



PRIOR LAKE-SAVAGE  
AREA SCHOOLS

# The ABC's of Grainwood!

Grainwood Elementary School  
Student-Family Handbook  
2019-2020

5061 Minnesota Street SE  
Prior Lake, Minnesota 55372  
Phone: (952) 226-0300  
Attendance: (952) 226-0301  
Fax: (952) 226-0349

Mr. Patrick Glynn  
Principal  
[pglynn@priorlake-savage.k12.mn.us](mailto:pglynn@priorlake-savage.k12.mn.us)  
952-226-0300

## **TABLE OF CONTENTS**

<b>Grainwood Student/Family Handbook</b>	<b>Page#</b>
District and Grainwood Mission	3
Grainwood Elementary School Song	4
Daily Time Schedule, Student Pick Up Information, Emergency Closings, Daily Attendance Protocols	5
Attendance, Age Verification and Legal Name	6
All-School Meetings, Allergies, Anonymous Tip Line, Arrival at School, Background Checks for Volunteers, Balloons, Bicycles	7
Birthdays, Books and Materials, Bullying	8
Chemical Health, Child Protection, Choir, Communication	9
Custody of Minor Children, Crisis in a Family or at Home, Crisis Management Policy, Dress Code	10
E-mail, Early Release Days, Electronic Devices, Electronic Technologies Acceptable Use Policy	11
Emergency Names and Phone Numbers, Emergency Care, Equal Opportunity, Field Trips, Gifted and Talented Programs	12
Guests, Harassment and Hazing, Hazing Prohibition, Health Services	13
Home and School Communications, Homework and Independent Reading	15
In-District Transfers, Infinite Campus, Injury or Illness at School, Insurance, Legal Custody/Guardianship, Lockdown and Fire Drills, Lockers	16
Lost and Found, Media Center, Money at School, Parents and Teachers for Children School Organization (PTC), Parent Involvement	17
Parking, Physical Education, Picking Up and Dropping Off Students, Pledge of Allegiance, Protection and Privacy of Student Records	18
Recess Procedures and Expectations	19
Records, Recycling, Release of Students	20
Religious, Racial and Sexual Harassment, Violence, or Hazing, School Calendar, School Closings, School District Action	21
School Supplies, Snacks/Healthy Snack Program, Special Needs Programs, Student Admission Fees for Athletic Events, Student Behavior/Responsive Classroom	22
Student Breakfast and Lunch	24
Student Discipline	25-28
Student Medications, Student Surveys	28
Student Use of Electronic Technologies	29
Student Use of Cellular Phones, Digital Imaging Devices and other Personal Electronic Devices	30
Tardy to School, Telephone Calls, Title IX Compliance, Transportation Information and Bus Conduct	31
Unpaid Meal Charges Procedure	32
Visitors, Voicemail, Walkers, Weapons	33
Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing, Opt-Out Form	34-36

THE MISSION OF THE PRIOR LAKE-SAVAGE AREA SCHOOLS:

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



★ Grainwood Elementary School ★

THE MISSION OF GRAINWOOD ELEMENTARY:

We exist to ensure high levels of academic and social learning for all students and will align building practices in order to make this happen.

# ***Grainwood Elementary School Song***

## ***The Grainwood Stars***

*(Our school song is sung to the tune of "It's a Grand Old Flag".)*

***WE'RE THE GRAINWOOD STARS  
AND WE ALWAYS AIM HIGH  
IN OUR HOMES AND AT SCHOOL AND AT PLAY!***

***WE ARE HELPFUL, TOO.  
TO OUR FRIENDS WE'RE TRUE.  
WE PROVE IT TO YOU EVERY DAY!***

***IF YOU WANT TO KNOW  
WE'LL BE HAPPY TO SHOW  
THAT WE MEAN EVERY WORD WE SAY;***

***WE STAND THE TEST,  
WE ARE THE BEST!  
SO IT'S GRAINWOOD,  
HIP! HIP! HOORAY!***

## DAILY TIME SCHEDULE

Buses Unload..... 8:25 am  
Classes begin..... 8:30 am  
Dismissal Bell ..... 3:00 pm

Children should not arrive prior to 8:15 am. There is no adult supervision before 8:15 am. Cooperation in this matter is greatly appreciated.

## STUDENT PICKED UP AFTER SCHOOL BY PARENT/GUARDIAN

If a child is being picked up after school, a note from a parent or guardian **MUST** be given to the office the day they will be picked up. If a child informs us that he/she is to be picked up after school, but does not have a note, he/she must board the school bus if the parent is not here at dismissal. Parents who come to pick up their child from school are **REQUIRED** to come into the building to get their child. The parent must sign the child out. A Grainwood student will never be dismissed directly to a parking area.

## STUDENT PICKED UP AFTER SCHOOL BY SOMEONE OTHER THAN THE PARENT/GUARDIAN

Anytime a child will be picked up by someone other than a parent/guardian, **A NOTE MUST** be given to the office stating the time, date, and person authorized to pick their child up. For security reasons, your child will not be released to anyone other than the parent/guardian unless they are stated in writing on the note sent to the office.

### Who can pick up my child from school?

- Person(s) who parents have indicated on the Student End-of-Day Plan form only (i.e. every Tuesday for piano lessons)
- Persons on the Emergency Contact list only with a required note from parent/guardian.
- Persons that the parents/guardians have given written permission to on a specific day only.

## EMERGENCY CLOSINGS

From time to time, an emergency closing becomes necessary during the school day due to a weather emergency or other type of emergency. Please have a plan in place with your child as to what to do in these situations. The school bus will deliver your child to his/her regular bus stop early. Please be aware that such emergencies will be broadcast on WCCO-TV (Channel 4), KARE 11-TV (Channel 11), and KSTP-TV (Channel 5). We request your current e-mail address as a means of alerting you of these situations. You can also opt-in to have these alerts sent to you via text message. The school district's website will also announce emergency closings.

## DAILY ATTENDANCE PROTOCOLS

School Day: 8:30 am – 3:00 pm

### **Arrival to School**

8:30-10:30 am -----Full Day Attendance  
10:31 am-1:30 pm -----Half Day Attendance  
1:31 pm-3:00 pm -----Full Day Absence

### **Arrival to School on "Early Release" Days**

8:30-9:30 am -----Full Day Attendance  
9:31 am-12:00 pm -----Half Day Attendance  
12:01 pm-1:00 pm -----Full Day Absence

### **Early Departure from School**

Leave before 10:30 am – Full Day Absence  
Leave after 10:31 am but before 1:29 pm – Half  
Day Absence  
Leave after 1:30 pm – Full Day Attendance



## **ATTENDANCE**

Parents/guardians are required to notify the office via a note or telephone call, prior to 10:00 am, 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 the 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. **Students are allowed a maximum of 5 days for pre-approved family trips/vacations. Absences beyond the 5 day maximum are unexcused absences.**
8. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.

### **Unexcused Tardies and Absences**

Examples are:

- Running late/excessive traffic
- Oversleeping
- A malfunctioning alarm clock
- Missing the bus
- Shopping
- Visiting friends
- A haircut
- At home or outing with parents
- Non-district sporting activities

### **Tardies**

The student's day begins at the elementary school start time of 8:30 am. Students are tardy after this time and must be signed in at the office and receive a tardy slip to take to their teacher. Excused tardies are limited to medical and dental appointments or religious observances. If the student is tardy or released early for more than a 2 hour period, the student will be considered absent for a half day. **Five unexcused tardies are equal to one day unexcused absence.**

## **AGE VERIFICATION AND LEGAL NAME \_**

Students new to the district or enrolling for the first time are required to present documentation showing birth date and legal name. This requirement may be met with a birth certificate, passport or court order for name change. Verification needs to be done at registration or within three (3) weeks after entering school. Exclusion from school will result if documentation is not provided. In order for us to make an official change of name on our records, the custodial parent must give us a copy of a legal document indicating the change. We must use the legal name of the child for our records. Please let us know if you would like your child's "nickname" to be used informally at school. If

you wish to have the child informally referred to by a last name other than the legal name, you must express your wishes in writing to the principal, assuring us that this is acceptable to all custodial parents.

## **ALL-SCHOOL MEETINGS**

All-School meetings are held throughout the school year in the gym or outside. These meetings are part of our school-wide effort to build community within the school.

## **ALLERGIES**

If your child has any type of allergy, please contact the Health Office Assistant at 952-226-0306.



## **ANONYMOUS TIP LINE**

In an ongoing effort to maintain a safe and drug-free learning environment for students, ISD 719 has a Tip Line (952-226-0005). The purpose of the Tip Line is to provide students and parents with a simple and anonymous way to report unsafe situations. The Tip Line makes it possible for students and parents to report weapons, threats of violence, bullying, gangs, sexual harassment, threat of suicide, drugs and any other activity that could potentially endanger students, staff or property. Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and is completely confidential.

## **ARRIVAL AT SCHOOL**

Students walking to school or who are dropped off at school should arrive at school **NO EARLIER THAN 8:15 am.** Staff is not available to supervise students prior to that time. Students will remain outside until 8:23 am unless it is raining or a "feels like" temperature below -5 degrees. All students should be dropped off at the **main entrance of the school.** Exceptions to students entering the building earlier than 8:23 am are made by special arrangements between parents and teacher and/or the principal in advance.



## **BACKGROUND CHECKS FOR VOLUNTEERS**

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

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

Volunteer background checks need to be done one time per year, either at the beginning of the school year or one calendar year from the date of the previous background check. Volunteers may not begin or continue to volunteer until they have been cleared. Background check information is located in the "Parents" tab on the district website.

**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.

## **BALLOONS**

Due to allergies, we ask that balloons are not brought into Grainwood.

## **BICYCLES**

**Bicycles cannot be ridden to Grainwood.** Safety is our concern due to traffic hazards on many of the streets/highways near the school.

## **BIRTHDAYS**

Birthdays are celebrated in our school! Each student is invited to the office to receive a birthday gift from the birthday box on his/her birthday!

We ask that students refrain from bringing treats on their birthday due to allergies, socioeconomic and nutritional concerns of the other students in their class. You may honor your student by purchasing a “birthday book” for the Media Center through the Birthday Book Club or make a donation to the Prior Lake-Savage Area Education Foundation in your child’s name.

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

## **BOOKS AND MATERIALS**

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



## **BULLYING**

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

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

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

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

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

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

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

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

[www.priorlake-savage.k12.mn.us](http://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.

## **CHILD PROTECTION**

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

## **CHOIR**

All 4<sup>th</sup> and 5<sup>th</sup> grade students are invited to participate in choir. Choir rehearsals begin **Mid-September** and perform at least two concerts per year. Registration forms and information will be sent home at the beginning of the school year. If you have questions about Choir, please contact the Grainwood Office.



## **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 unpermitted 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.

## **CUSTODY OF MINOR CHILDREN**

Changes in the custody of minor children attending Grainwood should be reported to the principal as soon as possible. We assume that students are in the legal and physical custody of the parent/parents/guardians indicated in the permanent record file unless we have documentation that indicates otherwise. Documentation must include legal documents detailing custody arrangements. This information must be brought to the school's attention each year as situations may change. Non-custodial parents have the legal right to receive information about a student's educational progress unless we receive a copy of a specific court order indicating otherwise. **The non-custodial parent needs to notify the school office regarding his/her wish to receive report cards, progress notes and other information.**

## **CRISIS IN A FAMILY OR AT HOME**

Should a Grainwood family member have a serious crisis, please help us assist the children in dealing with such a crisis by contacting the principal. Our school has a crisis team and crisis plans in place to assist children in understanding the situation and providing support as needed. Should a crisis occur during the school day, we have worked with the Prior Lake Police Department to develop a plan that assures the safety of students and staff. **In the rare event that a crisis would occur at school, parents would be asked to report to WestWood Elementary** where we would provide specific information about the nature of the situation and deliver students to you as soon as possible.



## **CRISIS MANAGEMENT POLICY**

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

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

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



## **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, 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. 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 clothes that may be available from the Health Office, or other disciplinary actions. If your student questions appropriateness of clothing, they should check in at the office with a principal before the start of the school day.

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

## **E-MAIL**

Should your e-mail address change during the school year, please contact the Grainwood Office and a secretary will gladly assist you and update our student information system database.

## **EARLY RELEASE DAYS**

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

## **ELECTRONIC DEVICES**

Prior Lake-Savage Area Schools' is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom. As a result, if a student chooses to bring an electronic device to school such as an iPad or other Smart Tablet, they may do so. The school district is not responsible for any lost or stolen items. Also, personal electronic devices must be turned off in the classroom and are not to be used during school hours unless under the direct supervision and permission of the instructor.

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

When using personal electronic devices for educational purposes in school, students must adhere to the same rules that are outlined when using electronic devices that are school district property. These rules are detailed in policy 524, Electronic Technologies Acceptable Use Policy..



## **ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY**

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

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

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

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

If you wish to discuss your students access to technology and complete a form limiting/denying your students technology access you can contact MARSS Coordinator at 952-226-0043.

## **EMERGENCY NAMES & PHONE NUMBERS**

**The current work numbers for parents, as well as names and phone numbers of who to call in an emergency, are needed at school.** Please keep us informed of any changes so that we can reach you if needed for your child's welfare. If you are going to be out of town and another adult is responsible for your child, it is important that we be aware of these changes in writing prior to your period of absence. **In the event of an emergency,** and we are unable to reach you or the emergency contact person(s), we will call 911 for immediate assistance.

## **EMERGENCY CARE**

Sickness or injury procedures are as follows:

**If your child becomes ill or injured at school,** students will be brought to the Health Office until the parents can pick up the child. Please note that our school does not have sufficient health room space or personnel to provide care for a sick child for extended periods during the school day. **We ask that you make arrangements to pick up your child within an hour of being notified.**

**In the event of an emergency,** if we are unable to reach you or your designated emergency contact person(s), we will call 911 for immediate assistance.



## **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. Information can be found in Policy 102. Questions about Policy 102 or any concerns about compliance should be directed to:

### **Human Rights Officers:**

Assistant Superintendent (pertaining to student issues) OR  
Human Resources Director (pertaining to employee issues)  
Independent School District #719  
4540 Tower Street SE  
Prior Lake, MN 55372

## **FIELD TRIPS**

Field trips are opportunities designed to broaden students' educational experiences. Information letters will be sent home for parental approval prior to any trip. Parents are often asked to chaperone on such occasions and always have the right to deny attendance on specific trips by submitting a note to the teacher. Field trips are considered part of the school program. Deciding "just not to go" is not an option. The day will be considered an unexcused absence if a trip is not attended unless your student is unable to attend due to illness. Scholarships are available based on need. Please contact your child's teacher regarding scholarships.

## **GIFTED AND 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 collected from the Cognitive Abilities

Test (CogAT), the 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.

## **GUESTS**

Many times teachers will arrange for students to bring guests to school. Please sign in at the office and wear a visitor sticker visibly. Sometimes, students would like to bring a cousin or friend to school. Arrangements must be made through the principal. We want to limit these types of visits so that the instructional day is interrupted as little as possible.



## **HARASSMENT 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, race or hazing. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial, sexual violence, or hazing upon any pupil, teacher, administrator or other school personnel. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, sexual harassment, violence, or hazing, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The same principles and procedures supporting this policy relating to religious, racial or sexual harassment, violence and hazing, are equally applicable to any alleged violations of the Minnesota Human Rights Act, which also provides protection to employees and students against discrimination on the basis of national origin, disability, sexual orientation, or age. This is a summary of the district policy against Harassment and Hazing, Policy 526. Complete policies and definitions are available in each school office upon request or on the district's website.



## **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 that 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.



## **HEALTH SERVICES**

Health Services provides:

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or be placed under their parent's or emergency contact's care

- Administration of medication and treatments under the direction of the school nurse
- Health screenings recommended by MN Department of Health
- School health record maintenance
- Nursing consultation to educators and administrators within the school district

Health Services is staffed by Licensed School Nurses and Health Support Personnel. Our health support staff is an integral part of our health services, available during student hours in each school, and trained in First Aid and CPR. Licensed School Nurses oversee the health offices and staff and provide direct professional support and service to students, families and educators. They assess the health needs of students; develop appropriate health, emergency, and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between healthcare 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, etc.) 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, 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, over-the-counter pain relievers, 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 Authorization Form can be downloaded from the Student 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:

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.

### **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 healthcare 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 healthcare provider
- Information regarding specific communicable diseases can be found on the Student Health Services page on the district website. If you require a hard copy, please call the building health office.

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

## **HOME AND SCHOOL COMMUNICATIONS**

Teachers will post information on their Seesaw pages at least weekly throughout the year. Parent-Teacher Conferences are scheduled for November and again in the spring. (Please check the district calendar online for specific dates.) Other conferences can be arranged by contacting your child’s teacher by calling 952-226-0300. Report Cards will be sent home with students at the end of the 1st semester and then mailed at the end of the year. Progress reports and report cards will be sent to custodial parents. They will also be sent to non-custodial parents if a request has been made to the Grainwood Office.

The Grainwood office communicates with families through Seesaw on a weekly, and sometimes daily, basis. Seesaw provides real-time information about news and information happening at Grainwood. Please feel free to contact your child’s teacher with any concerns throughout the year. Teachers have voicemail and e-mail.

## **HOMEWORK and INDEPENDENT READING**

All students use an assignment notebook in which to record their assignments. 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 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** from when a child has been absent due to illness, may be sent home upon the child’s return to school. Parents may also pick up homework by contacting the school. *This is generally done after the second day of absence.* Check with your child’s teacher for more specific information.

**Vacations:** Parents will be given homework for their child when they return from a vacation, unless other arrangements have been made.

### **Some suggestions for success in homework include:**

- Encourage study habits. This takes time and persistence to develop. Young children can have a quiet time for drawing, writing, looking at books, etc. This becomes a set study time as the child grows.
- Provide a place for studying. This needs to be a place away from distractions like the TV, where students can concentrate.

- Find the best time to study. Give your child a break immediately after school and then have him/her sit down and complete the homework shortly before/after dinner. Be realistic about the length of study time. If it is a long period, help your child plan some study breaks. Setting short goals for completion might help your child feel more successful.



## **IN-DISTRICT TRANSFERS**

In-District Transfers are available to parents of elementary students either in a particular school or particular grade level at a school, when space permits. Forms are available online, at elementary school offices or the District Services Center and can be **returned to the school the child currently attends**. Transfer requests may be submitted at any time and requests are acted upon based on space availability. 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 district has the right to revoke any IDT each year to accommodate space issues 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.

## **INFINITE CAMPUS**

All parents and guardians will be able to access transportation information on [Infinite Campus](#) using their parent portal login and password. Infinite Campus is located on the district website under “Parent” and the link is located via the green “Infinite Campus” button. It is also the site for families to check personal information, attendance, etc.

**Please note that transportation information is no longer mailed.**

## **INJURY OR ILLNESS AT SCHOOL**

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

## **INSURANCE**

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

## **LEGAL CUSTODY/GUARDIANSHIP**

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

## **LOCKDOWN and FIRE DRILLS**

Grainwood participates in five lockdown and fire drills each school year.



## **LOCKERS**

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

Only school locks are allowed on lockers, which is not the case at the elementary level. Any other locks will be removed, even if the destruction of the lock is necessary. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

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

## **LOST AND FOUND**

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

## **MEDIA CENTER**

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

## **MONEY AT SCHOOL**

It is always best to send money for school functions in an envelope with the child's name on it and to list the purpose for which it is sent. If possible, please send a check instead of cash (be aware that the office is unable to make change). Checks for lunch money should be made out to ISD #719. Students may want to bring some change to school for visits to the school store. We will post the days of the week that the school store will be open. Please do not allow students to bring large amounts of money to school (sum of more than \$5.00).

## **PARENTS and TEACHERS for CHILDREN School Organization (PTC)**

PTC, which stands for Parents and Teachers for Children, is the elementary school's volunteer organization made up of parents, teachers and principals working together to benefit our children in the best way possible. If you are interested in volunteering, please contact Grainwood's PTC at GrainwoodPTC@gmail.com.

The school PTC provides many volunteer opportunities and offers funds to Grainwood for the purpose of providing educational extras for the students. PTC meetings are generally held monthly at 6:30 pm on a Tuesday. Please check the district calendar for the meeting dates for Grainwood PTC. We look forward to seeing you at the meetings and for being an active part of this organization.

## **PARENT INVOLVEMENT**

Parents are welcome at Grainwood Elementary. We ask that if you are planning to visit school that you make those arrangements with your child's teacher prior to your visit and, in the interest of consistency for the children, we ask that you limit your visit to one hour. Upon arriving at school, please sign in at the office. Parent volunteers are welcome as well. Please check with your child's teacher or the school office if you have time and talents that you would like to share with us. We need you!

### **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 date of the previous background check. Volunteers may not begin or continue to volunteer until they have been cleared. Background check information is located in the "Parents" tab on the district website. **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.

## **PARKING**

During the school day, family vehicles are to be parked on **St. Paul Avenue, Minnesota Street, Jordan Avenue or in the parking lot on the west side of the building.** No family vehicles are allowed on the east side or in the rear of the building. This area is reserved for staff. During morning drop-off, no vehicles are to be parked in the drop-off area in front of the building (marked with two posted signs). There is also no parking allowed during school hours on the north/residential side of Minnesota Ave.

## **PHYSICAL EDUCATION**

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

## **PICKING UP/DROPPING OFF STUDENTS**

**Parents who are picking up or dropping off students must report to the office.** Please come to the office to sign out/in students. Parents are asked NOT to park in the back of the building. **Parents who wish to pick up their children before the end of the school day should plan on arriving at school before dismissal.**

Students not picked up at the time the school day ends will be sent to Kids Company and parents will need to arrange to pay fees for this service. **Children will not be permitted to leave school with anyone other than their parents/legal guardians unless we have written authorization.** All parents/guardians must have a completed emergency form indicating all persons to whom you give permission to pick up your child. **Please notify the Principal immediately regarding any person(s) legally restricted from picking up your child.** For safety reasons, persons picking up children may be asked to show identification. **Children may not be taken from buses or bus lines by parents/guardians.** No parents/guardians are allowed at the bus lines before or after school. Parents must sign their child out on the Student Sign-out located in the school office.



## **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, 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.



## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

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

If you have questions about Directory Information, or should parents (or students age 18 or older) NOT want the below information released, please contact the Communications and Social Media Specialist at 952-226-0013 and you will be asked to submit a form, which must be completed annually by October 1.

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level

- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, yearbooks, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

For more information, see School Board Policy 515.

## **RECESS PROCEDURES AND EXPECTATIONS**

We encourage students to dress for the weather. **Students will always go outdoors for recess unless the “feels like” temperature falls below -5 degrees or it is steadily raining.** All elementary schools will check the local weather forecast to determine the “feels like” temperature. If a child cannot go outdoors due to a health condition, please send a note to the classroom teacher so that arrangements can be made for the student to go to another classroom after lunch.

Grainwood Coaching Tickets will be used to address behavior at recess. Students who are having problems on the playground are encouraged to report the problem to one of the noon supervisors or their classroom teachers. These situations are taken seriously and will be dealt with immediately.

**The following are Grainwood CARES-Recess Expectations:**

### **COOPERATION**

- Respect Noon Supervisors–Noon Supervisors have the right to stop a game or take equipment if expectations are not followed.
- Share equipment
- Follow Peaceful Playground rules for all games
- Everyone can play
- Take turns
- No games or electronics from home

### **ASSERTION**

- Gentle reminders to others who are needing it
- Tell an adult if you or someone else feels scared, hurt or threatened
- Let others know if you would like to join a game or activity

### **RESPONSIBILITY**

- Watch your feet-
  - Keep feet out of puddles
  - Stay off icy areas
  - Gym shoes only for indoor recess
  - Walk in the hallways-to and from recess and on the way to the lunchroom
- Use equipment properly
  - Slide – Go feet first, on your pockets, one person at a time
  - Climbing wall and chain ladder – Only piece of equipment that you can climb over, keep moving to allow others a turn
  - Bridge – Stay inside the bridge
  - Balls – Stay inside fenced area, use only soccer or kick balls for kicking, use basketballs for basketball only
  - Play football on field or grass area only
  - Jump ropes and hula hoops – use in appropriate ways
  - Swings – use for swinging only
- Put equipment away when finished
- During winter:
  - Wear snow pants and boots for snow play
  - No throwing snow
- Must have permission from Noon Supervisor to re-enter building from playground or gym

## EMPATHY

- Help someone who is hurt
- Invite others to join a game or activity

## SELF-CONTROL

- Hands to self
- Remember the borders of the playground-fence, top of the hill, stay away from the building and windows
- Leave wood chips, rocks and gravel on the ground
- Fair play
- No play-fighting allowed
- No running/chasing in wood-chip area or gym
- Voice at a 3 or 4



## RECORDS

State and federal regulations require that for 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 school and the school is obligated to comply. School authorities will notify the individual of their action.
3. The right to access information on the professional qualifications of the student's classroom teachers including, at a minimum, whether the teacher is licensed for the grades and subjects assigned; whether the teacher is teaching with a waiver; the academic preparation of the teacher; and whether their child is provided services by a paraprofessional and their qualifications.

The cumulative folder is a working file with information that includes essential vital statistics, proof of immunizations, 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.**

## RECYCLING

PLSAS partners with DSI and Mdeewankaton 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 ensure 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, paper towels, and paper products with food waste (pizza boxes, etc.). We also participate in a building-wide recycling program collecting 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.

## RELEASE OF STUDENTS

Children will be released from school to the custodial parents/guardians or to those adults listed on the student's enrollment, emergency information form, or end-of-day plan. ***Parents must contact the school office in advance to authorize the release of their child to someone else. Written notice is required.*** If there is a disagreement between parents regarding visitation or removing children from school, we will ask you to provide us with the court orders to document the restrictions. To assure safety for your child, you will be requested to provide identification if staff are unsure of your identity.



## **RELIGIOUS, RACIAL and SEXUAL HARASSMENT, VIOLENCE, or HAZING**

Everyone at District 719 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment, violence, or hazing of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender: **Name calling, jokes or rumors · Pulling on clothing · Graffiti · Notes or cartoons · Unwelcome touching of a person or clothing · Offensive or graphic posters or book covers · Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.**

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

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

## **SCHOOL CALENDAR**

The school district calendar can only be found on the district webpage and is not mailed to families. Most school activities are listed on the calendar. We extend our invitation to you to attend the school events. All school events are family events. Any after school events require parents or guardians to attend with students.



## **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 determined by 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). School closings or delays will also be posted on the district's website.

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. You can also opt-in to receive district alerts by text message.



## **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.

## **SCHOOL SUPPLIES**

A school supply list is available to students and families and can be found on the Grainwood website. Copies can also be obtained by visiting the Grainwood office. We also offer the option to purchase prepackaged school supplies from School Tool Box. Go to [www.schooltoolbox.com](http://www.schooltoolbox.com) and click on "Pre-Built Boxes" on the left hand side. Calculators and student planners are provided for all grade levels. (Kindergarten does not use a planner.)

## **SNACKS/HEALTHY SNACK PROGRAM**

A daily snack break is scheduled in many classrooms. Your child has the option of choosing to bring a healthy snack from home or participating in Grainwood's **Healthy Snack Program**. Our Healthy Snack Program provides multiple healthy choice items from which students choose one item per day. The cost is a yearly fee and students can join at any time, providing both a cost-friendly and convenient option for families. Items on the cart include: fruit, yogurt, applesauce, cheese and other healthy options and, occasionally, granola bars, crackers and snack mixes. Sign-up information can be found in the Grainwood office or on FeePay. Students are also allowed to bring water bottles and drink water throughout the day. No fruit drinks or soda is allowed. We limit the amount of eating that occurs in the classrooms due to the chances of spills and resulting mold issues or critters. We ask classrooms that have students with food allergies to NOT bring snacks containing that particular allergen. In the event the classroom hosts a celebration, the classroom teacher may ask for food donations. Only commercially prepared foods may be served at the celebration.



## **SPECIAL NEEDS PROGRAMS**

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

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

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

The district also partners with the Minnesota River Valley Special Education Cooperative in serving those students whose needs are addressed in off-site special education programs. Other programs offered by the district are: English as a Second Language (ESL), SYNERGY – Gifted and Talented Program, and Title 1 – federal program for students with special needs in reading/language arts and math

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

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

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

## **STUDENT ADMISSION FEES FOR ATHLETIC EVENTS**

Beginning in the 2019-20 school year, Prior Lake High School will begin charging \$5.00 for students (K-12) for admission to athletic events. Adult admission fees will remain at \$7.00.

## **STUDENT BEHAVIOR/RESPONSIVE CLASSROOM**

The staff at Grainwood Elementary School has been trained in and utilizes the Responsive Classroom principles and strategies as our building-wide behavior plan. This approach is based upon educational research and a firm belief in

the importance of developing social skills and emotional intelligence. It has been shown that emotion drives attention, learning, memory and other important mental or intellectual activities. Sustained learning is possible only after students' social, emotional and physical needs have been met. When those needs have been met, students are more likely to succeed in school.

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

- 1. How children learn is as important as what they learn.**  
The best learning comes from a balance of teacher-directed and child-initiated experiences that have relevance and a connection to children's lives.
- 2. The social curriculum is as important as the academic curriculum.**  
Learning can only truly take place in a community where the learners practice social skills and acknowledge their importance.
- 3. The greatest cognitive growth occurs through social interaction.**  
Student interaction is important. An integral part of every day is for students to talk to each other about their work, work cooperatively, teach one another, share work in progress, and discuss ideas.
- 4. There is a specific set of social skills that children need in order to be successful academically and socially.**  
The social skills taught through Responsive Classroom strategies are represented in the acronym C.A.R.E.S.  
**C- Cooperation:** Children must have the opportunity to practice working together in many and varied ways all through the day.  
**A- Assertion:** Assertion is the ability to stand up for one's own ideas without hurting others and without negating others.  
**R- Responsibility:** The only way to learn to be responsible is to have many opportunities to practice being responsible.  
**E- Empathy:** Our world is growing more and more diverse and complex. Children must learn how to accept and celebrate differences.  
**S- Self Control:** The ultimate goal of discipline is that children will be in control of their own behavior and behave in an ethical manner.
- 5. Knowing the children we teach individually, culturally, and developmentally is as important as knowing the content we teach.**  
To teach successfully, we must begin by learning who our children are-what strengths, interests, experiences, culture, learning styles and development they bring to our learning environment.
- 6. Knowing the parents of the children we teach is important to knowing the children.**  
We operate from a belief that all parents want what is best for their children and that parent involvement is essential to children's education.
- 7. How the adults at school work together to accomplish their mission is as important as individual competence.**

Teachers regularly discuss and review expectations for student behavior. You will receive a class constitution from the classroom teacher after the students have developed it together.

Grainwood teachers will implement the Responsive Classroom philosophy and practice its principles with each other, students, and parents. There are six Responsive Classroom components that address the basic principles and premises. They are:

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

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

**Academic Choice-** gives children choices in their learning that helps them become invested, self-motivated learners.

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

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

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

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

Should the Grainwood **C.A.R.E.S.** not be followed, the students will first be asked to “Take-A-Break”. If the behavior continues, then a Coaching Ticket will be used. If the student continues to be disruptive and negatively impacts the learning of themselves or others within the classroom, the teacher may choose to send the student to their buddy classroom or fill out an “Office Referral.” The teacher and/or principal will then follow steps to work with the child to rectify the situation and assign a logical consequence. Parents will be notified either by phone or through the Better Choices Sheet.

Other forms of discipline may be implemented by the principal based on the severity of the situation. Behaviors which include violations of state law, district policy and any totally unacceptable behavior will require involvement by the principal, parent(s)/guardian(s), and possibly legal authority. Please see the STUDENT DISCIPLINE section for more details.



## **STUDENT BREAKFAST AND LUNCH**

Child Nutrition Services provides students with nutritious, high quality meal options that promote good physical and mental development. We focus on serving local foods, many cooked from scratch, with cleaner labels for our students. Check our webpage for more details:

<https://www.priorlake-savage.k12.mn.us/about-us/departments/child-nutrition>

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

Grainwood offers a peanut-free table for all students needing this option. Students sitting at this table can invite a classmate to join him/her. This classmate **MUST** have a lunch provided by the school kitchen and **NOT** from home.

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

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 Prices:**

All kindergarten students receive a free breakfast.

Grades 1-8 and Bridges ALC: \$1.80

Adult Guests: \$2.25.

### **Lunch Prices:**

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](http://www.priorlake-savage.k12.mn.us) and through School Cafe. Applications must be filled out for each school year the assistance is needed.

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



## **STUDENT DISCIPLINE**

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

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

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

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

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

## **STUDENT CODE OF CONDUCT**

Disciplinary action may be taken against students for any behavior that 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 Hazing Prohibition).
- v. Bullying (further outlined in School Board Policy 506.1 Bully Prohibition).
- w. Internet misuse, cyber bullying, and misuse of other electronic devices (further outlined in School Board Policy 524 Electronic Technologies Acceptable Use Policy and School Board Policy 525.1 Student Use of Cellular Phone, Digital Imaging Devices and Other Personal Electronic Devices).
- x. Any and all other acts, as determined by the school district, which are disruptive of the educational process.

### **Zero Tolerance Behaviors**

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

**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 any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, paintball guns, look-alike guns, non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), nunchucks, throwing stars, explosives, fireworks, stun guns, ammunition and mace. Further provisions relating to weapons are outlined in School Board Policy 501 Weapons.

**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 a responsible adult, or immediately notifies an administrator, teacher, coach, bus driver or responsible adult of the weapon's location.

## **REMOVAL FROM CLASS**

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

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

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

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

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

## **DISMISSAL**

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

## **COMMUNICATIONS**

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

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

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

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

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

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

## **STUDENT MEDICATIONS**

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, 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 Person or Licensed School Nurse at your student's building.



## **STUDENT SURVEYS**

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

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

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

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

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

### **Information Collection or Disclosure**

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

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

More information can be found in School Board Policy 520.



## **STUDENT USE OF ELECTRONIC TECHNOLOGIES**

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 School Board Policy 524 Electronic Technologies Acceptable Use Policy.

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 staff of the school district. District policy requires the 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. The Electronic Technologies Acceptable Use Agreement for student must be read and signed by the user and parents or guardians. All users shall be responsible for the protection and security of their passwords. Students must adhere to the Student Use of Information Technology 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/school-issued email 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.

Users are responsible for anything set on the network with their name or other individual identified, e.g. IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the district's electronic technologies. Specifically, the following uses of the district's electronic technologies 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 are 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 request an opt-out form from the MARSS Coordinator at the District Services Center. They may also request alternative educational activities not requiring Internet access.



## **STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES**

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

As per Policy 525.1, students shall not use any electronic device that in any way disrupts or detracts from the educational environment. Students will not be allowed to leave class in response to any electronic devices. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common

areas—such as near lockers or the cafeteria, or outside on school grounds. With approval, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.

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

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

#### Violations of Policy 525.1

- A. An employee shall direct the student to turn off the device.
- B. The employee may confiscate the device and turn it into 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.

### **TARDY TO SCHOOL**

Students may enter the building at 8:23 am and are considered tardy if they are not in their rooms by 8:30 am. If they are tardy, students must report to the office BEFORE going to their classroom. A parent or authorized adult must escort the student to the office and sign-in the tardy student or send a note. If a child is tardy because he/she has been to a dentist or doctor appointment, a note must still accompany the student.

### **TELEPHONE CALLS**

The Grainwood Elementary School phones are for business purposes and not for student use. Children will be allowed to use the school phone, or their own phone (or any other communication device), in an emergency or by permission from a teacher. On rare occasions, personal calls will be allowed. Most situations, such as homework, lunch money, missing signed notes, etc. need to be taken care of at home in the morning. The understanding and cooperation of parents in this matter is appreciated. We will not interrupt classroom lessons for telephone calls except in case of emergency. Messages from parents will be taken and given to the teacher when time permits. Students may not call home during instructional time unless there is an emergency.



### **TITLE IX COMPLIANCE**

Prior Lake-Savage Area Schools complies with the requirements of 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) and 506 (student discipline policy) are policies aimed at preventing discrimination. Complaints or questions may be directed to Jeff Holmberg, Title IX coordinator for the district at 952-226-0071. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois at 312-866-8434.



### **TRANSPORTATION INFORMATION and BUS CONDUCT**

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

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

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

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

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

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

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privileges as determined by school site administration. The complete District Policy 709 Student Transportation Safety Policy is available in each school office and also on the district's web site.



## **UNPAID MEAL CHARGES PROCEDURE**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF PROCEDURE**

- A. All meals are to be prepaid before meals are purchased. Households can add money to a student's account the following ways: 1) Online through Fee Pay or 2) With cash or check at the District Service Center or at their student's school.
- B. A student with an outstanding meal debt, will be allowed to purchase a standard meal (breakfast or lunch) regardless of their balance. The charge of that meal will add to their existing balance. Students with outstanding meal debt will not be allowed to charge ala carte, extra milk, or extra entrees.
- C. The school district will make reasonable effort to notify households when meal account balances are low or fall below zero as well as collect unpaid meal charges. Where appropriate, households may be encouraged to apply for free and reduced-priced meals for their student(s).
  - i. Child Nutrition Services will notify students and their households when the student's balance is getting low or is depleted to \$0.00. Reminders for payment will not demean or stigmatize any student participating in the school lunch program.
  - ii. Once a student's balance is at \$0.00, they will be allowed to charge up to 3 additional meals before a notice is then given to the principal of the building who then will attempt to make contact with the household. Child Nutrition Services will also send a balance notification to the household as well.
  - iii. If a student's balance accumulates to a negative \$15.00, Child Nutrition Services will send a notice to the household stating their negative account will be turned over to a collection agency. The notice states that the household has 10 days to respond to Child Nutrition Services before the collection agency is given their information. Any meals purchased during that time frame will continue to be added to their meal debt.

### III. COMMUNICATION OF PROCEDURE

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



#### **VISITORS**

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

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 Raptor Visitor Management system. The Raptor system will then conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, a visitor sticker 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.

#### **VOICEMAIL**

Grainwood Elementary has a voicemail system. If you call after school hours, please feel free to leave a message and we'll make sure that it is received by the appropriate staff member. Please check the Grainwood website for teacher direct voicemail numbers. Teachers will check their voicemail at the beginning of the day and after school.

#### **WALKERS**

At the end of the school day, walkers will be released after buses have departed from the school property.



#### **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.

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 School Board Policy 501 Weapons can be found on the district's website.

## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

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

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

### Why does participation matter?

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

### Academic Standards and Assessments

#### What are academic standards?

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

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

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

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>

Posted May 2018

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

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

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

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

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

## What if I choose not to have my student participate?

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

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

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

Posted May 2018

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

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

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

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

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

Posted May 2018