

JEFFERS POND ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

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2017-2018

**The mission of Jeffers Pond Elementary School is to be
a CARING, environmentally focused community
where social learning empowers academic learning and
ALL individuals are challenged to reach their full potential
as contributing and productive members of our ever-changing global community.**

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DISTRICT 719 MISSION STATEMENT

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

BELIEF STATEMENTS

At Jeffers Pond Elementary we believe that:

- all children have potential.
- every child is unique. (Diversity is to be celebrated.)
- children want to learn and succeed.
- children need to feel a sense of belonging and value.
- learning is a partnership between parents, students and staff.
- children need a voice/choice in their learning.
- emotion and social interaction are vital to learning.
- children need responsibilities and opportunities to become socially and academically accountable.
- children learn best in a safe, nurturing environment.
- children should be educationally nourished with fun, meaningful, differentiated, and challenging learning opportunities.
- learning is a continual journey, with steps to be celebrated along the way.
- children need opportunities to interact with the environment in order to build insight into becoming environmental stewards

From the Principal...

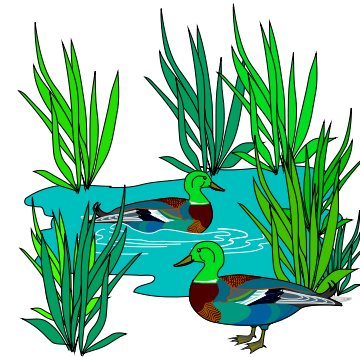
The staff at Jeffers Pond Elementary School extends a warm welcome to you and your child. Through your child, we hope to build a partnership between you and the school district that will last for many years. We are committed to making your child's first years in school full of positive and enriching experiences. Our staff is excited about working with your child and being, like you, an important part of your child's life.

This handbook deals with district procedures and those that are more specific to Jeffers Pond Elementary School. Please let us know about questions or concerns that we might be able to assist you with. We welcome you to visit the school or to volunteer in the building. We believe you will truly enjoy your time spent at Jeffers Pond!

Dr. Karoline Warner
Principal

School Cheer

Jeffers Pond is #1!
With Laker pride, we get it done!
Safety first, show respect,
Be responsible and do your best.
Animal and trees surround our school.
That's why Jeffers Pond is COOL!



Written by Zach Whaley and his Mom

JEFFERS POND ELEMENTARY SCHOOL STAFF

OFFICE STAFF

Dr. Karoline Warner – Principal
Christine Blake – Head Secretary
Marcia Burroughs - Secretary

KINDERGARTEN TEACHERS

Amy Alpaugh Marianne Joachim
Sherrie Seidensticker Chelsea Anderson

FIRST GRADE TEACHERS

Deann Gerdes Kim Kuss
LeAnn Weikle Megan Waller
Amanda Solinger

SECOND GRADE TEACHERS

Meghan Blomquist Katie Micklo
Claire Dickinson Jackie Giesinger

THIRD GRADE TEACHERS

Bonnie Fahning Vicki Jensen
Kristina Sandau Katie Tinquist

FOURTH GRADE TEACHERS

Nancy Duehn Patty Kraushaar
Emma Breitenstein Laura Torseth

FIFTH GRADE TEACHERS

Patti Trabing Kay Dicke
Anne Nelson Brooke Zahn

PRESCHOOL TEACHERS

Anna Dutke Annie Thoraldson

ART TEACHERS

Kirsten Shaheen

MUSIC TEACHER

Chris Furney

PHYSICAL EDUC. TEACHERS

Mike Koppang Kevin Humbert

MEDIA

Kate Tinguely – Media Specialist
Denise Mansfeldt – Media Support

SYNERGY TEACHER

Jane Balow

HEALTH SERVICES

Carrie Peterson, District Nurse
Kristen DeBoer, Health Support

NOON SUPERVISORS

Julie Beaumaster Leslie Landberg
Heidi Lawrie Melissa Reuvers
Kaye Tiritilli

SPECIAL EDUCATION

Michelle Hartwig– Spec. Ed. Teacher
Heather Zehnder – Spec. Ed. Teacher
Cindy Sudlow– Speech
Tara Keithahn – OTR/L
Sonia Laurent, School Psychologist

SPECIAL SERVICES

Dallas Giles – Social Worker
Jillian Magnusson – ELL Teacher

SPECIAL EDUCATION SUPPORT

Sheryl Haugen-Clerical
Wendy Paterson Renee Whiteis
Deb Hirt Christina Eisinger
Kim Browman Tina Anderson

READING INTERVENTIONIST

Angel Stanley

CUSTODIANS

Terry Lehman, Head Custodian
Dick Wittman Danielle Max

FOOD SERVICE

Lisa Nelson, Manager
Pam Botkin, Asst. Manager
Jayne Kline
Debbie Shellum, Cashier
Maggie Meier

KID'S COMPANY

Sara Pasek - Site Leader

2017-18 SCHOOL CALENDAR, District #719

Back-to-School Event	Wednesday, Aug 30
Gr. 1-5 Assessments	Tuesday, Sept. 5 & Wednesday, Sept. 6
Kindergarten Orientation	Wednesday, Sept. 6
First Day of School	Thursday, Sept. 7
Grade 2 Curriculum Night	Tuesday, Sept. 19
Grade 4 Curriculum Night	Wednesday, Sept. 20
Grade 1 Curriculum Night	Thursday, Sept. 21
Fall Picture Day	Friday, Sept. 29
ELC Parent Info Meeting	Monday, Oct. 2
No School K-12 (Teachers' Convention)	Wednesday, Oct. 18 – Friday, Oct. 20
No School Staff In-service	Monday, Oct. 23
Picture Retakes	Thursday, Oct. 26
Grade 5 ELC Trip	Monday, Oct. 30 – Friday, Nov. 3
Early Release Day	Thursday, Nov. 9
No School	Friday, Nov. 10
Elementary Conferences PM	Tuesday, Nov. 14
Elementary Conferences PM	Thursday, Nov. 16
Elementary Conferences PM	Monday, Nov. 20
Thanksgiving Vacation (No School K-12)	Wednesday, Nov. 22 – Friday, Nov. 24
Choir Concert	Thursday, Dec. 7
Winter Vacation (No School K-12)	Thursday, Dec 21 – Monday, Jan. 1
No School K-12, Martin Luther King Day	Monday, Jan. 15
Kindergarten Registration	Thursday, Jan 18
Early Release Day (Teacher Workshop)	Thursday, Jan. 25
No School (Grading Day)	Friday, Jan. 26
4 th Gr. Kindness Retreat	Friday, Feb. 2
Grade 2 & 3 Music Program	Friday, Feb. 16
No School, Presidents' Day	Monday, Feb. 19
Spring Pictures	Thurs., Mar. 1
Spring Break (No School, K-12)	Monday, Mar. 12 – Friday, Mar. 16
Early Release Day (Teacher Workshop)	Thursday, Apr. 5

No School (Grading Day)
Parent/Teacher Conferences PM
Parent/Teacher Conferences PM
Parent/Teacher Conferences PM
Spring Choir Concert
Gr. K & 1 Music Program
Jeffers Pond Naturalist Day
Jeffers Pond ESTEM Day
No School K-12 (Memorial Day)
Last Day of School Gr. K-12, Early Release

Friday, Apr. 6
Thursday, Apr. 12
Tuesday, Apr. 17
Thursday, Apr. 19
Thursday, Apr. 26
Friday, May 11
Wednesday, May 16
Thursday, May 17
Monday, May 28
Thursday, June 7

A more extensive calendar can be found on the Jeffers Pond website and Schoology pages. Check back frequently as events and activities are added often.





This symbol indicates areas in which there are written District #719 School Board Policies.



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

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

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

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

AGE VERIFICATION AND LEGAL NAME

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

We must use the legal name of the child for our records. Please 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, assuring us that this is acceptable to all custodial parents.

Our student lists will show the student's first name and legal last name. If there is a different last name preferred that is not the legal name, we will show that in parentheses, e.g., John C. Doe (Smith). (Long names may be truncated by the computer due to space limits.) In order for us to make an official change of name on our records, the custodial parent must give us a copy of a legal document indicating the change.



ANONYMOUS TIP LINE: 952-226-0005

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

ARRIVAL TIME FOR SCHOOL

Children should not arrive to school earlier than 9:05. Our staff have meetings and preparation duties and are not available to supervise students who arrive before those times.

The only exceptions for students entering the building earlier are:

- a. Special arrangements made in advance with the classroom teacher for a child to come in to work with that teacher.
- b. Parents/guardians attending a conference with the teacher.

ASSEMBLIES/LYCEUMS

Several assembly programs, lyceums, and/or presentations by speakers are provided to Jeffers Pond students and staff each year. High quality programs are selected to coordinate with academic topics or help reinforce positive social skills. During programs, students are expected to remain seated flat in their designated spot, keep quiet, raise their hand and wait to be called upon to volunteer or speak, keep their hands and body to themselves, and show appreciation by clapping without cheering or whistling. We thank our PTC organization for funding our assembly programs.



ATTENDANCE INFORMATION

Regular school attendance is directly related to success in academic work and benefits students socially. The school board recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. In accordance with the Minnesota Compulsory Instruction Law, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board.

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

The voice mail attendance hotline is open 24 hours per day. That number is 952-226-0601. Failure to call may result in an unexcused absence. Please call and leave your name, your student's name and your child's teacher's name as well as the reason for the absence. The call allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses that may be affecting our students.

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

Dismissal During the Day

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

Excused Absences

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

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

Students are allowed a maximum of 5 days of pre-approved family trips/vacations. Absences beyond the 5-day maximum are unexcused absences.

8. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.

Unexcused Tardies and Absences

Examples are:

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

Tardies

The student's day begins at 9:20 a.m. Students are tardy after 9:20 a.m. and must be signed in at the office and receive a tardy slip to take to their teacher. Excused tardies are limited to medical and dental appointments or religious observances. If the student is tardy or released early for more than a 2-hour period, the student will be considered absent for ½ day. **Five unexcused tardies are equal to 1 day unexcused absence.**

Extended Absences

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

Family Activity

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

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

Parent/Guardian Responsibilities

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



BACKGROUND CHECKS FOR VOLUNTEERS

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

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

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

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

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

BICYCLES, SKATEBOARDS & ROLLER BLADES

District #719 regards County Highway 21 as a hazardous road. Therefore, students living on the east side of County Highway 21 are provided with bussing. For this reason, a crossing guard **is not** provided at the intersection of County Highway 21 and Jeffers Pass. Due to safety concerns, it is highly recommended that only students residing to the west of County Road 21 ride bicycles to Jeffers Pond Elementary School. Bike riders should arrive **no earlier than 9:05** in the morning. Immediately upon arriving, students should place their bicycle in the bike rack provided by the upper level main entrance doors. If bikers arrive too early, they will need to wait outside the upper level main entrance doors. At 9:05, an adult supervisor will allow students to enter the building and proceed to their posted grade level area in the foyer or main hallway area until the bell rings to signal bus unloading. At the end of the school day, bike riders will be excused with the walkers through the main office doors.

Skateboards and roller blades should not be used on school property. If such items are brought to school for a special event, they must be kept in the student's locker or in a location designated by the classroom teacher. If students are found using skateboards or roller blades on school property, the items will be confiscated and brought to the school office.

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.

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

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

BOOK AND EQUIPMENT CARE

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

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

BUDDY CLASSROOMS

Jeffers Pond teachers are encouraged to pair their classrooms together in order to provide cross-age activities in which children can experience positive social and academic relationships. Generally speaking, upper grade level classes are paired with primary grade level classrooms. Through the Jeffers Pond Buddy Program, the concept of community is experienced when students are given opportunities to develop caring, trusting friendships across grade levels by engaging in shared learning experiences.

BUILDING SECURITY

The upper level entrance to Jeffers Pond by the office will be open during school hours and for any scheduled community activity. All other doors will be locked when not in use by students and staff. Parents of Kid's Co. students will have access to the Kid's Co. entrance to the building through use of a code on a key pad outside the lower level door. All Jeffers Pond employees will wear district name badges. Volunteers and visitors are required to sign-in at the main office and wear a visitor badge. Adults in the building, who are not wearing an appropriate identification badge, will be stopped by Jeffers Pond staff and questioned about their purpose for being in the building. Students at Jeffers Pond will participate in and practice the following drills throughout the school year: two bus evacuation drills, five fire drills, a tornado drill, and five lockdown drills. Security procedures are also in place should students ever need evacuated to another site.



BULLYING

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

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

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

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

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

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

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

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



BUS CONDUCT & TRANSPORTATION INFORMATION

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

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

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

Please be at your **assigned bus stop** at least **5 minutes** (no more than 10 minutes) **ahead** of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the **Bus Dispatch at 952-440-1166**, or the **Transportation Office at 952-226-0050 or 952-226-0054**.

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

Bus behavior rules are posted on each bus and are expected to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privilege. Students are expected to remain a safe distance away from the bus while waiting for it to arrive; enter/exit the bus in an orderly manner; obey the bus driver's instructions; be verbally considerate; keep their hands, feet and belongings to themselves; sit in their seat facing forward; keep their head, hands, feet and all objects inside the bus; and walk a safe distance away from the bus after exiting. The complete District Policy (709) Student Transportation Safety Policy is available in each school office and also on the district's web site.

As part of our bus safety program, students will study bus safety during the first weeks of school. They will also participate in a bus evacuation drill. Please talk with your children about bus safety as it pertains to your neighborhood and also the importance of good behavior on the bus.

CHEMICAL HEALTH

Student substance abuse is illegal, disrupts normal growth and development and impairs learning. Our responsibility is to encourage and support healthy lifestyles. We strive to create an environment in which students, parents and staff are able to report concerns and obtain the

information and support they need regarding chemical health issues. What follows is a summary of the chemical health policy and procedures.

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

School District Action

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

CHOIR

Interested students in grades 4-5 are invited to join the Jeffers Pond Choir. Registration forms are available in the Jeffers Pond school office. The choir meets at Jeffers Pond once a week for an hour before school. Choir rehearsals will begin in the month of September. Parents are expected to provide transportation for their child(ren) to choir rehearsals. (Please note: We have no supervision for students prior to the choir rehearsal time, so please do not drop off students early.)

COMMUNICATION

It is the desire of the school community to maintain and enhance effective communication between its schools and the people of the school district. At Jeffers Pond, you are encouraged to communicate with us at any time you have comments or questions about your child's education or the school.

There are several ways you can stay in touch with us. The telephone number for the main office at Jeffers Pond Elementary is (952) 226-0600. Staff members also have their own telephone numbers, on which voice messages may be left. Staff can also be reached through email by typing in the employee's first name initial and full last name followed by "@priorlake-savage.k12.mn.us." The district and school web site can be found at www.priorlake-savage.k12.mn.us. Throughout the year, you will receive district, school, and classroom information and newsletters. Schoology is also a great resource for information and dates of activities. (More information in Appendix)



The standards of communication, as outlined in district policy 903, are as follows: Parents/guardians are 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. Communication between parents and other visitors to the school with school personnel should be appropriate and respectful. Conferences, phone calls, and written communication will be held to that standard of respect and appropriateness. Therefore, the following kinds of inappropriate communication will not be accepted:

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

The consequences of such behavior will be as follows:

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

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

COMMUNITY EDUCATION

Teachers will be provided with class lists for the after-school Community Education classes any of their students will be attending at Jeffers Pond. Once parents have registered their child for a Community Education class, we will assume that their child will always be

attending that class. Parents only need to send a note to school if they do not want their child to attend a particular class session. Please remember to pick your children up on time. Students not picked up on time will be taken to our Kids' Company Program and parents will be charged at the hourly rate. The entire rate will be collected for any portion of the hour. This service will be offered only for emergency situations.



CRISIS MANAGEMENT POLICY

It is the desire of the school board to provide a safe educational environment by ensuring a consistent and thorough Crisis Management Plan. The intent of policy 806 (available in school offices, the District Service Center and the website: priorlake-savage.k12.mn.us) is to provide a guide for general crisis information for school district and building administrators, school employees, students, school board members.

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



DATA PRIVACY / RELEASE OF STUDENT INFORMATION

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

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

Directory Information includes:

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

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

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

DISCIPLINE - CODE OF CONDUCT

Good behavior, centering on self-discipline and consideration for others will be encouraged and reinforced at Jeffers Pond Elementary School. Maintaining an atmosphere conducive to learning for the individual child and for all children will be a priority for everyone who works with the children at this school. Discipline procedures will be based upon Responsive Classroom principles. Further information regarding Responsive Classroom can be accessed at the following web site: www.originsonline.org.

School rules will be enforced firmly, fairly, and consistently. At the beginning of the school year, each teacher will work with his/her class to develop a set of classroom rules, procedures and expectations. These rules and expectations will be driven by the hopes and dreams expressed by students, staff and parents. They will also help reinforce our all-school rules which are: "Our Jeffers Pond community

promises to have safety come first, show respect always, be responsible in every way, and do our best while having fun.” Teachers will spend time discussing, modeling, and role-playing classroom and all-school procedures and rules so that behavior expectations are clearly understood by each child. Further discussions of appropriate behavior will be repeated periodically throughout the school year as necessary in each classroom.

Voice level charts are displayed in classrooms and throughout the school building. These charts are used to remind students of the expectations for voice level which may depend upon purpose, type of activity, and/or location within the building. The indicated voice levels are: 5-emergency (red), 4-playground (orange), 3-classroom (yellow), 2-whisper (blue), and 1-off/silent (green).

Behavior management techniques used with students will include logical consequences. Logical consequences are reasonable, related to the behavior value that was violated, and delivered respectfully. Logical consequences may include the loss of a privilege, take-a-break (time out), or apology of action (you break it—you fix it). In apology of action, the student is provided with an opportunity to do something for the person whose feelings they have hurt. They might also be asked to replace an item that they have broken or misused. When a student is disruptive, he/she will be asked to take-a-break at a designated location in the classroom or a neighboring classroom if the disruption continues. The neighboring classroom is referred to as the “Stop and Think Room.” Our goal is to help students learn from their past errors in judgment and improve their behavior in the future. Social conferencing with students to problem solve and develop behavior goals may also take place when teachers witness behaviors that are not improving. Individual behavior contracts or class problem-solving meetings may also be used to facilitate behavior improvement.

You can expect to have personal communication with your child’s teacher in the event of behaviors that are repetitive or of a nature that warrant your involvement. For elementary age students, this likely will mean correspondence or phone calls being made on a frequent basis, so we can work together to help the student learn appropriate behaviors for the wide variety of experiences he/she will face throughout his/her school career. In the case of repeated behaviors, the Social Worker (with your permission) may be actively involved in the process with possible social skills activities, individual and/or group, as part of the improvement plan.

Behaviors which include violations of state law, district policy, and any totally unacceptable behavior, will require involvement by the principal, parent(s)/guardian(s) and possibly legal authority. Unacceptable behaviors include such conduct as harassment/threats, vandalism, violence, stealing, use of drugs, or possession of weapons. The School Board has adopted a comprehensive district wide discipline policy that can be found in the appendix. Please be reminded that District #719 adheres to a No Weapons and Zero Tolerance policy (see summary of Policy 506 in the appendix). **Students should not be in possession of weapons on school buses or on school property.** Jeffers Pond students need to know that even small Swiss army knives, martial arts equipment such as nunchucks and throwing stars, non-functioning weapons, squirt guns, or other toy guns **are not allowed** on school property.

We appreciate your support and cooperation as parents in helping us to maintain a safe, caring learning environment for all of our students. Whenever you have questions or concerns, please feel free to contact the staff member(s) involved with your child. Open communication helps facilitate decision-making that is in the best interest of all involved. Once you have reviewed all the discipline policies and procedures outlined in this section and the appendix, we ask that you sign and return the form attached in the front of this handbook.

DIVERSITY IN SCHOOL

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



DRESS CODE

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

Students are encouraged to be dressed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Appropriate clothing includes, but is not limited to clothing appropriate for the weather, clothing that does not create a health or safety hazard, and clothing appropriate for the activity (i.e., physical education or the classroom).

Students should not wear:

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

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

EMERGENCY NAMES & PHONE NUMBERS

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

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

ENVIRONMENTAL LEARNING AREA

Jeffers Pond Elementary School is surrounded by a beautiful environmental area which includes prairie, wetlands, ponds and wooded areas. Walking trails through the area are maintained by the City of Prior Lake. Teachers at Jeffers Pond incorporate environmental activities into their science lessons as well as many other curricular areas. Students will be learning outside on a regular basis. We are excited to incorporate outdoor learning into all parts of the day. To support this exciting learning opportunity, please help your child be prepared with appropriate outdoor clothes that match the weather.

OUTDOOR BEHAVIOR GUIDELINES

The Jeffers Pond site and surrounding environmental area provide many opportunities for students to interact with nature and expand their learning in the outdoors. Appropriate respectful behavior will be expected of all students when they are on the Jeffers Pond grounds for learning opportunities. Through discussion and guided discovery, students will be taught that when outdoors, they need to:

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

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



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, gender, religious beliefs, national origin, economic status, age, sexual orientation or disability. Questions about this policy or any concerns about compliance should be directed to:

Human Rights Officers

Assistant Superintendant (pertaining to student issues) or

Director of Personnel (pertaining to employee issues)

Independent School District #719

4540 Tower St. S.E.

Prior Lake, MN 55372

FAMILY LIFE CURRICULUM

Family Life is an integral part of our district health curriculum and is taught at several grades. Parents who would like to review the curriculum taught at their child's grade may contact the school office. Parents who do not wish their child to participate in Family Life education are asked to state their request in writing to the school principal. Those students not participating in the Family Life Program will be given alternative curriculum and will attend another class when the Family Life material is presented.

FIELD TRIPS

Both transported and walking field trips are taken by classes to broaden their educational experiences. Parents are often asked to help with supervision. An information letter and permission form will be sent home for parental approval prior to any trip outside the Prior Lake-Savage School District. There are various times during the course of the year when we wish to take the children to local places off our

school grounds such as a park, local stores, other school district buildings etc. For such trips within District #719, parents will be asked to sign a general permission slip that will be effective for the entire year.

When students take field trips, they are expected to follow bus conduct expectations, stay close to their group, respond to all chaperones, act respectfully with a voice level appropriate for the field trip, raise their hand and wait to be called upon by speakers, and show appreciation by clapping without cheering or whistling.

FOOD AND BEVERAGES IN THE BUILDING

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

Research indicates that elementary age children increase learning potential and benefit from nutritious snacks and water during the school day. Therefore, it is a common practice for students to be permitted to bring a nutritious snack to school on a daily basis. Scheduled snack breaks are permitted and encouraged. Water bottles or drinking cups may be requested by the classroom teacher for water consumption to accompany snacks. In an effort to encourage healthy eating habits, snacks should consist of such items as: fruit, vegetables, cheeses, pretzels, or crackers. Beverages other than water are also discouraged due to possible damage to carpet and other classroom equipment.

Food and beverages for special grade level events, class rewards, or seasonal celebrations are permitted. When donating food, it is best to communicate with the classroom teacher. In some cases, specific restrictions may be in place due to students with food allergies or other health concerns. **All food must be store purchased. Homemade items are not acceptable due to state health codes.**

GROUPING PRACTICES

The classrooms at Jeffers Pond Elementary School are self-contained rooms with one teacher and consist of a cross-section of students of mixed abilities. In order to meet the needs of a diverse range of students, the following classroom structures are offered at Jeffers Pond:

- **special education cluster classroom.** A small group of special education students are clustered in a self-contained classroom with other students of mixed abilities. A special education teacher joins the regular education teacher to collaboratively teach during reading and/or math instruction.

- **E.L.L. cluster classroom.** A small group of English Language Learner students are clustered in a self-contained classroom with other students of mixed abilities. An E.L.L. teacher may join the regular education teacher to assist students in the classroom and/or E.L.L. students may receive additional instruction in a small group setting.
- **Synergy cluster classroom.** A small group of Synergy students are placed in a self-contained classroom with other students of mixed abilities. The classroom teacher and Synergy teacher provide opportunities to meet the needs of students.

These learning environments facilitate the use of developmentally appropriate practices and are beneficial to the cognitive, social, and emotional development of students. Cooperative behavior, respect for individual differences, and a family-like sense of community are also developed. Student learning is well supported and the individual needs of students are addressed through differentiated instruction.

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



HAZING

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

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

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

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

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

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



HEALTH SERVICES

Health Services provides:

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

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

SCHOOL HEALTH RECORDS

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

EMERGENCY ACTION PLANS

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

ADMINISTRATION OF MEDICATION/TREATMENTS IN SCHOOL

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

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

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

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

IMMUNIZATION STATE LAW

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

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

ILLNESSES

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

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication
 - If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode
 - If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school
 - If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your health care provider
 - Information regarding specific communicable diseases can be found by following the Health Services link on the building website to the district website. If you require a hard copy, please call the building health office.
- When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

HOMEBOUND INSTRUCTION

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

HOMEWORK AND INDEPENDENT READING

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

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



IN - DISTRICT SCHOOL TRANSFER

In-District Transfers are available to parents of elementary students when space permits either in a particular school or particular grade level at a school. Forms are available at elementary school offices or the District Services Center and can be returned to the school the child currently attends. Transfer requests may be submitted at any time. However, most requests are acted upon twice annually in April and August. Parents will be notified of the decision within two weeks. Approved transfers will remain in effect until and unless a subsequent transfer request is approved. The district reserves the right to terminate a transfer agreement. Requests made by families new to the district, during the school year, will be acted upon at the time of registration. 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 STUDENT INFORMATION SYSTEM

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



INSURANCE

The school district does not provide any type of health or accident insurance for injuries to children while they are at school. Parents may choose to provide health or accident insurance for their children through their own insurance carrier.

JR. NATURALISTS

The Jr. Naturalist program consists of two students from each upper grade level classroom. Jr. Naturalists are responsible students with strong environmental ethics who are willing to be role models for environmental awareness. Students are selected for the Jr. Naturalist program through an application process. Their job responsibilities include assisting with our school-wide recycling and food waste

programs, helping to maintain bulletin board/showcase/touch table areas regarding environmental topics, completing GLOBE (Global Learning Through Observations to Benefit the Environment) measurements, and other outdoor duties.

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 principal must be given legal written notification indicating the restrictions as they apply to the school.

(Also see these related sections: ACCESS TO STUDENTS & STUDENT RECORDS BY CUSTODIAL AND NON-CUSTODIAL PARENTS, REPORTING TO PARENTS and RECORDS)



LOCKERS

Students and parents are reminded the lockers are school property and “on loan” to the student for the school year. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking students’ clothing and other personal possessions for identification is recommended. According to district policy 502, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students in possession of illegal substances or contraband will be disciplined as determined in policy.

LOST AND FOUND

Lost and found items are located inside the boxes across from the lunchroom. Unclaimed items left on buses may also be held on the bus for one or two days for students to claim, and then will be turned into the school. **Parents are encouraged to label all students’ clothing, footwear, school supplies,** etc. for ready and quick identification by the owner. Students should be encouraged to check the lost and found if they have lost something. All unclaimed items are given to a charitable organization twice a year, after conferences in November and April.



LUNCH AND BREAKFAST PROGRAM-GRADES K-5

Child Nutrition Services provides students with nutritious, high quality meal options that promote good physical and mental development. We offer a variety of nutritional meal choices and at least one alternate menu.

Menus are available on school websites and our Nutrislice app where customers can view nutritional content and descriptions of menu items, as well as allergen and carbohydrate details.

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

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

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

Breakfast

All kindergarten students receive a free breakfast.

Grades 1-8 and Bridges ALC: \$1.65

Lunch

Elementary: \$2.65

Adult Guests: \$3.85

Milk: \$.45

Second entree: \$1.60

Free and Reduced-Price Lunch assistance is available. Applications are available on our website: www.priorlake-savage.k12.mn.us. Applications must be filled out for each school year the assistance is needed.

Lunchroom Expectations

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

1. Students will walk at all times.
2. Students will know their lunch pin number.
3. Students will sit at their assigned tables, with no more than 6 students to one side of the table.
4. Students will pick up what they drop and help clean up what they spill. Students should ask for assistance from the noon supervisors or food service staff if food trays are accidentally dropped.
5. Students will be courteous to each other and to staff.
6. Students will refrain from sitting at the peanut-free cafeteria table, if their lunch includes items with peanuts or peanut products.
7. Throwing of food is not an acceptable behavior.
8. Students will speak in normal voices: shouting, yelling, talking loudly to friends at another table is not acceptable.
9. Students are expected to make a good effort to eat their lunch and drink their beverage.
(Pop is not allowed in the lunchroom, as it is not considered a nourishing beverage for children.)
10. After eating, students will comply with the recycling/food waste program, separating paper, milk cartons, and food waste, by placing them in the proper bins. Silverware should be placed in the soaking bin, and trays should be stacked on the dish room counter.
11. After taking care of their trays and food waste, students will return to their same table spot to wait for their teacher to escort them back to the classroom.
12. Teachers will not dismiss students from the lunchroom until table areas are reasonably picked up.

Lunchroom staff, with the support of the principal, will deal with consequences for behaviors during lunch periods. Consequences for infractions may include one or more of the following depending on the severity of the infraction:

- verbal reprimand.
- have child practice appropriate behavior.
- eat lunch in main office instead of lunchroom.
- loss of recess (remain in main office instead of attending recess).
- assist in cleaning of lunchroom.
- communication with parent/guardian.
- student will meet with Principal to develop a Behavior Improvement Plan.

NOVELTY ITEMS, ELECTRONICS & CELL PHONES

Please be reminded that laser products, electronic pocket games, music players/recorders or other small electronic devices are not allowed at Jeffers Pond, as they can cause a disruption to the educational process. Other personal novelty items such as Webkinz, Tamagotchies, Silly Bandz, toys, collectable cards, etc., that distract from students' learning or hinder students' safety are also not allowed in school. If students cause disruptions with items not allowed in school, the item(s) will be confiscated until the end of the school day or until they can be picked up by a parent or guardian. Students may have pagers and cell phones in their locker or backpack for communicating with parents outside the school day.

Prior Lake-Savage Area Schools' is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom. As a result, if a student chooses to bring an electronic device to school such as an iPad or other Smart Tablet, they may do so. The school district is not responsible for any lost or stolen items. Also, personal electronic devices must be turned off in the classroom and are not to be used during school hours unless under the direct supervision and permission of the instructor. BYOD (bring your own device) is acceptable for educational purposes only including classroom activities and educational research. When using personal electronic devices for educational purposes in school, students must adhere to the same rules that are outlined when using electronic devices that are school district property. These rules are detailed in policy 524, Student Use of Information Technology.

PARENT RESPONSIBILITIES

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

- noting the district school calendar and newsletters for special activities or items needed,
- reinforcing school expectations,
- ensuring your child is properly dressed,
- making sure your child has a school bag to carry,
- providing a healthy breakfast for your child,
- helping your child arrive on time for school.

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

We encourage parents to visit our school. Opportunities for parent visits and involvement include: Jeffers Pond Back-to-School Event, music performances, all-school events, scheduled parent-teacher conferences, celebrations/parties, fieldtrips, Jeffers Pond P.T.C., and other volunteer projects and activities.

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

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

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

PARENT-TEACHER-CHILDREN ORGANIZATION (PTC)

PTC, which stands for Parents, Teachers and Children, is the elementary school's volunteer organization made up of parents, teachers and the principal, working together to benefit our children in the best way possible.

The school PTC provides many volunteers and offers funds to Jeffers Pond for the purpose of providing educational extras for the students.

PTC meetings are generally held on the first Tuesday of each month at 6:00 P.M. in the Jeffers Pond Media Center. Check the district calendar for the exact meeting dates. A copy of the P.T.C. By-Laws can also be found on the building web site. We hope you consider being an active part of this organization! More information about the PTC can be located on the Jeffers Pond website.

PARTIES/CELEBRATIONS & TREATS AT SCHOOL

Three celebrations/parties are planned by teachers, and/or parent volunteers, and students each year. These events usually take place around the time of the Harvest Festival, Winter Holiday and Valentine's Day. Some grade levels collect a designated amount of funds per student to cover the cost of materials and refreshments for these events.

To protect the privacy of our students and their families, we cannot supply addresses or phone numbers of classmates for invitations to home birthday parties. For Valentine's Day, the first names and last initials of classmates will be provided for use in addressing Valentine's Day cards.

PHYSICAL EDUCATION

Participation in physical education is required for all students unless a medical problem exists. For illness or minor health problems, a parental note explaining the circumstances will suffice for a day or two. A physician's statement is needed if a student is to be excused from physical education for an extended period of time. If a student misses physical education due to a physician's written restriction, the student will need a physician's note indicating when the student may return to normal physical activity.

All children should have a pair of gym shoes to use daily. Gym shoes are required for physical education classes for safety reasons and to protect our wood gymnasium floor. All general school flooring is subject to black scuffmarks from some shoe materials. Please check with sales personnel to avoid those that will leave a mark. Any efforts on your part to be aware of shoe sole composition would be greatly appreciated. Roller shoes, such as Heeley roller shoes, are not allowed at Jeffers Pond.

PLAYGROUND POLICY

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

Jeffers Pond Playground Rules and Expectations:

1. Students will play safely on the playground. Rough games such as tackle football are not acceptable games. (H-O-R-S-E basketball and 4-Down Football are the approved games.)
2. Students will show respect for others and follow instructions given by staff.
3. Students will not harass, tease, or make fun of others.

4. Students will stay out of and away from puddles, mud and ice.
5. Students are to stop what they are doing and quickly line up when the whistle is blown and their room number is called.
6. Students will leave rocks, bark, sticks, snow, ice chunks, snowballs, and other dangerous objects alone. They will not throw or kick snow.
7. Students will play only on designated playground areas, not in bushes/trees, in parking lots, near pond or stream areas or other off-limits school areas.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will take turns on equipment. (After 30 pumps, a child's turn on the swings is done.)
10. Students will use playground equipment properly:
 - a. When using the slides, students should climb up the ladder and slide down in a forward seated position.
 - b. Pebbles/other debris should be kept on the ground (not thrown onto the slides).
 - c. Students should stay away from others when they are climbing, sliding, crossing the monkey bars, crossing the area with swings, etc.
 - d. The equipment is to be used as intended, i.e. cross the monkey bars in a hanging manner, not a crawl across the top manner; remain in a sitting position on the swings, slow down and step off swings without jumping when done, etc.
 - e. Tag games should be played away from the playground equipment.
11. Students should not bring food or treats on the playground.
12. Items such as rulers, scissors, etc. that are unsafe for the playground should be kept inside the building. Only softballs, softball bats, and approved playground balls are allowed for use at the playground diamonds.
13. Students will settle differences peacefully. Stop/Think/Plan
14. During noon recess, students must have a note signed by their parent and/or their teacher or principal in order to leave the playground for any reason. The note must be shown to the person on duty. Parents should first properly sign out their child in the office before taking him/her from the playground.
15. Students will treat the playground equipment with care, and help put items in their containers at the end of recess.

When recess is over and the playground supervisors blow the whistle and announce classroom numbers on the megaphone, the children are to line up immediately. A noon supervisor will escort them inside the building, monitor hand washing and guide them to the lunchroom to eat. Classroom teachers will meet the children at the end of the lunch period and escort them back to class. Recess supervisors, with the support of the principal, will deal with consequences for behaviors during the noon lunch/recess period. Consequences for infractions may include one or more of the following depending on the severity of the infraction:

- verbal reprimand.
- redirection (have the child do it the right way).
- time out from the playground.
- child will stay with supervisor as instructed.
- full recess time out served in the main office.

- office referral.
- a Playground Contract filled out under the guidance of the Principal.
- direct communication with parent/guardian from supervisor, teacher, or Principal.

On inclement days, students will engage in indoor recess, rather than going outside on the playground. During indoor recess, students will engage in activities in their classroom and/or their grade level open resource area. Games, legos, drawing materials, reading materials, etc. have been purchased for students to use during indoor recess. Students are expected to play safely and respectfully during indoor recess and assist with the pickup of materials before going to lunch.



PLEDGE OF ALLEGIANCE

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

PROCEDURE FOR DROPPING OFF CHILDREN

When dropping off children in the morning, please be aware that the buses will begin unloading at about 9:13 A.M. The start of the school day is 9:20. Parents may park in the lower level parking lot when dropping off students early in the morning to attend Kid's Company. Parents of Kid's Company students should accompany their child(ren) into the building, gaining access to the door by the cafeteria through use of a code for the key pad located on the door. Students who are arriving early for choir practice, Jr. Naturalist meetings, etc., should be dropped off by the main office area, using the upper level parking lot. Parents who are dropping off children for the start of the school day should also use the upper level parking lot. In order to reduce the number of vehicles dropping off students in the morning, **we greatly encourage carpooling**. A staff member will be on duty beginning at 9:05 to assist with efficient traffic flow. We ask that drivers dropping off students in the upper level parking follow these guidelines:

- We ask that you do not line up in the drop off zone (see picture below) **before 8:45am.**, except for Choir and Jr. Naturalist students

- To accommodate as many vehicles as possible in the drop off zone, please pull as far forward as you can. Please do not block the crosswalk area.
- Students will exit the vehicle anywhere within the drop off zone.
- Students should exit the vehicle on the sidewalk side.
- Students should exit the vehicle as soon as it is stopped. To enable a smooth and continuous flow of traffic, students should have their backpacks in hand and be ready to exit the vehicle.
- If you need more time to say goodbye to your children or if you need to enter the building please park your vehicle in one of the parking spots in the upper level park lot.
- **Wait your turn in line.** When exiting the drop off zone, please follow the car ahead of you. Refrain from pulling out of the line, as this compromises the safety of all concerned.
- Please do not drop off your students earlier than 9:05, we do not have supervision provided prior to 9:05am.



Only the school buses will be allowed to use the bus loop area at the beginning of the school day. Children who depart from the buses will enter the building through the doors by the cafeteria on the lower level. Children who are walking to school, riding a bicycle to school, or being dropped off **should not arrive at school before 9:05 A.M.** Our staff members have meetings and preparation before school starts and are not available to supervise students who are dropped off exceedingly early. **Students who arrive at school prior to 9:05 should remain in their vehicle or by the bike racks** until the staff member on supervision duty at 9:05 opens the door to allow them entrance to the building. The only exceptions to entering the building earlier than 9:05 A.M. are as follows:

- a. Special arrangements have been made in advance with the classroom teacher for a child to come in and work with that teacher. Teachers report at 8:00 A.M.
- b. Parent/guardians are attending a pre-arranged conference/meeting with the teacher.

Children who arrive early may enter the building at 9:05 and should then wait in the front foyer by the office or in the main hallway by their grade level sign. When the bus unloading bell rings, students may then walk down to their classrooms. Children who are dropped off when the buses are unloading may walk directly to their classroom. Students who arrive after 9:20 are considered tardy, and should proceed to the main office to acquire a tardy slip before proceeding to their classroom.

PROCEDURE FOR PICKING UP CHILDREN

Please use the upper level parking lot by the main office when picking up your child(ren). Please do not park in the area that is used by our special education vans for picking up children. We will not allow parents in the building until 3:45PM.

At the end of the school day, students being picked up (even if they are usually walkers) will report to the gym. **Parents/Guardians picking up children are required to sign their child out in one of the “Student Sign-Out” Books,** which will be located at a table in the gym. The large sign-out book will contain the names of students who are picked up by adults on a consistent basis. The smaller sign-out book will contain the names of students who are only picked up occasionally. If the adult picking up a child is that child’s parent/guardian, the adult should sign out their child and wait for their child to be called, and then walk to their vehicle. If the adult picking up a child is not that child’s parent/guardian, we will first ask to see proof of identification (driver’s license). After a Jeffers Pond staff member has been shown proof of identification, then the adult may sign out the child, and wait for the child to be called up to them. Please do not walk down to the classroom to pick up your child. **Children may not be taken from buses or bus lines unless the principal or a staff designee is present to give approval.**

When parents need to pick up their child during the school day such as for a doctor/dentist appointment, parents should report to the office and sign him/her out in the “Student Sign-Out” Book. We will call the student out of class and have the child report to the office for pickup.

For these procedures to work, it is imperative that we know ahead of time who will be picking up your child(ren). Students will not be permitted to leave school with anyone other than their parents and/or legal guardian(s) unless we have **written authorization** from you. If you or someone else will be picking up your child(ren) on a consistent basis, please fill out a new **Go-Home Plan**, found in the Jeffers Pond Main Office. If you will be carpooling, remember to include the names of all adult car pool drivers. Families who will be picking up children on a consistent basis will only need to fill out this form once. For more occasional reasons, please send your child’s teacher a written note notifying him/her when your child will be picked up from school and by whom. If it is necessary for you to call in the information regarding who will be picking up your child, **please phone us well in advance.** **Calls after 3:35 may not be able to be accommodated** due to the hustle and bustle of the end-of-the-day classroom and building routines. Notes and phone calls in advance of the end of school day are then recorded in the “Student Sign-Out” Book. When parents arrive to pick their child up, they need only find

their child's name listed in the book and then enter parent signature in the appropriate column. Before the first week of school we will ask all parents to fill out an emergency form indicating all persons to whom you give permission to pick up your child, including those who are drivers for car pools. You may be asked to provide identification if staff are not aware of who you are. Please notify the office immediately regarding any person(s) legally restricted from picking up your child. (We will need a copy of legal documents to keep on file in the office, which state specifically those restrictions.)

PROGRESS REPORTS

Student progress will be reported four times a year. Parent/teacher conferences will be held in November and April to discuss student progress. Report cards will be sent home two times a year at the end of each semester.

Academic grades will reflect student learning of academic standards. Symbols of proficiency for academic grades are as follows: **E:** Exceeds Standard: The student demonstrates thorough, in depth knowledge of extended concepts and skills. Performance is characterized by going above and beyond what is taught and applying the skills with consistent accuracy, independence and a high level of quality. **M:** Meets Standard: The student demonstrates consistent knowledge of grade-level concepts and skills. Performance is characterized by applying the skills with accuracy, quality and independence. **B:** Below Standard: The student demonstrates partial knowledge of grade-level concepts and skills. Performance varies in consistency with regard to accuracy and quality. Support and guidance are often needed for clarification and/or to sustain involvement.

A separate area of the report card, a section titled *Skills that Support Learning*, will share your child's social skills and work habits. Examples include: Following directions, interacting responsible, and following classroom and school behavior expectations. Symbols of proficiency for social skills that support learning are as follows: **+**: Meets Expectations, *****: Partially Meets Expectations, **-**: Does Not Meet Expectations.

An example report card can be viewed on our district website under Academics>Elementary Schools>Elementary Report Card. A reporting guide can also be found online in the same location.

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 a -5 degrees or it is steadily raining.** All elementary schools will use the KARE11 website to determine the "Feels Like" temperature.



RECORDS

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

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

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

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

REPORTING TO PARENTS

Fall parent/teacher conferences will be conducted in November, while spring conferences will be conducted at in April. Individual student results on standardized testing or Minnesota Comprehensive testing will be mailed to parents or sent home with students. They will also be available to non-custodial parents if a "Dual Address Notification" form is completed and if there are no legal documents filed with our school office terminating the parental rights of the non-custodial parent.

On-going parent-teacher communication is encouraged. Informal conferences, questions, expressions of concern, etc. can be addressed by phone or in-person at any time that is convenient for all individuals involved. Communication will also be facilitated through classroom newsletters, calendars, e-mails, monthly building newsletters and district Partnership for Progress reports.

RESPONSIVE CLASSROOM

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

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

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

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

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

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

3) The greatest cognitive growth occurs through social interaction.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



SCHOOL CLOSINGS

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

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

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

WCCO radio (830 am)

WCCO TV (channel 4)

KARE 11 TV (channel 11)

KSTP-TV (channel 5)

KMSP/FOX TV (channel 9)

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

SCHOOLGY LEARNING MANAGEMENT SYSTEM

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

SCOTT FAMILY NET

Scott Family Net is a collaborative effort between area school districts, Scott County Human Services, educational cooperatives, the Cap Agency and groups in the community to better serve families. We know that all families have assets and the desire to raise their children successfully; but we also know that the demands on parents today and the challenges facing children suggest that families may need resources and supports beyond their own immediate assets. Scott Family Net provides an efficient way for you and your family to get help when you need it in Scott County. You may speak to staff at Jeffers Pond Elementary School who will help you get information and help through Scott Family Net.



SPECIAL NEED PROGRAMS

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

Special need programs offered within the school district are listed below. (Please note this is an overview of services provided. It is up to the IEP Team to decide what the best placement option for the student is.)

- Early Childhood (ECSE) and Home Based (ages 0-4), call 952-226-0900 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
- S.A.G.E. Academy– School for the Advancement of Gifted Education housed at WestWood Elementary School
- Title 1 – federal program for students with special needs in reading/language arts and math (For buildings that qualify)

SECTION 504

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

1. has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;

2. has a record of such an impairment; or
3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3)

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



STUDENT 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. A summary of Policy 506 – Student Discipline can be found below. **Students and parents are responsible for understanding the provisions of the entire policy and are urged to read the policy in full, which can be found on the district website under School Board Policies.**

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

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

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

- a. Attend school daily, except when excused by school authorities and to be on time to all classes and other school functions;

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

STUDENT CODE OF CONDUCT

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

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

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assaults
- e. Sexual Harassment and Violence
- f. Hazing
- g. Threats and Disruptions
- h. Bomb threats:
- i. Terroristic Threats

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

ZERO TOLERANCE BEHAVIORS

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

POSSESSION OF WEAPONS

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

AGGRAVATED ASSAULT

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

SELLING AND/OR DISTRIBUTING DRUGS OR ALCOHOL ON SCHOOL PROPERTY

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

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

REMOVAL FROM CLASS

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

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

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

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

- a. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- b. Parent contact;
- c. Parent conference;
- d. Removal from class;
- e. In-school suspension;

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

DISMISSAL

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

COMMUNICATIONS

Procedure for Notifying Students and Parents or Guardians of Violations

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

Maintenance of Student Discipline Records

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

Interaction with Law Enforcement Authorities

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

STUDENT HOURS

Student hours are: 9:20 A.M. – 3:50 P.M.



STUDENT SURVEYS

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

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

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

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

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

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

Information Collection or Disclosure

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

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

More information can be found in School Board policy 520.



STUDENT USE OF INFORMATION TECHNOLOGY

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

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

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

system is at the student's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage students may suffer, including, but not limited to loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays, changes, or interruption in service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

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

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

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

- a. Pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors
- b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language
- c. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process
- d. Material that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

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

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



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

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

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

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

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

Violations of policy 525.1

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

STUDENT WELLNESS

The School Board believes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. It is recognized that children need access to healthy foods and opportunities to be

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

SUPPLIES

A list of school supplies needed for the upcoming school year will be sent home with students in the spring along with the information regarding the availability of pre-packaged school supplies. Students new to the school will be given a list of needed supplies at the time of registration. School supplies are also listed on the school web site over the summer months.

SYNERGY/SAGE GIFTED/TALENTED PROGRAMS

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

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

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

TARDY TO SCHOOL

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



TITLE IX COMPLIANCE

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



TOBACCO

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



UNPAID MEAL CHARGES PROCEDURE

- A. All meals are to be prepaid before meals are purchased. Households can add money to a student's account the following ways:
 - i. Online through Fee Pay
 - ii. With cash or check at the District Service Center or at their student's school.
- B. A student with an outstanding meal debt, will be allowed to purchase a standard meal (breakfast or lunch) regardless of their balance. The charge of that meal will add to their existing balance. Students with outstanding meal debt will not be allowed to charge ala carte, extra milks, or extra entrees.
- C. The school district will make reasonable efforts to notify households when meal account balances are low or fall below zero as well as collect unpaid meal charges. Where appropriate, households may be encouraged to apply for free and reduced-priced meals for their student(s).
 - i. Child Nutrition Services will notify students and their households when the student's balance is getting low or is depleted to \$0.00. Reminders for payment will not demean or stigmatize any student participating in the school lunch program.

- ii. Once a student's balance is at \$0.00, they will be allowed to charge up to 3 additional meals before a notice is then given to the principal of the building who then will attempt to make contact with the household. Child Nutrition Services will also send a balance notification to the household as well as call make contact by phone.
- iii. If a student's balance accumulates to a negative \$15.00, Child Nutrition Services will send a notice to the household stating their negative account will be turned over to a collection agency. The notice states that the household has 10 days to respond to Child Nutrition Services before the collection agency is given their information. Any meals purchased during that time frame will continue to be added to their meal debt.



VISITORS

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

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

- A sign will be posted on all doors of school buildings directing visitors to register in the office.
- All visitors will both register and check out of the office.
- All visitors should wear brightly colored visitors badges, provided by office personnel. The badge should include the date and time of the visit.
- Office personnel will, if requested or if deemed necessary, may escort the visitor to their destination.
- If school district personnel or volunteers see a visitor in the building without a visitor badge, they must courteously escort the visitor to the office.
- Visitors who wish to meet with teachers are restricted to hours in which teachers are not with students, unless permission is granted otherwise. Advance appointments may also be required.
- School administrators have the discretion to deny a request to visit the school.
- School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.
- Schools should send the policy home to parents.
- Schools should distribute the policy on a yearly basis to staff and volunteers.

- A visitor who fails to comply with the visitor policy may be: denied future visits; detained by the school principal, or a person designated by the principal, pending arrival of the policy; and charged with trespassing on school property under MN statute 609.605, subd. 4.
- The principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

VISITORS - PARENTS

Parents are welcome at Jeffers Pond Elementary School. We do ask that when planning a visit to school, you call to **make arrangements in advance**. Because of the need to maintain the highest safety for students, we request that all adults sign the visitor log in the office when entering the building, receive a visitor identification name tag and identify themselves whenever asked by school personnel to do so. Please be aware that only our front entrance is open during school hours. All other doors will be locked. In order to maximize uninterrupted classroom instruction time, visitors are limited to a maximum of two per classroom for one hour. Volunteers working on projects outside the classroom area may be present for more extended periods of time. Parents are also welcome to have lunch with their child from time to time. It is important that when doing so you purchase your lunch separately in the lunchroom. Parents cannot use funds in their children's computerized accounts to purchase lunches when they visit school. Instead, adult lunches can be purchased in the lunchroom using either cash or a check. Adult lunches are \$3.85. Since we are unable to make change easily, we ask that you pay by check if you do not have the exact amount in cash. If you choose to bring a lunch along with you when visiting in the lunchroom, we would greatly appreciate it if you would not bring in soda pop. Our students are not allowed to drink soda pop in the cafeteria during lunch. Thanks for your cooperation!

VISITORS – STUDENTS

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

VISITORS - VOLUNTEERS

We love our volunteers who do many things to support our school learning activities! So that we know you are here and can be recognized as a volunteer, we ask that you also sign-in in the office and wear one of our visitor name badges. (Volunteers are reminded that we request that their children not accompany them when volunteering.)

WALKERS

The District #719 School Board has established walking distances of 1 mile or less for students in grades K-5. Neighborhoods which are separated from the school by a major highway which would cause safety hazards for students are not included in these walking distances. A map of the walking distances for each school building can be found on the district web site.

Walkers should stay on the neighborhood sidewalks and walk directly to and from school without stopping to play along the way. Walkers should arrive **no earlier than 9:05** in the morning. If walkers arrive too early, they will need to wait outside the upper level main entrance doors. At 9:05, an adult supervisor will allow students to enter the building and proceed to their posted grade level area in the foyer or main hallway area until the bell rings to signal bus unloading. At the end of the school day, walkers will be excused with the bike riders through the main office doors.

If parents of walkers choose to pick up their child(ren) at the end of the school, they should follow the “Procedure for Picking Up Students.” Thus, they will need to park their vehicle in the upper parking lot and come into the building to retrieve their child(ren) after signing them out in the “Sign Out Book.” Walkers should not be picked up in the parking lot.

WITHDRAWING CHILDREN

If you will be moving and your child will be withdrawn from the Prior Lake - Savage Schools, please inform the school secretary. We wish you the best in your new school!

DENIAL OF RELEASE OF DIRECTORY INFORMATION

Prior Lake-Savage Area Schools

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

The following Directory Information will be released automatically for all students **UNLESS** the box below is checked to deny its release.

Directory Information includes:

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

☐

DENY RELEASE OF ALL DIRECTORY INFORMATION

I understand that by denying the release of the above information, the affected student's name may not appear on some lists, such as honor rolls, athletic programs, yearbooks and graduation rosters.

Signed _____ Address _____

Print Parent Name _____
(Last Name) (First Name)

Date _____

Student Affected (please print) _____

Address _____

School Currently Attending _____

The designation of Directory Information about a student as private will remain in effect for one year or until it is modified by the written direction of the student's parent/guardian or the eligible student, whichever occurs first.

Return the completed and signed copy to Ashley Franks in the Communications office, District Services Center, 4540 Tower Street SE, Prior Lake, MN 55372 or afranks@priorlake-savage.k12.mn.us



NO ACTION IS REQUIRED if you wish for your child to be included in the use of Information Technology, Google Apps for Education and iPads

Student Use of Information Technology

Policy 524 contains information regarding Student Use of Information Technology. Students are able to access the Internet from every classroom. Students also have access to Google Apps for Education. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media. Should parents (or students age 18 or older) **NOT** want the following technologies to be used, this form must be completed and submitted to the ISD 719 Office of Information Technology, 4540 Tower St. SE, Prior Lake, MN 55372 or smoore@priorlake-savage.k12.mn.us **NO LATER THAN OCTOBER 1 EACH SCHOOL YEAR.**

- ☐ I **DO NOT** give permission for my child to have access to the Internet during the school day and request alternative educational activities not requiring Internet access.
- ☐ I **DO NOT** give permission for my child to have access to Google Apps for Education, including Chromebooks.
- ☐ I **DO NOT** give permission for my child to have access to an iPad or school-issued tablet.

Student Name _____
(please print) _____ School _____ Grade _____

Signature of Parent/Guardian (student if 18 or older)

Print Parent/Guardian name (student if 18 or older)

If you have checked any of the boxes above, this form must be returned by October 1 of each school year to:

ISD 719 District Services Center, the Office of Information Technology
4540 Tower Street SE, Prior Lake, MN 55372

- or -
smoore@priorlake-savage.k12.mn.us (contact for questions)

If you choose to leave the above boxes blank, you are giving permission for your student to be included in the use of Information Technology, Google Apps for Education and iPads.