

Elementary Parent/Student Handbook

2022/2023

Independent School District #002

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www.isd002.org

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Dear Parents,

Hello! Welcome to the 2022/2023 school year at I.S.D. #2. The partnership between school and family is an essential ingredient in the educational development of your child.

This handbook is one means of keeping you informed about school policies and events. It is our hope that you call with any other questions or concerns you may have. We look forward to working with you so that together we may create a quality elementary education program that is rich in successes and challenges.

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School Arrival

The School Path begins across from Roadside and is the recommended safe route to school for walkers.

Elementary children who walk or are driven to school should arrive no earlier than 8:10. Classes begin at 8:25. Students should not be in the building after 3:30 unless they are being supervised by an adult.

If your child will be absent or has an appointment requiring early dismissal, **please call the school office** (not your child's teacher) immediately. Prompt notification will allow the office time to contact the bus company if necessary and to keep accurate attendance records.

Entrance Age

Any child who reaches his or her fifth birthday on or before September 1 is eligible to begin kindergarten that school year. It is not compulsory by Minnesota statute that your child enter kindergarten. If you are undecided, feel free to call the principal or counselor. They will be happy to discuss the situation with you.

Get Your Child Off to a Good Start

You can help your child get off to a good start this school year. Here are some ideas to get you started.

1. Get to know your child's teacher. As a parent, you know your child best. Share what you know with the teacher. Does your child have a special interest? A favorite book? Are there subjects in which your child needs special help? You don't have to wait until a parent conference!
2. Talk with your child's teacher about problems, too. What goes on at home affects how a child does in school. Separation, family illness, a new baby, or even a move can all affect a child's school work. You don't have to tell the teacher all your personal business, but make sure your child's teacher knows the important facts.
3. Make sure your child gets enough sleep. Tired children can't do their best work. So set a bedtime, and stick to it.
4. Learn what is expected of your child. Will there be homework? How much?
5. Limit TV. Studies show that the kids who do best in school watch the least television. But remember, when you first turn off the set, you'll have to help your child find other things to do. Read a book or magazine together. Take a walk or try playing a game.

These tips can not only get your child off to a great start, they can also help make sure the entire school year is successful.

For Safety's Sake

ISD #002 has contracted with Nor-Tran, Inc. for bus service. Children are expected to be waiting at the bus stop 5 minutes prior to their scheduled pick-up time. The bus drivers must maintain a set schedule and are not permitted to wait at the bus stop. If, for some reason, your child will not be riding the bus on a particular day, please have someone signal the driver to go on.

The bus driver has the responsibility for the safety of all students who ride the bus. Each bus student must cooperate with the driver at all times by observing the following rules:

1. **Immediately follow the directions of the driver.**
2. **Sit in your seat facing forward.**
3. **Talk quietly and use appropriate language.**
4. **Keep all parts of your body inside the bus.**
5. **Keep your arms, legs and belongings to yourself.**
6. **No fighting, harassment, intimidation or horseplay.**
7. **Do not throw any object.**
8. **No eating, drinking or use of tobacco or drugs.**
9. **Do not bring any weapon or dangerous objects on the school bus.**
10. **Do not damage the school bus.**

Riding school buses is a privilege, don't lose it! Each student is expected to cooperate with bus regulations and follow the instructions given by the drivers.

Conferences are Special Times

Fall conferences will be held the evenings of November 15th and 16th. Notes will be sent home to indicate your scheduled time. Parents are encouraged to come to this important conference, but also are welcome any time at the school. Parents and teachers working together make an unbeatable team which helps your child to have a more successful experience in school.

The Pledge of Allegiance

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times a week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Other person having administrative control over the school.

EXCEPTIONS: Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect to do so. Students and school personnel must respect another person's right to make that choice.

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Birthday Invitations

Distribution of birthday party invitations in class is prohibited, unless every student in the class will be receiving an invite.

What Makes District #002's Elementary School so Special?

- * Staff who truly care about children
- * Contemporary K-6 classes
- * Physical Education specialist meets daily with each class
- * Adaptive Physical Education program
- * Pull out music program
- * Band program
- * Psychological services
- * Behavioral consultant
- * Title I tutor and aides
- * Speech therapy program
- * Learning Disability and Mild Mentally Handicapped programs
- * Hot lunch program
- * Breakfast program
- * Computer training

In Case of Severe Weather

The safety and health of all students is our first concern. With this in mind, the district has implemented an instant message system, Campus Messenger with Voice. Within minutes of an emergency, or when school closing is necessary, school officials can use Messenger with Voice to deliver a single, clear message to students' parents or guardians by telephone, cell phone and/or e-mail. Parents may log in to our Campus Parent Portal and select the methods of delivery and types of messages they wish to receive.

When an emergency occurs, such as fire or tornado, students and faculty will be retained at school until the emergency is over. Buses will not be dispatched unless authorized by the Superintendent because they might interfere with emergency vehicles. For this same reason parents are requested not to pick up their children. All safety precautions will be taken.

During severely icy or snowy weather, in addition to Messenger with Voice, the radio stations will be notified before 6:30 AM if school is to be closed. **If no announcement is made, school will operate as usual.**

It is important for both the school and your child to know where to go should school be closed. If you have any concerns or questions, please call the school. **Stations to tune in for school closing information are:**

Radio
WTBX - 93.9 FM

Television
KAXE - 91.7 FM

KMFY - 96.9 FM
WCCO
KOZY - 1320 AM

WDIO/WIRT
KBJR
KDLH

Help Children Learn...

. . . Through Visitation

Parents are encouraged to visit school often. This gives you a better understanding of how and what your child is learning.

. . . Through Self-Control

A primary task of the school board, administrators, and teachers is to safeguard the overall learning environment and health and safety of each child in each school. The school sets down reasonable rules and regulations for the governing of student behavior and conduct.

Remedial measures to correct negative student behavior may cover a wide spectrum and their use will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct the undesirable behavior.

. . . Through Outdoor Experiences

Several times during the year classes schedule a field trip which may cost parents a small amount. It is necessary that parents give permission in writing for their child to participate in a field trip.

. . . Through Homework

There may be times when children will be assigned homework. This is usually on an individual basis rather than on a group assignment basis.

. . . Through Proper Dress

Proper dress is important to you as parents and to the school. Proper dress is part of a positive attitude toward learning and is a necessity in maintaining discipline. You have control over what clothes you buy and allow your child to wear. Please send your child to school properly dressed.

Elementary Visitor Policy

Permission must be obtained from the office if a student in grades 3-6 wishes to have a friend from another school visit them for a day. This permission must be obtained prior to the visiting day. The visitor must be a student absent from their own school with the knowledge of the principal and written consent from the parent. Student visitors in grades K-2 are not permitted, and special circumstances within each individual class may prohibit visitors on a specific day (special projects, field trips, testing, etc.).

School buses will not transport guest/visitors to and from school unless permission is obtained from administration prior to the day of attendance.

Family Vacations

Attendance is very important for a successful education. Please call the school office every day that your child is absent for any reason. Family vacations can also be educational. When you take a family trip during the school term, be sure to notify your child's teacher several weeks in advance of the planned absence.

Elementary Maximum Absence Rule

Any elementary student exceeding 14 absences, excused and unexcused, in any one semester may have truancy filed. Parents with elementary students accumulating 7 or more unexcused absences, part or whole day, in any one school year may have educational neglect filed by the school. Elementary students that reach the maximum of 14 absences in any one semester, may be requested to have a meeting with the elementary teacher, the principal, the counselor, and the family advocate to discuss the absences and the possibility of retention.

Any Changes at Your Home?

Please help keep the school records current by letting the school know about your new work telephone numbers, new baby-sitter numbers, or new home phone numbers. It is extremely important sometimes for school people to reach parents in case of an emergency.

Non-Discrimination Policy

Independent School District No. 2 does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district also makes reasonable accommodations for disabled students. Students with disabilities are entitled to a free appropriate public education that includes general education, special education, and/or related aids and services. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator:
Lindsey Erickson
500 Ione Ave, Room 212
Hill City, MN 55748
(218) 697-2394 X110
lerickson@isd002.org

Title IX Coordinator:
Superintendent Adam Johnson
500 Ione Ave, Office 200E
Hill City, MN 55748
(218) 697-2394 X100
ajohnson@isd002.org

Protecting Privacy

The district does maintain adequate information about each child to help in individual instruction and decision-making. The information is a record of essential educational achievement and progress. For each child a permanent cumulative file is established which holds all the official information.

Educational records maintained in the cumulative file include, but are not necessarily limited to, identifying data, school work completed, level of achievement, significant samples of the student's work, attendance data, scores on standardized achievement tests, and health information.

People who may see the records are the parents or guardian, authorized school personnel and representatives of state and federal government.

Parents who want to see the school records on their elementary children should call the school for an appointment.

From Your School Nurse

Our school has the services of a school nurse who is in the school part time.

The Minnesota School Immunization Law requires all children entering Minnesota public or private schools to show proof of these immunizations:

- * **5 DTaP: diphtheria-tetanus-pertussis**
- * **4 IPV: polio**
- * **2 MMR: measles-mumps-rubella**
- * **3 hepatitis B**
- * **2 varicella (chicken pox)**

Seventh graders also require a TdaP booster and meningococcal vaccination. Children may be excluded from school until proof of immunizations is received.

Our school has a policy for safely distributing medications at school. If your child has medication to be taken at school, please make arrangements with the school nurse and provide the necessary written documentation for both prescription and over-the-counter medications.

Contact the nurse's office at any time with questions or concerns about your child or your child's health.

If your child is ill, please call the school office within 48 hours explaining the illness and any necessary follow-up at school. If your child has a contagious disease, such as chicken pox or measles, please notify the school immediately.

Try These Homework Tips . . .

1. Have a regular place for your child to do homework. Use a desk or table in a quiet room. Be sure there's plenty of light.
2. Find a regular time for homework. You may want to make a rule, "No television until homework is finished."
3. During homework, turn off the TV and radio.
4. Before your child begins, talk with him or her about the assignments. Help the child plan how to use the time.
5. Set a good example. While your child is doing homework, spend some time reading or work yourself. Then when homework is done, you can both talk about how much you've accomplished.

Working Together for your Child

. . . By Providing an Education for all Children

Regular attendance is necessary if a child is to get the most benefit from school. It is also an excellent habit to acquire for later life. When a child has been absent and returns to school, parents must call within 48 hours to verify the absence with the school secretary.

. . . By Protecting the Child

Parents who want a child released during the school day must follow certain procedures. Students will be released from school to parents only, unless we have a signed statement from parents. Bus students must have a written permission slip from parents if they are not returning home on the bus. Otherwise, your child will be expected to ride home on the bus.

. . . By Providing Good Nutrition

Nutritious hot lunches and breakfasts are available to all children each school day. Breakfasts and lunches are available at reduced prices or without charge for those children who are eligible. Applications for this program are available at the school office. Milk breaks are also a part of our nutrition program. Please do not send unhealthy (junk food) snacks or pop to school.

. . . By Transporting Children Safely

Bus service is available at no charge for all children in the district who live a certain distance from school. Children receive instruction in bus safety procedures.

From Your School Counselor

We have a School Counselor on staff to help your child solve problems that may interfere with learning.

Support groups will be provided for those students who may have problems at school or at home and need a place to share and talk.

Please contact the Counseling Office to share your concerns or just to let us know of any problems that your child may be experiencing.

Elementary Physical Education

1. All students will participate in physical education class unless they have:
 - A note from a physician excusing them from class because of a medical condition.
 - A note from a parent or guardian, signed and dated, explaining why the child cannot participate.
2. Students are expected to display behavior appropriate to a physical education classroom. Safety and following directions are a must.
3. Gym shoes are required for participation in physical education as a safety precaution for your child and other students. Gym shoes need not be expensive, but they must have laces or velcro so they stay on your child's feet. Laces must be tied properly, and a non-marking rubber type bottom, not plastic, is recommended.
4. Gum or candy is not permitted during physical education class for safety and hygiene reasons.
5. Appropriate dress is required.

Cell Phone Use and Other Electronic Devices

At no time are cell phones allowed in restrooms and locker rooms. Never use a cell phone to take a picture, video, or voice recording of another student without that student's permission. The building principal, however, is authorized to permit a student to use and/or carry a beeper or cell phone for medical, school, educational, vocational, or other purpose where deemed appropriate. Students may leave these articles in a locked locker, or in the office.