



# Parent/Student Handbook 2022 - 2023



## Chisago Lakes Primary School

651-213-2200

Fax: 651-213-2250

[www.isd2144.org](http://www.isd2144.org)

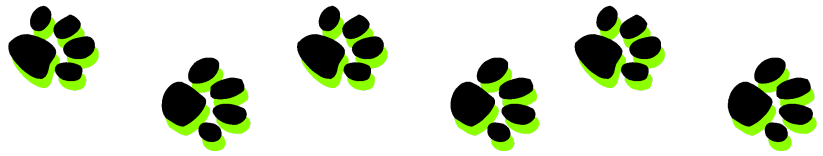


The information is not a complete list of policies, but rather a summary of important information for parents and students. Use this link to access a complete list of [Chisago Lakes District Policies](#).

## At A Glance Calendar 2022-2023

August	31	Open House 3-6:30
September	6	First Day of School
	13	CLPTO Meeting 6:30
	16	Fall Fundraiser Begins
	22	Hearing and Vision Screening
	26	School Pictures
	30	Fall Fundraiser Ends
October	3	No School - Staff Development
	3	Kindness in Chalk Event/National Bully Prevention Month (CLPTO event)
	13	Picture Re-take Day
	14	Kindergarten Tom's Pumpkin Patch Field Trip
	15	CLPTO Meeting 6:30
	17	Fall Fundraiser Pick Up
	17 & 18	Parent Teacher Conferences / Book Fair 4-8
	19	No School - P/T Conferences / Book Fair 8-12
	20 & 21	No School - MEA
	28	Hearing and Vision Rescreening
November	5	Fall Craft Fair at Wildcat Community Center
	7	No School - Staff Development
	8	CLPTO Meeting 6:30
	22	Children's Theater (The Grinch) - 1st Grade
	23-25	No School - Thanksgiving Break
December	10	Santa's Secret Workshop 9-3 at Primary Gym
	23-31	No School - Winter Holiday
January	2	No School - Winter Holiday
	3	School Resumes
	10	CLPTO Meeting 6:30
	16	No School - Martin Luther King Day
	20	Kindergarten Children's Museum Field Trip
	23	No School - Staff Development
	31	Parent Teacher Conferences 4-8
February	2	Parent Teacher Conferences / Book Fair 4-8
	2	Early Dismissal Day
	3	No School - P/T Conferences / Book Fair 8-12
	14	CLPTO Meeting 6:30

	17	Reading Night
	20	No School - Staff Development
March	6-10	No School - Spring Break
	21	CLPTO Meeting 6:30
	31	No School - Staff Development
April	4	Spring Fundraiser Begins
	7	No School - Good Friday
	11	CLPTO Meeting 6:30
	14	Kindergarten Round Up - (No School for current kindergarten students)
	21	Spring Fundraiser Ends
May	8	Fundraiser Pick-up
	9	CLPTO Meeting 6:30, Lakeside Media Center
	19	First Grade Concert
	25	Field Day <ul style="list-style-type: none"> <li>● 11:00-12:00 - Kindergarten</li> <li>● 1:00-2:00 - First Grade</li> </ul>
	26	No School - Staff Development
	29	No School - Memorial Day
June	1	Fawn -Doe-Rosa - Kindergarten classes
	2	Como Zoo - First Grade
	5	Swimming at the High School - First Grade
	6	Last Day for Students



Students, Parents, and Families,

**Welcome to the 2022-2023 school year!** Everyone at Chisago Lakes Primary is excited to partner with you to ensure each child reaches their full potential. We look forward to growing academically, socially, and emotionally together.

Our academic program is research-based and effective – with reading and math scores that are some of the best in the state. The staff at Primary are trained in LETRS which uses evidence-based practices rooted in the Science of Reading to teach all aspects of literacy to your child. Go Math is the curriculum we use to explore and master numeracy. Data guides our instructional decision-making to ensure all students are growing at a rate that ensures academic success.

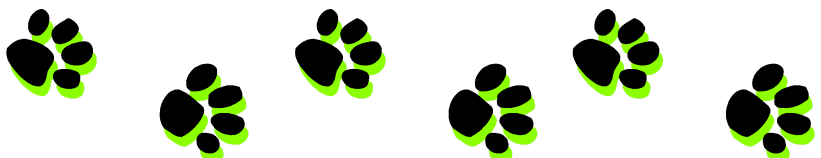
In addition to providing a solid academic program, we are committed to teaching our students positive social skills. At Primary School we call those skills the ‘**Wildcat Way.**’ The Wildcat Way focuses on three core areas: **Be Respectful, Be Responsible, and Be Safe.** Each week, you will see a new social-emotional learning (SEL) skill introduced and practiced in the classrooms, hallways, cafeterias, and other areas of the building. Students are recognized frequently for demonstrating new skill. In addition, we send home the steps and expectations for this new skill in the electronic newsletter every Friday. We ask that you review the steps and practice them as a family.

On the following pages, you will see our common expectations for the building, the process outlining how we teach skills so students are successful at those expectations, and how choices that are not in alignment with the Wildcat Way are redirected. All children make mistakes from time to time; it is part of the learning process. Also included in this handbook are overviews of important information and policy summaries in order to help you navigate everyday routines at Chisago Lakes Primary.

Paper copies of handbooks are no longer being sent home. They are available on our Primary School website. For a full version of district policies, you may call for a copy or visit the district website, [www.isd2144.org](http://www.isd2144.org).

**On behalf of all of the teachers and staff, THANK YOU for entrusting your child’s education to Chisago Lakes Primary School.** We look forward to embarking on the journey of learning together with you.

Sincerely,  
Amy Grice, Principal



# Chisago Lakes Primary Behavior Expectations — “The Wildcat Way”

	<b>Respectful</b> Treat others in a polite and kind way	<b>Responsible</b> Handle your business	<b>Safe</b> Do your part to keep everyone out of danger
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Be polite and kind</li> <li>• Listen and follow directions</li> <li>• Raise your hand</li> <li>• Use red or yellow voice</li> <li>• Take turns</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared and stay on task</li> <li>• Keep classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Body calm</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> <li>• Use red voice</li> <li>• Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your spot</li> <li>• Ignore distractions</li> <li>• Get where you need to be</li> </ul>	<ul style="list-style-type: none"> <li>• Body calm</li> <li>• Walk on the right side</li> </ul>
<b>Playground &amp; Gym</b>	<ul style="list-style-type: none"> <li>• Be polite and kind</li> <li>• Include others</li> <li>• Share and take turns</li> <li>• Listen and follow directions</li> <li>• Use yellow or green voice</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of property</li> </ul>	<ul style="list-style-type: none"> <li>• Body control</li> <li>• Dress for the weather</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>• Be polite and kind</li> <li>• Listen and follow directions</li> <li>• Use red or yellow voice</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently in line</li> <li>• Eat only your food</li> <li>• Clean up</li> </ul>	<ul style="list-style-type: none"> <li>• Body calm and in your seat</li> <li>• Walk safely with food</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Use red voice</li> <li>• Take turns</li> </ul>	<ul style="list-style-type: none"> <li>• Be quick</li> <li>• Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Body calm</li> <li>• Use handwashing 1s: 1 squirt of soap, 1 shake of your hands (over sink), 1 paper towel</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Be polite and kind</li> <li>• Listen and follow directions</li> <li>• Use red or yellow voice</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Keep belongings in your seat</li> <li>• Take care of bus property</li> <li>• Watch for your stop</li> </ul>	<ul style="list-style-type: none"> <li>• Body calm and inside bus</li> <li>• Stay seated and face forward</li> <li>• Use traffic safety</li> </ul>

# Primary School Behavior Referral Plan:

*\* Students who warrant an Office Referral will be sent down to the Stop & Think Room with a completed Gold Office Referral Form.*

<p style="text-align: center;"><b>MINORS:</b> Dealt with by the Classroom Teacher</p>	<p style="text-align: center;"><b>MAJORS:</b> Warrant a Stop &amp; Think Room Referral</p>
<ul style="list-style-type: none"> <li>● Minor Physical Contact – (Touching, etc.)</li> <li>● Minor Disruptions</li> <li>● Blurting</li> <li>● Cheating / Dishonesty</li> <li>● Running</li> <li>● Minor swearing / Inappropriate Language</li> <li>● Work Refusals that don't disrupt the class</li> </ul>	<ul style="list-style-type: none"> <li>● Physical Contact with intent to harm</li> <li>● Stealing</li> <li>● Threatening</li> <li>● Disruptive Non-Compliance</li> <li>● Major swearing / inappropriate language</li> <li>● Possessing a weapon</li> <li>● Bus Referral</li> <li>● Destruction of property</li> <li>● Bullying</li> <li>● Repeated Problem Behaviors</li> </ul>

**Students who leave the classroom for an office referral will:**

- a. Have a five minute calm down time.
- b. Process what happened with an adult
- c. Receive an appropriate / logical consequence
- d. Make an appropriate apology and fix the problem
- e. Get a phone call home

**\*\*\*Appropriate Consequences could include:**

- A Warning
- Time Out
- Loss of privileges
- Fixing a Mistake
  - Making an apology
  - Cleaning up thrown food in lunchroom
  - Washing off wall or desk markings
  - Etc.
- Suspension

## Examples of Logical Consequences - Chisago Lakes Primary School

Student Behavior	Logical Consequence
Dishonesty	Write or draw a letter of apology.
Disrespect	Write or draw a letter of apology. Do something kind for the impacted person.
Disruption	Spend 5 minutes during a preferred activity to practice following directions. Move spot to alternative place in classroom. Complete missed work during preferred activity.
Non-Compliance	Spend 5 minutes during a preferred activity to practice following directions. Complete missed work during preferred activity.
Physical Contact	Write or draw a letter of apology. Do something kind for impacted person. <small>*Further consequence may be warranted depending on the situation.*</small>
Property Misuse	Fix the broken item. Clean up the mess. Lose privilege of using the property.
Horseplay	Share 2 ways to play safe next time.
Bullying	Write or draw a letter of apology. <small>*Further consequence may be warranted depending on the situation.*</small>
Inappropriate Language/Gestures	Write or draw a letter of apology.
Teasing	Write or draw a letter of apology Do something kind for impacted person.

Explain the logical consequence in a calm and empathetic tone.  
Logical consequences are meant to TEACH, not punish.

## **ADMISSIONS**

New kindergarten students must be 5 years old on or before September 1<sup>st</sup> of the school year in which they are enrolling and a copy of a birth certificate must be provided. Kindergarten students must have gone through a preschool screening, immunizations must be up to date and recorded prior to starting kindergarten.

Transfer students and their parents should visit the school to register. In addition, they need to contact Transportation at 213-2020, to be assigned a bus route.

## **ALLERGY AWARENESS**

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

## **LATEX ALLERGY IN CLASSROOMS MANAGEMENT PLAN**

It is the purpose of District #2144 to continually work toward making all of its facilities clean, healthy environments which are safe and secure, providing maximum opportunities for students, staff and visitors to work and learn.

### **ADMINISTRATIVE REGULATIONS – LATEX ALLERGY IN CLASSROOMS**

- A. Due to an increased number of students and staff having latex allergy health conditions, District #2144 hereby adopts and supports a *Latex Allergy Policy* for all of its facilities which directs the use of non-latex containing gloves and balloons. This policy specifically bans the use of gloves and balloons containing latex.
- B. Related questions should be directed to the school nurse.

## **ARRIVAL BY CAR**

All students who come to school by private vehicle are to be dropped off in the back of the building. The back road is ONE WAY. Enter off Lamar from the left only and exit onto Old Towne Road. School doors are open and staffed to assist students into the building between 8:55 and 9:10. Pre-K through first grade students should be dropped off at the entrance closest to Lamar. We prefer students to arrive as close to 8:55 as possible to allow time for breakfast and morning jobs. Students arriving after 9:15 should not be dropped off at the door. Parents will need to walk in and check them in at the office through the secure entry at door #1..

## **ASSEMBLIES OR LYCEUMS**

Assemblies are planned periodically as special events to enhance the school's curriculum. The Chisago Lakes Parent Teacher Organization sponsors most of these events, which often requires a significant amount of time and money. It is important to remember our school-wide behavior expectations when participating in school activities.

## **ATTENDANCE**

**(Compulsory Attendance Law) \*\*If your child is absent or tardy to school, you must call the office at 213-2200 by 9:30 am to let us know that your child will be out.** We will ask you the reason because we are required to track and report various illness patterns to the state. If you know in advance that your child will not be in school, Pre-excused Absence forms are required and available in the school office or on-line.

### **Attendance- What do I need to know?**

Regular attendance is the foundation of a successful school experience and essential to the education program at Chisago Lakes School District. Classroom experiences are valuable and essential. Time lost from class cannot be regained and absences will result in the loss of valuable opportunities to learn. Research has clearly indicated that the amount of time a student is involved in instruction has a direct relationship to his or her academic achievement.



Minnesota Statute 260C.007 subd. 19 defines an Habitual Truant as “a child under the age of 16 who is absent from attendance at school without lawful excuse for seven school days...or for one or more class periods on seven school days if the child is in secondary level.”

### **Absence from School**

All absences, including reason, should be reported to the school office as soon as you know your child will be absent. All absences not otherwise excused are unexcused. **An absence not excused by note or telephone call within 3 school days of the absence will be recorded as unexcused.**

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

1. Parent or doctor verified illness
2. Family Emergencies: Serious illness, injury or death of an immediate family member
3. Scheduled appointments
4. Religious holidays
5. Prearranged family vacations - Pre-arranged absence forms are available from teacher or office
6. Court Appearances
7. Exceptional circumstances: coordinated by the parents with the school, in advance.

While this list is not exhaustive, it does lay the groundwork for the primary excuses that are valid and would be recognized as such by the courts.

An unexcused absence is an absence for reasons that are not recognized by the courts and the school authorities as legitimate. The following reasons are examples of unexcused absences:

1. Car trouble
2. Overslept: alarm did not work
3. Shopping
4. Needed at home
5. Family vacation that is NOT prearranged (over 5 days)
6. Visiting
7. Missed bus; no ride to school
8. Personal (no reason given)
9. No call from the parent/guardian verifying the absence within 3 days
10. Other absences as determined on a case by case basis.

### **Attendance Procedures**

The following attendance procedures for Taylors Falls Elementary School, Chisago Lakes Primary School, and Chisago Lakes Lakeside School were developed in collaboration with Chisago County Health & Human Services and school administrators.

### **Unexcused Absences**

1. If a student has been absent without an excuse for three or more partial or full days, a letter may be sent by school officials.
2. If a student continues to be absent without an excuse for four or more partial or full days, the parent/guardian should be required to discuss the attendance concerns with a school official. At this time, the school official will schedule a phone meeting and/or a conference with the parent/guardian to address the issue. Parents/guardians that fail to complete the required sessions should be referred to Chisago County Health and Human Services.
3. If a student has been absent without an excuse for seven or more partial or full days, an educational neglect referral may be completed and sent to Chisago County Health and Human Services. This report will be reviewed by Chisago County Human Services to evaluate the need for services and could result in a referral to Chisago County Attorney's office to prepare a petition to court.

## Excessive Excused Absences

1. Excessive excused absences can be defined as 3 or more consecutive days of absence, 4 or more days of absence in a month, 10 or more days of absence in a school year.
2. When students have excessive absences due to health reasons, they may be referred to a licensed school nurse for follow up.
3. If a student has 7 or more excused absences, school officials may notify parents by mail regarding excessive absences.
4. Students who acquire 10 excused absences during the year may be required to provide professional health care verification for additional excused absences.
5. Students should be required to make up all assignments or to complete alternate assignments as deemed appropriate by the classroom teacher.

## BICYCLES

Students need to have a note signed by a parent in order to ride their bikes to and from school. All bikes are to be parked in the bike rack located at the front of the school. We recommend a padlock and chain for anyone riding their bike to school. Bike helmet use is also encouraged.

## BULLYING

Our school is committed to creating a positive climate where children can feel comfortable to learn and grow. Bullying of any kind will not be tolerated. Students will be instructed in the definition of bullying and how to handle it when they see it in our schools, on the playground, or on the bus. Parents will be notified if your child is involved in bullying – as the victim or as the child who is bullying.

**What is bullying?** *“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending themselves.”*

### Three characteristics of bullying:

1. Involves an aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

### Bullying can be:

1. Emotional: being unfriendly, excluding, tormenting
2. Physical: pushing, kicking, hitting, punching or any use of violence
3. Racial: racial taunts, graffiti, gestures
4. Verbal: name-calling, sarcasm, spreading rumors, teasing
5. Cyber: internet, email, phone, and text message misuse

**Why is it important to respond to bullying?** Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

## BUSING

Except in the case of emergency, students are expected to ride to and from school on their assigned bus. Riding the school bus is a privilege. Improper conduct will result in that privilege being denied. Decisions regarding a student's ability to ride the bus will be at the sole discretion of the school district. Consequences for school bus misconduct will apply to all students and addressed on a case-by-case basis depending on the infraction, however a general continuum is provided below:

**1<sup>st</sup> Offense:** written warning, bus driver contacts the parent / guardian, principal meets with student. Parent contact via phone or in person is made by the driver.

**2<sup>nd</sup> Offense:** written warning by the driver. Principal meets with student and contacts parent. Bus suspension warning is given.

**3<sup>rd</sup> Offense:** written warning by the driver. Principal meets with student and contacts parent. Student is suspended from riding the bus for up to three days.

**4<sup>th</sup> Offense:** written warning by the driver. Principal meets with student and contacts parent. Student is suspended from riding the bus for up to five days (length of time dependent on offense)

## CALENDAR

Each school year the district will publish a calendar of events, holidays, parent/teacher conferences, etc. Classrooms will also send weekly or monthly notes home giving notice of upcoming events specific to that room or grade level.

## CANCELLATION OF SCHOOL

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

It is important that parents have a plan worked out with their child with instructions about where they should go and what they should do if school is dismissed early. Arrangements should be made with a neighbor, friend, or relative to be responsible for your child if school would be dismissed early, and you will not be home.

## CARE OF SCHOOL PROPERTY

Accidents may happen. When something is broken by accident, we will replace it. Some people vandalize, break or deface school property without any thought as to who paid the bill in the first place and who is going to have to pay the bill to replace or fix the defaced item. The schools belong to the taxpayers in the district. Every time an item in school is damaged, children are putting an added tax burden on their parents. In cases where school property or equipment is damaged, lost or vandalized due to deliberate, negligent or careless actions by a student, the student will be charged the value of the property or equipment.

## CENSUS DATA

In order to have accurate information concerning our future enrollments, we are constantly attempting to update our census files. If you have a new baby or know of families new to our district that may not be listed on our census, please call the Family Center at 213-2060 with that information. Our census data helps us in planning for Early Childhood Family Education classes, Kindergarten Round-Up and Early Childhood Screening.

It is very important, for emergency and administrative reasons, that we have accurate, up-to-date information including: address and telephone numbers. Please notify us immediately, if either changes during the school year.

## CHANGES IN ROUTINE

Parents are asked to send an email or contact the office via phone (651-213-2200) by 1:00 pm to notify us of any change in your child's daily routine ie: being picked up by another adult, transportation changes, change in day care, Kid's Club, staying after school for scouts, etc. **THESE NOTICES ARE VERY IMPORTANT FOR YOUR CHILD'S WELL-BEING!**

## COMMUNICATIONS

Teachers will be collecting parent email addresses as we have moved toward more electronic communication to cut down on paper waste. If your email address should happen to change, please remember to inform your child's teacher and update the information through 'ParentVue.' Go on the District website, [www.isd2144.org](http://www.isd2144.org) and click on the 'ParentVue' icon on the left side of the screen.

## **CONFERENCES (PARENT/TEACHER)**

Parent/teacher conferences will be held in October and February. The intent of the early fall conference will be for the parents and teachers to collaborate in setting academic and social goals individually to each Primary student. These individual goals will be reviewed in February with the option to modify, continue or generate new goals based on assessments of each child's progress. Primary School will use My Conference Time to schedule conferences in October and February.

We believe the education of each child is a partnership between the home and school. We appreciate and value the active participation of parents.

Parents need not wait for formal conferences to visit with a teacher. Parent/teacher conferences are encouraged and can be arranged at any time during the school year.

## **DATA PRIVACY**

Please refer to the 'Data Privacy Request Form' in the district handbook.

## **DISCIPLINE/EXPECTATIONS FOR STUDENT CONDUCT**

Good behavior, centering on self-discipline and consideration for others is encouraged and rewarded at Chisago Lakes Primary School. Maintaining an atmosphere conducive to learning for the individual child, and for all children, is a priority for everyone who works at CLPS.

The basic rules of discipline involve being respectful, responsible, cooperative and safe with all people and property. These rules are enforced firmly and consistently. With parents' support, we communicate to the children that these rules are important to our community of learners.

To help children learn and follow the rules, teachers, paraprofessionals and the principal will review rules and expectations for student behavior and personal conduct in classrooms, halls, lavatories, playground, lunchroom and gym.

All adults in the building – teachers, secretaries, paraprofessionals, custodians, cooks and the principal – support the children's efforts to follow these rules.

Primary School realizes the impact positive reinforcement can have on shaping a positive school climate. Incentives, such as; coupons, certificates, flag raising, announcing, fine dining tickets, will be used to reward good conduct.

Individual classrooms may also develop their own set of additional expectations. Consequences may include the following:

1. A warning
2. A time out
3. Alternative recess or loss of privileges
4. Meeting with the principal
5. Phone call to parents

For more details, refer to the District's Policy in district handbook.

## **DRESS CODE**

The intention of the Primary School dress code is to keep students focused on educational goals and maintain community standards. It is important that all students and staff can come to school each day and be able to learn and teach in a safe environment that is free from distractions.

1. School clothes should be neat and clean.
2. All tops require at least a one-inch strap – no spaghetti strap shirts or dresses unless there is a sweater or another shirt covering them.

3. Shorts must be long enough to reach your fingertips when hands are extended down at the sides.
4. No bare midriffs.
5. Tennis shoes should be worn during the school day.
6. Flip-flops are highly discouraged because of the increased risk for injury. It is difficult to run and climb on playground equipment. Each year, we have several toe injuries as a result of wearing flip flops.

Students in violation of the dress code will be sent to the health room and be given appropriate clothing. Help us promote a healthy learning environment by choosing appropriate clothing for a school setting.

## **ELECTRONIC DEVICES**

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

## **EMERGENCY DRILLS**

Classrooms have posted procedures for fire and tornado emergencies. The Minnesota Department of Public Safety requires schools to conduct 5 fire drills, 5 lock down drills and 1 tornado drill to ensure each student knows what to do in each situation.

## **FIELD TRIPS**

Field trips designed to enhance or supplement the curriculum are scheduled throughout the school year. The principal will approve such field trips. In some cases a fee may be charged to cover admission costs. Parents will be notified in advance when field trips are planned. If for some reason you object to your child participating in these classroom extensions, please notify your child's teacher.

## **FOOD POLICIES**

Minnesota State Statute states that only food prepared, wrapped and sealed commercially can be brought to school for consumption by groups of students or adults. This policy would include birthday and holiday treats to be shared with others. This policy does not include food brought to school for a student's individual snack or lunch.

Parents and siblings are invited to eat lunch at school anytime throughout the school year. We have special dining seats available for visitors and their own children. Please do not invite other children to join you for lunch. We request that you call the school kitchen to reserve a lunch so they will have the extra food prepared if you are planning to eat a school lunch.

## **FOOD SERVICE ELEMENTARY**

### **Accounts**

Each student is assigned a personal barcode number that is used to access their individual account. Students use the same barcode number each year. The barcode is used when receiving free meals or purchasing a meal, second entrée, and milk or ala carte items. If students wish to purchase additional meals, the cost of a reimbursable breakfast is \$1.80 and cost of a reimbursable lunch is \$2.75. Additional items outside of the reimbursable meal can be purchased as follows: Megas (second entree) are \$1.50; milk is \$.50; a la carte options vary with prices. For security purposes and to meet with federal and state guidelines, students are not permitted to use another student's account. Balances remain on accounts and follow the student to the next school year.

### **Low Balances and Charging**

Cashiers will provide a verbal notice at the cash register when the balance is low. Parents will be notified by phone when a student's balance is low via an automatic calling system. Students will be allowed to charge a meal if they forget their payments, but will be expected to keep their account current.

### **Prepayment for Meals**

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

### **PAMS (Parent Account Management System)**

This system will allow you to pre-pay with a Visa, MasterCard, Discover, electronic check or debit card online: [www.PayPAMS.com](http://www.PayPAMS.com). It also allows you to access meal account activity and balance information online. There is a fee for this service for each transaction of \$1.95. Call the Food Service Office at 651-213-2025 with questions regarding this service. Parents also have the ability to monitor and block certain purchases such as a la carte items.

### **Free/Reduced Price Meal Benefits**

Families must complete a new application each school year. An application form is mailed to all households in August. A completed application must be sent to the Food Service Dept or dropped off at the Principal's office and it will be forwarded to the Food Service office. Benefits may be applied for anytime during the school year. Notification of the status of an application will be mailed.

### **Menus**

The school's breakfast and lunch menus are available on the school district's website: [www.isd2144.org](http://www.isd2144.org) and also on NutriSlice at <https://isd2144.nutrislice.com> or the NutriSlice app. Copies will be available in the office for those that do not have access to the internet.

### **Meals**

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

### **Peanut Aware**

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

## **HAZING**

District #2144 policy prohibits hazing of any kind. Please refer to the district handbook for the complete policy.

## **HEARING AND VISION SCREENING**

Hearing and vision screening is conducted in first grade and referrals are sent according to criteria set forth by the Minnesota Department of Health.

## **HOMEWORK** (practice makes permanent)

Students at Primary School typically get a small amount of homework on a regular basis. It is meant to be a reinforcement or practice of classroom content instead of new material and is never to be used as a punishment. Teachers have observed that students who have adult help with homework assignments score better on state and district assessments and have higher achievement at school.

### **MAKEUP WORK**

If your child is absent, you may call the school to arrange to pick-up work or have it sent home with another student. Please call in the morning to allow time for teachers to put assignments together before dismissal.

## HOURS

Office hours	7:30 a.m. to 4:00 p.m.
School hours	9:15 a.m. to 3:40 p.m.
Kid's Club hours	6:00 a.m. to 6:00 p.m.

## ILLNESS OR INJURY

In case of minor illness or injury, a child will be cared for temporarily by the school health aide and eventually sent back to class. If in the health aide's judgment, the child should not remain in school, the parents will be notified. School personnel will render first aid treatment only. If emergency medical treatment is necessary 911 will be called, and we will make every effort to notify parents. *The online ParentVue contact information must be updated each year to provide school staff with current emergency contact numbers.* You will be asked to supply home and work phone numbers for yourself and friends, neighbors, or relatives listed as local emergency contacts. Please inform these individuals you are listing them as contacts.

Emergency health forms are sent home for parents of kindergarten students to report important, current health information. Parents are not legally required to supply health emergency data; however, school staff will not be able to respond thoroughly and safely without current health information on file. All private information will be handled in accordance with District Policy as well as State and Federal laws.

### Colds, Upper Respiratory Flu and Gastro-Intestinal Flu

These are highly contagious diseases among school age children. **DO NOT SEND STUDENTS TO SCHOOL IF SYMPTOMS ARE NEW AND/OR SIGNIFICANT – DO NOT SEND CHILDREN TO SCHOOL UNTIL THEY HAVE BEEN FREE OF A FEVER, DIARRHEA, AND/OR VOMITING FOR A FULL 24 HOURS**, i.e. if a child has a fever, any vomiting or diarrhea in the evening, the child must NOT return to school the next day even though the fever is down in the morning or the diarrhea or vomiting has stopped.

## IMMUNIZATIONS

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

## LIBRARY BOOKS

Damaged books that are still usable must be paid for in proportion to the damage. Damaged books that are no longer usable must be paid for in full. See the librarian concerning the cost. Lost books and materials must also be paid for. However, should a book be found a refund will be made. **WE WOULD RATHER HAVE BOOKS BROUGHT BACK THAN HAVE STUDENTS PAY FOR THEM.** No fines will be charged for overdue books. We trust that books will be returned within three weeks.

## LOST AND FOUND

The school keeps lost and found articles on hooks in the hallway by the gym. Please look through these items when you visit school or come for your child's conference. Clothing with student's names in them are much easier to claim from the Lost and Found. Twice a year, unclaimed items are donated to outside charities.

## MEDICATIONS

### PURPOSE

The administration of medication during the school day is provided to enable the student to remain in school, to maintain or improve health status, and to improve his/her potential for learning.

### GUIDELINES

- 1) If your child needs to take a **prescription medication** during school hours:

- A. Have your doctor write an order indicating what medication is needed, dosage, time, etc. Obtain a medication authorization form from your school health assistant, the school website, or your clinic.
  - B. Parent or guardian must sign the medication authorization form or send a permission statement indicating name and grade of the student, medication, date, and signature.
  - C. Medication must be brought to school in the original bottle with the complete prescription label. Parents must deliver medications to school.
  - D. Students may possess and independently use asthma inhalers if (1) the school has received a written order from a licensed prescriber and an authorization from the parent/guardian, (2) the inhaler is properly labeled for that student, (3) the parent has not requested school personnel to administer the medication to the pupil, and (4) a licensed school nurse has assessed the student's knowledge and skills to safely possess and use an asthma inhaler in the school setting and has entered into the student's school health record a plan to implement safe possession and use of the asthma inhalers. This is very rare in the elementary ages.
- 2) If your child needs a **non-prescription** medication during school hours:
    - A. Parent or guardian must send a permission statement indicating name and grade of student, medication, dosage, times to be given, date of permission and signature.
    - B. Non-prescription medications (Tylenol, ibuprofen, cough syrup) may be given for only one week. If the non-prescription medication is needed longer than one week, or throughout the school year, a physician or licensed prescriber will need to also send a written order.
    - C. All non-prescription medication must be brought to school in the original labeled container by the parent.
  - 3) Prescription and non-prescription medications will be kept in the health room and administered through the health room for safety reasons.
  - 4) Parents/guardians must send a written notification to the school of medication changes. The school must also receive a written order from the health care provider regarding medication dosage changes or discontinuance of a drug.

## **PARENT TEACHER ORGANIZATION**

Chisago Lakes Primary and Lakeside Schools are most fortunate to enjoy the support of the Chisago Lakes Parent Teacher Organization. This parent organization has made several sizable donations to the programs for children in our schools.

All our parents are encouraged to join this organization and actively participate in sponsored events. Our PTO meets the second Tuesday of every month at 6:30 in the Lakeside Media Center. Parents can visit the PTO website located as a link off the school website: [www.isd2144.org](http://www.isd2144.org) or like the Chisago Lakes PTO Facebook page.

## **PICKING UP STUDENTS AFTER SCHOOL**

If you wish to pick up your child at the end of the day, please make sure that you call the main office at 213-2200 by 1:00 each day unless there is a last-minute emergency. We will only release Primary Students to the care of an adult or licensed aged caretaker.

- All families will be given 3 pick up tags to attach to their car visor.
- Each student will have this family tag number written on their backpack tag.
- Cars will enter the back parking lot making a left hand turn off of Lamar.
- Tag numbers will be taken while parents wait in the Red Wait Zone.
- Students will be sent to parents who are parked in the Green Load Zone.
- Cars will be released in groups by a Primary School Staff Member.
- Any student that is not picked up on time will be sent to Kid's Club as teachers and staff have other responsibilities and cannot provide child care.

## **PETS**

Pets and animals in the classrooms are discouraged for health and safety reasons. Animals used for educational purposes require prior approval by the principal.



## **PLAYGROUND SUPERVISION**

Weather permitting, Primary students have a supervised recess daily. Adults supervise the playground and our expectations for student conduct are the same as those found on page 4 of this handbook. Only school staff and students are allowed on the playground during school hours. Please remember to send students to school dressed for the weather i.e., boots, hats, coats and mittens in the winter.

## **PHOTOGRAPHY AND VIDEO/AUDIO RECORDING**

Parents are permitted to record or photograph students at public events on school property (e.g. day or evening concerts, plays, programs, athletic events, field days, parades, etc.). In accordance with the MN Government Data Practices Act, parents may not film or photograph students during routine activities occurring within a typical school day (e.g. classroom instruction, lunch, recess, physical education classes, etc.). Other situations not listed would need to have prior approval by the Principal of the school and classroom teacher.

## **PSYCHOLOGIST**

A school psychologist serves as a resource person to our school. The services provided include individual evaluations and assessments of students, consultations with appropriate agencies, teachers and parents as well as liaison with our special education cooperative.

## **PUPIL SAFETY**

### **THE FOLLOWING RULES ARE ENFORCED FOR ONLY ONE REASON – STUDENT SAFETY**

Exterior doors are locked during the school day and an audio/video security system is located by the main (center back) doors. Anyone wishing to enter the building during the school day needs to press the button on the monitor to the right of these doors. A receptionist will respond and unlock the door. **All visitors** are asked to check in at the office using the Hall Pass system before visiting the lunch room or classroom.

To help ensure student safety during bus loading and unloading times, the bus zone in front of the school is off limits to vehicle traffic from 8:30 a.m. to 8:55 and from 3:30-3:50. We encourage parents to use the drop-off zones created on the south side of the Primary School entering from Lamar Avenue and exiting on Old Towne Road.

If students are to be picked up early from school, they must be signed out in the office. When students are to be picked up early or by someone other than a parent, we ask that the office is notified ahead of time. Children will not be released to anyone who can not be identified to the satisfaction of the school administration. Teachers, bus drivers, and support staff are instructed not to release students from their care except through the office.

Students who walk home after school will be dismissed before the buses leave - about 3:30.

Teachers and staff are often involved in meetings or planning activities until 8:45 a.m. and unavailable to supervise students. Therefore students not in Kid's Club should not arrive at school before 8:55 a.m. Students that consistently arrive earlier will be sent to Kid's Club for supervision at parent's expense.

### **Safety at Arrival**

If you are dropping your child off in the morning, parents should use the driveway on the south side of the building, entering from Lamar Avenue and exiting onto Old Towne Road. **Please do not enter the Bus Lane.**

### **Safety in the Back Parking Area**

Please be very aware of safety concerns in the parking lot – obey the signs, do not block the handicap spots and only park your car in designated parking areas.

Use the sidewalk and designated crosswalk to get to your row in the back parking lot.

### **Handicapped Parking**

Please do not pull into the handicapped parking spaces while you run into school. It is illegal to park in the handicapped spots even for a few minutes. Violators are subject to a large fine. There are parents and others in this school community who need the spots and they should never be taken by someone else for convenience.

## **RECORDS AND STUDENT INFORMATION**

School records are maintained in accordance with District #2144 policy as well as state and federal laws.

Parents have the right to inspect and review the educational records of their children. We assume that both parents of a student have the same rights to these records unless presented with evidence to the contrary.

School personnel may have access to student educational records on a need to know basis only. Private student data such as address, phone number, and health information will not be released to the public.

Occasionally student pictures are taken to share special student activities. If you object to your child's picture and/or name being published, please notify your child's teacher in writing.

## **REPORT CARDS**

The school year will be divided into four grading periods this year. Two reports of student progress will be issued via Parent Vue during the school year. Please carefully review report cards with your child. Parents are encouraged to contact the teacher immediately with questions or concerns.

## **RETENTION**

Retention is one of the few areas in education where it is difficult to find any studies with a positive effect. Therefore, it is the policy of the Chisago Lakes School District to not retain students.

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed at school.

## **SHOES FOR PHY. ED. (Inside shoes)**

Tennis shoes must be worn on the gym floor and are required of all children in Pre-K through 1st grade. Students are asked to change into their tennis shoes (inside shoes) upon arrival at school. This helps greatly to keep our school clean and ensures that students do not spend the day in winter boots, etc.

## **SOLICITATION**

Students are not to be solicited for money unless a project has been approved by the principal.

## **SUPPLIES**

Be sure to label all supplies with the student's name. All students will need a sturdy backpack without wheels, and ear covering headsets. Detailed supply lists will be available on-line.

## **TARDINESS**

Just as attendance is important, so is a prompt arrival at school. Students arriving late are a distraction and instructional time is lost. Doctor and dentist appointments are examples of excused tardies. Parents are encouraged to request these appointments after school or on days when school is not in session. (We understand this is not always possible.)

## **TEACHER REQUESTS**

Teacher request forms for both Primary and Lakeside will be available in the office from April 15-30<sup>th</sup>. We will not accept them until that time since we often have teacher changes. Requests after April 30<sup>th</sup> will not be considered.

*Parent requests are considered but not guaranteed as our primary goal is to keep classrooms balanced with behavior and academic needs.*

## **TELEPHONE**

The office telephones are for school business only. Students will only be allowed to use the phones in an emergency. No student will be called from the classroom to answer the telephone except in an emergency. Phone messages for children will be passed on to the teacher to be relayed to the student.

## **TESTING**

All students' test results are available for parents.

## **USE OF SCHOOL BUILDINGS**

District #2144 buildings are available for community use. Permission for and scheduling of school facilities is under the control of the Community Education Office - Telephone - 213-2603.

## **VALUABLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We are not responsible for valuables that students bring to school that may get broken or stolen. We ask that students do not bring any valuable video equipment or personal possessions to school.

## **VANDALISM**

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

## **VISITORS AND VOLUNTEERS**

Adult volunteers are encouraged at school. We are grateful for the assistance provided by volunteers during the school year. Volunteers assist us in several areas: tutoring students, clerical help, field trip supervision and special classroom events. However, your child's safety is our primary goal.

All visitors are asked to sign in using the Hall Pass system in the office before going to the classroom, lunchroom, or playground. To limit disruptions for both students and employees in the classroom learning environment, as well as to protect their data privacy rights, extended visits and observations will not be allowed. When dropping off your child after the start of the school day, we ask that you leave your child at the office to ensure the least amount of disruption.

The Hall Pass System requires any visitor to present his/her driver's license or any other government issued identification card in order to obtain a pass to enter the school. After school staff have scanned the visitor's driver's license, the Hall Pass program determines if the visitor is listed on the National Sex Offender Registry or the district's restricted visitors list. Visitors not identified on either list are issued a photo ID badge that is able to be used for that school day only.

## **WALKING STUDENTS**

Students who wish to walk to school will need to have a walking permission slip signed by a parent or guardian.

Drop Off Time - 8:55

Pick Up Time - Students must be picked up between 3:25 and 3:30.

## **WEAPONS**

District #2144 has adopted a weapons policy. The entire policy is included in the district handbook. The policy prohibits weapons of any kind on school grounds and sets out specific consequences for students or others who bring or use weapons on or in school facilities. Toy and look-alike weapons are included in the policy.

## **WEB PAGE**

Please visit our web page at: [www.isd2144.org](http://www.isd2144.org), it contains valuable information pertaining to our school.

## **WITHDRAWALS**

When students transfer from our school, the new school will request copies of the student's educational records. These will be forwarded at no cost to the parents. Please notify the teacher and the office when your child is transferring.