

PARENT/STUDENT HANDBOOK



EAGLE LAKE
ELEMENTARY SCHOOL
500 LeSueur Avenue
Eagle Lake, MN 56024
507-257-3530

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MISSION STATEMENT

Mankato Area Public Schools (MAPS) is committed to working together equitably, with families and communities, so that each learner has the knowledge and skills to be a successful and contributing citizen in a diverse global society.

EAGLE LAKE SCHOOL SONG

(Written by Mrs. Birbeck and Faculty)

(Spring of 1989)

Tune: "You're A Grand Old Flag"

We're a super school, all our kids are so cool
And we all do the best that we can.
E A G L E L A K E
You can tell we can spell Eagle Lake --
Rah! Rah!
Back in sixty-four when they opened the door,
To the greatest kids of all,
It was certain fate that we'd be great!
Give a cheer for this super school!
Yea!

CORE VALUES

(What drives our acts and words)

- Integrity - Doing the "right thing" at all times with honesty and authenticity
- Respect - Embracing of our differences, treating others as we wish to be treated
- Excellence - High expectations for all and in all we do and the courage to challenge for it
- Adaptability - Engaging in flexible, continuous and purposeful change grounded in data
- Responsibility - Shared stewardship of and accountability for our words, acts, choices and results
- Engagement - Actively participating with a mission-focus and values-driven attitude
- Collaboration - Operating with a preference and capacity for partnership across our community



Dear Parents/Guardians:

I would like to extend a warm welcome to both returning families and new members to our Eagle Lake Elementary School community. It is a pleasure to have the opportunity to work with you and meet your student's educational needs. We are very proud of our school and take the responsibility you have entrusted to us most seriously.

Each staff member at Eagle Lake Elementary will make every effort to see that your student has a safe and supportive environment in which he/she can experience academic success and personal growth. To achieve that goal, we invite you to become our partners in education. It requires cooperation and collaboration between our families and our school to ensure those successes.

To promote good communication, we have developed this handbook to review some of the practices and policies we follow at Eagle Lake Elementary School. Please help us effectively communicate the value and importance of our educational system to your student. Your interest and involvement are critical to us. If you have questions or concerns, please feel free to call.

Let's make it a great year!

Mr. Jason Grovom, Principal
Eagle Lake Elementary School



Assuring learning excellence and readiness for a changing world.

ARRIVAL AND DISMISSAL

Breakfast Service ~ 7:40 AM to 7:50 AM

Entrance Bells:

First Bell ~ 7:50 AM

School Begins ~ 8:00 AM

Dismissal Bells:

Walkers ~ 2:28 PM

Bus Riders ~ 2:30 PM

ACES & Car Riders ~ 2:32 PM

ATTENDANCE

Regular school attendance is the first step to academic achievement. All students, once enrolled, are subject to compulsory attendance laws. We urge you to take whatever steps are necessary to ensure your child is in school. Please call the school at 507-207-3530 if your child is going to be absent from school. Eagle Lake School office hours are 7:15 AM to 3:45 PM and voicemail is always available to leave a message after office hours.

To promote school attendance and verify records, families will be contacted about absences through letters generated by our attendance system. Our goal is to work with your family to support your child in getting to school each day and to create a plan to increase attendance. Each elementary site has an attendance team which includes a School Social Worker, School Nurse, School Counselor, and the Principal.

If your child is ill or is absent for another reason, please call the health service office and leave a message with the name of the child, teacher's name, and reason for not attending school.

Appointments, such as doctor or dentist, should be scheduled before or after school hours. Should your child miss more than one hour of class in the morning or the afternoon, it will be considered a half-day absence. Students arriving after 8:00 AM without an excused absence will be considered tardy. Also, we encourage families to schedule vacations during school breaks.

If you must take a child out of school, please call ahead to the office (507-207-3530) stating when you intend to pick up your child. When arriving at school, please come to the office. The office will call the classroom for your child. Children will not be released to waiting cars or to anyone who cannot identify himself/herself to the satisfaction of the administration.

POSITIVE BEHAVIOR INTERVENTION SUPPORT PLAN

PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. Positive Behavior Intervention Support (PBIS) aims to build effective environments in which positive behavior is more effective than problem behavior. PBIS is a collaborative, assessment-based approach to developing effective interventions for problem behavior and emphasizes the use of preventative, teaching, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes. Eagle Lake SOARS! The students at Eagle Lake Elementary work with the SOAR acronym to help guide our practice at school. The students will be following the standards for: **Show Responsibility, On-task Behavior, Act Safely, Respect Others**. Students will be expected to abide by the classroom and building rules as they pertain to our PBIS standards and students will be active participants in setting classroom guidelines as they pertain to Eagle Lake Elementary. Parents will be contacted when student behaviors distract from the educational opportunities afforded all students and a positive plan of action will be created.

BULLYING/DISRUPTIVE BEHAVIOR

District Policy 542 expressly prohibits acts of bullying by either an individual student or group of students. Bullying means written or verbal expressions and physical acts or gestures that are intended to cause, or are perceived as causing, distress to one or more students. Bullying includes, but is not limited to, conduct that has the effect of:

- Harming a student
- Damaging a student's property
- Placing a student in reasonable fear of harm
- Creating a hostile educational environment

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying. Any person who believes they have been the victim of bullying, or any person with knowledge of conduct that may constitute bullying should report the alleged acts immediately to the building Principal or to the building supervisor.

BUS TRANSPORTATION

Refer to separate District Transportation Brochure distributed to students at the conclusion of Bus Safety Curriculum. Transported students who choose to ride a bike or walk need to have a letter of permission on file in the office.

CLASSROOM CELEBRATIONS

Mankato Area Public Schools is promoting healthy behaviors among our children and adolescents by making our cafeterias, school stores, fund raisers, and vending machines healthier. We have replaced the high-fat/sugar/sodium items with whole grains, low-fat, reduced sugar, and nutrient-dense foods. To provide a consistent message throughout our district, we are asking that classrooms celebrate students' birthdays, holidays, and other classroom events without food.

Schools have a list of alternative options to make the child and the day feel special. As a parent, you could consider donating a book to the classroom, eating lunch with your child, or giving small items such as pencils, gel pens or erasers to the students. Please see District Policy 545 for more information.

If you are planning a celebration for your child in your home and wish to distribute the invitations at school, the invitations should be extended to all the students in the child's classroom or at least to all those of the same gender as your child. If you wish to select certain individuals from the room for the celebration, please extend the invitations outside of school (by calling, mailing, etc.).

CLOTHING

Children should be dressed in a manner which is neat, clean, and not disruptive to the educational process. Articles of clothing which advertise alcoholic beverages, tobacco use, or are suggestive or profane in nature, are not considered appropriate attire. Students should not wear thin-strapped, low-cut tank tops, halter tops, short shorts, bare midriff tops, or sports jersey tank tops with huge necks and armholes. Headwear (hats, caps, scarves, and bandanas) are not to be worn in the school building except on specially noted days or as part of a religious practice.

Children should always dress for the weather since we go outside for noon recess. During winter weather, students need appropriate outdoor clothing which includes boots, snow pants, hats, and mittens. Any articles of clothing which might become mixed-up with those of another child should be clearly marked with your child's name (i.e. boots, mittens, coat, tennis shoes, etc.).

Flip-flop sandals are strongly discouraged for students (especially the younger students) at school for safety reasons. It is difficult for children to walk/run, play kick ball at recess, climb playground equipment, etc, with loose fitting sandals. If parents choose to send their child to school in flip-flops or sandals, please send an alternate pair of shoes and socks in the child's backpack. Students must wear socks and tennis shoes for physical education classes.

CURRICULUM

A grade level curriculum guide is available at the school district website (isd77.org).

EAGLE LAKE SCHOOL BUILDING PROCEDURES

(Reviewed with all students each fall)

MORNING ARRIVAL

1. Breakfast students may enter the cafeteria at 7:40 AM. They may leave the cafeteria for the playground when they have finished eating. Students who do not eat breakfast at school should not be arriving before 7:40 AM. Staff will not be responsible for problems that arise on the playground prior to 7:40 AM.
2. Prior to 7:50, all students should enter the building by the cafeteria door. Students should WALK down the hallway and out to the playground. Students should not cross the parking lot to go directly to the playground.
3. Cafeteria doors will be locked at 8:00. Students arriving after that time will be considered tardy and should enter the building at door #1 (the main entrance).
4. During inclement weather, students line up as follows:
Kindergarten along the wall by the custodial room door and opposite wall.
Grade 1 along the wall by the custodial room door and opposite wall.
Grade 2 along the hallway wall by gym (west side).
Grade 3 along the hallway wall by gym (east side).
Grade 4 along the hallway wall by rooms 100/102 (west side).
Grade 5 along the hallway wall by rooms 100/102 (east side).
All students must sit against the walls. When the 7:50 bell rings, teachers on duty will dismiss students, one class at a time.
5. Students riding bikes MUST park them in the bike racks. (Students in grades 4 and 5 use the bike rack near door #2 and students in grades 1, 2, and 3 use the bike rack near door #1.) No bikes should be left on the grass or lying on the cement. Bikes should always be walked on school grounds.

BATHROOMS

1. Student bathrooms are the only ones that the students are to use during the school day.
2. Passes are to be given by lunchroom/playground supervisors for emergencies only.

LUNCHROOM

1. Teachers will escort students to the hand washing stations and the cafeteria.
2. Students must wait in line in a quiet and orderly manner.
3. Each class will be assigned a table. Students are not to change places after being seated.
4. Students may visit with others at their table in a reasonable tone of voice. Loud talking or shouting across the table is not permitted.

5. Students are to remain seated until dismissed. Upon dismissal, children will either clean and stack their trays or put their lunch box in the designated basket.
6. After recess, one designated person will pick up the class cold lunch basket and teachers will escort students to the classroom.

PLAYGROUND

1. Supervisors will have designated playground equipment. Regular P.E. equipment is not to be used at noon.
2. To maintain order and provide a safe play area, the following rules will be enforced on the playground:
 - a. Absolutely no tackling, fighting/play fighting, or other potentially dangerous games. Running games may be played on the grass only.
 - b. No inappropriate language, inconsiderate remarks, or bullying of any kind.
 - c. Playground equipment use:
 - students must be seated on slide; no climbing back up
 - no tag, tripping, or other horseplay in wood chip area
 - do not jump off high areas of equipment
 - no running on equipment and bridges
 - take turns on the equipment; keep the line moving
 - keep wood chips inside the logs
 - remove wood chips from shoes / clothing before entering building
 - d. Never throw snow, sticks, stones, or wood chips.
 - e. For safety reasons, wall ball is not allowed. Also, students may not play football during noon hour. (Nerf football is permitted.)
 - f. Students are to be seated on the swings. Flips and other high jumps off the swings are not permitted.
 - g. When the whistle is sounded, students should line up quickly and wipe their feet as they enter the building.

DISMISSAL

1. Each student group will be walked by a teacher to their designated exit when the bell rings at 2:28, 2:30, & 2:32 PM.
2. Students are not allowed to cross the parking lot without direct adult supervision (an adult walking or escorting them).
3. At the 2:28 bell, kindergarten and 1st grade walkers & bikers will exit door 12, 2nd and 3rd grade walkers & bikers will exit door 11, and 4th and 5th grade walkers & bikers will exit door 1. Walkers will walk to stop sign and cross at crosswalk. Bike students will WALK bikes to stop sign & WALK bikes across street at the crosswalk. Bikes should always be walked on school grounds.
4. At the 2:30 bell, kindergarten and 1st grade bussers will exit door 12, 2nd and 3rd grade bussers will exit door 11 and 4th and 5th grade bussers will exit door 1.

5. At the 2:32 bell, car riders will be dismissed to wait in the front foyer for their family number to be called. Students will then exit door 1 to the waiting vehicle. ACES students will also be dismissed at 2:32 to meet in the cafeteria.
6. Please pull all the way forward when using the pick-up lane. Do not park or leave your vehicle unattended in the pick-up lane. Students who are picked up late will wait in the classroom for parents to arrive.

GENERAL INFORMATION

1. Students may not use telephones without permission. The telephone near the hand washing station should not be used to make after school social arrangements. Students may use classroom phones for school related situations (example - staying after school to help, to complete homework, or for any other reason the teacher feels appropriate).
2. State law prohibits any kind of weapon on school premises, including look-alike toy weapons and laser pointers.
3. We strongly discourage students from bringing any valuable items to school as we will not be responsible for items or investigating what may have happened to the items.
4. Fireworks of any kind are not allowed on school premises. This includes caps, snaps, and party poppers.
5. Students may not use the paper cutter.
6. No students are allowed in the work room, art storage room or staff lounge without a staff member.
7. Students should never move TV sets, pianos, or other large equipment items.
8. No gum is allowed in the classroom unless designated by the teacher or classroom supervisor.
9. No headwear worn in school unless it is "Hat Day". Headwear worn for religious practice or as students enter or leave the building is allowed.
10. Non-handicapped students should not use the handicapped buttons at the entrances.
11. Latex balloons are not allowed in any school building in the district, due to the many allergies associated with latex. Only mylar balloons may be sent to school for special occasions or birthdays.

EARLY CHILDHOOD AND FAMILY EDUCATION

The Early Childhood and Family Education Program is available throughout District #77. All families with children under the age of five are invited to participate. If you would like information about this program, call 507-625-4620.

FIELD TRIPS

Students will have the opportunity to take part in field trips throughout the community. These trips are planned to coordinate with and enhance a unit of study. We consider field trips and lyceums to be a privilege. *A student may lose the privilege to participate.*

FOOD SERVICE

The school lunch program will provide an opportunity for your child to receive a minimum of one-third of their daily nutritional needs. Other benefits of participation include introducing your child to new foods and helping him/her make wise food choices.

We are on a computerized system for lunch money. Please use the blue deposit forms and envelopes for lunch money. Please fill out the form correctly. Be sure to mark down the amount for each child that should be deposited into his/her account. Checks should be made payable to ISD #77. They may be mailed directly to Food Service or brought to our school office. If you need more deposit forms, students may pick them up in our office. Payments can also be made automatically from your checking or savings account, by signing up for the Automatic Meal Payment Plan, a service offered by the District Food Service. Another payment option is available through our student information system, Infinite Campus. Please visit the school office for information on obtaining a parent portal account.

Students new to ISD #77 will be assigned a P.I.N. number the first day. It is important that the student know his/her P.I.N. number and keeps it confidential. Breakfast is served daily from 7:40-7:50 AM.

Milk may be purchased for 35 cents by students having cold lunch. Students may bring 35 cents each time or deduct the cost from their P.I.N. account. Occasionally students eating hot lunch request to purchase an additional carton of milk. If your student wishes to charge his/her lunch account for this additional milk, we need to have a note on file from you approving this expenditure. We request that students not bring pop for lunch.

Forms to apply for free or reduced price meals are available in our school office or from Food Service. If you have any questions regarding an application form or want to know your child's balance in his/her account, please call Food Service. The telephone number is 507-388-7442.

GIFT POLICY

The School Board has a policy that addresses gifts to employees. The purpose of the policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees. The policy states that employees cannot accept or receive a gift from a student, parent, or other individual of greater than nominal value. This issue occurs especially around the holiday season and at the end of the school year. Rather than giving a personal gift to your child's teacher, you are encouraged to write letters or notes of appreciation. If you feel strongly about giving a gift, you may want to consider a gift for the classroom, such as a book, game, newspaper subscription or magazine subscription. It is quite awkward for the people to refuse acceptance of gifts, so we ask your cooperation by not offering the personal gifts to teachers or staff members.

HEALTH SERVICE

Our major focus is to maintain, improve and promote the health of all school age children. To meet the needs of all students, we ask that you follow these general practice guidelines. *Keep your child home if he/she has a fever of 100 degrees or higher. Child should remain at home until he/she has been fever free without the use of medications for 24 hours. *If your child has vomiting or diarrhea, keep him/her home for 24 hours after the last episode. *If your child has any rash or skin condition of unknown cause, please check with your health care provider before sending him/her to school. Please complete the Annual Health Census Form indicating any life threatening allergies, chronic health conditions or if your child has a shunt or implant device. **Remember, if your child is ill, please call the school daily to report the illness.**

ILLNESS AND MEDICATION

The administration of medication to students shall be done only in exceptional circumstances wherein the student's health may be jeopardized without it. Whenever possible, administration of medicine should be done at home. Medicine prescribed 3 times per day can be given before school, after school and bedtime.

1. Administration of prescription medication by school personnel must only be done according to the written order of a physician and written authorization of parent/guardian. Non-prescription medication will be administered to students only with parent/guardian written authorization.

- a. Only oral medications will be administered in school.
- b. Medication will be taken by the student at the designated time supervised by a school nurse or his/her designee, teacher or principal.

- c. Mixed dosages in a single container will not be accepted for administration at school.
- 2. A new medication consent form is required when the medication dosage or time of administration is changed. New consent forms with appropriate signatures must be received each school year.
- 3. When a long term medication is stopped, a physician's order is required.
- 4. All medication must be brought to school by a parent/guardian in its original, labeled container.
- 5. Oral medications are not to be carried by the student and will be kept in a locked cabinet. Controlled substances must never be carried by a student.
- 6. Students with asthma who need to use their inhaler during the school day will be allowed to carry and be responsible for administration of their own inhaler only with written consent of their physician and parent/guardian.

We appreciate it if you would follow these guidelines to avoid a phone call. If you have any questions, please call East Health Service, 507-207-3730.

LOST AND FOUND

If your child loses anything at school, be sure to have him/her check the lost and found. We also encourage parents to check our lost and found. Sometimes students do not recognize their lost articles. Excess lost and found items will be donated to local thrift stores several times each year.

MEDIA CENTER

All students have a scheduled library period each week. During that time, students may make use of books and other resources found in the media center. Throughout the year, lessons on the use of the library and promotion of quality literature are directed by the media specialist.

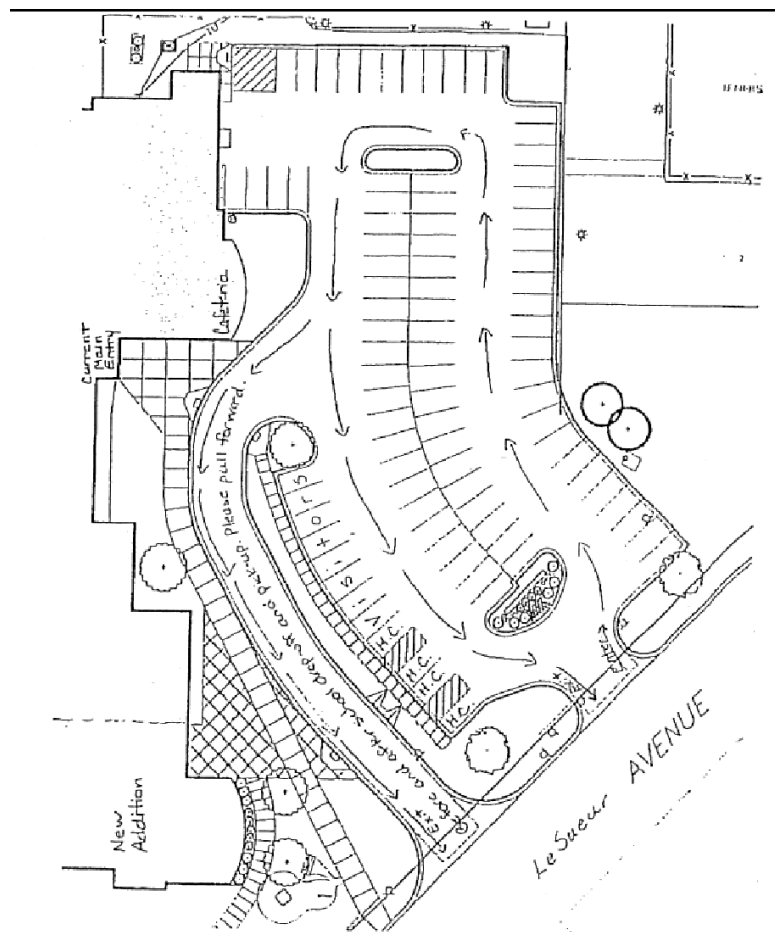
NEWSLETTERS

Eagle Lake School Newsletter is posted monthly on-line. (It is sent via email Shoutpoint to families through our student information system.)
Please read these newsletters as they contain announcements of upcoming events and other pertinent information.

PARKING

Our parking lot is very congested at dismissal time. Please do not park in an area that interferes with the buses ability to pick up and drop off students. When entering the parking lot, please keep to the right. If you are picking your child up by car, please do not expect your child to cross from the school sidewalk to a car parked in the parking lot. This is very dangerous as vehicles move through the lot. We ask that you do one of two things: wait in the pick-up lane near the building; or get out of the car and meet your child at the curb/sidewalk so you can escort his/her to your parked car. Each family has an assigned number which must be posted in the window of your vehicle when picking up your child. When picking up or dropping off, please pull forward as far as possible to allow the maximum number of vehicles access to the sidewalk. Vehicles should not be left unattended in the pick up and drop off area.

Cars should exit the lot by pulling straight ahead and leaving through the opposite driveway in which they entered. To maintain a safe environment for students, please consult the small map below with traffic flow plan of our school parking lot and driveway.



PTO

The Eagle Lake Parent-Teacher Organization is an informal structure without national affiliation. Parents and teachers work together to provide educational programs, social activities, school volunteers and special projects to benefit Eagle Lake School students. Please look for a monthly meeting date/time notice and join us as partners in education!

PARTNERS IN YOUR CHILDREN'S EDUCATION

Both parents and teachers want the same thing for our children -- the best possible education. When we work together, we make a strong team. Here are some ways you can help the school do a better job:

1. See that your child attends school regularly.
2. Support the school in its efforts to maintain proper discipline.
3. Be aware of what your child is learning in school.
4. Let us know if your child has any problems outside of school that might affect his/her school work.
5. Please share any of your concerns or questions about any aspect of our school program with us. Your child's teacher can often give you the information you want. If needed, the principal, superintendent, or other administrators are available, too.
6. If someone on the school staff has been particularly helpful to your child, let that person know. We all like to hear good news now and then.

PETS

Due to possible allergies, please do not send/bring pets to school.

PHONE CALLS

The best way to reach your child's teacher by phone is to call the school at 507-207-3530, and leave a voice mail message. The teacher will return the call as soon as possible. We try to avoid classroom interruptions. Remember that school dismisses at 2:30 PM. The faculty and staff are available for phone calls between 2:30 PM and 3:20 PM each day.

Please do not call with important dismissal messages after 2:00. We may not be able to communicate this important information in a timely manner at that time of day. To avoid disrupting the learning process, we deliver student messages once per day to each classroom.

The school office is open Monday through Friday from 7:15 AM to 3:45 PM. Occasionally we are short staffed over the noon hour so it is best to avoid calling during that time.

PLEDGE OF ALLEGIANCE

The 2003 Minnesota Legislature passed a requirement that beginning with the 2003-04 school year, the Pledge of Allegiance must be recited one or more times each week within every school. Anyone who does not wish to participate in reciting the pledge may elect not to do so. Students must respect another person's right to make that choice.

SNOW DAYS

Students will be sent to the location specified on the student census information in Infinite Campus, which is completed by parents at the beginning of each school year. If there is a change of this location, please notify the office. During inclement weather, parents should stay tuned to a local radio/TV station or call the School Help and Information Phone line at 507-386-4777 for school closing information. Please do not request a phone call from the school. If the weather forecast is snowy, please confirm after school arrangements with your child before sending him/her to school. The office is very busy on early dismissal days and we want to ensure that all students are accounted for at all times.

SOLICITING

Because of the excessive financial burden it might impose, students are discouraged from contacting teachers and school employees for the purpose of selling candy, tickets, etc.

SPECIAL SERVICES

School Counseling Services

Elementary school counselors provide comprehensive counseling services that promote academic, personal/social, and career development through classroom lessons, small groups, and individual counseling. ISD 77 school counselors are a part of the Response to Intervention (RtI) multi-tiered support system to ensure all students are provided the support they need to be successful in school. During the school year, children who need additional support may be provided services such as individual counseling or small groups to work on a variety of topics, such as friendship skills, social skills, positive school behaviors, self-confidence, anger or worry management, family change/divorce, study skills, and grief/loss. You will be notified when your child participates in a small group. (See “*Response to Intervention (RTI)*” section for more details.)

Response to Intervention (RtI)

RtI is a process that schools use to support all students in their learning. RtI involves an education process that matches instructional and intervention strategies with the supports a student needs. RtI looks at how students are making progress with the current learning in the classroom to find more effective ways and provide services to help students make academic and behavioral progress during their school experiences. Students in need of additional support, on-target support, and enrichment support are identified through classroom, school-wide, and district-wide screening processes as well as other means, such as teacher observation or parent concern. At all Mankato Area Public Schools, additional support will be provided to identified students as needed through many different services which may include Student Support Center (SSC), school counseling small groups and individual meetings, math/reading small groups, math/reading intervention teachers, Assurance of Mastery, Title 1, English Language teachers, Reading Corp, classroom teachers, and additional supports in each building.

Resource Room

Students who need help with specific learning disabilities in addition to regular classroom instruction are assigned to individual or small group instructional periods. Students are first referred by the classroom teacher and then screened for placement by the resource room teacher.

Speech Therapy

Parents or teachers may refer a child, at any age, for testing anytime throughout the year. If the child qualifies for articulation or language help, an individual educational plan will be designed to best meet their specific needs. Preschoolers may also be referred. If you have any questions or would like to set up a conference, please call the school.

Student Support Center (S.S.C.)

The Student Support Center is a staffed room where students can go for extra support or when they are having difficulties in the regular classroom or on the playground with behavior. The staff person in the SSC will help that student talk through problems and assist the student in making a plan to successfully return to the classroom setting. In addition to assisting with behavior issues, the SSC supervisor is often available to help students with make-up work if they have been absent or provide guidance for special projects.

TEACHER/PARENT COMMUNICATION

Eagle Lake School uses three-ring binders for grades one through five and folders for kindergarten to provide consistent communication between school and home. Parents should expect to see students bringing home the Eagle Lake binder/folder at least once per week. Community flyers from outside organizations will be sent electronically through Peachjar.

VISITORS

The staff and students enjoy visits during the school day from parents and other visitors. It is important that ALL parents/visitors to Eagle Lake School stop by the office to check in and pick up a visitor's badge PRIOR to going to your destination; whether it is to drop off a book or backpack, or to observe or visit with your student's teacher. The visitor's badge is to be worn during the time that parents/visitors are in the school building. We appreciate your cooperation.

We ask that visitors enter and exit the school building through the office doors. As a safety precaution, other doors are locked during the school day.