

Pillager Elementary Student Handbook 2020-2021

Pillager Elementary School
323 East 2nd Street South
Pillager, MN 56473

Office: 218.746.2111

Fax: 218.746.2134

elementary@isd116.org

www.isd116.org

Approved by School Board July 20, 2020

Commonly Asked Questions

Q: How do we enter the building?

A: The Elementary entrance is Door G. Kindergarten and first grade may enter through Door E. The vestibule/credenza way inside of Door G will be accessible throughout the school day; however, to gain admittance within the school you will need to be buzzed in through the Elementary Office by a school staff member.

Q: Why am I not getting school communication?

A: Check with the office to make sure your information is correct within our system. Additionally, please make sure that you have a valid email address on file for communication. If your family requires duplicate information to be sent to more than one parental address, make sure we have the correct information for both families on file.

Q: What is the school day for elementary students?

A: The school day starts at 8:30am and ends at 3:00pm.

Q: What time can my student come to school in the morning?

A: Students may go to the cafeteria at 8:00 a.m. We ask that students not arrive before 8:00 a.m. Students will be allowed to go to their locker and/or classroom at 8:05.

Q: What do I do when my child is sick or going to be absent?

A: If your child is ill – call the office at 746-2111 to report their absence before 9:30am. If your child is going to be absent and you know ahead of time, you can call the school or send a note for your child's teacher.

Q: What do I need to do if my child is late or will be leaving early?

A: Students must be signed in or out through the Elementary Office.

Q: I need to communicate a change of plans to my child.

A: The office will attempt to relay messages to students; however, we may not be able to get notes to students after 2:00 p.m. After this time, phone calls will be transferred directly to your child's classroom - we cannot guarantee that a teacher will get a message after 2:00 p.m. We highly encourage you to pre-arrange appointments and a departure time to ensure there is strong communication with your child's teacher.

Q: Where do I drop off / pick up my child before / after school?

A: Students may be dropped off/picked up at the Elementary Entrance/Office. Please note: there is no parking in front of the school in the bus lane at any time. Students are not allowed in classrooms until 8:05 a.m.

Q: How do I make bus changes?

A: All school transportation is contracted through Fornshell Bus Service. Students are only allowed to have one AM and one PM bus stop and all stops and/or changes must be pre-authorized through Fornshell Bus Service and need to be made at least 3 business days in advance. Only Fornshell Bus Service can authorize a temporary or emergency bus change. You must contact Fornshell Bus Service at 218-746-3770 for any changes or concerns.

Q: My child is having friends over, can they ride the bus home?

A: Due to regulations on capacity loads, students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.

Q: Does my child need to bring snow pants and boots to school every day during the winter and spring?

A: Yes, all students go outside for recess as long as it is not colder than -10 below including wind-chill at the time of recess. In the spring, students should wear boots and snow pants until the playground is dry.

Q: It's my child's birthday; can he/she bring in snacks for his/her class?

A: You need to check with your child's teacher to set this up; however, snacks must be store bought and pre-packaged.

Elementary Office Hours: 7:00 am – 3:30 pm
Elementary School Phone Number: 218-746-2111

Elementary Office

Josh Smith, Principal 218-746-2110
Brenda Uselman, Secretary 218-746-2111

Early Childhood Office

Betty Doss, EC & Family Ctr Dir. 218-746-2185
Carla LaPorte, Secretary 218-746-3075

Activities and Community Education

Matt Moen, Activities Dir. 218-746-2115
Matt Moen, Community Education 218-746-2156

District Office

Mike Malmberg, Superintendent 218-746-2100
Lori Blumke, Dist. Secretary 218-746-2101
Melissa Berry, Bookkeeper 218-746-2102
Kayla Thompson, Payroll/HR Coord. 218-746-2145
Maureen Milless, Food Service 218-746-2104

School Health Coordinator

Jamie Shypkowski 218-746-2114

School Board

Scott Mudgett, Chair 218-828-1528
Shawn Hunstad, Vice Chair 218-828-4268
Sara Nagel, Clerk/Treasurer 218-746-4478
Becky Bennett, Director 218-851-7527
Brian Grimsley, Director 218-746-4207
Steve Uban, Director 612-247-1335

Transportation

Fornshell Bus Service 218-746-3770

School Readiness Elizabeth Busch, ECFE
Kayla Wenker, ECFE
Britta Swenson, Headstart

Kindergarten Kalyn Ivers
Julie Logelin
Krisandra Mielke
Lisa Pettit

1st Grade Melissa Cousino
Alice Foran
Beth Gustason
Elisa Ingman
Darla Marcy

2nd Grade Joe Davoli
Melissa Koel
Shelly Kostka
Roxanne Norlin

3rd Grade Kori Anderson
Chad Foster
Amber Houle*
Cortney Kroska
Keanna Thompson

4th Grade Judy Hauglie
Julie Nordin
Steve Rader
Kellie Klimek

Special Education Melissa Bouc
Bev Maybon, ECSE
Iris Miller, ECSE
Janet Spreiter
Johanna Rudbeck

Speech Amanda Sigler
Lindsay Solheim

School Social Worker Ashley Ingman

Mental Health Northern Pines

Physical Education Penny Grimsley
Kent Janicke

Elementary Music Adam Tervola-Hultberg

Title I Wendy Hall

Media Center Assistant Rhonda Litke

Family Center	Ashley Oehrlein, Little Huskies Peggy Benson, Fun Stop
Food Service	Aviand's
Maintenance	Tod Pelarski Phil Evenson
Building & Grounds	PenMac
Educational Assistants	PenMac

Husky PRIDE – It is what we do at Pillager Schools!

Learning to play, work, and live with other human beings may be the most important of all human endeavors. We ask families to work with us to create conditions that help students develop self-control so that they can conduct themselves in a respectful, caring, and safe manner throughout the school day.

We believe that when students fail to follow behavior expectations, they need to be allowed to experience the consequences of their actions. In addition to implementing consequences, it is the responsibility of the adults (staff and parents together) to **carefully consider what skills the child needs in order to be more successful socially and then to commit to teaching those skills.**

General Behavior Standards

We expect staff students and visitors at our school to follow the standards of **Husky PRIDE.**

P – Perseverance – Stay focused, keep a positive attitude, be an active learner, work hard to do your best

R – Respect/Responsibility – be considerate to self, others and their beliefs and property, be cooperative and think before you act, use appropriate school behavior, take ownership for your actions

I - Integrity – Do your own work, be reliable and honest

D - Disciplined – Stay on task and be attentive, use self-control, set a good example, follow rules

E – Excellence - Use manners, encourage others, be organized, complete work on time

These general behavioral expectations will continue, as we develop common language and expectations

1. **We are here to learn.**
 - Strive to do your best, every day.
 - Do not disrupt the learning of others.
2. **We value safety for all students.**
 - Keep your hands and feet to yourself.
 - Always walk in the school hallways and classrooms.
3. **We are committed to zero tolerance of dangerous and violent behaviors.**
 - Bullying or harassment will not be tolerated.
 - Weapons or dangerous items are not allowed on school grounds. No drugs, alcohol or tobacco are allowed on school grounds.
4. **All students and adults deserve to be treated with respect.**
 - Follow the directions of adults at all times.
5. **The school is our daytime home.**
 - Always treat school property and private belongings with respect.
 - Help to keep all areas of our school neat and clean.
6. **Honesty is essential for success in school and society.**
 - Be honest in your school work.
 - Be honest in your words.

- Be honest in your actions.

*****GENERAL INFORMATION*****

ANNUAL NOTIFICATION OF RIGHTS

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data, which references religion, race, color, social position or nationality.

[NOTE: This definition is intended to enumerate all information, which may be classified as directory information under state and federal law. A school district may choose not to designate some or all of the enumerated information as directory information. This is an important policy decision for the local school board, which must balance student privacy rights against public disclosure.]

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. §1232g, and the rules promulgated there under;
5. The criteria for determining who constitutes a school official and what constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal Every Student Succeeds Act (ESSA) and, if applicable, a student's history of violent behavior.

PARENTS RIGHT TO KNOW

Parents may request, and Pillager School will provide the parents on request, information regarding the qualifications of the student's classroom teachers, including:

*Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

*Whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived.

*The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the fields of discipline of the certification or degree.

*Whether the child is provided service by paraprofessionals, and if so, their qualifications. All Pillager School Paraprofessionals are employed through PenMac in Brainerd, MN and either have a two year A.A. degree or have passed the ParaPro Test.

ATTENDANCE

Regular attendance is required for all students at Pillager Elementary School. **If your child cannot make it to school, it is the parent/guardian's responsibility to call the school BEFORE 9:30 am on the day of the child's absence to verify. If the school does not receive notification within two school days, the absence will remain unexcused.**

Minnesota State Law provides that a student is considered truant after 7 cumulative days of absence or chronic absences. An unexcused absence will be counted towards truancy. Our school will file papers with the county if parents are negligent. A Doctor's note may be required after the eighth absence. Students are considered tardy if they arrive before 9:30 and absent for ½ a day if they arrive after 9:30. Elementary attendance is taken twice daily: morning attendance and afternoon attendance.

TARDINESS

Tardiness is an extremely negative habit because it is harmful to the teaching/learning process. Tardiness interrupts the progress of the entire class each time it occurs and results in a loss of instructional time. Students must be on time to school and all classes. Students coming to school more than five minutes late must report to the office for a pass. Non-school related transportation problems may be unexcused. Tardies will be reported to the office by the classroom teachers. An up-to-date list will be tracked to ensure punctuality to class. No students will be allowed into class without a pass. (See School Hours).

A. 1st Tardy = Warning

B. 2nd Tardy = Classroom teacher notifies the office and principal

C. 3rd Tardy = Call to parent

D. After 3 Tardies = Determined by principal

EXCUSED AND UNEXCUSED ABSENCES

The principal shall be responsible for determining excused and unexcused absences as necessary. Absences may be excused for some of the following reasons: illness, medical appointments (a note from the physician/clinic may be required), death in immediate family, and other valid reasons as determined by the principal. When a K-4 student accumulates seven full days of unexcused absences, it is considered educational neglect and the school will file an educational neglect petition with county social services. The notification guidelines are as follows:

A. When a student has missed three full unexcused days of school, a letter will be sent home from the school as notification that the student is nearing the possibility of educational neglect.

B. When a student has missed seven full unexcused days of school, a letter will be sent home from the school as notification that the student is considered to be "Educationally Neglected" and the school plans to contact county social services.

Excused Absences may include, but are not limited to the following:

Illness: Illness of a student is an acceptable excuse for missing school. A Doctor's excuse may be required for excessive illness(es).

Emergency: A family emergency such as death, fire, flood, etc.

Vacations: Family trips are normally excused if the trip is with parents or guardians. Prior notification of vacation dates is expected.

Appointments: Parents are urged to make dental and doctor appointments and other pre-arranged absences for their children outside of the school day if possible.

TRUANCY

Truancy is being absent from school or class without the parent's or school's knowledge and/or approval. In the case of any truancy, the school may file a truancy report to the county attorney's office upon which it becomes a legal issue.

SCHOOL HOURS

Classes in the elementary school will begin at 8:30 am and end at 3:00 pm. Buses will leave at approximately 3:15 pm. If you transport your child to and from school they should not arrive before 8:05. Students can enter the school at 8:00 am if they are eating breakfast in the cafeteria. Your child will not be released to anyone except you, without your written consent. Please plan ahead. Phone calls may not be received after 2:00. Students will be sent on the buses or as regularly designated unless teachers are notified beforehand. Students are not allowed in the school building after hours unless they are in a supervised activity. Those in supervised activities must remain with their supervisor and may not wander around the premises unsupervised.

BUS INFORMATION

All bus transportation to and from Pillager School is provided by Fornshell Bus Service. **Only one registered AM & PM stop is allowed for each student.** These spots must be registered through Fornshell Bus and Pillager School. Refer to the full policy on the school website, in the office or contact Fornshell Bus Service directly. Questions or concerns regarding behavioral or safety issues need to be addressed through the bus contractor. **Bus transportation is a privilege, not a right.** Students need to be at the bus stop 5 minutes before their scheduled pickup time. Bus safety regulations are enforced according to school policy and state law and include the bus stop. Bus rules are listed on page 19. All students are required by law to pass a bus safety competency course and exam.

PARENTS DROPPING OFF STUDENTS BEFORE SCHOOL OR PICKING UP STUDENTS AFTER SCHOOL

From 7:30 a.m. to 4:00 p.m. please observe the one-way street postings. When picking up your child when buses are loading, drive east-west on street through the south parking lot and exit south. Please follow directions of the flag person. If you transport your child to and from school they should not arrive before 8:05 am or be picked up before 3:00 pm. Fun Stop, a paid child care is available thru the Pillager Family Center before and after school if needed.

CONTACTING OR REMOVING A STUDENT DURING SCHOOL HOURS

Parents are always welcome to visit Pillager Elementary School. We invite you to visit at any time, but we require that all visitors register in the school office and get a name tag before going to the classrooms. If it should be necessary for a parent to contact a child during school hours, **this must be done through the school office.** Please do not go directly to the classroom with messages, lunches, money, etc. These may be left in the office for the students. No student will be able to leave their classroom until the office has notified the teacher that the parent/guardian is in the office. All phone calls requesting students be dismissed will be redirected to the office. The secretary will call or escort your child to the office. There is a sign out computer in the office on the counter. If the student is not signed out, the student's absence may be considered the same as truant. Early Childhood students should be signed out in the Early Childhood building.

RELEASE OF A CHILD

- To family members: Under Minnesota law, both parents have the right to pick up their child, unless a court document restricts that right. A parent, who chooses not to allow the other person to access a child, must provide an official court document with the school (restraining order, custody order, or divorce decree). Without legal documentation, the school cannot refuse release of a child to their own parent.
- To another adult: If someone other than a parent will be picking your child up during the day, please be sure that we have written permission in advance. Although this can be an inconvenience at times, it is an important way to safeguard children.

ELEMENTARY TELEPHONE POLICY

If a student is ill, the school health coordinator will call home. Students will not be called out of class for phone calls except in cases of emergency. All personal calls are to be made before school or after school in the office or with the advisor/coach supervising the student. **We cannot guarantee teachers will get the change in plans if it is after 2:00 pm.** A note serves as the best way to notify staff of changes.

BREAKFAST/LUNCH PROGRAM

Pillager School is part of the National Hot Breakfast and Lunch Program. Breakfast will start at 8:05. Any student that is behind in payment for lunch by \$5.00 may be given a sandwich until arrangements are made with the lunch billing department. Lunch options are: eat school hot lunch or bring lunch from home.

Hot lunch prices are as follows:

Breakfast	\$1.75 Student	\$2.90 Adult	\$0.50 Extra Milk
Lunch	\$3.00 Student	\$4.25 Adult	

DRESS CODE

Pillager Elementary students are expected to wear neat, clean and appropriate clothing. School staff requests that parents select appropriate attire for school. Coat/jackets may be worn in the classroom at the teacher's discretion. If dress is found to be inappropriate by staff, students will be asked to make modifications or may be asked to change. All decisions are subjective in nature and may be implemented on an individual basis. Students that do not meet dress expectations will be asked to change or may be sent home. If in doubt, DON'T wear it.

Hats: There are to be no hats in school. Hats may be confiscated. This does not include stocking caps during recess.

We expect parents to dress their child/children in accordance with the weather at all times. Students need to be properly clothed so they may participate in any outdoor activity. All elementary students have outdoor recess each day. Students should dress accordingly. Cold temperatures and wind chills make it necessary for children to wear snow pants, boots, hats, and mittens.

LOCKERS

For convenience, students are provided with lockers for storage of books and clothes. Damaged lockers will be charged to the person to whom the locker is assigned unless the one assigned can show why it should be otherwise. Your child may choose to have a lock on their locker.

Pillager Elementary is not responsible for missing or stolen items. The lock must be a lock provided by the school. There will be a \$5.00 deposit at the time the student receives the lock. The deposit will be returned when the lock is returned to the school. Lockers are the property of the school. Students will be assigned lockers the first day of school by their teacher. Unassigned lockers will be reserved for new students.

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

PARENT-TEACHER-STUDENT CONFERENCES

Academic reporting will be done **following each semester**. Student progress will be communicated mid-semester and "formal" **Parent-Teacher conferences** will occur in January following the first semester.

EMERGENCY SCHOOL CLOSING

In the event that Pillager Schools should close because of weather or some other emergency (either before school opens in the morning, or after school is in session) an announcement will be made on:

Alertnow Message Center- make sure your phone number and email address are current and updated in the office **or TV/radio stations:**

WCCO-TV

KARE11-TV

KSAX -TV

92.1 FM WYRQ- Little Falls	104.3 FM KLKS-Brainerd	830 AM WCCO
94.1 FM KFML-Little Falls	106 FM K106 -Wadena	960 AM KLTF
101.5 FM KTCF-Brainerd	106.7 FM WJJY-Brainerd	1340AM KVBR
102.7FM MCBI -Pequot Lakes	107.5 FM KLIZ-Brainerd	1380 AM KLIZ

In the event of a late start, Fun Stop & Little Huskies Childcare Center will be open as soon as staff can safely arrive.

LOST AND FOUND

If your child loses an item he/she brought to school, he/she should check the lost and found. Many clothing articles could be easily identified **if they had labels attached with the child's name on it.** Lost and found items are kept outside the elementary gym and are displayed a number of times throughout the school year and also on conference day. These items are donated every two weeks.

LOST OR DESTROYED TEXTBOOKS

An amendment to Minnesota Statute 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks or library books. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

LIBRARY MEDIA CENTER

Library materials are to be checked out and returned in seven days. If a student is not finished with the item(s) after seven days, he/she should return it to the library media center and have the borrowing period extended for an additional seven days. Extended borrowing periods are allowed only one time per item. Students will be charged \$10.00 for each library book that has not been returned after 90 days. If a student pays for a lost book and then finds the missing book, she/he may return the book in good condition and request their money back within 30 days. A student's library media center privileges may be suspended if she/he has not returned or paid for late/lost/damaged library items. These privileges include, but are not limited to, checking out library resources and/or using the computers in the media center.

ELEMENTARY NEWSLETTERS

The District newsletter is posted on our website. The newsletter will tell you the cost of meals, Title I information and pertinent information of any upcoming events in the school and community. If you have any questions about current or future happenings, feel free to call us.

BIRTHDAYS

Birthdays are a special time for elementary children. Please check in advance with your child's teacher if you wish to bring treats for your child's birthday. The treats **must be purchased** in a store or bakery. If you are having a party for your child at home, please mail the invitations or phone parents unless you are inviting the entire class. The school cannot give out phone numbers or addresses.

FIELD TRIPS

Notice to parents and students: please be advised that although field trips are fun, all rules of student conduct and student discipline apply to field trips also. A field trip permission form must be signed by the parent or guardian in order for a student to attend an off campus activity. When sending money with a child, please keep in mind that the school is not responsible for money that is lost or stolen.

TEACHER REQUESTS

Grade level teachers create classroom assignments for the upcoming grade levels taking into account many factors (i.e. personalities of student/teacher and student to student interaction) creating the best possible educational environment for both students and teachers. We highly encourage parents to discuss cares and concerns in regards to classroom placement with the child's current teacher. Please note that we do not guarantee nor encourage requests for your child's classroom placement.

KINDERGARTEN/ EARLY START POLICY

Generally speaking the Pillager Public Schools Board of Education policy on entrance age to school corresponds to M.S. 120A.20 (Admission to Public School). In order to provide a more flexible age policy, which makes allowances for individual differences in children, the school board has a policy of allowing for the admission of selected students at an earlier age. The process and policy (#534) is available on the School District's website or in the Principal's or District office. All requests for early entry must occur prior to May 1 of the year for which the child would begin school. The request must be made in writing to the Elementary Principal. More information is available upon request.

RELEASE TIME

Pillager Elementary School allows for religious instruction of your choice during the school year. The churches usually start in October and end in the spring. A form from the church requesting your permission and the church of your choice will be sent home with the students during the first couple of weeks of school. If you change plans and your child doesn't go a specific day, you must send a note.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions and participate in the management of school. The council tries to promote leadership, initiative and student representation. Every fall Student Council members are elected. The Elementary Student Council consists of one student from each 3rd and 4th grade classroom.

ACADEMIC PERFORMANCE

If a student demonstrates academic difficulty, they may be referred to the Student Assistance Team (SAT). SAT will discuss research-based interventions that will be implemented and student progress will be monitored before further action is potentially taken.

STANDARDS REFERENCED REPORTING

Standards are statements of what students should know and be able to do at each grade level and course. They are aligned with local, state, and national expectations, and allow for consistency of instruction.

Grading will consist of M (mastery of learning target or meets standard), P (partial mastery of learning target or partially meets standard), or D (does not meet standard). An "X" indicates a learning target or standard was not assessed in that marking period.

Behavior and study skills (non-academic indicators) will be reported separately from academic grades. A student's grade only reflects the work in the essential standard that the student has been working to master. Some academic areas (P.E./Music) may have non-academic areas as part of their local, state or national standards.

WITHDRAWAL

If you are moving from the school district, please notify the principal and classroom teacher. Please leave information as to where you are moving so that school records may be transferred at the earliest possible time. Records will be transferred by the school.

VOLUNTEERS

Per recommendations and guidelines provided by the Minnesota Department of Health, non-essential visitors, volunteers, and activities involving external groups or organizations will be restricted until further notice.

VISITOR PARKING

Visitor parking is available and is located on the south side of the building. Pay attention to bus traffic and pedestrian lane signage.

CLASSROOM GUESTS

Per recommendations and guidelines provided by the Minnesota Department of Health, non-essential visitors, volunteers, and activities involving external groups or organizations will be restricted until further notice.

CLASSROOM PET / VISITORS

Per recommendations and guidelines provided by the Minnesota Department of Health, non-essential visitors, volunteers, and activities involving external groups or organizations will be restricted until further notice.

SUBSTANCES

Pillager Public Schools are tobacco free. This means that use of any tobacco products in the school building or on the school grounds is prohibited. This includes the football and softball fields. Tobacco, chewing tobacco, alcohol, and/or controlled substances are prohibited. This policy includes all parents and visitors on school property. In the case that a parent or guardian is suspected of alcohol or drug use, or under the influence, authorities may be called.

***** ***Rules and Procedures*** *****

Students attending Pillager Elementary School are expected to follow certain rules and act in an appropriate manner at school and at school events. Each classroom teacher will handle discipline problems in accordance with his/her classroom discipline plan. This plan will be discussed with students and a written explanation will be sent home during the first week of school for parents to sign and return. This student handbook is a guide. Students will go through the handbook the first day of school. The principal may, at their discretion, choose different consequences than stated if deemed necessary. Students who distract or prevent others from their right to education in a positive environment will be addressed and necessary steps will be taken to correct the problem. Each student is responsible for his/her own actions.

All behavior is handled on an individual basis. Consequences for failing to meet expectations will first be handled in the classroom. Teachers must fill out a discipline referral form, which reports previous interventions by the teacher and the nature of the problem and actions taken to correct the problem.

Teachers will attempt to notify parents. Appropriate consequences will be assigned. Any student suspended from school shall not be allowed to be on school grounds or attend any school functions for the duration of the suspension.

BEHAVIORAL EXPECTATIONS / CONSEQUENCES

Depending on the severity of the incident and the age/grade of the student, the principal shall determine the follow up procedure.

If a student is out of control and needs to be escorted, the principal will be notified. Readmission plans including conferences with parents may be arranged. Assaults directed at district employees by a student will be reported to the Minnesota Department of Education and staff will be notified about any history of physical assaults by a student to be placed in their classroom.

1. POSSESSION AND/OR CONSUMPTION OF AN ILLEGAL SUBSTANCE will not be permitted at any time. School Board policy does not permit the use or possession of tobacco, alcohol, narcotics, paraphernalia, or any other illegal substance on school premises, at school activities, on school buses, or on school approved vehicles. Substance will be confiscated. Referral to law enforcement.

1. TOBACCO / ILLEGAL SUBSTANCES

A. Tobacco - in any form

a. 3 days OSS (1st)

b. 5 days OSS (2nd) Referral for Health Ed.

** Substance will be confiscated. Parents will be called.

B. Use or possession of alcohol/illicit drugs and/or drug paraphernalia.

a. 3 days OSS (1st)

b. 5 days OSS (2nd)

2. POSSESSION OF AN ILLEGAL OR DANGEROUS WEAPON. Violations will be reported to the police for legal action. Parent/Guardian is also notified.

A. Possession of a dangerous weapon that is threatening or capable of doing bodily harm.

a. Immediate 3-5 days OSS and confiscation of weapon, notification of police and parents, recommendation of dismissal to Superintendent for a period of time not to exceed 1 year.

A student who discovers a weapon on the way to school or in the school building, or who discovers that he or she accidentally has a weapon in his or her possession, should report the whereabouts of the weapon to the office or bus driver immediately. By reporting this to the office immediately, it should not be considered a weapon.

3. TOY GUNS, TOY KNIVES, TOY POCKET KNIVES, LASER LIGHTS, ETC.

A. Disruption of classes

a. 1 day or more – suspension

4. VULGAR LANGUAGE, ASSAULT OR FIGHTING.

A. Severe teasing/ intimidation/swearing. (Depending on severity and/or age of the students.)

- a. Verbal warning/ Call to parent/Guardian
 - b. ISS or after school detention.
 - c. Suspension (1 day)
 - B. Using vulgar language/gestures/inappropriate written material.
 - a. Verbal warning /Call to parent
 - b. ISS / OSS
 - C. Pushing/Shoving/Scuffling
 - a. Negligent- verbal warning may include detention
 - b. Intentional - ISS
 - c. 1-3 days OSS
 - D. Fist fighting or assault
 - a. 1- 3 days OSS - parents notified.
 - b. Parent conference/ 3-10 days OSS
 - E. Severe assault or repeated assaults.
 - a. Immediate OSS and referral to School Board for expulsion.
5. RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT will not be permitted. May be referred to the proper legal authorities for action.
- A. Comments and insults, aggressive conduct, severe discrimination, criminal, physical misconduct, touching inappropriately.
 - a. Parent notification and detention or ISS.
 - b. ISS
 - c. OSS
 - d. 5 days OSS and possible referral to Board for expulsion.
6. All students will RESPECT THE RIGHTS AND PROPERTY OF OTHERS. This includes the school building and grounds. Consequences may include the cost of restitution and possible referral to Law Enforcement
- A. Vandalism - includes defacing/damaging school or personal property, theft or possession of stolen property.
 - a. Negligent: payment for damages, parent notification.
 - b. Intentional: 1-3 days OSS, a conference with parents, development of a plan for restitution of the damages to the school or individual.
 - c. 5 days OSS, a conference with parent and development of a plan for restitution of the damages to the school or individual.
 - B. Habitual/Severe
 - a. * see "habitual abuse"
7. Students are expected to FOLLOW STAFF INSTRUCTIONS.
- A. Defiance
 - a. Parent notification by teacher
 - b. Detention by teacher or ISS.
 - c. 2 days OSS
 - B. Gestures/verbal abuse/profanity directed at a staff member at any time.
 - a. 1-3 days OSS
 - b. 5 days OSS, Parent conference and write a re-admittance plan.
 - C. Physical force/attack used on a teacher or staff member.
 - a. Up to 10 days OSS. Referral to School Board for expulsion proceedings. Local law enforcement will be utilized depending on the severity of the act.

8. NON-CLASSROOM BEHAVIORS

A. Public display of affection, shouting, consuming candy/pop in halls/locker room, failure to remove cap/hat when asked, inappropriate dress, inappropriate hallway behavior, unauthorized use/presence, endangering behavior, misrepresentation of the truth, (lying, false accusations), lack of cooperation.

- a. Conference with student. Parent notified.
- b. Principal conference and Detention
- c. Repeated offenses will result in ISS and parental conference or OSS.

B. Electronic devices, iPods, iPads, toys, cards, video games.

- a. Student may pick up the device after school.
- b. Parent/guardian may pick up the device after school.

10. OTHER INAPPROPRIATE BEHAVIORS AT LYCEUMS, DANCES, CONCERTS, EXTRACURRICULAR ACTIVITIES, PROGRAMS.

A. Loud, disruptive noises, throwing items, disturbing others, rude behaviors, public display of affection (such as holding hands, touching, arms around each other, etc.)

- a. Immediate removal /parent conference.

B. ISS/ parent conference.

- a. Habitual/Severe* see "habitual abuse clause".

11. BULLYING, as defined in Policy #514 Bullying Prohibition Policy can be found on the school website or is posted in the school office. Means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or 2. Materially and substantially interferes with a student's educational opportunities or performance ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyber bullying as defined in this policy. "Cyber bullying" means bullying using technology or other electronic communication, including but not limited to, a transfer of a sign, signal, writing image, sound or data, including a post on social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it is substantially and materially disrupts student learning or the school environment.

ELECTRONIC DEVICES

Cellular phones and listening devices cannot be used in school unless they are being used for educational purposes, and at the teacher discretion. **Absolutely no unauthorized videotaping or photographing of students engaged in school activities will be permitted during the normal school day. This includes academic and non-academic times. Students that are taking pictures or videos during the day without express written permission ahead of time from the administration may be suspended from school. This is a direct invasion of privacy. Depending on the seriousness of the videotaping, the student may be referred to the school board for expulsion.**

Items that are used during school hours will be confiscated and brought to the office. Parents will be contacted and items will be held for parents to pick them up.

Cell phone offenses include the following consequences:

1st Offense: Student may pick up the phone after school.

2nd Offense: parent/guardian may pick up the phone after school.

Subsequent Offenses will be dealt with on an individual basis.

TECHNOLOGY APPROPRIATE USE

Refer to the Pillager School District 1 to 1 Chromebook Handbook.

BUS RULES

The concern of Pillager Schools is getting the students to and from school safely. The following is the Elementary Policy to help ensure their safety: Students will not be let off the bus uptown for any reason; students planning to ride a bus home, other than their own, **MUST BRING A NOTE FROM HOME GIVING THEM PERMISSION TO DO SO. THE PERMISSION NOTE MUST BE SHOWN TO THE TEACHER AND THE BUS DRIVER BY THE STUDENT.** All elementary students must leave the building through the elementary door; no student will be allowed back in the building without permission from the supervising teacher; each classroom teacher will make sure that all students riding the buses home leave the building with the class. Also, during the first to third week of school, students will be instructed and tested on bus safety. All students are required by law to pass a bus safety test. Students may be required to have assigned seats when on the school bus.

Rules on the Bus

1. **Immediately follow the directions of the driver.**
2. **Sit in your seat facing forward.**
3. **Talk quietly (and use appropriate language, no swearing).**
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 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.**

Our complete bus safety policy #709 can be found in the office or on the school's website. **You are responsible to know and follow those rules.**

Students not following the rules will be written up by the bus driver. The first offense will be a warning to students. A reminder of bus rules will be given either orally or by video. A notification will be sent home to parents. The second offense may result in 2 days suspension from the bus. Students will be required to be in school. The third offense may be a 5 day suspension from the bus. The 4th offense may be a 10 day suspension from the bus.

OUTSIDE/PLAYGROUND RULES

RECESS: All students will go outside at recess time unless asked to stay in by the teacher.

Acceptable Behavior:

1. Treat others the way you want to be treated.
2. Be respectful of others and property (with words & actions).
3. Have fun with your friends.
4. Include everyone, make a new friend.
5. Take turns, play fair, practice safety-avoid unnecessary roughness.
6. Use manners like "Please" and "Thank you".

Unacceptable Behavior:

The following behaviors are unacceptable and are considered **Minor Infractions**.

1. Pushing, tripping or hitting other students accidentally.
2. Climbing on trees, fences and other structures around the school.
3. Using any of the equipment in an inappropriate manner.
4. Going inside the building without permission.
5. Throwing any object that may injure another student such as snow or snowballs, ice, sand, grass, asphalt, pinecones, etc.
6. Showing any unnecessary forms of affection, such as kissing.
7. Using skateboards and inline skates on the playground.
8. Playing Tackle Football.
9. Spitting at others

The following behaviors are unacceptable and are considered **Major Infractions**:

1. Fist fighting, pushing, tripping or hitting other students deliberately.
2. Stealing.
3. Use of alcohol or tobacco or other illegal drugs.
4. Insubordination.
5. Lighting matches or lighters.
6. Violation of any local, state, or federal law.
7. Sexual harassment.

Minimum Consequences for Major Infractions: Student will be sent to the principal.

Consequences will be determined by the principal and may include loss of recess privileges, attendance at bullying class, parent/student/administration conference and suspension from school or detention.

HABITUAL/SEVERE ABUSE OF ANY RULE/POLICY

Any behavior which hinders the smooth operation of the school and/or jeopardizes the welfare of other students or adversely impedes the learning environment may be considered severe.

The principal may, at their discretion, impose different consequences in this category.

Excessive disciplinary referrals or persistent lack of following school rules/policies will result in a disciplinary conference with the student, parent, and administration. This behavior can result in detention, OSS, or referral to School Board for a possible change of placement, or expulsion proceedings.

HARASSMENT AND VIOLENCE POLICY

The purpose of this policy is to maintain a learning environment that is free from religious, racial or sexual harassment and violence. Students are to follow this procedure if they are mistreated:

1. Make clear to the violator that his/her actions are unwelcome.
2. Document specific incidents; report it to staff/administration (in writing or verbal).

In the case of sexual harassment, incidents will be reported to the school social worker. An investigation shall be made and a determination will be made based on all the facts.

Harassment/abuse discipline may include one or more of the following: warning, suspension, excused, expelled, transferred, remediated. The school district will discipline or take appropriate action against students who retaliate against anyone who reports or testifies. The full policy #413, is available on the school's website or is posted in the school office.

HAZING PROHIBITION POLICY

Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or

affiliated with a student organization, or for any other purpose. Hazing may include one or more of the following: any type of physical brutality, any type of physical activity or other type of activity that subjects the student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student, any activity that discourages the student from being in the school, or any activity that is in violation of the law or school rules. Discipline for students involved in hazing may include one or more of the following: warning, detention, suspension, exclusion, expulsion, transfer, or remediating. See full policy #526 on school's website.

BOMB THREAT

Bomb threats are illegal. Threats will be turned over to law enforcement officials. Any student making a bomb threat will be referred to the school board for expulsion.

ALCOHOL/ILLICIT DRUGS

Any possession, sale, and/or use of any controlled substance will result in notification to the police.

PUPIL FAIR DISMISSAL ACT OF 1974

The Pupil Fair Dismissal Act established grounds and procedures for the dismissal of public school pupils.

"Dismissal" includes suspension, expulsion, and exclusion. Our policy emphasizes prevention of dismissal through early detection and remediating of problems. Further, the school is responsible for the education of the pupil during the dismissal period. The grounds for dismissal are (a) willful violation of any reasonable school board regulation, (b) willful disruption of the education of others and (c) willful conduct which endangers other pupils or school property. No pupil may be expelled or excluded by the school board without a hearing. A written notice containing the grounds for the action, a statement of the facts, the time and place of the hearing, a copy of this Act, and information about the pupil's legal rights, shall be served upon the pupil and parent. The hearings shall be closed.

The procedures shall be recorded at the expense of the school district. The pupil may not be compelled to testify at the hearing. The school board shall make a written report within thirty days of the expulsion or exclusion to the Commissioner of Education. This report shall include a statement of the alternative programs accorded the pupil prior to the expulsion or exclusion. An expulsion or exclusion decision may be appealed to the Commissioner and is subject to judicial review.

PROTECTION AND PRIVACY OF PUPIL RECORDS

The Pillager School district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Our complete policy is reviewed by staff and is found under #515 in the district policy book which is also on the school's website.

******Medical Information******

SCHOOL HEALTH COORDINATOR

When a student becomes ill during the school day, he/she must have a pass from his/her teacher to go to the school health office. Students sent home ill must be signed out by parent or an adult designated by the parent and checked out with the secretary. Students not following this procedure may be marked as unexcused.

Below are a few guidelines to ease the decision-making process of whether or not to send a student to school during or after an illness. The student should stay home until the following has occurred:

Gastrointestinal illness (vomiting or diarrhea) – 24 hours after the last episode of vomiting or diarrhea.

Influenza - 24 hours after fever is resolved, improvement in symptoms, and student is able to participate in routine activities; or duration recommended by provider.

Strep throat – 24 hours after the antibiotics are started and the fever is gone.

Lice – See procedure below.

Fever – (>100.0) 24 hours after temperature returns to normal.

Ear infection – Student should see a physician.

Conjunctivitis – (pink eye) – 24 hours after antibiotics are started or reduction in drainage has occurred.

Impetigo – 24 hours of treatment has been completed and sores are drying.

Colds – Remain at home if there are symptoms of a fever (>100.0) or persistent cough

Chicken pox – Exclude from school until all sores are dry and crusted over, usually 6 days or longer.

Rash – If cause is not known, see a physician before sending to school.

Ringworm - Exclude from school until treatment has begun; after return, lesions should be covered if possible, avoid close contact activities for 72 hours after starting treatment.

If you have questions, please call the health office at 218-746-2114. With a combined effort, we will all stay healthy!

HEAD LICE PROCEDURE

Teachers may send a student to the nurse's office for a scalp assessment if warranted. If nits or lice are observed, the student's guardian will be contacted and they will be allowed to determine if they would like to have the student released or remain in school for the duration of the school day. Treatment is expected prior to return to school the following day. If there are two or more cases of head lice in an elementary classroom that have been observed through the health office, notification will be sent to the guardians of all students in the classroom.

PUPIL'S EMERGENCY REFERRAL

Every pupil should have up-to-date emergency information on file in the office. This information is necessary for our records and will be needed to contact you if an emergency should occur.

Please inform the school **IMMEDIATELY** if there are changes in this information during the school year. It is vitally important that we keep all information up-to-date.

IMMUNIZATIONS

All students are required to be immunized based on the Minnesota Department of Health Immunization Law schedule or provide documentation of exemption status. Failure to comply may result in dismissal from school until the appropriate documentation has been submitted to the nurse's office.

INSURANCE

The school district does not provide any type of health or accident insurance for injuries incurred by students at school.

UPDATING HEALTH COORDINATOR

Please inform the school about your child's health conditions or problems so we can be aware of his/her difficulties and better provide for him/her in the learning program. If your child has any allergic reactions to any type of medicine, food, insect bites, or heart, asthma, or similar problems, please let us know in the health office at 746-2114.

ACCIDENTS ON SCHOOL PROPERTY

Any student involved in an accident which happens on the school grounds, in the school building, or at a school activity, must report it to the person in charge or to the principal. It is the student's responsibility to report to the person in charge or to the principal immediately after the accident. The student is encouraged to seek assistance from the health office if warranted

MEDICATION ADMINISTRATION IN SCHOOL

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian whenever possible. However, some students require administration of medications or medical procedures to be performed during the school day. In those situations the following procedure will be followed:

A Physician Order for Medication and Parent Authorization Form, which has been signed by the physician and parent/guardian of the student, must be on file with the nurse before any prescription or over-the-counter medication will be dispensed. This authorization must include all of the following:

- Name of the student
- Name of medication
- Dosage
- Time
- Frequency
- Duration the medication is to be given
- Diagnosis or reason the medication is needed
- Signature of the physician and parent/guardian

This form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. This form can be found in the Health Services section of the school website or requested from the Health Office. An order may be faxed from the provider directly and may be considered a substitute for the provider's signature on the Physician Order for Medication and Parent Authorization Form.

A pharmacist must provide prescription medications to the school in an appropriately labeled container. Ask the pharmacist for two bottles, one for the home and the other for school. Medication that is to be administered to a student during the school day must be brought to the school by the parent/guardian.

1. *Prescription asthma or reactive airway disease medications* may be self-administered by a student only if:

- A written authorization from the parent/guardian permitting the student to self-administer the medication is on file.
- The inhaler is properly labeled.
- The parent has not requested school personnel to administer the medication to the student.
- The nurse has assessed the student's knowledge and skills to safely possess and use an inhaler in the school setting or the parent/guardian submits written verification from the prescribing professional that an assessment of the student's knowledge and skills to safely possess and use an inhaler in a school setting has been completed.

2. *Controlled substances* may not be self-administered.

3. *Over-the-counter medications* must be provided in the original labeled container by the parent/guardian. Over-the-counter medication will only be administered to a student according to the written directions on the container, unless contrary written directions from a physician are provided. If there is no specific age-appropriate dosage instructions on the container, the medication will not be administered unless contrary written directions from a physician are provided to the school.

4. *Aspirin or aspirin-containing products* will only be administered upon direction from a physician.

5. When the student no longer needs the use of a medication, it is preferred that the parent/guardian pick up the medication. Written or verbal consent with health office documentation will be required to send the medication home with the student. Controlled substances must be picked up by a parent/guardian and their signature will be required. With parental/guardian consent during the school year, medication can be destroyed by health office staff. Disposal of controlled substances by the health office requires written consent. The school will dispose of any unused medications that have not been picked up at the end of the school year.

PHYSICAL EDUCATION CLASS LIMITATIONS

All students are required to participate in Physical Education classes. A physician's note will be required if a student will need to miss more than 3 days of physical education classes. The physician's note must include the limitations for the specific condition.

DO NOT RESUSCITATE DO NOT INITIATE

The primary mission of the school district is education. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. Parents/guardians who request that emergency care be withheld from their child shall be advised of and given a copy of policy #518.

REPORTING OF CHILD ABUSE/NEGLECT

Minnesota State Law requires all professional employees to report cases of suspected abuse/neglect to the proper authorities. The Pillager Public School complies with this law by contacting the appropriate social services agency and/or the local law enforcement agency that

is responsible for investigating the report. Minnesota State Law allows students to be interviewed by authorities at school without parent permission.

-----Other Important Information-----

ATHLETIC FEES FOR 2018-2019

Admission Prices:

Adults	\$5.00 or \$40.00 Annual Pass	
Students K-12	\$3.00 or \$15.00 Annual Pass	*Pillager students K-12 free
Pre-Kindergarten	Free	*K-4 must be with an adult
Over 65 years old	Free with a pass picked up in the Office	
Family Limit	\$100.00 (not to exceed 2 adult passes)	

Admission fees will be charged for the following activities:

- Varsity Football
- Junior Varsity and Varsity Volleyball
- Junior Varsity and Varsity Girls Basketball
- Junior Varsity and Varsity Boys Basketball
- High School Drama Productions

Activity Participation Fees:

Grades 3-6	\$40.00 per sport per season
Grades 7 and 8	\$50.00 per sport per season
Grades 9, 10, 11 & 12	\$75.00 per sport per season
Family maximum of	\$300.00

Athletes will pay this fee directly to their coach near the start of the season.

INTERNET USE -

Refer to the Pillager School District 1 to 1 Chromebook Handbook.

VIDEOTAPING

Notice to students and parents: The premises of the elementary school building are videotaped at all times. Information received from videotaping may be used to prosecute in investigations.

DATA PRIVACY

The school information provided through the enrollment forms provided by families, at enrollment may be shared with staff. Student education data and health information is considered private and shared with staff members on a "need to know basis".

At times Pillager staff, volunteers, representatives of the news media, and others occasionally take photos and videotape of students and staff in the schools. The photos may be used in newsletters, newspapers, activity programs, yearbooks, brochures, on television, on Web pages, on school social media pages, in educational videotapes and other appropriate uses. For student protection, a student's photo and first and last name **WILL NOT** appear together on a school website, nor school social media accounts or the ISD 116 Web site without parent permission.

Parents/guardians may choose to limit the use of their child's photo and may request a full restriction of their students' photo. Full Restriction: A child's photo will be taken but used only for internal school identification records. *Be aware this may restrict your child's ability to be in

ANY production or activity that will be recorded for public viewing such as music products or school yearbooks that are recorded to create a record for the school and/or families. This means they will NOT be able to be pictured/recorded for school programs, yearbooks, newsletters and the like. The parents'/guardians' choice will be recorded in the child's records. Parents/guardians may rescind the exclusion any time by notifying the office of the school their child attends.

STUDENT SURVEYS

Student surveys may be conducted as determined necessary by the school district. Surveys, analysis and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.

SPECIAL SERVICES

The Pillager School district offers several areas of special services. These are listed with a small description below:

- **SCHOOL HEALTH COORDINATOR:** The person in this position schedules vision and hearing checks, gives medication, conducts immunization clinics, handles health records and works directly with students' health concerns. Minnesota state law requires that every student be immunized while in school attendance.
- **MUSIC TEACHER:** Students in grades K-4 receive both vocal and instrumental music instruction.
- **PHYSICAL EDUCATION TEACHER:** The physical education specialist instructs students in the areas of health and physical education.
- **TITLE ONE TEACHER:** Works directly with students who are below grade level in reading or mathematics. Pillager Elementary qualifies and is a school wide Title I school. All students have the benefit of extra help with highly trained staff. Our Kindergarten classes receive benefits for early intervention.
- **GIFTED AND TALENTED:** Students identified as gifted and talented will have the opportunity for enriched learning during the school day.
- **SCHOOL SOCIAL WORKER:** A professional School Social Worker is on staff to assist with students' social and emotional development by teaching and promoting positive social skills. The School Social Worker is available to support all students to assist in meeting the physical, social-emotional, and developmental needs of students in an effort to benefit the student's educational process and overall well-being. The School Social Worker is available to provide direct service to students who may be experiencing challenges. These services are offered through classroom lessons, small groups, and individually. If you do not grant permission for your child to access this service, contact the Elementary Principal.
- **LEARNING DISABILITIES TEACHER:** Works directly with students who have learning disabilities that prevent him/her from learning in a regular classroom setting.
- **SPEECH THERAPIST:** Works with students who display communication disorders such as articulation problems or language delay.
- **ADAPTIVE PHYSICAL EDUCATION TEACHER:** Works with children who have coordination problems or motor development delay.
- **SPECIAL EDUCATION COOPERATIVES:** Pillager School is a member of the Paul Bunyan Special Education Co-op in Brainerd & the Freshwater Education District in Staples. The Co-Op provides many services as needed on an individual basis. Parents or teachers may refer students to be tested for special education services. When a formal written referral has been presented the special education team will meet to determine the testing schedule and a case manager will be assigned.

- **LAW ENFORCEMENT AGENCIES**

The school may involve a school liaison officer when there has been a report of a violation of a public law at school. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable for damages relating to vandalism or injury as permitted by statute. The administration shall work collaboratively with the school law enforcement officer and other law enforcement agencies on school related issues.

EARLY CHILDHOOD:

*The **School Readiness** program is available to children the year before they enter Kindergarten. (Children must be four years of age by September 1st). School Readiness is a fee based program. More information can be found by contacting our Early Childhood Secretary or our Elementary Secretary.

*The **Early Childhood Family Education (ECFE)** classes meet at Pillager Elementary School. Class sessions vary in length from 1 to 2 hours, dependent upon the age of the child.

***Head Start** is also located in the Pillager Elementary School and operates under the following guidelines: There is no charge to families. Priority is given to children who meet income guidelines. Children with disabilities are encouraged to apply.

***Early Childhood Special Education (ECSE)** is designed to meet the needs of children ages birth to seven who qualify for special education services.

For "**Early Childhood**" information call Josh Smith, Pillager Elementary, and (218) 746-2110.

Student Assistance Team: Students may be referred by teachers or parents to this team as they look at needs of students individually. The team will then look at ways to help the student by referring them for special education, analyzing and solving classroom problems, or providing support for them in some other manner.

PLEDGE OF ALLEGIANCE

Policy # 531 states that the Pillager Public Schools Board of Education recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times per week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

COMPLAINTS

The Pillager School District takes all concerns or complaints by student, employees, parents or other persons seriously. While written reports are encouraged, a complaint may be made orally. Depending upon the nature of the complaint, the principal shall determine the follow up procedure.

Parent Involvement Title I Policy: We encourage parents to be involved in their child's education at Pillager Elementary. Parents are welcome in the school at all times. Parents are invited to visit classrooms and encouraged to communicate with teachers. All students in Pillager Elementary are able to receive services under the school wide plan. Test data will be made available and explained to parents. Data will be used to prioritize strengths and needs. We want all parents to be aware of the many opportunities to be involved in school committees. We will include information in our district newsletters, monthly school news, classroom letters and the elementary handbook. Check out our school's report card, information on testing and school's results at: <http://education.state.mn.us/reportcard>. Our

website will also be updated regularly to keep parents informed. Parents are invited to join in several community meetings. The Title I committee will annually review the “Ten Elements” of school wide planning as they work on the Title I Plan. The newsletter and website will enable parents to see in the event the school has been identified as needs improvement. We will work with Head start, and other early childhood programs that are located in our building to include parents. The district will post a website link for testing dates as well as academic standards and student academic achievement standards as well as how to monitor their child’s progress. Information will also be given to parents at conferences and sent home in letters. This District wide Parental Involvement Policy Procedures has been developed jointly with and agreed on with, parents of children participating in Title I, Part A programs. This policy was adopted by the Pillager School district. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 19 of the present school year.

SEE REVERSE SIDE.

**THIS PAGE MUST BE SIGNED AND
TURNED INTO YOUR STUDENT’S TEACHER.**

Handbook Acknowledgment

This student/parent handbook is for you to use as a reference guide to our school policies and rules. You are responsible for knowing what is in the handbook and for knowing the school policies and how to access them.

Your signature indicates you have received and understand the contents of the student/parent handbook and understand:

- The Acceptable Use Internet Policy. Failure to return this will make you ineligible for internet use until the form is returned signed and dated.
- Students bringing flash drives to school will need to have them inspected by the technology coordinator before they can be used in any school computer.
- The Electronic Device agreement and Bring Your Own Device Policy.
- The Pledges set forth for the families and staff of Pillager Elementary School.
- The Data Privacy and Photo Release information allowing my student to be included in photo opportunities with no restrictions or will notify the office in writing if choosing otherwise
- The Safety and Visitor Information.
- Busing and Transportation Information for the 2019-2020 school year.

Student Name: _____ Grade: _____

Student Signature

Date

Parent Signature

Date

In addition – Please make sure we have your most current contact information including dual parent/guardian information.

Parent/Guardian Names: _____

Email: _____

Physical Address: _____

Mailing (If Different): _____

Cell # _____ Home # _____

Work # _____

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state- required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date (This form is only applicable for the 2018 to 2019 school year.) _____

Student's Legal First Name _____

Student's Legal Middle Initial _____

Student's Legal Last Name Student's _____

Date of Birth _____

Student's District/School Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

I received information on statewide assessments and choose to opt my student out. MDE provides a Parent/Guardian Guide to Statewide Testing on the MDE website (Students and Families > Statewide Testing).

Reason for refusal: _____

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading MCA/MTAS Science

MCA/MTAS Mathematics ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____