



CHISAGO LAKES

LAKESIDE ELEMENTARY

Engage. Educate. Empower.

2025-26

STUDENT HANDBOOK

Lakeside Elementary
29678 Karmel Ave
Chisago City, MN 55012
651-213-2300

Approved by the Chisago Lakes School Board August 2025
All Chisago Lakes School District policies can be found at
<https://www.isd2144.org/about-us/school-board/district-policies>



Lakeside P.R.I.D.E

Positive Attitude

Respect

Integrity

Discipline

Excellence



ALLERGY AWARENESS

Lakeside is an allergy aware school. As such, the School Staff will work to proactively address known student allergic conditions and attempt to minimize the potential for adverse reactions to identified allergens that may be present from time-to-time in the public school environment. Recognizing that literally hundreds of students attend Lakeside on a daily basis, we cannot guarantee that the school will be free of potential allergens. However, when staff is informed of your student's specific allergy, strategies and procedures will be implemented with the goal of reducing the risk of exposure.

ARRIVAL

Students who are driven to school by a parent can be dropped off in the morning starting at 8:45am. *To prevent congregations of students in the vestibule area at Door 1, students must remain in their car until 8:45 a.m. No students will be allowed in the building prior to 8:45 a.m.*

To make the drop-off run as smoothly as possible, please drop off your child in the drop off lane of the loop in the front of the building. Do not enter the bus lanes for drop off. Students are not to be in their classrooms before 8:45 am. Students are not to be on the playground prior to school starting since there is no supervision (Please refer to the [Drop off Procedures](#) for details).

ART

Art classes will enable students to become more creative illustrators through a variety of art media. Students will develop an awareness of art and its role in our culture and daily lives through creative and perceptual thinking.

ASBESTOS MANAGEMENT PLAN

The school district has developed an asbestos management plan. A copy of this plan can be found on the district's website.

ASSEMBLIES

Assemblies and special events are planned throughout the school year. It is important to remember our school-wide PRIDE program and expectations when participating in school activities.

ATTENDANCE (Compulsory Attendance Law)

Regular attendance is the foundation of a successful school experience and essential to the education program at Chisago Lakes School District. Time lost from class cannot be regained and absences will result in the loss of valuable opportunities to learn. Research has clearly indicated that the amount of time a student is involved in instruction has a direct relationship to his or her academic achievement. School personnel will make every effort to encourage regular attendance, but the ultimate responsibility lies with the students and their parents/guardians.

Absent or Late to School

If your child will be absent or will arrive late, please call the school office 651-213-2300 by 10am or school personnel will need to contact you. Any absence not excused by the parent/guardian within 3 days is an unexcused absence. You may call 24 hours a day and leave a message. When reporting an absence, please include the following information:

- Child's name and teacher

- Date of absence
- Reason for absence
- Name of person reporting the absence

If your child is not at school and the school has not received notice of absence, the school will call the parent or guardian. All absences, including reason, should be reported to the school office as soon as you know your child will be absent. All absences not otherwise excused will be recorded unexcused. An absence not excused by note or telephone call within 3 school days of the absence will be recorded as unexcused.

- Tardies: Students will be considered tardy if they arrive after 9:05am. Students who report to school one hour after the start of the school day will be considered absent for half of the day.
- Early Pick Up: Students will be marked as leaving school early if a parent or guardian picks up any time after 2:30 p.m. Students who leave school prior to 2:30 p.m. will be considered absent for half of the day. If you wish to pick up your child from school early, you are required to sign him/her out at the office. Students will be called out of the classroom while parents are signing out. If the student returns before the school day ends, the parent/guardian must sign the student back in at the office. Please note that early pick up to avoid traffic or end-of-day congestion will not be permitted as it is essential that students stay in class until the very end of the day. Students will not be called to the office for early pick up between 3:15pm and the end of the day.

Excused Absences

The following reasons are examples which are recognized by the courts and school as legitimate:

- Parent or doctor verified illness
- Family Emergencies: Serious illness, injury or death of an immediate family member
- Scheduled appointments
- Religious holidays
- Prearranged family vacations- Pre-arranged absence forms available from teacher or office
- Court appearances
- Exceptional circumstances: Coordinated by the parents with the school, in advance

While this list is not exhaustive, it does lay the groundwork for the primary excuses that are valid and would be recognized as such by the courts. An unexcused absence is an absence for reasons that are not recognized by the courts and the school authorities as legitimate.

Excessive Excused Absences

Excessive excused absences can be defined as 3 or more consecutive days of absence, 7 or more days of absence in a semester and 10 or more days of absence in a school year.

- When students have excessive absences due to health reasons, they may be referred to a school nurse for follow-up and school officials may notify parents by mail regarding the absences.
- If a student has 7 or more excused absences during the fall semester or a total of 10 absences across both semesters, school officials may notify parents by mail regarding excessive absences.

- Students who acquire 13 excused absences during the fall semester or a total of 15 excused absences across both semesters may be required to provide professional health care verification for additional excused absences.

Unexcused Absences

If a student has been absent without an excuse for three or more partial or full days, a letter may be sent by school officials. If a student has been absent without an excuse for seven or more partial or full days, or accumulated tardies, an educational neglect referral may be completed and sent to Chisago County Health and Human Services. This report will be reviewed by Chisago County Human Services to evaluate the need for services and could result in a referral to the Chisago County Attorney's office to prepare a petition to court.

The following reasons are examples of unexcused absences:

- Car trouble
- Overslept; alarm did not work
- Shopping
- Needed at home
- Family vacation that is NOT pre-arranged
- Visiting
- Missed bus; no ride to school
- Personal (no reason given)
- No call or note from the parent/guardian verifying the absence within 3 days
- Other absences as determined on a case by case basis

Truancy

There are consequences when students are continually absent from school without a valid excuse. If an elementary student is absent three days within a single school year without a lawful excuse, that student is considered "continuing truant," according to state law (statute 260A.02). The school is required to notify a parent when a child is a continuing truant. If the child continues to be truant, schools are mandated to report the truant behavior to the county. A student is considered "educationally neglected" if he/she is absent from school seven or more days without lawful excuse.

Attendance Procedures

The following attendance procedures for Taylors Falls Elementary School, Chisago Lakes Primary School, and Chisago Lakes Lakeside School were developed in collaboration with Chisago County Health & Human Services and school administrators. Students should be required to make up all assignments or to complete alternate assignments as deemed appropriate by the classroom teacher. Let's work cooperatively to encourage good attendance at school. Please contact the school with any questions or concerns.

BUS CHANGES

Students are to go to and from school on their designated bus. Lakeside students are not allowed to get off the bus at Primary for any reason. Bus passes are not given out.

BUS TRANSPORTATION

Riding the school bus is a privilege. Improper conduct will result in that privilege being denied. Students are required to ride their assigned bus and board/exit the bus at assigned stops. Families are allowed one AM and one PM bus stop.

Consequences for school bus misconduct apply to regular routes, field trips and extracurricular activity trips. Decisions regarding a student's ability to ride the bus will be at the sole discretion of the school district. Consequences will be assigned on a case by case basis depending on the nature of the infraction; however, a general continuum is provided below:

- 1st Referral: Written warning by the bus driver to the student. The bus driver will contact the student's parent or guardian either by telephone or direct contact.
- 2nd Referral: Written warning by the bus driver. School staff will counsel the student and contact the parent or guardian informing them of the situation that has developed with their child. School consequences assigned
- 3rd Referral: Written warning by the bus driver. The principal or dean will conference with the parent and student. School consequences assigned
- 4th Referral: Written warning by the bus driver. The principal or dean will conference with the parent and student. The student may be suspended from the bus for one to five days.
- 5th Referral: Written warning by the bus driver. The principal or dean will conference with the parent and student. The student may be suspended from the bus for five to twenty school days.
- 6th Referral: Written warning by the bus driver. The principal or dean will conference with the parent and student. The student may be suspended from the bus for 20 school days up to a maximum suspension of one school year (168 school days).
- 7th Referral: Written warning by the bus driver. The principal or dean will conference with the parent and student. The student may be suspended from the bus for a minimum of 20 school days up to a maximum suspension of one school year (168 school days).

Individual Bus Communication

Chisago Lakes and 4.0 Transportation will utilize School Messenger for information regarding individual buses. For example, if a bus leaves Lakeside and then has mechanical issues, 4.0 Transportation will notify parents about the bus issues.

CAFETERIA RULES

Whether students bring their own lunch or purchase lunch, eating will be permitted in the designated lunch spaces only. We demonstrate Lakeside PRIDE in taking responsibility for keeping the lunch areas tidy. Students are expected to observe the following rules.

1. Sit quietly at your assigned table in your designated spot. Stay there until you are finished eating and wait for a staff member to dismiss your class.
2. Under no circumstances do you touch or handle another student's food.
3. Keep voices at a conversational level.
4. Pick up all food or paper on the tables and floor and place it in the receptacles provided.
5. Show courtesy and respect to all lunchroom personnel and to obey them at all times (Lakeside PRIDE).
6. No pop is allowed unless approved by your teacher.
7. All grades implement silent 5 when they sit down for lunch.

**Parents that want to eat lunch with their child, please review the [Lakeside Family Lunch Information](#)

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at [CL calendar webpage](#)

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Parents are all encouraged to sign up for ParentVUE to be notified by an automated calling system to your cell, home phone, or computer. Families are also encouraged to "like" the School District and Lakeside's Facebook pages. Additionally, announcements will be made on WCCO-AM radio (830), Channel 11 TV, KARE, Channel 4 TV, WCCO, Channel 5 TV, KSTP, or Channel 9 TV, KMSP.

E-Learning Plan

Chisago Lakes School District has multiple options to safely provide for education during periods of inclement weather including late start, early dismissal, traditional non-instructional snow day, and e-learning. E-Learning will continue that day at home through E-Learning activities. This learning can take place through online tools or using offline printed resources. There are three traditional Snow Days with no school and no academic expectations. E-Learning Days are implemented as needed for any inclement weather days beyond three Snow Days. Elementary Levels (K-5): E-Learning activities will be sent home with students in paper format and linked to our [E-Learning Day webpage](#) before the first E-Learning day. E-Learning Days will be communicated via email, automated phone call, posted to our website and included in the information provided to local news agencies regarding school closures. Accommodations are available for students who lack access to internet at home or digital devices, and accessible options for students with disabilities. If you have a concern about your child or your family's unique situation, please reach out to your child's teacher or principal.

CARE OF SCHOOL PROPERTY

Accidents may happen. When something is broken by accident, it will be replaced. At times, school property is vandalized, broken or misused without any thought as to how the items were purchased initially and how it will be replaced. The schools belong to the taxpayers in the district. Every time an item is purposely destroyed at school, added tax burdens are put on taxpayers and Chisago Lakes parents. In cases where school property or equipment is damaged, lost or vandalized due to deliberate, negligent or careless action by a student, the student will be charged the value of the property or equipment.

COMMUNICATION: Office Notes

The last day of school each week, usually a Friday, an e-mail will be sent home containing important information from school. Parents are asked to review its content.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

CONFERENCES

In an effort to promote communication between home and school, your child's progress will be reported to you by means of parent/teacher conferences that occur twice during the school year. These conference times are very valuable to the overall education program. Our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. There may be other times during the school year when a conference is necessary. You may call the school and leave a message for your child's teacher. At that time, further arrangements can be made for a conference. Conference dates are October 13, 14, 15, and Jan 27, 29 and 30. Lakeside will use "My Conference Time" to schedule conferences.

DISCIPLINE

In order to provide a safe and equitable learning environment for all students, the administration is responsible for implementing a fair and consistent process that ensures the health, safety and well-being of each student. The maintenance of discipline is the responsibility of all school staff with which the children have contact; this includes teachers, support staff, and volunteers. Any member of the school staff can initiate the disciplinary process as a result of behavior that is inappropriate or dangerous. School staff recognizes the role of the parent as a partner in promoting acceptable rules of conduct. The support and cooperation of parents in fostering the student's growth in self-discipline is essential. A student is responsible for his/her own behavior. The following guidelines of student responsibility will help ensure a safe, pleasant, and productive learning environment.

Philosophy

The staff of the Lakeside Elementary School, adhere to the belief that good discipline leads to self-discipline. Each child has the right to learn. Each teacher has the right to teach. Staff members will provide a positive and supportive school environment as a means of attaining good discipline. Discipline techniques will be used to teach appropriate ways of behaving. Students who engage in behavior that is contrary to rules outlined in the student handbook, sexual harassment policy, dangerous weapons policy, or who are guilty of general insubordination to any staff member will be dealt with appropriately. The discipline procedures will be enforced strictly, but fairly. A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes #121A.582 and other laws.

Behavioral Expectations

Students will contribute to maintaining a school environment that promotes learning by showing Lakeside Pride:

Positive Attitude

Respect

Integrity

Discipline

Excellence

LAKESIDE PRIDE will be followed in all areas of the building such as the classroom, hallways, lunchroom, gymnasium, media center, and the playground.



Positive Reinforcement

Lakeside realizes the impact positive reinforcement can have on shaping a positive school climate. Exemplary student behaviors are reinforced through a variety of formats including; PRIDE scratch offs, postcards, classroom recognition, Wheel of PRIDE and PRIDE t-shirts at the end of the school year.

Consequences

Consequences for unacceptable behavior will be dependent upon the age of the child, the nature of the incident, the seriousness of the misconduct, and whether the misbehavior is chronic in nature. The disciplinary action may include:

- Conference with staff
- Referral to the Stop and Think Room
- Lunch detention and/or alternate recess
- Duties or jobs as assigned by the principal or designee
- Referral to the Stop & Think Room or other special education space
- Removal from class
- Structured study
- Dismissal from school (students in grades 2-3)
- Out of school suspension (student in grades 4-5)
- Exclusion/suspension Other consequences implemented by school staff as appropriate

Bullying

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed, secure atmosphere. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

- What is bullying? A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself (OLWEUS definition).
- Bullying can be:
 - Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
 - Physical: pushing, kicking, hitting, punching or any use of violence
 - Racial: racial taunts, graffiti, gestures
 - Sexual: unwanted physical contact or sexually abusive comments/gestures

- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: all areas of Internet, such as email and Internet misuse, mobile threats by text messaging and calls
- Why is it important to respond to bullying? Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have the responsibility to respond promptly and effectively to issues of bullying.
- Bullying Procedures:
 - Report bullying incidents to staff
 - In cases of serious bullying, the incidents will be reported to administration
 - Parents of students who are bullying will be informed
 - If necessary and appropriate, police will be consulted
 - The bullying behavior or threats of bullying must be investigated and stopped immediately
 - An attempt will be made to help the bully (bullies) change their behavior
 - Consequences for bullying range from verbal/written warning, peer mediation, student/parent meeting, loss of privileges, lunch/after school detention, behavior contract, schedule modifications, suspension, expulsion, parent/guardian notification, and if necessary police contact.

DISMISSAL

The office must be notified with a note or phone call by 2:45pm of an early pick up or a change in transportation plans. With almost 800 students at Lakeside, we want to ensure that we have correct afternoon transportation plans for all of our students, therefore, we are unable to accept any calls or emails to change afternoon transportation plans after 2:45 p.m.

Curbside Pick Up

To reduce congestion in the building, Lakeside utilizes a Curbside Pick Up model. Each family has been assigned a pick up number. At dismissal, students will wait in the Media Center to be picked up. As parents arrive in the Load Zone, staff will use an app to have the corresponding students line up to proceed to the Load Zone. Parents remain in their car for the entire process. [Curbside pickup procedures](#)

Bike Riders

Students that will be riding their bike to and from school need to have a parent send an email to the classroom teacher and the Lakeside office letting them know the dates. For students that are riding a bike home, they will come down to the office at the end of the day and wait to be dismissed after the buses and all pick up traffic has been cleared (typically 3:45pm)

DRESS CODE

Clothing worn by students shall be neat, clean, and in good repair for the personal health and safety of the students. Any clothing or grooming practices that disrupt or threaten to disrupt the education process, or is threatening to health, is a violation of school policy.

The following list outlines dress code expectations (this is not an exhaustive list):

- Students may not wear jackets or coats in the classrooms. When the weather is cool, students are encouraged to wear sweaters or appropriate sweatshirts.

- Students must wear boots to recess when the weather is cold or it is muddy. Boots should be kept in student lockers.
- Students must take off hats, caps, bandanas, and hoods upon entering the building, except in extenuating circumstances and approved by a school administrator.
- Shorts, skirts, and tops that expose the midriff, undergarments, or other clothing deemed by the administration to be excessively revealing are not allowed.
 - Shorts/skirts should be “fingertip length”
 - Straps on shirts/dresses should be “two fingers wide”
- Clothing that bears a message that is lewd, vulgar, obscene, or otherwise distasteful to the standards of the school will not be allowed.
- Any apparel or footwear that would damage school property or create an obvious threat to the safety of the student and others will not be allowed at school.
- Apparel promoting products or activities that are illegal for use by minors or are unacceptable for the school environment are not allowed.

We ask that you observe the clothing your child wears to school to see that it is appropriate and in good taste for our school community. Students who are inappropriately dressed will be asked to contact their parent(s) to bring them more appropriate clothing for school wear or may be asked to turn their shirt inside out. Clothing that is fashionable may not be acceptable in the school setting.

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy. District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district’s “Student Medication and Telehealth” policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

ELECTRONIC DEVICES

Classroom teachers will provide access to electronic devices when needed to support learning in the classroom. Students are not allowed to record (video or audio), or photograph any school activity without permission from their teacher or the principal. Students caught secretly recording school activities without permission will be subject to disciplinary action. Students are expected to use devices appropriately. Students who access inappropriate material on their devices will be subject to disciplinary action. In the event in which a student brings a device from home, the school is not responsible for lost, stolen, or damaged devices. Please note that devices are not allowed outside at recess. Students should not bring devices from home as they may not be compatible with school-based technology.

Cell Phones/electronic watches: There is no educational need for an elementary-aged student to have these devices. If they are brought to school, students are expected to keep these items in their lockers. If they continue to be a problem, parents will be contacted to keep them at home.

****Note that the 2024 MN Legislature requires school districts to adopt cellphone and other electronic devices procedures.**

EMERGENCY DRILLS

Lakeside will conduct five fire drills, five lockdown drills and one tornado drill each year. Safety procedures for each type of drill are reviewed and practiced with students.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

EXCUSED FROM OUTDOOR ACTIVITIES AND PHYSICAL EDUCATION

Each year we have requests from parents to excuse their child from recess or physical education class. In most cases, if a child is well enough to be in school, he/she should go outside for recess. However, if you feel your child needs to be excused from recess, please contact his/her teacher. If you feel your child needs to be excused from physical education class longer than three (3) consecutive days, you must provide the school with a written statement from a doctor starting on the fourth day.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.

- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

FIELD TRIPS

Class trips are valuable because they provide concrete learning experiences, provide for pupil planning in real life situations, provide opportunities for training in courtesy, safety and good citizenship and help stimulate children's interest in the community. The parent will be notified when their child's class is planning a trip, at which time the parent or guardian will be asked to give their permission for the child to go with the group. An admittance charge is sometimes necessary. Please note two items regarding field trip transportation:

- Parents are not allowed to ride school transportation for field trips.
- Only a parent or legal guardian is permitted to take a child home directly from a field trip location, and this must be arranged with prior written permission.

****new 25-26: On-line payment option coming for parents!**

FOOD SERVICE

Minnesota Free Meal Program

All students regardless of their eligibility will receive one free breakfast and one free lunch daily. If students wish to purchase additional meals, the cost of a reimbursable breakfast is \$1.80 and cost of a reimbursable lunch is \$2.75. Additional items outside of the reimbursable meal can be purchased as follows: Megs (second entree) are \$1.75; milk is \$.60; a la carte options vary with prices.

Accounts

Each student is assigned a personal barcode number and universal pin number that is used to access their individual account. Students use the same barcode number and pin number each year. These numbers are used when receiving free meals or purchasing a meal, second entrée, and milk or ala carte items. For security purposes and to meet with federal and state guidelines, students are not permitted to use another student's account. Balances remain on accounts and follow the student to the next school year.

Low Balances and Charging

Cashiers will provide a verbal notice at the cash register when the balance is low. Parents will be notified by phone when a student's balance is low via an automatic calling system. Students will not be allowed to purchase megas, milk or la carte items if they have a negative account balance. It is the expectation that all accounts are kept current.

Prepayment for Extra Cafeteria Purchases (megs, milk, a la carte)

It is preferred that one check be written for each student's account. However, if more than one child in a family attends the same school, one check may be written. Please indicate the child's name and grade on the check. Indicate the amount that goes into each account. If you have students in several buildings and prefer to write one check for all the students,

please send a check with any student, and indicate each student's name, grade and school they attend, as well as the amount that goes into each account.

PAMS (Parent Account Management System)

This system will allow you to pre-pay with a Visa, MasterCard, Discover, electronic check or debit card online: www.PayPAMS.com. It also allows you to access meal account activity and balance information online. There is a fee for this service for each transaction. Call the Food Service Office at 651-213-2025 with questions regarding this service. Parents also have the ability to monitor and block certain purchases such as ala carte items.

Application for Educational Benefits

Regardless of the Minnesota Free Meal Program, families must complete a new application each school year to determine student eligibility for other benefits and resources for our schools. An application form is mailed to all households in August. A completed application must be sent to the Food Service Dept or dropped off at the Principal's office and it will be forwarded to the Food Service office. Benefits may be applied for anytime during the school year. Notification of the status of an application will be mailed.

Menus

The school's breakfast and lunch menus are available on the school district's website: www.isd2144.org and also on NutriSlice at <https://isd2144.nutrislice.com> or the NutriSlice app. Copies will be available in the office for those that do not have access to the internet. In the event of an unexpected non-school day, such as a snow day, the menu will be pushed forward by one day (i.e. Mondays menu will be served Tuesday) and then return to the normally planned menu on the following day. If school has a 2-hour late start, no breakfast will be offered to students that day.

Meals

All menus and portions are planned to meet the Meal Pattern Requirements established by the USDA. The Breakfast Program offers students a complete breakfast every morning before school begins. The Lunch Program is designed to provide one-third of a student's minimum daily nutritional requirements. Fresh fruits and/or vegetables are offered each day. Bread items contain whole grains. Lactose reduced milk is offered to students whose parents submit a written request. Please call the Food Service Department at 651-213-2506 with any questions or concerns you have regarding the program.

Peanut Aware

Please refer to the [Food Service Department](#) allergen statement regarding our peanut aware procedures: In an effort to reduce the risk for an allergic reaction, Chisago Lakes Food Service will offer only menu and snack items that do not contain peanut or tree nut products.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the principal. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitation of students or employees by students for nonschool-related activities will not be allowed during the school day. See Policy 511

HAZING

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

HARASSMENT AND VIOLENCE PREVENTION

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is posted on the school district website.

HEALTH OFFICE

The health office nurse and licensed school nurse are available during school hours to assist students with medication, first aid, illness, and health procedures. *The online ParentVue contact information must be updated each year to provide school staff with current emergency contact numbers.* Health forms are available for parents to complete regarding any health issues that need to be communicated to Lakeside staff. Students who come to the health office will be evaluated and treated on an individual basis. If a student isn't feeling well, they may be allowed to rest for a short period before returning to class. The decision to call parents will be made by the health office staff based on the student's unique health concern. Students who become ill during the school day must report to the health office prior to leaving school in order for the absence to be excused. A medically excused exclusion will be made for the following school day for fever above 100 degrees, and/or vomiting, and/or diarrhea until symptoms have resolved. Students must be free of fever for 24 hours without the aid of medication before returning to school. You may contact the school nurse for assistance with specific disease exclusion guidelines. It is important to note that school health office staff are not able to diagnose illness or injury. Parents who are in doubt as to the condition of their child are encouraged to consult with their doctor or clinic.

Medications

The school district acknowledges that some students may require medication during the school day. Prescription and non-prescription medications taken during the school day must be dispensed through the health office. The administration of prescription medication at school requires a doctor's order and the parent's signature. A doctor's order must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Medication authorization forms are available on the district website, in each of the school health offices, and from your child's doctor. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label. Note: When getting prescriptions filled, ask the pharmacist for two bottles or inhalers (one for school, one for home.) Non-prescription medications must be brought to school in the original container. Medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school

district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Immunizations

All students must have an up-to-date Immunization Form on file in the school health office. Students transferring into the district have 30 days to submit documentation from their physician, public health clinic, or parent statement of their immunizations.

HOMEWORK

The Lakeside teaching staff believes that homework can be an important part of our students' education. Homework is given when necessary to complete daily assignments, special projects, or to study for a test. Parents should request homework from teachers when their child is absent. It can be picked up from the office. It can take up to 24 hrs to organize homework depending on when it is requested. If homework is requested, it's expected that it be picked up at school.

HOURS

Office hours: 7:30 A.M.- 4:00 P.M.

School hours: 9:05 A.M. – 3:30 P.M.

Lunch hours: 11:20 A.M. – 1:40 P.M.

INTERNET

The Chisago Lakes School District considers the use of electronic information networks like the Internet as an educational resource. Proper use of the school district's Internet access and computer use is the responsibility of the individual user. Misuse of the Internet, computer or equipment may lead to revocation of access and possible discipline. Refer to the district's Acceptable Internet Use Policy.

LANGUAGE ACCESS PLAN

Click [HERE](#) for the Chisago Lakes Language Access Plan

LEAD IN SCHOOL DRINKING WATER

Chisago Lakes Schools is committed to providing a safe and healthy environment for all students and staff. As part of this commitment, our district follows an annual testing and remediation plan for lead in school drinking water, as required by state law. Parents and guardians can find the district's [annual notification](#) and testing results on our [district website](#).

LOCKERS AND HOUSEKEEPING

Lakeside students take PRIDE in their building. In order to maintain a clean and safe building, students must take responsibility for keeping their lockers, tables, and class materials clean and orderly. Every student will be assigned a locker for the year. The student will pay for any damage done to the locker assigned. Each locker is inspected prior to the start of the year. Report a locker problem to your teacher IMMEDIATELY. CAUTION: Do not leave any valuable items or money in your locker. Please be aware that lockers remain the property of the school and are subject to search by staff/administration and

canine at any time. It is the student's responsibility to remove all items from the assigned locker at the end of the school year or at the time you leave the district. The following is also a policy of the State of Minnesota (section 11. [127.47] subdivision 1):

"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."

LIBRARY INFORMATION

The media center staff is available to assist students with checking out books. If your student is having a hard time finding books that he/she is interested in or appropriate for his/her level, please contact the media center staff for assistance. Books are checked out for a period of two weeks. After two weeks, books should be returned or renewed. Books that have been damaged or lost will need to be paid for in order to clear a student's account. If the book is eventually found, a refund will be issued. We always prefer for books to be returned rather than have to be paid for.

LOST AND FOUND

All clothing found at Lakeside is placed in the Lost and Found box near Stairway B. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification. Periodically during the school year, unclaimed items will be donated to a local non-profit organization. **Parents should label all of their student's outerwear (e.g., hats, mittens, coats, snow pants, boots) so that it can be returned to the owner if it is misplaced.**

MENTAL HEALTH

Lakeside offers a variety of mental health supports to students:

- School counselor: Angela Hollerman
**suicide prevention contact for Lakeside
- Social behavior staff: Jen Melton and Cheryl Bakken
- School Psychologist: Dr Emily Fisher
- TSA therapists: Johanna Hauck and Kathy Clark
- Mickelle Pohlman: Dean of students: contact for Social skills group support

If you have questions or concerns regarding your child's mental health, your classroom teacher can connect you with any of these individuals or you can connect with directly. Need help? Call the office at 651-213-2300 and office staff will connect you with the appropriate staff.

MUSIC

All students at our school are enrolled in music classes. The music program provides opportunities for students to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to them through various experiences involving singing, playing instruments, listening, movement, creative expression and music reading.

NON-DISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Director of Human Resources as the district's human rights officer to handle inquiries regarding nondiscrimination.

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, teachers' workroom, kitchen maintenance area, mechanical rooms, and loading dock area.

PARENT/TEACHER ORGANIZATION (PTO)

We are very proud and pleased to work with our Parent/Teacher Organization to help provide a better all-around school for your child. Our PTO normally meets the second Tuesday of every month at 6:30 in the Lakeside Media Center. Parents can visit the Chisago Lakes PTO Facebook page.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PERMISSION SLIPS

A signed permission slip must be on file in the office if your child walks or rides a bike, skateboard, scooter or in-line skates to school.

PHOTOGRAPHY AND VIDEO/AUDIO RECORDING

Parents are permitted to record or photograph students at public events on school property (e.g. day or evening concerts, plays, programs, special speakers or presenters, athletic events, field days, parades, etc.). In accordance with the MN Government Data Practices Act, parents may not film or photograph students during routine activities occurring within a typical school day (e.g. classroom instruction, lunch, recess, physical education classes,

etc.). Other situations not listed would need to have prior approval by the principal and classroom teacher.

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Other Places

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the Director of Buildings and Grounds.

PETS

No pets, of any kind, are allowed at school unless the School District Policy (see policy "Animals in School Buildings") is followed.

PHYSICAL EDUCATION

The staff at Lakeside School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Rubber soled tennis shoes must be worn on the gym floor and are required of all children in grades 2-5. This is in the interests of both health and safety. Be sure that shoes are marked with the child's name. Shoes with special flip down wheels or rollers are not allowed in the school.

PLAYGROUND RULES

Students are allowed to play only in their designated area (the playground, blacktop and field). Do not play in the bus parking areas. Under no circumstances should children be playing in the vicinity of automobiles. As we adjust to the new building and new amenities, these rules are subject to change.

1. Stay within fenced boundaries. Do not go into the bus parking area or the wooded areas. If any ball goes outside these boundaries, ask an adult to retrieve the ball.
2. In the winter months, the sliding hill may be used as long as students remain in view of the classroom teacher.
3. There will be no climbing on the fences or any building.
4. Tackle football, Parkour, throwing snowballs or rocks, using hard balls, and physical contact are prohibited for safety reasons.
5. Visits to the lavatory during recess will be permitted on an emergency basis only. Once outside, you may not go inside unless a staff member permits it.
6. The health room is open during recess for emergencies. Any illness or injury must be reported to a staff member.
7. Children will “take turns” on playground equipment.
8. Children will exercise safety precautions on playground equipment to limit injuries.
9. There will be NO jumping, pushing, or rough play on any equipment. No jumping off the swings or twisting on them. No head first down or climbing up the slide. Go down on your bottom facing forward all the way. No jumping off the slide.
10. No fighting, name calling, or bad language will be tolerated.
11. No climbing trees or hanging on branches.
12. Playground rules and the recess supervisors must be obeyed at all times.
13. Playground equipment will be off limits if these rules are not followed.
14. Electronics are not allowed during recess (indoor or outdoor).
15. No gum, beverages or food at recess.
16. Proper clothing will be worn in the fall and winter so that children can play outside (Winter clothing: winter boots, winter jacket, hat, gloves, snow pants). Students must have full winter clothing to slide or play in the snowy areas. All winter gear should be labeled with the student’s first and last name.
17. When using the hill to slide in the winter, there is to be no pushing, tripping, standing, head first, knees or roughness. Students must sit on sleds, facing forward, for sliding. No king of the hill. During the winter, specific winter recess rules will be reviewed with the students and are expected to be followed.
18. Indoor Recess: Students are to remain in their assigned classroom/area unless a teacher gives permission to move or leave the room.

PICTURES

There are occasions when school pictures of an activity are sent to the newspaper for publication or are posted on social media. If you do not wish for your child’s picture to be published, please call the office at 213-2300.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America a minimum of weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

PUPIL SUPPORT TEAM (PST)

Students may struggle with issues that interfere not only with their academic performance, but with a variety of other areas as well. The main goal of the Pupil Support Team is to systematically and professionally respond to student problems as they are manifested in school and provide appropriate support.

PSYCHOLOGICAL SERVICES

A school psychologist serves as a resource person to the school. The services provided include: individual assessments, consultation with teachers, parents and administrators, connection for local mental health resources and support. Consent of the parent or guardian is required for individual assessment. After the assessment is completed, a conference is held with the parent or guardian to explain the results and make recommendations. If you feel that your child may be in need of psychological services, please contact our school psychologist..

RELEASE OF RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained on the school district website.

REPORT CARDS

Report cards are issued two times (end of semester 1 and semester 2) during the school year. Please carefully review your child's progress and contact the school if you have questions regarding grades. Report cards will be accessible in ParentVUE.

RECESS

Students play outdoors during most winter days. The decision whether to play outdoors will be made by school staff, considering the following factors: temperature (below -5° F), wind chill (below -5° F), and precipitation.

SCHOOL BOARD POLICY

School Board policy is available upon request from our district office or on the [school district website](#)

SCHOOL VISITORS

Our school district uses the Hall Pass Visitor Management System. All visitors must report to the office, present a driver's license to be scanned or swipe a fob, and obtain a visitors badge prior to entering the school.

SIGNS/POSTERS

No signs or posters may be posted or distributed on school property without prior approval by the principal.

SOLICITATION

Students are not allowed to sell items, fundraise, or be solicited for money by other students at school unless the fundraiser is school sponsored.

Students may not sell, swap, trade, or give toys, trading cards, or other objects to classmates other than part of a school or class-wide activity (e.g. exchanging cards or treats at a class Valentine's Day party). Staff members who observe students engaging in trading or gifting objects will require students to return property to the student who originally owned it.

SPEECH THERAPIST

A speech therapist is available at Lakeside School. Students who are referred by their teachers may work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher to see about obtaining an evaluation from the therapist.

STUDENT SURVEYS

Please refer to Policy 520 for information regarding the parameters of information that may be sought in student surveys.

TESTING

Lakeside School conducts various forms of testing throughout the school year so we can evaluate students' learning and inform our teaching practices. (FAST and ORF) High achieving students in grades 2-5 take a test called the CogAt in the spring to screen for our high potential/gifted programming. Parents have the right to opt out of the statewide standardized testing (MCAs) we conduct in grades 3-5 each spring. Parents who wish to opt-out of statewide testing need to notify the school in writing.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We are not responsible for valuables which students bring to school that may get broken or stolen. We ask that students do not bring to school any valuable video equipment or personal possessions. There are a few occasions when your child will be bringing money to school. This money should be placed in an envelope with the child's name, the amount, and what the money's for, written on the outside of the envelope. This is especially necessary when small children bring money. WE DISCOURAGE CHILDREN HAVING MONEY IN SCHOOL UNLESS IT IS ABSOLUTELY NECESSARY.

VANDALISM

If a student destroys or ruins school property due to any reason other than an accident, they will be asked to replace that item.

VISITORS

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school.

VOLUNTEERS

We are very appreciative of any adults who volunteer their time and energy for the education of our children. If you would like to volunteer at Lakeside, please call the school

at 651-213-2300. All volunteers must be scanned through the Hall Pass Visitor Management System in the office the day of volunteering or prior to accompanying students on a field trip.

WALKING STUDENTS

Students who wish to walk to school will need to have a walking permission form signed by a parent or guardian. Remember, students should arrive after 8:45 A.M. At the end of the school day, students who walk home will come to the office and wait for the buses and all pick up traffic to clear before being released. (typically 3:45pm)

WATER BOTTLES

To ensure our students' health and well-being, only water is permitted in water bottles brought to school. Please make sure your child's water bottle contains only plain water. Remind your child to maintain proper hygiene by bringing home their bottle to clean regularly. Students are responsible for their own bottles, so please help them keep track of it. Thank you for your cooperation in promoting a healthy learning environment.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or 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. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, see the district webpage

WEB PAGE

Please visit our [Lakeside web page](#). It will contain numerous items of information pertaining to our school including the staff directory.