

2017-2018

Maple Lake Elementary

Student/Parent Handbook

Maple Lake Elementary School is an exceptional place to work and learn. Our goal is to provide an educational experience that inspires curiosity, fosters resourcefulness, and produces a love of learning.

Quick Facts

- Elementary Phone: 320-963-3024 Fax number: 320-963-6584
- School Webpage: <http://www.maplelake.k12.mn.us/>
- Bus Company: 320-963-2060
- School Day: 8:00-2:55
- Two-Hour Late Starts on the 2nd Tuesday of the month. NO BREAKFAST SERVED ON LATE START DAYS!
- Partners in Education (PIE) meet the 2nd Monday of each month at 6:15, media center.
- Conferences: October 16 & 17, evenings; October 18-all day
January 30 & February 1 evenings.
- Breakfast is served at 7:45 a.m.
- Because we are concerned with the safety of our students, we request that all children who walk or are dropped off at school arrive after 7:45, when the staff is scheduled to begin supervision of the students. Parents will incur the cost of Kidville services if they arrive earlier than 7:45.

ACCIDENT INSURANCE

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by your child at school. We encourage parents to review their present policies to determine if coverage is adequate.

ADMITTANCE TO SCHOOL

In order to enter Maple Lake Elementary School, kindergarten students must have reached the age of 5 years on or before September 1st of the current year. First grade students must be 6 years of age on or before September 1st. Students must also have their immunizations up to date or file a legal exemption with the school. The two legal exemption options are: **a) Medical Exemption**-must be signed by a health care provider or **b) Conscientious Objection**-must be signed & notarized. Documentation of participation in an early childhood developmental screening is also required.

AFTER SCHOOL COMMUNITY EDUCATION ACTIVITIES

Students who are signed up for Community Education activities must bring a note from home for the teacher notifying him/her of the dates the child is allowed to stay after school for each class.

It is Community Education's policy that our instructors are only responsible for the students that are registered for the activity while it is taking place. This means Community Education instructors are not watching or responsible for students that are "watching" their sibling in a Community Education activity. We also ask that siblings not registered for the activity, that are not being supervised by a parent, not be in the gym since they are a distraction to the students in the activity taking place.

It is the school districts policy that students cannot be in the building unsupervised by their parents after school hours. This means that if your child is not with you or in their own activity they have to leave the building.

If you choose not to have your child go home while their sibling is in a Community Education activity you have the option of registering them for Kidville, the district's school age child care program.

ATTENDANCE POLICY

Regular attendance is one of the main indicators of whether or not a student will have a successful educational experience. Attendance records will be reviewed monthly.

Parents/guardians are required to notify the elementary office at: (320-963-3024) or schaunamans@maplelake.k12.mn.us each day a child is absent or tardy. Notification is to be made by 9:00 a.m. If a phone or internet is not available, a note must accompany the student the first day he/she returns to school explaining the absence. Failure to do so will result in the student's absence being recorded as unexcused.

TARDY OR HALF DAY

Students who arrive after 8:15 will be counted as tardy. Parents/guardians are asked to come into the office to sign in a tardy child. If this is not possible, a phone call or note explaining the tardiness is necessary. Failure to do so will result in the student's tardy being recorded as unexcused. According to District #881's Attendance Policy, four unexcused tardies will result in one day of unexcused absence. Students who arrive after 9:00 a.m., will be counted as absent for the morning. Students who leave for the day before 2:15 will be counted as absent for the afternoon. An unexcused absence or tardy is also recorded whenever the elementary office has not received any communication from the parent/guardian regarding an absence or tardy. *Minnesota State Law* concerning educational neglect presumes that parents or guardians of a child under 12 years of age are held accountable for any unexcused absences. Only those reasons listed below for Excused Absences will be accepted for excused tardies.

In accordance with the Wright County Truancy Diversion Program:

For all elementary-aged students:

- After 3 full or partial unexcused absences, a letter is sent home and to Wright County Human Services (WCHS). This letter is required by MN State Statute 120A.22. Screening with Truancy Social Workers occurs to determine an appropriate plan of action. We are required to continue monitoring attendance of that child.

For a child 12 years and over:

- After 5 full or partial unexcused absences, we are required to file a Truancy Referral packet.

For children ages 5-11 years old:

- After 7 full or partial unexcused absences, a Truancy Referral packet must be filed.

Unexcused Absences

The following are examples of absences which will not be excused:

1. Truancy: An absence by a student that was not approved by the parent and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
3. Babysitting another child at home.
4. Oversleeping.
5. Missing the bus.
6. Any other absence not included under the attendance procedures set out in this policy.

Excused Absences

The following reasons shall be sufficient to constitute excused absences:

1. Illness (Homebound services are available if lengthy illness).
2. Serious illness in the student's immediate family.
3. A death in the student's immediate family or of a close friend or relative.
4. Medical or dental treatment.
5. Court appearances occasioned by family or personal action.
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Official school field trips or other school-sponsored outings.
8. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused and students will be permitted to complete make-up work.

- If 5 or more excused absences for illness occur per monthly review period or 12 excused absences for illness within a school year occur, a letter will be sent notifying you attendance is being monitored. **After 15 absences for illness in a school year**, a doctor's note or a ***Medical Excuse for Attendance Monitoring*** form may be required for the remainder of the school year. **Failure to provide a requested note will result in the absence being marked unexcused.**

BACKPACK BUDDIES

Backpack Buddies is a program available to offer a supply of kid-friendly meals and snacks for children over weekends or extended breaks during the school year, free of charge. Any child enrolled in Maple Lake Schools who qualifies for free lunches is eligible to receive a weekly backpack of food. Bags are distributed on the last day before a weekend or break each week.

BICYCLE SAFETY

Students who will be riding a bike to school need a note from a parent/guardian indicating their permission to do so. Those who ride bicycles are not to cross diagonally through the parking lot. Instead, students should ride directly to the sidewalk in front of the high school and elementary buildings and then walk their bicycles to the bike rack. After school, bicycles should again be walked along the sidewalk to the end of the parking lot, so as not to ride diagonally across the parking lot after school.

BIRTHDAY TREAT OPTION

Our food service company will prepare your child's birthday treats and deliver them to the classroom. Price will be \$.50 per child. Parents/guardians may choose one of the following 3 options for a birthday treat: Fresh Fruit Kabobs, Yogurt Parfait, or Pudding with Pizazz.

BOOK FINES

Students who intentionally misuse or lose textbooks must pay for the damages. Teachers determine the condition of books at the beginning and at the end of the school year. Fees for damage/loss are made based on the cost and age of the books. **All library books must also be returned by the end of the school year.**

BULLY HELP CARDS

Students in grades 3-6 are introduced to our Bully Help Cards by our school social worker. This is an opportunity for students to report confidentially when they witness or experience bullying at our school. Our social worker and/or principal deal with each issue that is reported.

BULLY POLICY

In accordance with House File 826, the District #881 Bullying Prohibition Policy will be updated and distributed to parents in the fall of 2015.

BUS SAFETY

According to Minnesota law (M.S. 123.7991), bus safety instruction should begin the first week of school, and end by the third week (September 22), students must be able to demonstrate understanding and knowledge of the following competencies:

- Realize school bus transportation is a privilege not a right.
- Understand district policies for student conduct and school bus safety while on the bus.
- Be aware of the danger zones surrounding a school bus.
- Understand procedures for safely boarding and leaving a school bus for safe vehicle lane crossing.
- Be informed of school bus evacuation and other emergency procedures.

If your child is unable to demonstrate the above competencies with at least 80% accuracy, you will be notified and a plan of action will be developed.

Note: District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

If a student will not be riding the bus as usual, a note from a parent/guardian is required. Without communication from home, we must assume that your plans are the same each day. Your child will be placed on their regular bus for the ride home if we do not hear from you. **If your child will be riding a different bus, 2 days written notice is required to the MLE office.**

BUS TRANSPORTATION RULES-District 881

Ridership: All eligible students in District 881 will receive transportation to their school based upon their legal residence. Eligible riders are students that live more than one mile away from their school or have to cross what is defined as a persistent hazard by the school district.

Safety Equipment: All school buses operated by M & M Bus Service meet Minnesota and DOT standards plus carry additional equipment including back up alarms, double crossover mirrors, lights on the stop arms, and two-way radios. We have also added crossing gates on the kindergarten buses to be sure that small children are away from the bus and can be seen crossing. Buses are inspected annually to assure that they are in top shape to transport all students safely.

Parents' Role: Each year we travel tens of thousands of miles transporting students to and from school and to school related activities. Our goal is to accomplish this task safely and efficiently. Bus drivers have their hands full operating the bus safely with seventy or more children behind them. Safety awareness must begin at home.

- Stress the importance of remaining seated and quiet while the bus is moving. (Compare it to driving your car with several rambunctious noisy youngsters jumping around in the back seat.)
- Train your children not to automatically expect traffic to stop for the red flashing lights. Many motorists fail to see or simply ignore the warning lights. Look before you cross.
- Have your children dress properly for bad weather. Vehicles can be delayed under such conditions. Proper dress will keep them comfortable if a delay occurs. Bright colors will make them more easily seen as winter brings dark mornings and snow piles around bus stops.
- Establish a leave time to get to the bus stop. A few minutes early will assure them catching the bus and keeping it on schedule.

Safety Tips

Waiting: Wait quietly away from traffic. Running games may lead you into the roadway. Wait until the bus door opens. The bus could skid when stopping on gravel or ice.

Loading: Quickly take your assigned seat and remain seated. A quick start may knock you down if not seated.

Unloading: Remain seated until bus stops — braking could cause falls and injuries. Move away from the bus quickly. There is a danger zone in front of the bus wheels. Move ahead of the bus to cross. The driver must always be able to see you. Wait for the driver's signal. The driver will signal when it is safe to cross. Students shall not board or exit the bus at any location except their designated stop. We are responsible for your safe transportation to and from your stop.

Riding: A safe and more pleasurable ride can be accomplished with the full cooperation of students with the drivers. This includes a discipline policy which we at M & M Bus Service have adopted to deal with behavior problems. The following steps are necessary for the driver to keep the bus safe, orderly, and clean.

*Follow the driver's instructions — His/her full attention must be on driving safely.

*No throwing of anything.

*No abusive language, harassment, or fighting.

*No food or drink on the bus.

*No pets or animals on the bus.

*General abuse of the bus — Students will pay for vandalism.

*Overall: avoid behavior that could cause discomfort to another student and/or the safe operation of the bus.

Students who choose to disregard these safety rules will be dealt with as follows:

*1st incident: verbal warning and written notice sent home

*2nd incident: 3-5 day suspension off of the bus and a written notice sent home

*3rd incident: a 10-day suspension from the bus and a conference between parent, school principal, and operator

*4th incident: Privileges suspended for the remainder of the school year

***Assault/hitting: is an automatic 5-day suspension.**

***Further incidents will result in longer suspensions.**

CATCH-UP CLUB

An after school Catch-Up Club will be offered for students in grades 4-6 from October-March on Tuesdays & Thursdays from 3:00-4:15. This is an opportunity for students to get some extra help with homework and have some reteaching on concepts not yet mastered. Funding for this program requires students to attend all sessions unless there is an illness or emergency.

CHANGE OF DESTINATION

If a student will not be going to their usual destination at the end of the school day, notification must be made to the office by 11:00 a.m. Phone calls or emails will not be accepted after that time except for emergency situations.

CHILDREN LEAVING DURING THE SCHOOL DAY

When picking up children during school hours, parents/guardians are asked to come to the office and sign out your child. The office staff will call your child's classroom to have your child meet you in the office. If possible, notify the teacher or office in advance of the early pickup.

CLOSING SCHOOL INFORMATION

If school has to be postponed or cancelled when it would normally be in session, a.m. radio stations that will carry this information include: WCCO (830), KRWC (1360 Buffalo) and the Leighton Broadcasting channels in St. Cloud. Television stations broadcasting this information will be Channels 4, 5, 9 & 11. Additionally, this information will be posted on our district website: <http://www.maplelake.k12.mn.us/> and a voicemail message will be on our office phone (320-963-3024).

SCHOOL MESSENGER, an instant notification system, will also notify any email address and/or phone numbers each family submits for this purpose. School closings usually are generally announced between 6:00 and 7:00 a.m.

PARENTS WILL NOT BE CALLED BY THE CLASSROOM TEACHERS IF SCHOOL DISMISSES EARLY.

CONNECTING LINKS

Connecting Links is a program which provides a mentoring opportunity between an adult volunteer and identified student in need. The relationship is intended to nurture academic, social, and/or emotional aspects of these students, resulting in a positive environment in both the home and school in which they live and learn. Parents/guardians who believe their child would be a good candidate for this program are encouraged to contact the school principal or Holly Schrupp, Connecting Links Coordinator (schrupph@maplelake.k12.mn.us).

CORRESPONDING WITH TEACHER

When corresponding with teachers at school via phone or email, please realize that some teachers do not get to those messages until the end of the day. If immediate attention is needed, please be sure to call the elementary office, especially if it is concerning a Change of Destination for the child.

DISCIPLINE POLICY

In order to maintain an environment conducive to learning, students at Maple Lake Elementary will be expected to be respectful, responsible and ready, as well as generally aware of behaviors that keep them, and those around them, safe. We have a discipline plan that concentrates on those three areas. A matrix defining the school-wide expectations in each setting of the building will be sent home in a Wednesday Envelope in September. The discipline model has three levels of violations. They include; Level 1-Incidental Violations, Level 2-Minor Violations, Level 3- Major Violations.

Level 1- Incidental Violations: teacher handled and informally tracked.

Incidental Violations include:

- Inappropriate Language
-Loud voices/yelling
-Name calling

-Noise making

- Physical Contact

- Pushing/Shoving

- Touching others

- Running

- Defiance

- Out of seat

- Lack of participation

- Missing homework/work not completed

- Disruptions

- Breaking cafeteria rules

- Breaking playground rules

- Inappropriate behavior in the restrooms

- Gum or candy without permission

- Trading cards

- Pop in the lunchroom

- Note passing

- Property Misuse

- Writing on desk, books, others' papers

- Pushing furniture

- Breaking pencils/crayons

- Other

Consequences vary and are handled by supervising school staff.

Level 2- Minor Violations: teacher handled and recorded in the office.

A minor infraction report is sent home notifying parents of the occurrence. Minor Infractions include:

- Inappropriate Language

- Indirect, inappropriate comments, conversations, writing or gestures

- Physical Contact

- Spitting

- Kicking

- Shoving

- Defiance

- Arguing with others and not complying

- With redirection

- Running away from situation

- Property Misuse

- Throwing/breaking objects

- Disruption

- Inappropriate use of space

- Disrespectful

-Inappropriate dress

- Other
- 3rd Level 1 Offense

Consequences from the teacher may include: loss of privilege, conference with student, parent contact, or other consequence deemed appropriate.

Level 3- Major Violations: referred to the office and recorded.

An office referral form is sent home notifying parents of the occurrence. Major Violations include:

- Inappropriate Language
 - Direct inappropriate comments, conversation, writing or gestures with reference to acts of violence, weapons or sexual connotations
 - Swearing
 - Threats
 - Bullying/Harassment
 - Bomb Threats
 - Cyberbullying
- Physical Contact
 - Fighting/physical aggression
 - Biting, scratching, tackling
 - Pantsing
 - Inappropriate touch/display of affection
- Defiance
 - Overt refusal to follow rules
 - Walking out of class
- Disruption
 - Disruptive in classroom
- Property Misuse
 - Property damage/vandalism
 - Throwing objects at someone
 - Theft
 - Forgery
 - Internet misuse
- Other
 - Weapon use/possession
 - Alcohol/drug use/possession
 - E-cigarette use/possession
 - Combustible use
 - Arson
 - Pictures/video taken without consent
 - Indecent exposure
 - Other:
- 3rd Level 2 Offense

Consequences from an office referral will include administrative conference with the student and may result in loss of privilege, conference with parents, contact with the School Resource Officer and/or Wright County Sheriff's Department, assigned to wRight Choice (gr. 6) or other consequences deemed appropriate. Specific violations and their possible consequences are detailed below:

THREATS OR ASSAULTS ON OTHERS

A student shall not intentionally do bodily injury to any person, threaten anyone, or be involved in intimidation, harassment or extortion, or knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on school grounds or at any school activity off school grounds.

Violation of policy will result in the following consequences:

1. Students involved in verbal or physical threats will be assigned a consequence by the principal and/or suspension.
2. A student who threatens bodily harm to another person while in possession of a weapon shall be dealt with under the policy dealing with weapons.
3. Students who engage in fighting with another person may be suspended from the classroom and/or from the building for up to 5 days. Sixth grade students may be sent to wRight Choice. Fighting shall be characterized by aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, shoving or scuffling."

WEAPON DEFINITION

A “weapon” is defined as any object, device or instrument which, through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons, chains; arrows; and objects that have been modified to serve as a weapon.

- No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- “**School Location**” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
- “**Possession**” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building should take the weapon immediately to the principal’s office and they will not be considered in *possession* of the weapon. Likewise, one who discovers that he or she accidentally has a weapon in his/her possession should immediately report it to the principal’s office and will then not be considered in possession of the weapon.

CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION

A. The consequence(s) for students possessing, using or distributing weapons at school may include:

- parent or guardian notification; and
- confiscation of the weapon;
- immediate notification of police;
- immediate out-of-school suspension or assigned to wRight Choice (Gr. 6 students)
- recommendation to the superintendent of dismissal not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by case basis. See also Weapon Definition.

THEFT AND VANDALISM

Theft and/or vandalism will not be tolerated either on or off school property. Either act will result in a suspension from school for up to three days or sent to wRight Choice (gr. 6), based on the severity of the act and at the discretion of the principal. The student will be referred to the police and will be held responsible for payment of damages or as determined by the court.

TOBACCO

Smoking, chewing, or use of tobacco in any other form at school or E-cigarettes, on a school bus, on school property, or at a school sponsored activity is prohibited and shall be considered grounds for suspension, exclusion, or expulsion. Furthermore, having tobacco on one’s person or in one’s possession is considered to be a prohibited substance for students in school buildings, on school grounds, and at public school events wherever they are held.

a. First Violation: The student will be suspended from classes or sent to wRight Choice (gr. 6) for one to three school days. A letter will also be sent to parents/guardians stating that a second violation will result in a court appearance and a fine of at least \$75 at the county level. Prior to his/her reinstatement to classes, the student must participate in a conference at school with a parent and principal.

b. Second Violation: The student will be suspended from classes or sent to wRight Choice (gr. 6) for five school days. A report will be filed with Wright County that will result in the court action as stated above. Prior to his or her reinstatement to classes, the students must participate in a conference at school involving a parent and principal. Information regarding tobacco use therapy programs will be provided to parents.

c. Third Violation: The student will be suspended from school or sent to wRight Choice (gr. 6) for five school days. Prior to his/her reinstatement to school, the student must participate in a conference at school involving a parent

and the principal. During the conference, services available to the student and parent will be outlined, including services provided by the school social worker and school psychologist, professional counseling and tobacco-free help program. Recommendations will be made and the seriousness of further infractions of the policy will again be fully explained.

d. Fourth Violation: The student will be suspended from school. The building administrator will make a recommendation to the Superintendent that the student be expelled from school for the remainder of the school year. During the time required for the expulsion process the student will be provided with homebound or some alternative form of instruction.

The recommendation to expel will be forwarded by the Superintendent to the School Board unless an alternative plan is worked out. That is, the Superintendent or designee will offer to meet with the student and parent in a conference to determine whether to proceed with expulsion or, by mutual agreement, to implement an alternative educational program.

DROPPING OFF/PICKING UP STUDENTS

If you are dropping off or picking up your child(ren), please park in the visitors' lot directly in front of the school and enter through the doors at the front of the building. **Parents, or an older sibling, of Kindergarten students MUST come in to pick up their child, rather than have the children find them in a car after school.** Children are to arrive at 7:45 a.m. and stay until 3:00. Because of the supervision responsibility, we do not have the resources to extend this time. Kidville is available for those parents who need to drop their children off before 7:45 or stay after 3:00. Please call Kidville to make those arrangements.

All students riding the bus will be dismissed first, around 2:55 p.m. All walkers and those who will be picked up will be dismissed when the buses begin to leave the school grounds, around 3:00.

ELECTRONIC DEVICES

Cell phones, Ipods, tablets, and electronic game devices are not allowed to be used during the school day, unless used for instructional purposes. This includes recess time. If they are seen, they will be confiscated and returned to the student at the end of the school day. No time will be invested into retrieving lost/stolen electronic devices of this kind at school.

EMPLOYEE BACKGROUND CHECK REQUIREMENTS

It is the policy of District #881 to require a criminal background check on all school employees. Other individuals who provide services to the school may also be subject to a background check. This is left to the discretion of the school administration.

FACEBOOK

District #881 has a Facebook page and parents/guardians have the opportunity to "opt out" of having their child not posted on the page. If attending a school event such as a field trip or Track & Field day or school programs, to name a few, and you choose to take photos, please refrain from posting them on Facebook without the permission from the parents/guardians of the children in the photos.

FLOWERS/BALLOONS FOR STUDENTS

Occasionally students receive balloons or flowers that are delivered to school for birthdays and other special dates. Please keep in mind that it is our policy **not** to deliver these to students. Instead, students are notified at 2:45 p.m. that they may pick such gifts up in the office. **WE HAVE SEVERAL STUDENTS IN OUR SCHOOL WHO ARE SENSITIVE TO LATEX SO WE REQUEST THAT THIS TYPE OF BALLOON BE AVOIDED FOR DELIVERY.**

FOOD/TREAT POLICY

Students who wish to bring a treat to share with their classmates must bring store bought or bakery prepared items. Homemade items are not allowed per Minnesota Department of Health regulations. Please consider any food allergies you've been informed of as present in your child's classroom when selecting a treat to bring to school. Healthy snacks are encouraged!

GYM SHOES

Children must have tennis shoes available for gym classes. This is a safety precaution for your child. Playing games in the gym stocking footed can be dangerous. Be sure shoes are marked well before school begins. Tennis shoes worn outside cannot be worn in the gym.

HEALTH CARE

If a student is injured to the extent that first aid is required, the student must report to the health office. Only first aid will be administered. If further medical attention is necessary, the student's parent/guardian will be called. Under no condition should the student leave the school without notifying the principal's office.

- **ILLNESS DURING THE SCHOOL DAY**

If a student becomes ill during school, the student is to report to their teacher who will send the child to the health office for a medical assessment. Under no condition should the student leave the building or go to the nurse's office without notifying the teacher. If the student is too ill to be in class, a parent/guardian, or representative designated by the family, will be contacted by the school nurse to arrange for transportation home.

- **MEDICATION**

The following policy on administration of medication in school was approved by the Maple Lake School Board in January 2016. Medication will be given only under the following conditions:

- 1) **Prescription medications** require both a written physician order and a parent/guardian authorization before they will be given. They must be brought to the school in a prescription bottle as issued by a pharmacist (duplicate bottles can be obtained from the pharmacist upon request). The label on the bottle must match the physician's orders. If the pills need to be cut in half, the medication must be brought to school already cut by the pharmacist or parent.
- 2) **Over-the-counter medication.** The administration of over-the-counter medication or drugs to preschool and elementary students at school requires a completed signed request from the student's parent. Over-the-counter medication must be delivered to school by the student's parent/guardian, come to school in the original, labeled container and must be administered in a manner consistent with the instructions on the label.
- 3) **Emergency medications** can be self carried by a student. The parent must submit written authorization for the student to self-administer the medication each school year. All students need permission from the school nurse and need to complete a student agreement for self administration. An additional medication should be provided to health office.
- 4) All medication must be stored and locked in the health office to be administered by the School Nurse.

- **IMMUNIZATIONS**

Your child must maintain a current immunization status to remain enrolled in school. Immunizations that are required by the State of Minnesota are: Diphtheria, Tetanus & Pertussis (DTP); Polio; Measles, Mumps & Rubella (MMR); Hepatitis B (HBV); and Varicella (if your child has not had the chicken pox disease). Allowances are made for those who are medically unable to receive or conscientiously opposed to immunizations – a form is available from the nurse for this purpose. Please contact the district nurse if you have any questions regarding your child's immunization status.

- **DENTAL HEALTH**

Students are urged to make dental appointments outside the school day. When this is not possible, appointments may be made during school hours.

HIGH SCHOOL RELATED ISSUES FOR ELEMENTARY STUDENTS

- Elementary students may not be managers for any high school athletic teams.
- Elementary students must be accompanied by an adult to attend extracurricular events at Maple Lake High School. Further, we ask that these students remain with the adult(s) throughout the event.
- No balls are to be brought from home to a high school event.

- Elementary students are NOT ALLOWED in the high school without parent/guardian supervision.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Overview of I.S.D. #881 Policy 524 INTERNET, Revised June 28, 2010:

The Internet is a powerful educational tool that is available to students in our school district because of a tremendous amount of time, money and commitment expended by staff, parents and the community. Access to the Internet via the Maple Lake School District network and computers must be used in a responsible, ethical and legal manner.

The use of the school computers and access to the Internet is a privilege, not a right, and requires responsibility. That privilege can be taken away if it is not used appropriately. Unacceptable use of the Internet or system, depending on the nature and degree of the violation, may result in the suspension or cancellation of access privileges, payments for damages and repairs, and/or further disciplinary action.

Students will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute material that:

- contains offensive pictures or messages (weapons, acts of violence, sexual in content)
- uses profanity and/or obscene language
- is harassing, insulting, or attacking others
- can damage computers, network systems or software programs
- is in violation of copyright laws, software licensing, or local, state, & federal laws
- trespasses in another person's folders, work or files without their permission
- wastes limited resources (paper, toner, network storage area)
- uses the network for financial or commercial gain
- gives out personal information about themselves or another person
- uses someone else's work as your own
- causes damage or danger of disruption to the education process
- allows network access through disguise or bypass of legitimate log on

Access is given to students who agree to act in a considerate and responsible manner. Students are to respect and properly use the computers, follow the teacher's directions, stay focused on the assignment, and log out when done. The student is responsible for not pursuing material that could be considered offensive.

**Use of the computer system and Internet must be consistent with the school district policies and the mission of the school district.

IRISH CONNECTIONS

Irish Connections is a program designed to connect each student at our school with one more caring adult during the school year. All staff will serve as mentors in this program and be assigned a mixed-grade group of students to meet with for 20 minutes on assigned days during the school year.

IRISH PRIDE

"Irish Pride" is the positive behavior program at Maple Lake Elementary. The focus of this program is to teach and reinforce the three school-wide expectations: *Be Responsible, Be Respectful and Be Sage*. The purpose of the program is to establish and maintain a safe and effective school environment that maximizes academic achievement and behavioral competence.

The expectations are taught and reinforced in a number of ways. A school-wide assembly the first day of school kicks-off the program, and students travel to teaching stations to learn about and practice the expectations. Numerous lessons are planned throughout the year to revisit the expectations, giving students a chance to reflect and practice more. To reinforce the expectations, shamrock slips are given to students who are being respectful, responsible and ready. The slips go into drawings which are held once a month. "Irish Pride" celebrations are held at the end of each trimester to recognize accomplishments in and out of school. Staff and students are encouraged to wear their "Irish Pride" t-shirt every Late Start day.

KIDVILLE

The before and after school child care program, "Kidville," is operated by the Maple Lake Community Education. Program hours are 6:00-8:00 a.m. and 3:00-6:00 p.m. For more information contact the staff at 320-963-6415.

- **KIDVILLE FOR PRESCHOOL STUDENTS**

Students who need child care after preschool is dismissed can also be registered at Kidville.

LATE START DAYS

The 2nd Tuesday of each month is designated as a late start date. School will begin at 10:15 on these dates (listed below). Buses will run approximately 2 hours behind schedule. This time has been designated for staff development. Late start dates for this school year are: **September 12, October 10, November 14, December 12, January 9, February 13, March 13, April 10, and May 8.**

LOCKERS

Maple Lake Elementary has adopted the following statewide school locker policy:

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

Each year a great number of clothing articles are turned into the lost and found and are never claimed. We urge you to mark all pieces of clothing with the child's name. Indelible ink on tape and securely sewn on, is one of the best methods. Remind your child to report any lost article promptly. Items of great value will be held by the school secretary.

MCA TESTING

Students in grades 3-6 will take state MCA tests sometime in April & May. A state science MCA is also given to 5th grade students. Our school provides a free breakfast on each day the students are testing. It is very important that parents/guardians encourage students to get a good night sleep prior to testing and be sure to be in attendance on the assigned testing days.

MORNING MOVERS

When students arrive to school each morning, those who are not eating breakfast are expected to participate in Morning Movers. This morning activity developed & supervised by the elementary physical education teacher was designed to help students increase their daily physical activity and help them be better prepared to start each day. In inclement weather, students at each grade level do their walk in the elementary gym based on a rotating schedule.

NORTHWEST EVALUATION ASSESSMENTS (NWEA)

Students in grades 1-6 will take a math and reading NWEA tests in the fall and grades 1-2 take it again in the spring.

PARENT PORTAL

Sixth grade parents may have access to their child's grades by contacting Suzee Schaunaman schaunamans@maplelake.k12.mn.us, school secretary, to obtain a password for your family account. This password will remain the same throughout the child's high school years also.

PETS

Guidelines for pets at school:

- Pet visits are strongly discouraged at school. If permitted, they are restricted to outside of the building.
- All families of the students in a classroom with a pet visit must be notified ahead of the visit.
- Any known pet allergy from a student in the class results in restrictions for pet visits to that classroom.

PLEDGE of ALLEGIANCE

Any student or teacher may decline to participate in recitation of the Pledge of Allegiance. Students must respect the choice of others to not recite the pledge.

READ WELL BY 3RD GRADE

Reading well by third grade is one of many developmental milestones in a child's educational experience. Our students in grade K-3 will be assessed on their reading skills in the fall and again in May. Results must be submitted to the MN Department of Education after the spring testing.

REPORT CARDS/GRADING PROCEDURES

Maple Lake Elementary is on a trimester reporting system for reporting student progress. Report cards will be issued three times this year — December, March, and the end of the year. The final report card will be sent home with the students on their last day of classes.

If a student in grades 5-6 receives an **I** for **Incomplete Work** on the report card, two weeks will be granted to make up the work and the grade will then be changed accordingly.

RECESS

Students will play outside for recess whenever possible during the school year. When the temperature and/or wind chill is below 0 degrees, students will remain inside their classrooms. Hats and gloves/mittens are necessary when the temperature is below freezing.

In most cases, if a child is well enough to attend school, he/she will be expected to go outdoors for recess.

RETENTION

Retention of a student may be considered when professional staff and parents feel it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. At the winter conferences, there will be discussion initiated by the teachers who have documented concerns about a child's lack of sufficient progress. An improvement plan will be made at this time and a meeting date to reconvene to discuss progress on the plan will be set for mid-way through the last marking period and again at the end of the last trimester. Students who have failing grades in two or more core subjects (math & reading) for 2 trimesters will strongly be considered for retention.

SCHOOL DAY

The school day is 8:00 a.m. to 2:55 p.m. Students are to go directly to the cafeteria when they arrive in the morning where they will be supervised beginning at 7:45 a.m. All buses will arrive after 7:50 a.m., consequently students who walk, ride, bike, or are driven should not arrive before 7:45 a.m. School will begin at 10:15 a.m. on the second Tuesday of every month, September-May. This is time used by staff for professional development opportunities. Any student who arrives before 7:45 or is here after 3:15 will be sent to Kidville and a drop-in charge will be incurred.

SCHOOL LUNCH and BREAKFAST

School lunch balances can be monitored through an electronic system which allows parents to check their balance and to electronically deposit money into an account. It is not necessary for parents to send separate checks for high school and elementary students. Parents are requested to indicate "lunch account" on checks and envelopes to efficiently route to the appropriate school personnel. Lunch, breakfast, and milk prices are sent to each family in August.

- Students are issued a lunch account number they will memorize and report to the lunch attendant after receiving their meal/milk. Cash will only be accepted in the lunch line if it is correct change.

Parents need to be aware of the account balance and carefully check in each Wednesday Envelope for a negative balance notice. Elementary students who lose hot lunch charging privileges will be provided a bag lunch with a sandwich and milk. **If a child has a known food allergy and/or is lactose intolerant, the Food Service Director must be notified in writing so alternate arrangements can be made to provide for that child.**

SCHOOL PATROL

Students are selected to participate on School Patrol during 5th and/or 6th grade. Students are trained and assigned patrol areas on a rotating basis. Students will be outside on patrol every day unless the weather is dangerously cold. Participants are rewarded for their service with a Twins game at the end of the school year.

SCHOOL RECORDS/SURVEYS

When school records/completed surveys are requested to be sent to another school and/or medical facility, the school will mail them directly to the requesting institution. Parents may have a copy of any documents sent.

SCHOOL SECURITY

In order to enter a school building, guests will need to notify the office of their arrival at the doors and be buzzed in by school personnel to enter a building.

SENDING MONEY TO SCHOOL

When sending money to school with small children for lunches, class parties, etc., put it in an envelope marked for the child's teacher, amount, grade, and for what purpose the money is being sent. Students should not leave money in their locker or desk.

SNACK CART

We offer a Snack Cart option for our elementary-aged children. Enrollment in snack cart participation will be voluntary and will be available per trimester or for the entire year.

STAFF CONTACT INFORMATION/WEBSITES

The Staff Directory is located at: <http://www.maplelake.k12.mn.us/elementaryhome.html>

The directory includes contact information for each staff member, along with a link to their class website.

STUDENT DRESS CODE

It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards. Any appearance that causes undue attention when it detracts from the educational program of the school will not be allowed. In accordance with state mandates, the school is to be a "zero-tolerance zone" in the areas of harassment, violence, and alcohol/drug usage. In real life this means we must carefully monitor the message being tolerated in the school.

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

1. short shorts, short skirts, skimpy tank tops, tops that expose the midriff and cleavage,
2. apparel that is overly tight fitting and/or is too see through or too sheer,
3. apparel that allows underwear to show (including tops with spaghetti straps and baggy pants),

4. clothing that bears a message which is lewd, obscene, or vulgar, apparel which promotes activities that are illegal for use by minors, objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a group or which connotes gang membership,
5. apparel or footwear that would damage school property including chains worn as decoration,
6. backpacks, bandannas hanging from pockets, and headphones (during school hours).
7. Hats (any head covering) are not allowed to be worn in the building except with the approval of administration (i.e., medical situation.).

Students will be asked to change their attire or remain in the office for the duration of the school day. Students choosing to go home to change will be assigned make-up time for actual time missed. Failure to change will result in in-school suspension. The second and any subsequent occurrence may result in the student(s) being placed in in-school suspension.

Shorts, skirts, and dresses should be mid-thigh in length.

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

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

STUDENT PUBLISHED INFORMATION

Student published information includes, but is not limited to, photos, names and class work of students who have received awards and participated in classroom and co-curricular activities. These may be published in local newspapers, school district publications and appear internally within the school on bulletin boards and other recognition showcases, as well as on class web pages and/or other teacher-created sites. If you do not want your child's name or photo or work to be used for these purposes, please contact the elementary office.

TELEPHONE

Students are discouraged from making or receiving any calls during the school day, except for emergency situations. Please call the school office if you have a message your child must receive during the school day or if your child must call you from school for any reason during the day.

TUESDAY TASTERS

Tuesday Tasters occurs once a month at MLE. The students & staff are invited to try a new food during their lunch hour. The purpose of Tuesday Tasters is to introduce new, healthy food options for kids!

VISITORS

All visitors to the elementary building during the school day, **including parents and guardians, are required to stop in the office to sign in and receive a visitor's name tag.** All visitors must enter through the front doors because the other doors of the building are locked during the school day. The staff has been instructed to ask any visitors in the building without such a name tag to return to the office to obtain one. Children (relatives and friends of students) are not allowed to visit classrooms during the school day. **Parents/guardians picking their children up at the end of the day must stay in the entry way of the school and NOT go down to the classrooms for the pickup.**

According to **School Board Policy 903**: Permission for classroom visits by parents/guardians, and the length of stay, must be granted by the building principal or his/her designee. A visitor must be under the direct supervision of school personnel at all times. Classroom visits must be prearranged with the building principal at least two school days in advance. An individual or group may be denied permission to visit a school or school property. Permission may also be revoked if they do not comply with the school district procedures or if the principal deems the visit not to be in the best interest of students, employees or the school district. An individual or group who enters school property without complying with the procedures may be guilty of criminal trespass and subject to criminal penalty.

Such persons may be detained by the school principal or his/her designee in a reasonable manner for a reasonable period of time pending the arrival of a law enforcement officer.

VOLUNTEERING AT SCHOOL

Volunteers in the Maple Lake School District are always welcome! Before volunteering, everyone must attend a Volunteer Orientation. This is scheduled twice each year. **This must be done every 3 years before any volunteer activity.**

Volunteers must also prearrange a day and time with the staff member with whom they will be working. Some areas for volunteering are: classroom helpers, fun nights, field trips, Storybook Readers, P.I.E. Board. **Please realize all volunteers who chaperone field trips MUST be trained prior to the trip.** If interested in becoming a volunteer you may contact Celeste Dahlstrom (district coordinator) @ 963-6600 or via e-mail @ dahlstromc@maplelake.k12.mn.us

***Parents who volunteer at school are requested to keep your child in school for the duration of the day, rather than take them out early every time you volunteer.**

WALKERS

Students who may be walking rather than riding the bus, must have a permission note from their parent. Students who need to cross Highway 55 must use the stop lights to go across.

WEDNESDAY ENVELOPES

Wednesday Envelopes are used to send written communications home with each child. They should be signed and returned the next day. Lost or damaged envelopes can be replaced for 25 cents. Parents may request electronic notices rather than the paper.

WELLNESS

All school districts that receive funding through the federal school lunch program were required to have a "Wellness Policy" in place at the beginning of the 2006-2007 school year. The policy includes nutrition guidelines, goals for nutrition education, and physical activity to promote student wellness. The Maple Lake Public School Wellness Policy is located on our website at www.maplelake.k12.mn.us.

ISD #881 supports parents' efforts to provide a healthy diet and physical activity for their children, and we ask for parents' support as well. There are times when students bring snacks from home, such as on an elementary student's birthday. Such snacks must be purchased commercially and individually wrapped. We encourage parents to provide healthy snacks and refrain from sending beverages and foods without nutritional value. Please contact the building principal if you have questions regarding the appropriateness of certain snacks on your child's special day.

WELLNESS WEDNESDAY

Wellness Wednesday is held at our school once a month and it is an opportunity for students and staff to dress in active wear to participate in a morning exercise routine lead by our school physical education teacher. The purpose of this monthly event is to encourage healthy living through being fit!

wRIGHT CHOICE

wRight Choice is an alternative to suspension for students in grades 6-12 throughout Wright County. It includes several area school districts in Wright County and provides academic and behavioral support for students who display inappropriate behavior at school. It is located in the lower level of the Wright County Court House and is staffed with a licensed teacher and auxiliary services from the county. Students who attend will focus on academic work, restorative measures, intervention, and reinstatement back to school.