

***Our Motto: A Community of Learners Building
a Foundation for Future Success!***

Dear Families,

The Bert Raney Elementary staff and I would like to extend a warm welcome to all new and returning students and families. We hope to work together this year to build a strong sense of respect, self-worth and confidence in your child. We have high expectations for success and academic achievement of all students and believe each student is unique, important, and capable of learning.

This handbook is provided for your information and outlines procedures that relate to the policies adopted by the YME School Board. This handbook is your reference regarding your child's responsibilities and rights based on the expectations and policies adopted by the school district. It is not intended to cover every situation, but is meant as a guide for all to follow. The YME School board approved this handbook and its contents at their September 2011 Board meeting. This handbook may be changed or amended during the school year. Changes will be posted in the office and on our website.

I look forward to meeting you this year and thank you for entrusting your child to our care.

Together in education,

Jodi Kennedy

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FINGER TIP FACTS

SCHOOL BERT RANEY ELEMENTARY
PHONE NUMBER 320-564-4082 ext. 3
FAX NUMBER 320-564-4427
ADDRESS 555 7TH AVE
INTERNET WEB SITE <http://isd2190.org>
MOTTO A COMMUNITY OF LEARNERS BUILDING A FOUNDATION FOR FUTURE SUCCESS
VISION SUCCESS FOR ALL LEARNERS
MISSION TO CREATE OPPORTUNITIES FOR ALL INDIVIDUALS TO BE SUCCESSFUL
IN AN INCLUSIVE ENVIRONMENT WHERE LIFELONG LEARNING IS NURTURED.
ELEMENTARY PRINCIPAL JODI KENNEDY
ELEMENTARY SECRETARIES KATHY ANDERSON, LIZ DEBLIECK
OFFICE HOURS 7:30 A.M. TO 4:00 P.M.
SCHOOL HOURS 8:15 A.M. TO 3:00 P.M.
SUPERINTENDENT OF SCHOOLS ALLEN STOECKMAN

YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... GRANT VELDE VICE CHAIR..... STEVE ZUMHOFE
CLERK..... JANE HAGERT TREAS.....STEVE RUPP

MEMBERS: DAWN ODEGARD, TIM OPDAHL, SHELLY WEIR

BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN/FIRST KRISTINA BLACKWELDER, ANGIE JANS, MARY JENSEN,
PEGGY KVAM, BECKY LEISETH, KERRI SHACKELFORD
SECOND GRADE BEV IMS, TRICIA JESSEN, JOANELLE SANNERUD
THIRD GRADE GINGER BALDWIN, JULIE RUNIA, (TBD)
FOURTH GRADE JANE SCHAFFRAN, PETE SCHEFFLER
FIFTH GRADE STEVE KOETTER, CINDY LAVIN
SIXTH GRADE STACY HINZ, LINDA RICHTER, JIM WILLIAMS
AMERICAN INDIAN FAMILY LIAISON HELEN BLUE-REDNER
ART KATIE LEWANDOWSKI
CUSTODIANS/MAINTENANCE TIM KNUTSON, TERRY PAULSON, TODD REISHUS
ELL/ESL MELISSA LARSON
HISPANIC FAMILY LIAISONS CLAUDIA JUAREZ
INTERGENERATIONAL COORDINATOR ROBIN HENDERSON
MUSIC BETH JAHN
NURSE CASSIE SUTER
PHYSICAL EDUCATION MARY GREY
RDG. RECOVERY/TITLE I AMY HOERNEMANN, ZEE ANNE REISHUS
SOCIAL WORKER MARGO VANMOER
SPECIAL NEEDS DANA JOHNSON, KIM KVAM, KEISHA LOUWAGIE
MELISSA SCHULTE, AMY STEWART, ANGIE WENINGER
SPEECH CLINICIANS KATIE KNUTSON, THERESA MORITZ
TAG COORDINATOR ELAINE HALVERSON
YME/MVCC TEACHER ASSISTANTS MISSY ARNESON, LYNNE AUSTIN, NAOMI BARBER,
SHARON BUCHHOLZ, BARB BUESING, BERNADETTE CARSTENSEN, SUE DOOSE,
JILL FRY, DIANE HOFTEIG, PAULA IVERSON, WANDA JOSEPHSON, CARRIE KNUDSON,
DEEDEE DREIER, DONNA KOSAK, CHAR MIDTHUN, CAROLYN OLSON, PAULA PANITZKE,
LORI SCHINDELE, SHERRY SMITH, CONNIE TIMM, NANCY TRUDEL, PAM WEBER

PROCEDURES

ACCESS TO SCHOOL RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the Elementary Principal who will arrange for the records to be reviewed.

The district discloses directory information from student records. Directory information may include the following: name, address, phone number, date of birth, place of birth, participation in officially recognized school activities, weight, height, past statistics, and year in school of members of athletic teams, dates of attendance, awards received, previous schools attended, and names of parents and guardians. The district will also publish an honor roll. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the elementary school principal by September 15 of each year.

ARRIVAL/DISMISSAL TIME

If your child does not ride the bus, please time his or her arrival for **8:00 a.m.** The elementary cafeteria and gym will be supervised at this time. All students should report to either location. Students may go to their classrooms when the first bell rings at 8:00 a.m. Classes will begin at 8:15 a.m. and end at 3:00 p.m.

Students being dismissed early by the request of the parent will be required to meet their parents in the office. Likewise, if you choose to pick up your child after school, you will need to meet them in the east entrance lobby or outside the building. There may be emergency situations that require dismissing students from the classroom, but students will then be released only to parents or others cleared by the office.

We are also asking that students be picked up as soon as possible after school and that those who walk home leave the playground right after school. We have no adult supervision of the playground areas after school.

ATTENDANCE

We believe:

- Students with regular attendance achieve better academically at school
- Students with regular attendance are better adjusted to school
- Learning that is lost due to absence can never be adequately replaced
- Students with regular attendance have an understanding of the purpose and direction of their education

School attendance laws of Minnesota require that children must attend school regularly. Children are required to be in school every day unless they are ill or there is an emergency in the family. If your child is absent from school, please call 320 564-4082 before 9:30 am and leave a message or give the secretary the following information:

Name of student, grade, name of teacher, length and reason for absence, if you will be picking up homework

A student will be marked tardy if he/she arrives at school any time within one hour of the start of the school day, between 8:15 a.m. and 9:15 a.m. If arrival is after 9:15 a.m. a student will be marked absent ½ day. If the student leaves before 1:30 p.m. for the remainder of the day, the students will be marked absent ½ day.

Excused Absence

Excused absences are for all legitimate reasons. Administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed. The student will be required to make arrangements with the teacher to make up any school work missed to receive a grade. The state of Minnesota recognizes the following reasons for absence: illness, serious illness in the immediate family, a death in the family or of a close friend or relative, medical, dental or orthodontic treatment or counseling appointment, court appearance, religious instruction, or inclement weather. To be considered excused, the student's parent/guardian may be asked to verify in writing, the reason for the absence from school. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g. legal appointments, religious activities, travel, family vacations, school activities)

Unexcused Absence

Unexcused absences are for reasons not acceptable by school officials. Parents/guardians should not request permission for absence for personal convenience reasons (e.g. baby-sitting, running errands, oversleeping,

missing the bus, etc.) Calls and notes not received within 2 days of the absence will be considered unexcused. A doctor's note verifying consecutive absences of three or more days may be required.

1. **Three unexcused absences in a school year will require a conference/home visit with the school social worker to create a plan for improved attendance.**
2. **Five unexcused absences in a school year will result in a parent/guardian and student meeting with the building principal to discuss continued issues.**
3. **Seven unexcused absences in a school year will result in truancy/educational neglect charges being filed through the County Child Protective Services.**

Tardy

A student will be considered tardy if he/she arrives at school after 8:15. Students who are late should report to the office to receive a tardy slip before going to their classroom. Tardiness is unfair to the child who misses instruction and also interrupts the classroom learning for the other students.

1. **After three tardies, students will be required to make up lost learning time during recess. Each additional tardy will result in an additional recess and three additional tardies will equal one unexcused absence.**
2. **Five tardies in an 18 week period (semester) is considered excessive.**
3. **Whether a child meets the criteria, or at any point when tardiness begins to impact the child's achievement, it can constitute excessive tardiness. A student who is tardy for an excessive number of days may be dealt with in the same manner as truancy.**

Truancy/Educational Neglect

A student who misses the whole day or part of the day without the consent of either the school or parent/guardian is considered truant. It is considered educational neglect when a child under the age of 12 is absent from school without lawful excuse for seven days in a school year. The school is legally required to report educational neglect to the County Child Protective Services if the parent provides no excuse or an insufficient excuse, the absence is unexcused.

BEHAVIOR EXPECTATIONS

We will continue to use the "Above the Line" discipline program at Bert Raney Elementary. This program was developed by Corwin Kronenberg, a nationally recognized expert on behavior management.

The goal of the Above the Line plan is to promote a safe, and caring environment where all students are taught the difference between appropriate and inappropriate behavior. In the program, behavior is divided into three groups. The groups are Above the Line, Below the Line and Bottom Line. The three behavior categories with some sample behaviors are illustrated in the box below.

<p>ABOVE THE LINE</p> <ul style="list-style-type: none"> ✓ Be Respectful ✓ Be Responsible ✓ Be Polite ✓ Be Safe ✓ Be Cooperative ✓ Be A Worker
<p>BELOW THE LINE</p> <ul style="list-style-type: none"> ✓ Swearing ✓ Teasing ✓ Budging in Line ✓ Hitting ✓ Uncooperative ✓ Wasting Time
<p>BOTTOM LINE</p> <ul style="list-style-type: none"> ✓ Weapons ✓ Vandalism ✓ Harassment ✓ Assault ✓ Use of Drugs ✓ Sexual Harassment

Students are expected to demonstrate Above the Line behaviors at all times and in all places. If a student makes a bad behavior choice and falls Below the Line, the student will be expected to assume responsibility for the behavior.

We do not have a standard consequence for every Below The Line Behavior. A consequence will be generated for every situation following these guiding principles. The consequence must be **Related** to the behavior, delivered **Respectfully**, and it must be **Reasonable**.

There are some behaviors that are considered inappropriate at school. These are considered Bottom Line Behaviors. A Bottom Line Behavior is a violation of state law, district policy or unacceptable behavior. When a student exhibits this type of behavior, it will require involvement by the principal, parents, and possibly legal authority.

BIKE SAFETY

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. We also encourage students to wear bicycle helmets. Students should park their bicycles in the appropriate bike racks. We recommend that only children in the third through the sixth grades ride their bicycles to school.

Children are not permitted to ride their bikes during the school day. Bicycles should be locked in the bike rack as it is not possible to guarantee their supervision.

BIRTHDAY TREATS

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, ice cream treats, pencils, stickers, small notepads, etc. Please make sure that enough treats are sent for all classmates.

Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.

We celebrate each student's birthday with a monthly birthday treat given at lunchtime.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books and equipment. He or she should have respect for all school furnishings. When a child has books at home, it is expected that the parent will assist the child in the proper care of the books and in getting them to return the books as soon as possible to the school.

Books and equipment that are lost or destroyed will be valued based on age. An appropriate fine will be charged to the student who has misplaced or misused the material, according to MN Statute 120.74, subd. 1.

BULLYING

Bullying means any written or verbal expression, physical act or gesture, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another's educational benefits, opportunities, or performance.

Upon receipt of a complaint the school district shall undertake or authorize an investigation by district officials or a third party designated by the school district. The district may take immediate steps to protect the complainant, reporter, or other students pending the completion of the investigation. Upon completion of the investigation the district will take appropriate action. Action may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

BUS TRANSPORTATION

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus.

If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on any other than their assigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus.

Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

State law mandates that all students must meet State Bus Training requirements. Students will be provided with training and must meet the basic requirements to be eligible to ride school buses.

The responsibility of a school bus driver is great. They cannot do a good job if there is much distraction and confusion. The cooperation of bus students and their parents is needed for good bus behavior. Children whose behavior jeopardizes their safety and the safety of others by distracting the driver may lose the privilege of riding. Loss of riding privileges also means that students will not be able to be transported during the school day for field trips. Student misconduct will be reported to the parent by the transportation department. A transportation report form is included in this handbook for your information. Please review it with your child/children. Eating, chewing gum, and/or drinking beverages is prohibited on regular bus routes.

Questions or concerns regarding bus transportation can be directed to Bennett and Bennett Transportation at 320-564-4766.

CELL PHONES

Cell phones are not conducive to a safe, effective learning environment. The use of text messaging and the use of the digital camera feature are violations of confidentiality and infringe on the educational atmosphere. YME will not allow the use of cell phones during the school day. Students are encouraged to leave their cell phones in their lockers or backpacks. If phones are used, staff members have been instructed to confiscate the phone and turn it in to the school office. Parents will be called to collect it.

If there is an emergency, please call the office and we will make sure that your student receives the message promptly. All rooms are accessible by email, telephone and/or the intercom and we will deliver messages in a timely manner.

COMMUNITY USE OF SCHOOL FACILITIES

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our physical plant and would like you to see and use it. Call the Community Education office to make arrangements to use the building. 564-4084 x110

CONFERENCES AND REPORT CARDS

Parent-teacher conferences are scheduled in the fall and spring. The purpose of the fall conference is to provide an opportunity for the parent/guardian and the teacher to share information about the child. Fall conferences will be held on October 13th & 17th. The spring conference is to inform the parent/guardian of the child's success in school. Spring conferences will be held on March 29th and April 3rd. If needed or desired, parents or teachers may request special conferences at any other time of the year.

Report cards are issued to students in grades 2 through 6 at the end of each quarter. K/1 report cards are issued at the end of each semester. This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades should reflect students' daily work, class participation, and test/quiz results.
2. No "F" will be issued unless parent(s) have been informed of academic concerns prior to the end of the grading period.
3. Special needs students may be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

Individual teachers may also correspond with parents in other ways during the course of the school year. This might include reading and math objective sheets or summary sheets in other areas of the curriculum.

DIRECTORY INFORMATION

With the exception of data collected by a public school on certain nonpublic students and parents, directory information related to a student may be released and made public without the written consent of the parents (or an eligible student) if the district gives public notice of the categories of information which it has designated as directory information. (See MSBA/MASA Policy Reference Manual - Model

Policy No. 515.) Directory information is defined by federal law. The federal law and regulations provide that the following information may be considered directory information:

the student's name; address; telephone listing; electronic mail address; photograph; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance (Dates of attendance means the period of time during which the student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.); grade level; enrollment status (e.g. undergraduate or graduate; full-time or part-time); degrees; honors and awards received; and the most recent educational agency or institution attended by the student

Directory information may also include the name, address, and telephone number of the student's parent(s). Data on nonpublic school students collected by a public school is private data and may not be designated as directory information unless prior written consent is given by the child's parent or guardian. Minn. Stat 13.32, Subc. 4a

DISCIPLINE

Bert Raney Elementary is beginning a transition to a new process for managing behavior this year called Positive Behavior Intervention Supports (PBIS). The PBIS process encourages students to make positive behavior choices by following building expectations. Building expectations are taught by classroom instructors, modeled and expected by all staff, and should be followed by all students.

The following are examples of unacceptable behavior subject to disciplinary action by the school district:

1. Violations against property or others including staff or students
2. Use of profanity or obscene language
3. Truancy, tardiness, or leaving school grounds without permission
4. Opposition to authority
5. Use or possession of tobacco, alcohol, or other controlled substances
6. Use or distribution of weapons or look-alikes, or other dangerous items
7. Acts disruptive to the educational process including disobedience, disruption, disrespect, defiance of authority, or cheating
8. Violation of acceptable use policy
9. Possession of nuisance devices or objects including pagers, radios, phones, lasers, or cameras
10. Violation of school bus transportation rules
11. Violation of federal, state, or local laws
12. Falsification of records or signatures

Disciplinary action may include but is not limited to:

Student conference; Meeting with teacher, counselor, or principal; Parent contact; Detention; Loss of school privileges, Parent conference with school staff; Modified school programs; Removal from class; Out of school suspension; Exclusion; Referral to in-school support service; Referral to community services or outside agency; Referral to police or other law enforcement agency for criminal action; Petition to County Court for juvenile delinquency; Any/All appropriate action which is appropriate to the circumstances

DRESS CODE

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We urge parents to strongly discourage attention-seeking departures from good taste when children attend school classes. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When grooming and/or appearance is detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. Students will be required to change these items. Students may not wear clothing that advertises for tobacco or alcohol companies or that is sexually suggestive or offensive. Exposed undergarments will not be allowed. No gang related clothing, colors, or symbols will be tolerated. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of students.

Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.

DRUG-FREE SCHOOL

It is the goal of District 2190 to maintain a safe and healthful environment for staff and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy. A student who violates this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

EMERGENCY INFORMATION

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them.

It is essential that this record be kept current. A new form should be completed at the beginning of each new school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

EMERGENCY SCHOOL CLOSINGS

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire them to be. Emergency care slips are provided for parents to designate this information. The following radio stations/TV stations will carry early morning announcements of school closings and also announcements relative to early dismissal because of inclement weather:

Radio Stations: KDMA 1460 AM/KMGM 105.5 /FM - Montevideo/Granite Falls
 KMHL 1400 AM - Marshall
 WCCO 830 AM - Minneapolis, St. Paul
 KLGR 1490 AM - Redwood Falls
 KKRC 93.9 FM - Granite Falls
 KDJS 95.3 FM - Willmar
 K-Q102 102.5 FM- Willmar
 KKCK 99.7 FM - Marshall

TV Stations: KARE - Channel 11
 KSAX/KSTP - Channel 5 – Alexandria
 MVTV - Channel 67 - Granite Falls
 WCCO - Channel 4

If your child is to go somewhere other than their normal destination on an early dismissal day, please notify the school in the fall.

ENGLISH LANGUAGE LEARNER PROGRAM

The ELL/ESL program is available to assist students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications receive help from a certified English as a Second Language instructor.

FIELD TRIPS

Field trips are planned for each grade level throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have school work up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

According to this policy, students may not be able to attend a scheduled field trip if:

1. Students have assignments that are three or more days past due.
 - They may not be turned in on the morning of the field trip.

- Parents will be notified three days prior to the field trip that the student's privilege to attend may be denied due to incomplete assignments. They will also be notified the day prior to the field trip if the student will not be allowed to attend.
- Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent. Parents may be asked to assist with these field trips. When trips are made in school buses outside the school district boundaries, parents will be notified.

FOOD SERVICE PROGRAMS

Each family has a food services account and all family members eating in school utilize the same account. Payments can be made to the account on an as needed basis. The program will issue a reminder slip to the student when his/her account has only \$15.00 left in the account. The student should in turn take the reminder slip home to the parents/guardians for additional money to pay on the account the next day at school. Money in the account is used for breakfast and/or lunch payment. Parents must complete an application for reduced/free lunches.

Costs: * Breakfast is free for students in grades K-6

* Lunch cost is \$2.10 for grades K-4 and \$2.35 for grades 5-12

* Reduced lunch price is \$.40

* Adult meals cost \$3.35

* K-2 students will be charged a minimal snack fee to cover the cost of snacks for the entire school year. Milk will be offered as part of this snack break.

The cost for milk is \$.35 per day or approximately \$7.00 per month, which will be taken directly from your food service account. Even if your child is on the free meal plan, you will be responsible for the cost of the milk. **If you do NOT want your child to have milk during this snack break, please notify the elementary office or your child's teacher.**

FORBIDDEN ITEMS

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, water guns, baseballs (hardballs), bats, or pornography. Students are not allowed to use personal CD/tape players with headsets or MP3/iPods during school hours. These items, plus anything else which causes problems of control at school, will be taken from students. A copy of the district's weapon policy is included at the back of this handbook. Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children.

GANG RELATED ITEMS

Our school has a zero tolerance policy relating to gang related paraphernalia. Gang related clothing, colors, or symbols will not be tolerated. Collectible material will be confiscated. Clothing will need to be changed or removed. Students who are not cooperative or continue to wear gang-related clothing or put gang related symbols on clothing, notebooks, and other materials will be removed from school until a conference with parents or guardian occurs to resolve the issue.

GUM POLICY

Our school is a gum free school. Gum is only allowed if given to students by their teacher or other adult.

GYM SHOES/PHY. ED.

It is school policy that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor. We recommend mid-weight shoes with arch supports and cushioned soles.

All students will need a swimsuit and towel for the fall and spring swimming units.

If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

HARASSMENT

The school district prohibits any form of religious, racial, sexual harassment and violence. Any person who believes that he or she has been the victim of such harassment or suspects that such actions have taken place should immediately report the alleged acts to the building principal. Upon receipt of a report, school district officials will conduct an investigation or have one completed by a third party designated by the school district. Upon receipt of a report, the district will take appropriate actions which may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

HEALTH SERVICES

A Health Service Aide is on duty each day to provide health and educational services. The school nurse is available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication, such as an allergy medication or antibiotics, which are administered at home and may affect their attention or behavior at school, please let the nurse and/or teacher know.

Pupils are required to have a certification of their immunizations or the appropriate waiver certificate on file. Students will not be allowed to attend school without proper immunizations.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician.

The hearing and vision of all children are screened annually. Both can be tested any time by request of the parent or teacher. Health Services will draw the parent's attention to any matters which appear to require professional medical treatment or attention.

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the health service aide so plans for continuing the child's education can be made - perhaps through homebound or hospital instruction.

Children should not return to school unless they have been without a fever for 24 hours after common illnesses such as colds and flu. Guidelines for readmittance to school for the following communicable diseases are:

*Chicken Pox - Readmitted no sooner than 7 days from onset of rash, no fever present and pox must be dry.

*Scarletina and Strep Throat - Readmitted after having been on antibiotics for at least 24 hrs. and no fever present.

*Impetigo - Readmitted after adequate medical treatment or when all lesions are healed.

*Pinkeye (Conjunctivitis) - Readmitted after eyes are clear with no drainage present.

*Head Lice (Pediculosis) - Readmitted after treatment with a pediculocide shampoo and clothes have been laundered. Must be checked by health service on readmission to school.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an

appointed staff member. No medication will be given without the written permission from the parent. It must be sent in its original container which is labeled with the child's name.

When a child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person listed on the emergency card will be notified. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

HOMEBOUND OR HOSPITAL INSTRUCTION

Homebound or hospital instruction is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's physician. After we have that, instruction may be provided by the pupil's regular classroom teacher or other licensed staff. Part-time instruction in the school with part-time instruction in the home is also available to the child who cannot participate in a full time program.

HOMEWORK

Homework policies vary from grade to grade, among teachers, and from subject to subject. Homework policies will be explained to parents by individual teachers.

Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The amount may vary from day to day. Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

Students having assignments three or more days past due may be required to stay after school until all late work has been completed. Parents will be kept informed and will be notified by the classroom teacher in the event that the student remains after school.

All 3rd, 4th, 5th, and 6th graders will be required to have a daily assignment book which is provided by the school. Any questions regarding homework or homework policies should be directed to your child's classroom teacher.

INSURANCE

Information will be sent home prior to the start of school or with your children on the first day of school regarding accident insurance for school age children. This service is provided through a private agency for your convenience. It is completely optional.

The school does not carry insurance for accidents that may occur on the playground or elsewhere. You need to have your own policy in force or purchase accident insurance as described above.

INTERNET ACCEPTABLE USE POLICY

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: suspension or cancellation of use or access privileges; payment for damages and repairs; suspension, expulsion, or exclusion.

All School District systems equipment and electronic resources must be used for educational or educational related purposes. Unacceptable uses include but are not limited to reviewing, uploading, downloading, storing, printing, posting, transmitting, or distributing:

1. Pornographic, obscene or sexually explicit material
2. Obscene, abusive, vulgar, rude, threatening, disrespectful, or sexually explicit language
3. Materials that use language or images that are inappropriate or disruptive to the educational setting
4. Information that could cause damage or danger of disruption to the educational process
5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment

KINDERGARTEN REGISTRATION/ORIENTATION

Each spring our school conducts a registration drive for the next year's kindergarten-age classes. Children whose fifth birthdays occur on or before September 1st are eligible for entrance into school. You will need to present a birth certificate at the time of registration. Contact the elementary school office to fill out registration data.

LASER POSSESSION

The Yellow Medicine East school district prohibits the possession of laser lights by students. Students may be suspended from school for up to two days for possessing a laser light in school.

LATEX POLICY

The Yellow Medicine East school board has passed a resolution that no latex products will be allowed in the district school buildings. This resolution was made to address the increasing number of latex allergies to people of all ages. This ban includes balloons, gloves, erasers, or any other product made from latex rubber.

LOCKERS

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of value such as purses, tickets, or money. We request that valuables be left at home. 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. Inspection of the interior of lockers may be conducted by school authorities for any reason 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 we have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as is practical after the search of a student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

All lost articles found at school are kept in a special depository where students or parents may come to claim them.

- * It is a good idea to put your child's name on articles of clothing that may become lost.
- * Encourage your child to check the collection if they are missing something.
- * When an article is lost, don't let time lapse before trying to locate it.
- * Use caution in allowing articles of sentimental or monetary value to be brought to school.

Please call the office with questions. Lost and found articles are usually given to charity prior to the start of a new school year.

MONEY

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (Ex. field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

OUTSIDE ACTIVITY AND RECESS

Weather permitting, all students are encouraged and expected to go outdoors during activity and recess periods. We use the following guidelines for requiring students to go outside. Wind chill is the criteria used and is applied as follows:

- * Warmer than 0 degrees -- outside activity/recess for all students.
- * Between 0 degrees and -10 degrees -- activity/recess time shortened.
- * Colder than -10 degrees -- indoor recess for all students.

REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

The Yellow Medicine East School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 2190 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described in the Procedure for Review of Curriculum Content and Alternative Instruction (copy available in the office) policy. The intent of this procedure is to provide parent and guardians the opportunity to review instructional materials, address concerns and propose alternative instruction for their child. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

SCHOOL BULLETINS AND NEWSLETTERS

From time to time during the school year, bulletins and newsletters will be sent home from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. These may also be emailed and/or posted on the school web site. You are encouraged to check your email "junk mail" in case some bulletins are blocked by your computer.

SCHOOL PATROL

Students in the fifth and sixth grades serve the school as School Patrol Officers on a volunteer basis. They assist the walking students at the crossings near the school (on 7th Avenue only) both before and after school. All students are asked to respect and obey these officers.

SCHOOL PICTURES/MEMORY BOOK

Our school contracts annually to have pictures taken of the school children during the early part of September. Information regarding prices, times and days will be distributed in a timely fashion. We also publish a Memory Book each spring that contains pictures of all students and a variety of candid shots as well. Information regarding the Memory Book will be sent home with students.

SCHOOL SECURITY

Our district has implemented a proactive security policy in an attempt to make our school a safe place for all our students. The following security procedures have been implemented:

All buildings will be implementing more controlled access. This means that in the morning prior to the start of the school day, only designated doors to our building will be unlocked allowing access into the building.

All other buildings in the district will follow similar procedures. Certain doors will be unlocked and monitored in the morning prior to the start of the school day and will then be locked with limited and controlled access to the building. Signs at each entry door will direct visitors to the doors that are open during the school day.

All visitors to the building will be required to report to the office. Those visitors wishing to visit classrooms or staff outside the office area will be required to sign in and wear a visitor sticker. Visitors entering a classroom or other areas of the school without a sticker will be directed to the office. You are an important part of our school family and we would encourage you to remain active in your child's school life. These policies are meant only to provide increased safety and security.

Although these security measures may be an inconvenience to some degree, it is our belief that the additional security and safety far outweighs the inconvenience. With the various events and incidents around the state and nation, we trust that you will understand why we feel it is important to take extra steps towards building security.

SMOKE FREE ENVIRONMENT

Smoking and the use of tobacco products has been identified as a leading health problem in the United States. Smoking can be hazardous to the health of both smokers and nonsmokers. As a result of concern on the part of the staff, students, citizens, and the Board of Education, smoking and/or the

use of tobacco in any form shall be prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. Violations to this policy will be handled as outlined in the district's Smoke Free Environment policy.

STUDENT RECORDS

The school has on file the grades, attendance records, standardized test scores and discipline records that have resulted from your child's work since they started school. If your child has attended schools other than Yellow Medicine East, these records will also be on file. The parent or guardian may see the contents of these records by making an appointment with the principal or secretary. You may have copies made of anything in the school record at a cost of \$1.00. You are not permitted to take the original record out of the office. Statements from the parent/guardian may be placed in the student's record if it pertains to school work.

The parent may request that items be removed from the file. This request should be in writing. It is the decision of the principal to grant or not grant the request. The decision can be appealed to the superintendent and then the Board of Education.

Records cannot be transferred without written permission from the parent/guardian with the exception of a public school in the state in which you have enrolled after transferring from this school.

SUPPLIES

Students are always expected to be prepared for their school work. This includes having work completed and having necessary supplies, especially paper and pencils. Parents are requested periodically to check to make sure their children have all the necessary materials. A school supply list is on the school's website.

TELEPHONE CALLS

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child's school on a school day between 7:30 a.m. and 4:00 p.m., dial Bert Raney Elementary at 564-4082 ext. 3. The school secretary will relay messages to students.

Student use of the school telephone is discouraged. Students will be allowed to use the phone only in cases of emergency. **After-school plans should be made prior to leaving home in the morning.**

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

TESTING

Students in the second through the sixth grades take standardized ability and scholastic achievement tests in the spring of each year. All 3rd-6th grade students take the Minnesota Comprehensive Assessments. All ESL students take the TEAE or MN-SOLOM test. The results of these tests are shared with parents as they become available. The information from these tests is utilized to determine if students need additional help and support in the areas of reading, mathematics and writing.

TITLE I

The Title I program is available to assist students who are experiencing difficulty in reading and/or math. Any student may qualify for service on test scores and parent and teacher judgments. A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences. Each Yellow Medicine East elementary school will have a Title I program designed for their specific needs and the program will vary between buildings.

VISITORS AND VOLUNTEERS AT SCHOOL

Parents are always welcome at Yellow Medicine East elementary schools. We encourage parents and grandparents or anyone interested, to visit school during the school day. If you wish to

visit a class, a call to the office beforehand would be appreciated. There are times when visiting a classroom might be disruptive to the schedule, such as standardized testing week. Visitors are requested to sign in at the elementary office before visiting other parts of the building. Visiting by children from other schools is discouraged.

We welcome parent volunteers! Each fall a Parent Volunteer form is sent home. If you are interested in some aspect of volunteering, please complete the form and return it to school. You may also contact your child's classroom teacher directly and volunteer your services. Volunteers are an important part of school life and are most welcome and appreciated at Yellow Medicine East elementary schools.

WEAPONS

Yellow Medicine East School District has a Zero Tolerance policy with regard to weapons. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. A weapon can be defined as: any object, device or instrument designed that is capable of threatening or producing bodily harm or which may be used to inflict self-injury. Examples of such weapons include, but are not limited to: pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives, fireworks; mace and other propellants; stun guns; ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Consequences for using, possession or distribution of weapons shall include: immediate out-of-school suspension; confiscation of weapon; immediate notification of police; parent or guardian notification; recommendation to the superintendent of dismissal for a period of time not to exceed one year.