

It is very important for parents to reinforce skills and concepts presented to children at school. **Reading to and with your child at home is a key factor in your child's present and future reading success.** Provide a supportive environment for your child by applauding his/her effort and success at school.

PARENT-TEACHER-CHILDREN ORGANIZATION (PTC)

PTC, which stands for Parents, Teachers and Children, is the elementary school's volunteer organization made up of parents, teachers and principals, working together to benefit our children in the best way possible. The school PTC provides many volunteers and offers funds to WestWood for the purpose of providing educational extras for the students. In September, WestWood will kick off a Gift Wrap Sale, which is the largest of several fundraisers that the PTC organizes during the school year. Please join us for our PTC sponsored Ice Cream Social/Peaceful Playground Night in September. In January, join us for Family Fun Night at WestWood and in February the WestWood Read-a-thon.

PTC meetings will be held monthly on the first Tuesday evening in the WestWood Media Center. Check the district calendar for the meeting dates and locations. We hope you consider being an active part of this organization.

PARTIES & TREATS AT SCHOOL

Harvest Festival, Winter Holiday and Valentine's Day parties are planned by teachers, parent volunteers, and students each year. Each grade level collects donations to cover the cost of materials and refreshments for these parties. Please be aware that **only commercially prepared food may be used at these parties.** For Valentine's Day, the first names and last initials of classmates will be provided for use in addressing Valentine's Day cards.

PETS

Pets may be brought to school for visits when this activity fits appropriately with our curriculum and arrangements have been made ahead of time with the classroom teacher. We request that all dogs be on a leash and be under control. Other animals must be in an appropriate cage or container. The health needs of students may dictate that pets are not allowed in particular classrooms.

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 should have a pair of gym shoes to use daily. Gym shoes are required for physical education classes for safety reasons. Sandals, flip flops and Heelie shoes (shoes with wheels in the soles) pose safety concerns at school. Tennis shoes are a much better choice for active play at recess and during physical education. All flooring is subject to black scuff marks from some shoe materials. Please check with

sales personnel to avoid those that will leave a mark. Any efforts on your part to be aware of shoe sole composition would be greatly appreciated. The WestWood Health Office no longer lends shoes to students who may have forgotten their shoes.

PLAYGROUND RULES

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

Our playground boundaries are set to ensure a safe environment for your child to express herself/himself in physical activity. Our playground supervisors carry walkie-talkies so they can contact the office immediately. The boundaries of the playground border Edgewood School to the west and the berm (raised area) bordering Candy Cove on the east. The children will play on the blacktop area, the soft playground area, the ball field and the grassy play area to the east of the playground. Students will not play in the area between the wings of the school. In this way, the classrooms in session will not be distracted by the children at recess playing close to the classrooms. Only the Kindergarten students will use the smaller playground equipment located to the east of the building.

Our PTC (Parent, Teacher, Child Organization) provided funding and volunteers to paint a variety of games and activities on our playground blacktop area. Using Peaceful Playground templates and game books, students have increased outdoor opportunities at recess time and are taught additional games to play during recess time.

For a safe and fun recess time, a set of playground expectations have been developed. We ask that you reinforce these rules with your children. Playground rules are shared formally in the fall with all students.

RECESS PROCEDURES AND EXPECTATIONS

All Students have a 15 minute outdoor recess each day before lunch. Please encourage your student 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.

WestWood Playground Rules and Expectations:

1. Students will play safely on the playground. Rough games such as touch and tackle football are not acceptable games.
2. Students will show respect for others and follow instructions given by staff.
3. Students will not harass, tease, or make fun of others.
4. Students will stay out of and away from puddles, mud and ice.
5. Students are to stop what they are doing when their class is called over the megaphone and quickly line up.
6. Students will leave rocks, bark, sticks, snow, ice chunks, snowballs, and other dangerous objects alone. They will not throw or kick snow.
7. Students will play only on playground areas, not in the courtyards, bushes/trees, or parking lot.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will take turns on equipment.
10. Students will use playground equipment properly:
 - a. When using the slides, one is to climb up the ladder and slide down in a forward seated position.
 - b. Pebbles/wood chips and other debris should be kept on the ground (not thrown onto the slides).
 - c. Students should stay away from others when they are climbing, sliding, swinging, crossing the monkey bars, etc.
 - d. The equipment is to be used as intended, i.e. cross the monkey bars in a hanging manner, not in a crawl across the top manner.
 - e. Tag games should be played away from the playground equipment.
 - f. When using the swings, students need to sit on the swings at all times. Underdog

pushes are not allowed. Students need to share the swings with others, the time limits established.

- g. When using the climbing wall, there is no rough play or pushing, and no sitting on the top or climbing over the top of the climbing wall.
- h. When using the monorail, do not give another student a push.
- i. There is a three student limit on each loopy whoop.

- 11. Students should eat all food in the cafeteria and avoid bringing it on the playground.
- 12. Items such as rulers, scissors, etc., that are unsafe for the playground should be kept inside the building. Only softballs, softball bats, and approved playground balls are allowed for use at the playground diamond.
- 13. Students will settle differences peacefully. Stop/Think/Plan
- 14. During noon recess, students must have a note signed by their parent and/or their teacher or principal in order to leave the playground for any reason. The note must be shown to the person on duty. Secretaries will contact the noon supervisors by walkie-talkie to call your child from the playground for pick-up.
- 15. Students will treat the playground equipment with care, and help put items in their containers at the end of recess.

When recess is over and the playground supervisors announce classroom numbers on the megaphone, the children are to line up immediately at their proper doorway. Playground Supervisors will meet the children at the doors and escort them back into the cafeteria. Recess supervisors, with the support of the principal, will deal with consequences for behaviors during the noon lunch/recess period. Consequences for misbehavior on the playground may include one or more of the following depending on the severity of the infraction:

- Verbal reminder from the noon supervisor.
- Time out to think before student returns to play.
- Recess write up from the noon supervisors. A copy requiring a parent signature will be sent home.
 - May result in loss of recess the following day and use recess rooms to complete a behavior plan.
 - May result in a phone call home.
 - May result in an office/principal visit, loss of recess, phone call home, behavior plan

Rules and logical consequences from Responsive Classroom will be used



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.

PROCEDURE FOR DROPPING OFF AND PICKING UP CHILDREN

With district transportation now provided to and from school for SAGE Academy students and their siblings living within the Prior Lake-Savage boundaries, the WestWood student drop-off/pick-up procedure is as follows. Please use the district provided transportation for your children, if possible. Students arriving on the buses are on time for school and are in their classrooms by 9:20 a.m. ready to learn.

Drop off Procedure: When dropping off your student in the morning, please enter WestWood Drive from Candy Cove. **Do not drop off students prior to 9:05 a.m.**, except for choir practice or Junior Naturalist meetings. To keep students safe, all children need to exit on the passenger side of the car at the curb. Using the blue painted lane as a guide, please release your student to come into the school when your car is in the

blue lane. This will speed up the drop off and get students into school on time. District vans are the only vehicles allowed to move to the head of the drop off lane. All others, must wait your turn in line. **Do not park in the blue drop off lane or directly across from WestWood, in the Kids' Co. drop off area between 9:00 a.m. – 9:30 a.m. Park in the parking lot and use crosswalks to enter school.**

Our staff members have meetings and preparation before school starts and are not available to supervise students who are dropped off exceedingly early. The only exceptions to entering the building earlier than 9:05 a.m. are as follows:

- a. 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 8:00 a.m. and their work day ends at 4:00 p.m.
- b. Parent/guardians are attending a pre-arranged conference/meeting with the teacher or principal.
- c. Before school choir practice and Jr. Naturalist meetings.

Children who arrive at 9:05 a.m. or later should come to the front foyer by the office and wait until the buses arrive. When the buses begin unloading, students may then leave the benches and walk down to their classrooms with the other students.

Pick Up Procedure: All end-of-day pick up will be in the Gym. Upon dismissal, ONLY enter the pick up area through the East gym entrance to sign your student out. *You are unable to access the gym through the main entrance at this time of day.* Please send a note to school with your student if you will be picking them up. Parents, who pick up their student everyday or regularly on a specific day(s) of the week, will need to fill out the end of day Google form emailed to parents before school starts. This form can also be filled out at Back-to-School Open House.

Please park in the East parking lot and wait in your car until staff puts a flag out notifying that the doors are unlocked and dismissal has started. Your patience is appreciated as all staff are utilized during the dismissal process.

Student dismissal begins at 3:50 p.m. Out of respect for staff work hours, please be at the school no later than 3:50 p.m. to pick up your students. The gym doors will lock at 4:00 p.m. and remaining students will be brought to the main office. If your schedule or traffic concerns frequently cause your student to remain at WestWood past 4:00 p.m., please have an alternate plan in place or consider registering for Kids' Co.

Pick Ups During the School Day: If you are picking up your student during the school day for doctor/dental appointments, etc., please send a note to your student's teacher specifying the pick-up time and reason. You will sign your student out from the WestWood office. If they are returning to school after an appointment, you will sign them back in.

Please do not walk down to the classroom to pick up your child. Our secretaries will call into the classrooms and your child will meet you at the office. **Children may NOT be taken from buses or bus lines unless the principal or a staff designee is present to give approval.**

Children will not be permitted to leave school with anyone other than their parents and/or legal guardian(s) unless we have **written authorization** from you. Please send your child's teacher a written note (in advance if at all possible) notifying him/her when your child will be picked up from school and by whom. If you forget to send a note, an advance call to our office is appreciated.

Notes and phone calls are recorded on the "Student Sign-Out" sheet in the office first thing in the morning. When parents arrive to pick their child up, they need only find their child's name listed on the sheet, and then enter the parent signature in the appropriate column. Before the first week of school, we will ask all parents to fill out an emergency form indicating all persons to whom you give permission to pick up your child. Adults picking up children may be asked to provide identification, if staff are not aware of the persons' identity.

Please notify the office immediately regarding any person(s) legally restricted from picking up your child. **We will need a current copy of legal court papers which state specifically those restrictions to keep on file in the office. If you need to send us an email relating to student absences and/or**

pick up (a written note is preferred for pick ups), please email both kschoeller@priorlake-savage.k12.mn.us and bnull@priorlake-savage.k12.mn.us. Thank you.



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



RELIGIOUS, RACIAL, SEXUAL HARASSMENT, VIOLENCE AND HAZING

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

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

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

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

The same principles and procedures supporting this policy relating to religious, racial or sexual harassment or violence are equally applicable to any alleged violations of the Minnesota Human Rights Act, which also provides protection to employees and students against discrimination on the basis of national origin, disability, sexual orientation, or age.

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 of the school district shall plan, direct, encourage, aid, or engage in hazing.

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

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.

REPORTING TO PARENTS

Fall parent/teacher conferences will be conducted in November, while spring conferences will be conducted in April. Progress reports will be available on line through Infinite Campus Information System which has replaced Skyward Family/Student Access.. Individual student results on standardized testing or Minnesota Comprehensive Assessment will be mailed to parents. Progress reports and report cards are available to custodial and non-custodial parents electronically via Infinite Campus unless the WestWood office has legal documents stating otherwise.

On-going parent-teacher communication is encouraged. Informal conferences, questions, expressions of concern, etc. can be addressed by phone, email or in-person at any time that is convenient for all individuals involved. Communication will also be facilitated through classroom newsletters, calendars, monthly building newsletters and district Partnership for Progress reports. Teaching staff also have web pages easily accessible by parents through the WestWood webpage.



SCHOOL CLOSINGS

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

In general, when the schools are closed, all other student activities to be held in the district's buildings are cancelled. Any exceptions are cleared with the Superintendent's office. For information on emergency school closings or delayed starts, please reference any of the following broadcast stations:

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

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

We recommend that you plan in advance where your child should go if we have an early school closing. We would be transporting your child to the designated stop that we have on file in the transportation office. Any changes in transportation need to be arranged through our district transportation office at the District Services Center.

Please make a personal plan for a school closing and review it with your child.



SPECIAL NEED PROGRAMS

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

Special needs programs offered within the school district and in cooperation with the Minnesota River Valley Special Education Cooperative, 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
- Life skills

Other programs offered by the district are:

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

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 HOURS

Student hours for WestWood (Grades K-5) and SAGE Academy 9:20 a.m. – 3:50 p.m.



STUDENT and STAFF RECYCLING

PLSAS partners with DSI and Mdebankaton Sioux Community to provide our students and staff with an organics collection service. Students and staff will take responsibility to follow the guidelines put forth in order to endure less waste and more recycling. Our ultimate goal is to recycle over 85% of materials thrown away. Organics collecting allows us to collect not only food waste as we've done in the past, but also milk cartons, paper towels and paper products with food waste (pizza boxes, etc.). We will be continuing our basic recycling program which collects paper, corrugated cardboard, aluminum, glass and plastic. With both of these collections combined, essentially the only things we will be throwing away are soft plastics (baggies, cling wrap, etc.), soft metals (snack bags, wrappers) and Styrofoam. We will be implementing this program starting the first day of school.



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.

The Minnesota Student Survey (MSS) will be administered between January and May 2019 to students in grades 5, 8, 9 and 11. Prior to administration of the survey, parents and guardians will receive a notification letter.

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.



STUDENT WELLNESS

The School Board believes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. It is recognized that children need access to healthy foods and opportunities to be physically active on a regular basis in order to grow, learn, and thrive. According to the guidelines of Policy 514, food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines. Staff and event coordinators are encouraged to increase healthy food choices when planning activities and parties. Elementary students will have the opportunity for daily recess. Instruction in physical education will include a focus on students achieving and maintaining health-enhancing levels of fitness. A copy of the entire student wellness policy is available on the district web site.

STUDENT SUPPLY LIST

Please see the WestWood and SAGE Academy webpages for student supply list for grades Kindergarten through grade Five and also for SAGE Academy.

TARDY TO SCHOOL

Students are expected to be in their classroom and ready to learn **promptly at 9:20 a.m.** Students who arrive at school after **9:20 a.m. must** report to the office and obtain a tardy slip before going to class. A student that arrives past **11:20 a.m.** in the morning or leaves prior to 1:50 p.m. in the afternoon will be considered absent for half a day.



TIP LINE

Anonymous Tip Line: 952-226-0005

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

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

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



TITLE IX COMPLIANCE

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



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

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

School district policies have established walking distances of 1 mile for grades K-5 and 1 1/2 miles for grades 6-12. No routes or pick-up points are established where a safety hazard is created for the occupants of the bus. 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.

Students riding school buses are required to behave in a safe manner and by comparable standards required in the classroom. Disciplinary action for misconduct on buses may include loss of riding privileges.

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** (no more than 10 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 privilege.

The complete District Policy (709) Student Transportation Safety Policy is available on the district's web site.



VISITORS – PARENTS – See Page 15 for Background Check Requirements

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.

VISITORS – STUDENTS

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



WEAPONS

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

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

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

WITHDRAWING CHILDREN

If you will be moving and your child will be withdrawn from the Prior Lake - Savage Schools, please inform the school secretary by sending a note, email or phone call indicating the date of the last day of attendance. Also please complete a Release of Information form, so your child's records can be forwarded to the new school.

HEALTH Services Forms Information

Please contact our Health Office for a copy and/or an explanation of any of the following forms:

- ❖ EMERGENCY INFORMATION FORM 2016-17
- ❖ ANNUAL HEALTH INFORMATION FORM
- ❖ MEDICATION/TREATMENT AUTHORIZATION FORM
- ❖ HOSPITAL/EMERGENCY ROOM/CLINIC/SCHOOL COMMUNICATION RECORD

Email:

tuplegger@priorlake-savage.k12.mn.us

Health Services District Webpage:

www.priorlake-savage.k12.mn.us under Family Resources

Phone:

952-226-0406

Fax:

952-226-0449