

WAYZATA
 **GLEASON LAKE**
Elementary School

310 County Road 101 North
Plymouth, MN 55447

Office - 763-745-5400
Fax - 763-745-5491
Health Office - 763-745-5415
Attendance Line - 763-745-5455

Mary McKasy, Principal
Kathy Mueller, Secretary
Karen Arkesteyn, Office Paraprofessional
Sue Stinson, Health Paraprofessional
School Hours 8:30 a.m. - 3:10 p.m.

Staff email addresses are firstname.lastname@wayzataschools.org



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Academic Programs

Five Day Specialist Schedule

Students receive instruction in music, art, physical education, media, technology, and Spanish (for grades 4 and 5) from a specialist in each of those areas. Grades K-5 follow a five day digital calendar. For example, in 2021-22, school begins on:

Day 1 — Wednesday

Day 2 — Thursday

Day 3 — Friday

Day 4 — Monday

Day 5 — Tuesday

The schedule then repeats itself. Only the days considered “student contact days” are figured into the five day rotation. This is done so that over the course of the year, every child has received an equal amount of instruction in each of those areas.

Art

The art curriculum works to balance the Create Process Map created by The Perpich Center for the Arts. Students apply this process as they imagine, plan, explore, make, refine, present, and reflect on their artwork. Visual Literacy, or the ability to ‘read’ an artwork, begins in first grade and is used in all levels of the Wayzata Art Curriculum. Visual Literacy includes Visual Analysis and Critique, and focuses on student’s making their own meaning by noticing, making connections, connecting feelings, analyzing, questioning, interpreting and speculating. Students in grades one through five meet with the art specialist one hour a week and kindergarten students meet for 30 minutes once a week. An all school art show is held during spring conferences.

Media Center

Students continue to learn about their choices in reading, viewing and listening, and further their understanding of what makes literature great. Students will continue to develop information literacy skills that enhance the inquiry process. Students will use organizational tools in print and digital resources as they explore and evaluate resources. Kindergarten students visit once a week with their classroom teacher. Classes in grades one through three are scheduled to meet with the media specialist one half hour per week. Students in grades four and five will have a weekly time for book check out. Students may visit the media center at other times with teacher permission.

Books are checked out for one week and may be renewed or exchanged at any time. Parents are urged to help their children take care of and respect their library books. Students will be held responsible for lost and overdue books, magazines and materials.

Music

The goal of the elementary music experience is to help students acquire the knowledge and skills that will enable them to explore, appreciate, and participate in the rich musical culture outside of the classroom throughout their lives. Students in grades one through five meet with a music specialist twice a week for 30 minutes and students in kindergarten meet once a week for 30 minutes. Fourth and fifth grade students each have a concert in the second half of the school year. Morning choir is a weekly elective activity open to all 5th grade students. The choir performs in the spring.

Physical Education

Students are exposed to a variety of activities in physical education that include: cooperative games, individual and team sports, dance, developmental locomotor skills/movement and fitness. Technology is an integral part of the physical education experience. Students meet with a physical education specialist at least twice a week for thirty minutes each time. The classroom teacher may also provide follow-up instruction. Kindergarten through fifth grade students participate in a Track and Field day, which is held at the end of the school year.

Technology

The integration of technology assists in the personalization of education, creating more interactive lessons, and building skills that are becoming increasingly important for success such as digital literacy, communication and collaboration. Wayzata Public Schools ensures that students will graduate with the necessary skills to be successful in careers and social interactions they will encounter in their futures.

In our work, we ensure:

- Digital citizenship - Help students understand the rights and responsibilities of their actions when using digital tools.
- Digital literacy - Help students learn how to most effectively and safely access information and tools online.
- Critical thinking, Problem solving and Decision making
- Global Perspectives - Use technology to communicate and collaborate with people and places locally, nationally, and globally.
- Technology Skills - Provide the basic foundational skills in order for students to effectively use current technologies.
- Personalized Education - Use technology to streamline the collection of data to determine student needs and to provide instruction based on individual student needs.

Students in grades one through five meet with the technology specialist one hour a week and students in kindergarten meet once a week for 30 minutes.

Spanish

Students in fourth and fifth grade Spanish class will develop skills to allow them to communicate in Spanish. Students will gain a knowledge and understanding of other cultures, and will develop insight into the nature of language and culture. In these beginning level Spanish classes, students will also reinforce and further their knowledge of other disciplines through the Spanish language.

Intervention

Multi-Tiered Systems of Support (MTSS), also known as Response to Intervention (RtI), is a framework for helping all students meet or exceed the State's challenging academic standards by providing a continuum of evidence-based instruction. In an MTSS system, educators provide high-quality first time instruction in classrooms. All students are assessed regularly, with assessment data analyzed to determine which students need additional instruction. When it is determined that a student needs the support of additional instruction to make progress toward meeting the standards, he or she is enrolled in an appropriate intervention. MTSS involves ongoing progress monitoring so that the level of intervention matches students' changing instructional needs. Areas of focus for intervention include Literacy, Mathematics, and Social Emotional Learning.

Gifted and Talented

It is our vision that Wayzata's top learners with high ability and top learners with high academic performance, will be fully served in their unique intellectual, academic, social, and emotional needs through an array of Vision 21 services starting in second grade. Students are given the opportunity to expand their knowledge, challenge their perspective and inspire their future. The Gifted and Talented program offers academic enrichment opportunities in the areas of math and reading, as well as provides students an opportunity to experience a wide variety of challenging and rewarding experiences designed to develop skills in critical and creative thinking. In addition to extending skills and concepts beyond the classroom, the Gifted and Talented specialist may also provide supplementary classroom materials.

Field Trips

During the school year, each class and grade level takes field trips. Signed permission slips are required in order for your child to attend. Your child may not participate in the field trip if the slip is not returned. In the event that a parent does not want his/her child to go on a field trip, the student is required to be in attendance at school that day. If a scholarship is needed, please let the classroom know or contact the principal at 763-745-5410.

Special Services

Wayzata Public Schools provides many support services to students with special needs. The staff at Gleason Lake includes a school social worker, a school psychologist, an assessment coordinator, an educational speech and language clinician, as well as special education teachers and assistants. Other support staff are available depending on a child's needs. More information can be obtained by calling 763-745-5044.

Community Education

Community Education Services provides and schedules the following activities: adult education, soccer, basketball, hockey, football, pool rentals, swimming lessons, ice arena rental, and city Department of Recreation programs. This office also schedules any after school activities that use school facilities. The phone number is 763-745-5200.

Questions

Questions involving the school board, administration, or other district concerns should be directed to Gleason Lake's representatives (PTO Executive Board).

Attendance & Reporting Absences

Wayzata Public Schools recognizes that daily attendance is critical to academic achievement. Prompt arrival each day leads to developing good learning habits throughout life. Students are excused from school only in case of illness, emergency, or other reasons from the list below. Students must be fever and vomit free (without medication) for 24 hours before returning to school. Our school day starts promptly at 8:30 a.m. and ends at 3:10 p.m. We encourage you to schedule elective appointments and family activities at times that do not conflict with the school day.

Excused Tardies / Absences

- Illness
- Serious illness in student's immediate family
- Funeral
- Religious instruction (not to exceed three hours per week)
- Catastrophes, such as fire
- Official school field trip or other school-sponsored outing
- Pre-approved family vacations or trips
- Medical or dental appointments
- Religious holidays
- Suspensions

Unexcused Tardies / Absences

- Transportation issues (e.g. missing bus or car not working)
- Picking up early on a regular basis
- Absences that are excessive and/or interfere with the student's educational programming
- Habitual tardiness
- Not at school at the official start time or leaving school significantly early
- Five (5) unexcused tardies constitute one unexcused absence.

If your child will be absent, enter the absence through Skyward Family Access. Log into your account and select "Attendance" on the left side of the screen. Select "Absence Requests" at the top right of the screen. After clicking "Add Request", you'll be asked to enter the start and end date of the absence, reason in the drop-down and comment describing the illness if your child is sick. This data helps the school determine if a particular illness is predominant in the school. Click "save". You may also call the Gleason Lake attendance line at 763-745-5455 no later than 9:30 a.m. the day of the absence. More detailed instructions are available at www.wayzataschools.org/FamilyAccess

Parent-approved absences that are excessive and/or interfere with the student's educational program may be interpreted as truancy and follow-up procedures will be implemented. Habitual tardiness may also be considered as truancy. A student is tardy if he/she is not at school at the official start time of 8:30 a.m. Early pick up is the same as arriving late and is considered a tardy unless excused. Please avoid picking up children early between 2:45 and 3:00. They miss important organizational skills as they prepare to pack up and go home. It is also a very busy time of day to try and communicate with classroom teachers. Early dismissals should occur only in rare circumstances. Please make every effort to schedule appointments outside of school hours.

Minnesota state law requires regular school attendance for all enrolled students. Irregular attendance or excessive absences/tardies will be investigated by the school principal or other school personnel with the intention of developing a plan to change the pattern for the educational benefit of the child.

The District Policy on Compulsory Attendance Regulations 503-R states:

- After three unexcused absences, a parent/guardian will be notified.
- After six unexcused absences, the parent will be notified and a letter will be sent to the county.
- After nine unexcused absences, a letter will be sent to Hennepin County Attorney Office's be@school program to initiate a truancy referral. A county caseworker will be assigned.
- After fifteen unexcused absences, a letter will be sent to Hennepin County Attorney Office's be@school program to initiate a truancy referral and further intervention will be determined by the county.

Elementary schools are now following the practice of generated attendance letters through Skyward. If your child crosses the threshold of absences listed above, an automatic notification will be sent to you through Skyward Family Access. The district tracks the number of tardies, number of unexcused absences, excessive illnesses, and all absences that are over 10% of the number of school days throughout the year. Please do your best to call in absences and keep tardies to a minimum to ensure that any letters are not generated in error.

Extended Leaves

A leave of 15 days or more will require re-enrollment through the Welcome Center. Parents are expected to communicate the dates of their student's absence in advance to the school office. Once the school is notified, please complete the [Extended Vacation form](#) and email to the Welcome Center at welcome@wayzataschools.org or fax to 763-745-5096.

Per the Minnesota Department of Education enrollment guidelines, withdrawal after 15 consecutive days of absence triggers the close of the enrollment status record. Verification of

return date should be provided to the Welcome Center, at which time the student enrollment status will be re-activated. Homework is not provided for extended leaves. .

Behavior Expectations and Intervention Procedures

Our school expectations are built around the Positive Behavior Intervention Support (PBIS) process. This is a program that assists staff in identifying positive expectations for student behavior. All staff members are working together to provide clear and consistent expectations for students. The teachers are explicitly teaching the expectations for appropriate student behavior in the hallway, bathroom, lunchroom, playground, classroom and assembly. Our slogan is “Gator Pride on the Lakeside - I will respect Myself, Others, Property and Community.” When pride strategies are implemented school-wide, staff and students benefit by having an environment that is conducive to teaching and learning. Gator Pride is all about building a positive school-wide community. www.wayzataschools.org/gleasonlake/families/pbis



Communication

Health Office Communication

There may be times when your child becomes unexpectedly ill or the school needs to get a hold of you for emergency purposes. Please be sure you also have updated the emergency contact information (as well as an emergency contact/designee).

Updating emergency contact information is done in Skyward Family Access. Directions:

- Go to Skyward Family Access and click on the Skyert button on the left-hand menu.
- Click the edit button to update phone numbers, emails and text message numbers (standard text messaging rates may apply).
- You can also determine what type of communication you would like to receive with each phone number, email and text message.

See more at www.wayzataschools.org/FamilyAccess

Parent Newsletter

A weekly school communication called Parent Newsletter is sent every Thursday via email. Parent Newsletter includes items such as upcoming events, notes from the Principal, PTO

news and community education information.

Parent-Teacher Communication and Conferences

All school staff members may be contacted by email: firstname.lastname@wayzataschools.org

Non-emergency calls will not be taken during class time, but you may leave a message on the teacher's voicemail. Open communication between home and school is a high priority with the Gleason Lake staff. A phone call from the teacher or principal may be good news as well as a call to share concerns. Parents are encouraged to call school at any time during the year with questions or suggestions. Generally, teachers may be reached before 8:15 am or after students are dismissed at 3:15 pm.

Your child's progress will be reported to you by means of two Parent-Teacher Conferences in October and February and two progress reports (see below). Gleason Lake parents will sign up for their scheduled conference times online through Family Access. Information will be sent out with the directions of this signup prior to both fall and spring conferences. At these conferences, progress of the individual child is evaluated with the parents, in terms of the child's own needs and abilities. Additional conferences can be scheduled at any other time during the school year, as questions or problems arise. A phone call, email or note to the teacher can arrange this.

Thursday has been designated as "Communication Day", the day when all information is posted electronically and/or hand-outs will be sent home. Please pay special attention to your email and/or child's backpack on that day. Most teachers send a classroom newsletter electronically or in the take home folder. Some do this weekly, monthly or quarterly.

Progress Reports

A progress report will be posted online twice a year. The first report will be posted around the end of January. The final progress report will be posted at the end of the year. These can be found on Family Access.

Parent-Principal Communication

Parents and/or students may schedule a time to meet with the Gleason Lake principal to ask questions, discuss concerns, or offer positive feedback about their child's school experience. Please feel free to email mary.mckasy@wayzataschools.org for an appointment.

District Communication

The district communicates with residents of the school district via the district newsletter, "Communicator", the yearly district calendar and other local publications. Complete copies of school board minutes are available in the Gleason Lake Media Center. Parents may also contact the [district website](#) for additional and more up-to-date information.

District Policies

- [Bullying Prohibition Policy](#) – Policy 528
- [Non-Discrimination Policy](#) – Policy 501(Student Disability Nondiscrimination) and 510 (Student Sex Nondiscrimination)
- [No-Smoking Policy](#) – Policy 404 (Drug-Free Workplace Drug-Free School) and 407 (Tobacco-Free Environment)
- Information Regarding Data Privacy Rights
 - Student Information Which You Can Inspect and Review
 - Who May See Student Records?
 - Information Which is Made Public
 - What Are the Rights Regarding Record Information?

Food in Classroom

Individual students may bring a snack for him/herself as long as it meets the health parameters of the classroom. Birthday treats or snacks for the class are not allowed.

All food in the classroom should adhere to the following guidelines:

1. Individual, nutritious snacks in the classroom are optional.
2. Classrooms that have food allergies may have additional guidelines.
3. Students are allowed to bring a bottle of water.
4. Each building has limited activities/events for students where commercially prepared food may be served.
5. Some activities in the Wayzata curriculum do call for the use of food (e.g. science experiments). The classroom teacher will communicate directly with parents/guardians of students with food allergies about these activities.

Health and Safety

Health Services

EHealth Service offices are staffed by a Health Paraprofessional who is trained in first aid and CPR. The Health Paraprofessional is responsible for providing first aid, administering medications, assisting with vision and hearing screens and processing immunizations records. A Licensed School Nurse supervises the Health Paraprofessional, provides skilled nursing care, develops health plans and coordinates the prevention and control of communicable diseases.

When to Keep Your Child Home

Please report all potentially communicable health conditions to the health office. The district follows the Hennepin County Infectious Diseases in Childcare Settings and Schools when determining if a student is able to attend school. If your child will not be at school due to illness or injury, please report all illnesses or health conditions to the attendance line

Illness at school

Students should report to the health office prior to contacting parent/guardian when not feeling well at school. Health office staff will evaluate the student and contact the parent/guardian if needed.

Health and Emergency Information:

We ask that all parents enter emergency contact information into [Skyward Family Access](#) and update the [Student Contact and Health Information Update](#), including emergency contact information. This information is used as the first source of reference in contacting parents in the event of an emergency and should be filled out completely before the student begins school each year and kept current during the school year. If your child becomes ill or injured while at school, the parent or emergency contact will be contacted to pick up their child as soon as possible, preferably within one hour of being notified.

Immunizations

In order for students to enroll or remain enrolled in elementary or secondary schools, Minnesota state law ([Minnesota Statute 121A.15](#)) requires documentation of required immunizations or written proof of exemption. Students will not be allowed to start school or remain in school until the required immunization history or a signed legal exemption is provided to the district. Records must include the specific month, day and year that these immunizations were administered. For more information regarding required immunizations, please visit the Minnesota Department of Health website or the district website.

Medications at School

All prescription and over-the-counter medications to be administered during school hours requires an *Authorization for Administration of Medication at School* form that is signed by a licensed healthcare provider. In most cases, medications can be given outside of school hours. Please check with your child's healthcare provider to verify the need for medication during school hours.

Student Health Plans

If your child requires specialized health care procedures while at school, please contact the school health office. The Licensed School Nurse (LSN) will work with the physician and parents to create an individualized health plan to meet the needs of your child while at school.

Health Screening

Each school year, students participate in grade-level health screening. Students also receive hearing and/or vision screening upon request from their parents or guardians or if the teacher

suspects that there may be a hearing or vision concern that is affecting the student's ability to learn.

Emergency Procedure

In the event of an emergency or illness, the procedure will be to:

- Contact a parent or guardian at home or at work
- If parent unavailable, contact a relative, neighbor or other responsible adult who has been listed as an emergency contact
- Call 911 for life-threatening medical emergencies. The parent/guardian will be notified after emergency personnel have been called
- In the event of accidental ingestion, the procedure will be to consult with Hennepin County Poison Control Center and provide first aid as needed

For more information regarding district health services, visit www.wayzataschools.org/district/health-services.

Daily Safety Precautions

For the safety and well being of students, all doors remain locked except for the main entry into the office during school hours. All visitors and volunteers will provide a driver's license or passport identification. After swiping their ID on our system they will be issued a badge. For more information, see "Visitor" section below. Additionally, district policy prohibits weapons or toy replicas on school grounds.

Missing Child Procedure

Though it happens rarely, there are times when a child ends up in the wrong place at dismissal time. To help alleviate this possibility, be sure to put in writing if the schedule is different than usual. Below are procedures that are followed should this happen to a Gleason Lake student.

If a teacher realizes a child ends up on the bus and he/she should have gone to Home Base or a Wishes class or someone was picking up the child, the teacher will call the office immediately. Office personnel will contact the bus supervisor to see if the buses have departed. If the buses are still there, we can remove the child from the bus. If the buses have already departed, the bus company can be called and the child can be returned to school.

If the child has already been dropped off at the bus stop, a parent will be contacted immediately. If no answer, a message will be left and the emergency contact number will be called. If no answer, a message will be left or if they are unable to get to your home immediately, police will be called for assistance. Home Base has similar procedures that are followed as well.

If your child never got off the bus, call the office immediately at 763-745-5400. Office personnel will contact someone in the district transportation department who will radio the drivers to see if 1) the child forgot to get off, or 2) got on the wrong bus. If #1, the driver will take the child to the

correct stop after his route is complete. If #2, the driver will return the child to school. School personnel will keep you informed as to the progress and let you know when your child will be returning to school so that he/she may be picked up.

If a child is sent to Home Base or a WISHES class and he/she should have gone home on the bus, you or the emergency number will be called immediately.

It's important to have a backup plan for your children in case they get home and a parent/child care provider is not present. Please have a plan in place with your child. Be sure to keep emergency contact information and phone numbers current. Notify the school of any changes. Talk to that designated person to make sure they can be contacted around 3:15 should it be necessary.

Hennepin County Parental Guidelines

As you plan for before and after school child care, please consider these guidelines from Hennepin County regarding children and supervision. Keep in mind that children vary in their developmental maturity, personality, insight and needs, and these should be taken into consideration, along with the home environment and child's access to assistance should it be needed, when making decisions about a child's supervision.

Age	Comments
0-7	Children cannot be left unattended or in the care of an individual under the age of 11 for any length of time
8-10	Children may be left home alone up to 3 hours
11-13	Children may be left home alone up to 12 hours
14-15	Youth may be left home alone up to 24 hours
16-17	Youth may be left home alone over 24 hours but must be able to contact someone in case of emergency.
0-11	Children under 11 may not babysit

Hennepin County Curfew

The Hennepin County ordinance prohibits juveniles from being in a public place or establishment during night-time hours.

- **Under age 12:** Sundays through Thursdays, home by 9:00 p.m. - Friday & Saturday, home by 10:00 p.m.
- **Age 12 to 14:** Sundays through Thursdays, home by 10:00 p.m. - Friday & Saturday, home by 11:00 p.m.
- **Age 15 to 17:** Sundays through Thursdays, home by 11:00 p.m. - Friday & Saturday, home by midnight

Tobacco Free Environment

Wayzata Public Schools has a smoke/tobacco free policy in all buildings and grounds. Elementary students who are observed to violate the district's policy shall be disciplined by the building principal. Such discipline shall include the immediate scheduling of a parent conference, the purpose of which will be to focus on the related offense, including the development of a cooperative plan to avert further violations.

Homework

Use of independent work-study skills is a necessity for future success; and homework offers an opportunity to develop these skills. Reasonable use of homework is encouraged. Homework expectations vary depending on grade level and teacher. It is expected that each teacher develop homework expectations that are appropriate to the students' ages, abilities and needs.

A general guideline for the amount of time spent on homework should be approximately 10 minutes times the grade level. Ex: grade 4 = 40 minutes. Parents should contact individual teachers for specific questions regarding expectation and homework routine.

Homework When Absent

If your child is well enough to study, please contact the teacher to make arrangements for missed assignments. The homework policy regarding students who miss school because of trips and special events is as follows:

- Some assignments may be sent with the student, if prior notice has been given.
- The student's obligation is to maintain a log, diary, pictures, etc., and prepare a report to be given either verbally or in writing upon return.
- Lessons are expected to be made up when the student returns.
- Homework is not provided for extended leaves.

Lost and Found

Be sure to put your child's name on his/her belongings so that they can be returned if they are lost. Inspect the lost and found area located in the lobby when you visit, and ask your child to check when they have misplaced an item. These items will be in the lobby for review. At the end of every month of the school year calendar, several boxes of unmarked sweaters, boots, mittens, lunch boxes, and other miscellaneous items are donated to a charitable institution.

Parent/Student Rights in Identification, Evaluation, and Placement

Pursuant to Section 504 of the Rehabilitation Act of 1973, the following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (PL 101476) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing; Request an informal hearing, mediation, or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.

Hearing requests must be made to Jodi Remsing, Wayzata Public Schools, 12925 16th Avenue North, Plymouth, MN 55441 or telephone at 763-745-5040.

13. File a local grievance with the Section 504 Officer.

The person in this district who is responsible for assuring that the district complies with Section 504 is Jody Remsing.

Pet Guidelines

Due to potential concerns associated with having pets visit the classroom, Gleason Lake has established a "No Pets in School" rule. During the school year there may be some students who would like to bring their pets to school to show them to their classmates. Even though our family pets are near and dear to us, they may pose a potential liability if an unfamiliar child or adult is scratched, bitten, or attacked. Some pets pose medical problems for some students who may be allergic to hair, feathers or fur. There is also the issue of cleanliness and care associated with a pet at school. Students may wish to bring a favorite photo, or perhaps a video of their pets as approved by the classroom teacher.

Privacy of Student Data

Parents have the option to restrict the release of student data so that it will not be shared with the public. Parents must request the [Optional Data Privacy Form](#) available through the school office. This is an optional form that must be completed and signed each year if you do not want the directory information on your student(s) available to the public. By signing this form your student(s) will not receive mailings on community sports or youth organization events or be included in public releases of honor rolls or graduation lists.

Directory information includes the following:

1. Student name
2. Student address
3. Student photos for the school approved publications
4. Telephone listing
5. Date and place of birth
6. Dates of attendance
7. Participation in officially recognized activities and sports
8. Weight and height of members of athletic teams
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by student
11. Grade level

Recess Guidelines Due To Weather

It is important for students to get outside for some physical activity every day. They are provided with a 20 minute grade level recess with their daily lunch time. We expect everyone to come to school dressed for the weather. Schools will have indoor recess on days when the weather is not suitable for outside play.

- If the temperature with windchill is -15 or below. The office will use a number of websites to determine an accurate temperature for our area.
- Some schools may choose to have a 10 minute outside recess for temperatures around -15 for older students, if the playground has some protection from the wind. Outside supervisors will make this decision in cooperation with the office.
- Students with health plans on file in the health office may have special considerations that will be followed.

During the winter months, your child needs to wear a coat, mittens, snow pants and boots since the children go outside for recess unless the the wind-chill temperature is below -15. Once it snows, children who do not have boots or snow pants will need to stay on the blacktop area. Please contact Jessica Bedford, social worker, at 763-745-5414 if winter clothing is needed.

School Attire

Guidelines

Gleason Lake does not have a formal dress code. For health, safety, and comfort reasons, the following guidelines are suggested:

1. Clothing should be comfortable, neat, clean, and appropriate for the school environment.
2. Pictures and slogans on clothing should be tasteful at all times.
3. Athletic shoes must be worn on physical education days to provide your child with proper foot support for physical education.
4. Hats are not to be worn in school except on spirit days or for medical reasons.
5. As part of the energy conservation program, the thermostats have been set at 68° F. Please keep this in mind as your children dress for school.
6. During the winter months, encourage your child to wear boots, coats, and mittens since the children go outside for recess unless the wind-chill temperature is below -15° F.

School Spirit Day

In an effort to promote pride in our school, several days throughout the school year will be designated as School Spirit Day. Remind your children to wear Gleason Lake Gator apparel or Wayzata District colors (blue/yellow.)

School Closing Procedures

The district will notify staff and families of delays or closings. Please keep your contact information (phone numbers, emails, etc.) current in Skyward Family Access to receive these notifications.

Guidelines for School Closures

1. A decision to close or delay school due to inclement weather conditions will be made by the superintendent or designee. Such a decision will be made by 5:30 a.m. whenever possible. Parents will be notified of this with an automated phone call. It will also be on WCCO 830 AM radio, and televised on WCCO, KSTP, KMSP, KARE and posted on the district's website at www.wayzataschools.org If an announcement has not been made regarding a school delay or closing then school will proceed as normal.
2. School may be closed at the discretion of the superintendent or designee due to extreme cold if the wind chill factor is -40 degrees Fahrenheit or colder, and the extreme cold is forecast to remain for a substantial period.
3. If school is delayed, Home Base, K-5 and Bright Start would open two hours late.
4. In the event of an early dismissal, school activities and community use of district facilities may also be cancelled. Decisions about activities and community use of facilities will be made with input from the high school Activities Director and the Director of Community Education, in cooperation with the superintendent.
5. In the event of an early dismissal, Home Base will notify parents of Home Base children and allow at least one hour after school dismissal for parents to pick up their children.
6. In the event of an early dismissal, an alternate plan should have been discussed with your children so that they are not bussed to an empty house.

Defining Closures

Two-Hour late start: All K-12 schools will open exactly two hours later than regular start times. Home Base will open two hours later than regular start times. All after school and evening classes and activities will meet as scheduled.

No School: All K-12 schools will be closed for the entire day. All athletics, community education before-and-after school activities including Home Base programs will be cancelled. Evening community education classes will also be cancelled.

In the case of a school evacuation, students will be taken to the Wayzata Evangelical Free Church, 705 County Road 101, (763-473-9463). If the school phones are not accessible, call the Administration Building (763-745-5000). Parents will be directed to Central Middle School, 305 Vicksburg Lane, Plymouth.

School Hours

The office hours of Gleason Lake School are 7:30 a.m. to 3:45 p.m. Teachers are generally in school from 7:30 a.m. to 3:30 p.m. Student hours are 8:30 a.m. to 3:10 p.m. For safety reasons, students should not arrive before 8:15 am, and students need to be picked up promptly at 3:10 p.m., if they are not riding a bus home. Be aware that the buses have priority, so if students are brought to the school, follow the traffic markers. Students must be delivered to the curb or vehicles may be parked and an adult must walk the student to the sidewalk. If students are being picked up at the end of the day, parents must park and come into the building to sign them out. A note must be sent with the student in the morning so the teacher knows this will occur. All students who live close to school and wish to play on the playground must first check in at home and then come back to school. No playground supervision is provided after the school day ends.

School Lunch Program

Gleason Lake Lunch Schedule

By Grade Level:

Bright Start: 10:50-11:15 a.m.

Kindergarten: 11:30 a.m. to 12:00 p.m.

Kindergarten: 12:00-12:30 p.m.

1st Grade: 12:40 - 1:00 p.m.

2nd Grade: 11:50 - 12:10 p.m.

3rd Grade: 12:15 - 12:35 p.m.

4th Grade: 11:00 - 11:20 a.m.

5th Grade: 11:25 - 11:45 a.m.

In Chronological Order:

10:50 - 11:15 a.m.: Bright Start

11:00 - 11:20 a.m.: 4th Grade

11:25 - 11:45 a.m.: 5th Grade

11:30 a.m. - 12:00 p.m.: Kindergarten

11:50 a.m. - 12:10 p.m.: 2nd Grade

12:00 - 12:30 p.m.: Kindergarten

12:15 - 12:35 p.m.: 3rd Grade

12:40 - 1:00 p.m.: 1st Grade

Home Lunch

All food items should be sent in containers that can be opened easily by the student. Glass containers and/or bottles are not allowed. No onsite warming of food is available. Milk can be purchased separately for 55 cents. This is logged by using the student's name. Parents can purchase milk through setting up a Titan Account at <https://family.titank12.com>.

Breakfast and Lunch Information

The school breakfast and lunch menu can be seen on the school website. All full meals for children continue to be free during the 2021-2022 school year. Our Culinary Services offer a hot and cold lunch choice every day. There is always a vegetarian meal offered.

2021-2022 Free and Reduced Meals' Program

It is very important that families who feel they qualify for Free and Reduced Meals still complete the SY21-22 Free and Reduced Application. This affects the P-EBT benefits for the families in financial need. Please call the Wayzata District Culinary office at 763-745-5154 for more information.

Payment System

At this time, all complete meals for students are free of charge.

Technology Use

Users are provided access to the District's System in accordance with the District's Technology Use Policy & Regulations.

If a user (or their parent(s)/guardian(s) on behalf of a user) does not agree with the terms of this policy, written notice of such disagreement must be provided to the Director of technology or its designee, at which time that user's access to the District System shall be terminated. (Notification forms are available through school principal or Technology Department.)

Parents should be aware of and familiar with Wayzata Public Schools, ISD 284 [Technology Use Policy 631](#) and [Technology Use Regulations 631-R](#).

Wayzata School Board Policy requires permission from a parent, guardian or student (18 years or older) to release private student data that includes a photograph.

Transportation to and from school

Bus Information

First Student Transportation is responsible for bus service in the school district. We have some important information and resources from First Student (as well as district policy information) posted on our [Transportation website](#). The bus company cooperates with the school in regard to expected behavior on the bus. Most students in Wayzata Public Schools are bused to and from school. Bus route numbers and stop information will be communicated to families a week or two before the start of school. Any long term changes must be handled through the transportation office at 763-745-5195.

Students are expected to ride their assigned buses to and from school and will not be allowed to ride a different bus except for emergency situations which must be pre-approved through the school office. Please have a back-up plan in place in case you cannot be home when your child arrives home on the bus. Any long-term changes must be handled through the transportation office at 763-745-5197. Please read our Bus Ridership Handbook for more information.

Buses enter the parking lot from 1st Avenue. They will proceed past the front of the school and will continue around to the back of the school (bus only lane). Students using the bus enter and exit the building using one of two entrances in the back of the school building. Buses depart from the bus lane located next to the playground.

School Bus Safety Rules

1. Stay clear of the “Danger Zones” around the bus.
2. Follow the driver's instructions.
3. Be at your bus stop five minutes before your scheduled pick-up time.
4. Always SIT DOWN and face forward.
5. Be courteous. No pushing, tripping, inappropriate language or yelling.
6. No EATING or DRINKING.
7. Keep your head and arms inside the bus windows at all times.
8. Keep the bus clean. Do not damage the bus.
9. Never throw objects inside or out of the bus.
10. No animals or dangerous objects on the bus.

Car Drop Off and Pick Up

In order to ensure student safety, parents are asked to adhere to the signage placed throughout the parking lot and also to the following guidelines when dropping off or picking up students at school. The parking lot and drop off area is a one-way traffic lane only. Buses and cars will enter together along the front of the building and vehicles will circle through the length of the parking lot to exit. The space between the two center islands is for pedestrian traffic only. No vehicles are permitted to pass through.

Morning Drop Off: Please drop off your student after 8:15 a.m. All students are allowed in the building at this time. Attendance is taken at 8:30 a.m., so students need to be in their classroom or they will be marked tardy. Vehicles will enter the parking lot from 1st Avenue and continue towards the front of the building in a single lane. Parents should never leave their car, but simply drop student(s) off and proceed. Buses will stay towards the left and continue in the bus-only lane. Vehicles will stay to the right in the drop-off lane next to the sidewalk. Between 8:00-8:45 a.m., there is no parking in this area. After drop-off, vehicles then merge together with the bus lane into a single lane of traffic, just past the flagpole. Buses take the bus lane to the right at the north end of the school and the other vehicles turn left to exit through the one way, single lane parking lot.

Afternoon Pick Up: Only adults officially listed in Skyward under Family 1, Family 2, or Emergency Contacts will be allowed to pick up a child. If a different adult will pick up a child, the child's parent/guardian must provide a signed note, email or verbal agreement and have it approved by the principal or designee. Parents picking up their children will need to park and enter the lobby to sign out their student. Students will be waiting in the Commons area for check out. The parent or individual picking up the student will need to wait in the lobby until the student is released to the adult. Parents are responsible for picking up children promptly at 3:10 p.m. No child is permitted to wait on the playground or any other location on school grounds until an adult picks him/her up. If you are picking up your child every day, one communication to the teacher or office will suffice. Please call the office before 1:30 p.m. if there are changes to your child's daily pick up plan. (Leaving a voicemail for a teacher does not guarantee that your message will be received prior to the end of the day.) If your child regularly goes to Wayzata Kids, you will need to let them know as well.

If you are checking a student out of school during the day, send a note to the classroom teacher with your student. Park your car and come into the school to sign out your student in the office.

Walkers or bike riders

These are students that walk or bike the full distance between home and school. Parents must complete a yearly updated [biker and walker permission slip](#) and turn this into the school office. Students should arrive at school no earlier than 8:15 a.m. unless they are participating in a before school activity. Walkers or bike riders are expected to use the tunnel on the Luce Line when crossing County Road 101. Bikers are not permitted to ride in the parking lot or on the front sidewalk. Each student riding a bike to school is responsible for the security of his/her own bicycle. Upon arrival at school, bicycles should immediately be secured in the racks provided for them. Walkers and bikers are to enter through the front doors only.

Visitors and Volunteers

Access

All visitors, including parents and volunteers, must check in at the school office. As a safety measure everyone must enter and exit through the main doors. All other doors remain locked throughout the school day. You will need to present your driver's license to be able to enter the building. Visitors can also use government issued picture identification or passports. Once entry is approved, the visitor will be issued a badge that identifies the guest, the date and the purpose of their visit. It is required that this name badge be worn while on the building premises.

Due to District Policy and school safety guidelines, the following standards are required of all visitors:

1. Visitors must wear a visitor badge during their stay.
2. Visitors are not allowed on the playground during the school day.
3. Visitors are asked to help maintain the consistency of the learning environment and are not allowed to observe in classrooms or playground due to distractions and the importance of data privacy.
4. Only adults officially listed in Skyward under Family 1, Family 2 or Emergency Contacts will be allowed to pick up a child. If a different adult will pick up a child, the child's parent/guardian must provide a signed note, email or verbal agreement and have it approved by the principal or designee.

Volunteers

Many volunteer opportunities exist at school. Before volunteering in the building, volunteers who are working with students outside the direct supervision of a certified staff member need to complete paperwork found on our District's website. An example of this type of volunteer would be a literacy volunteer. More information about volunteering in the Wayzata Public Schools can be found at <https://www.wayzataschools.org/communityed/community/volunteer-opportunities> .

We require that all volunteers adhere to the following guidelines.

1. Volunteers who are supervising students are discouraged from bringing younger children. Contact the supervising teacher for clarification. Younger children are not allowed on field trips due to liability.
2. Volunteers need to respect all students' privacy within the school environment.
3. Please note that volunteering in a classroom is a job and teachers rely on parents to be engaged in the classroom environment during their time.
4. All volunteers are subject to administrative approval.

Wayzata Public Schools Offensive Behavior/Sexual Harassment & Sexual Violence Policy

Employees, students, and citizens should understand that this policy applies to each and every student, employee, and citizen of the school district, including all full-time, part-time, and temporary employees and volunteers.

Each employee must operate with total integrity to create an environment free of discrimination and other inappropriate behaviors.

Each supervisor shall be responsible for promoting understanding and acceptance of and ensuring compliance with state and federal laws, Board policy and procedures governing offensive behavior and sexual harassment within his or her school or office.

Violations of this policy or procedures will not be tolerated. Offensive behavior will be cause for immediate and strict disciplinary action up to and including discharge for staff and up to and including expulsion for students. You should contact the, building administrator, social worker, or counselor to report offensive behavior.

In addition, you may contact Wayzata Public Schools Human Rights Officers
Stacie Vos, Executive Director of Human Resources
763-745-5014
Wayzata Public Schools Administrative Offices
210 County Road 101 North
P.O. Box 660
Wayzata, MN 55391

State law gives you the right to file a charge of discrimination with the Minnesota Department of Human Rights, 500 Bremer Tower, Seventh Place at Minnesota Street, St. Paul. Minnesota 55101, 651-296-5663. Both the school district's policy and state law prohibit reprisals or retaliation against you for reporting sexual harassment.

Offensive behavior / sexual harassment or sexual violence will not be tolerated in Wayzata Public Schools.