

# Minneota Elementary

## 2024-2025

### Student/Family Handbook



Honor. Respect. High Expectations.

Scott Monson, Superintendent  
Heather Anderson, High School Principal  
Nicolle Johnston, Elementary Principal  
Patty Myrvik, Activities Director

504 N. Monroe  
Minneota, MN 56264

<https://www.minneotaschools.org/>

Welcome to Minneota Elementary!

We are delighted that you have chosen Minneota Elementary for your child's education! We value your commitment, advocacy and involvement in your child's education. We look forward to building a partnership with you to achieve the end goal of your child mastering the grade-level standards and showing maturity, independence, and confidence.

We are committed to providing your child with a safe, enriching and exciting school experience. We believe that every child can learn, and that it is our responsibility to guide students as they learn, grow and reach academic success.

We look forward to a fantastic school year! Together we can make a positive difference for all our students.

<p><b>ADMINISTRATION</b> Nicolle Johnston, Elementary Principal/Curriculum 507.872.6122 EX 1160</p>	<p><b>FRONT OFFICE</b> Shannon Sorensen, Elementary Administrative Assistant Allyson Breyfogle, Secondary Administrative Assistant Sandy Minnehan, Administrative Assistant</p>
<p><b>Preschool</b> Melinda Stiklestad – 4s and ECFE Coordinator Caitlyn Sonnenburg – 3s and 4s</p>	<p><b>Early Childhood Special Education</b> Hollie Thompson</p>
<p><b>KINDERGARTEN</b> Jessica Bradley Karen Dalager</p>	<p><b>GRADE 1</b> Kristy Schumacher Larissa Damm</p>
<p><b>GRADE 2</b> Sue Buysse – Reading, Social Studies, and Science Diane Gillingham – Math, Social Studies, and Science</p>	<p><b>GRADE 3</b> Sarah Stassen – Math and Science Heather Webskowski – Reading and Social Studies</p>
<p><b>GRADE 4</b> Kim Gades – Reading and Social Studies Jared Josephson – Math and Science</p>	<p><b>GRADES 5 &amp; 6</b> Shelby Domeier (6) Reading Kaley Buysse (6) Math Keven Larson (5) Science Erin Walerius (5) Social Studies</p>
<p><b>MUSIC</b> Jay Knutson – Grades K-5</p>	<p>Grades 5 &amp; 6 BAND / Grade 6 Music John Voit</p>
<p><b>PHYSICAL EDUCATION</b> Emily Hennen – Grades K-5 and DAPE Joel Skillings – Grade 6</p>	<p><b>ART</b> Kennar Louwagie</p>
<p><b>TITLE 1</b> Sherri Schultze – Reading</p>	<p><b>SCHOOL SOCIAL WORKER</b> Tiffany Johnson</p>
<p><b>SPECIAL EDUCATION</b> Cindy Van Keulen – Grades 1-4 Taylor Niska – Grades 4-7</p>	<p><b>ESL</b> Stephanie Guza</p>
<p><b>Technology for Grades 4-6</b> David Moriarty</p>	<p><b>School Nurses</b> Sara Gorecki Whitney Muhl</p>

If you'd like to contact any staff member via email, use the following template:

[firstname.lastname@minneotaschools.org](mailto:firstname.lastname@minneotaschools.org)

## **ACHIEVEMENT**

Aside from feeling safe and happy while at school, academic achievement is our number one priority for your child while they attend Minneota Elementary. We know that student achievement and success link directly to home and school relationships. We strive to communicate with our student's parents and guardians regularly about your child's performance regarding the content-specific standards they are learning and the other factors contributing to school success – focus, persistence, and drive.

It is imperative that Minneota Elementary families feel welcomed and are engaged with the school's curriculum, assessments, and events. Our collaboration with you will ensure that your child will be successful in school both academically and socially.

## **ANIMALS IN SCHOOL**

Due to student and staff allergies, animals are only allowed on school property under specified circumstances. Parents' initial contact should be made with the classroom teacher, who will contact the building principal or school nurse before allowing the child to bring in an animal. A release form must be filled out and approved before the animal will be allowed on school property. The release form (Figure B) is included at the end of this document.

## **APPEAL AND GRIEVANCES PROCEDURE**

Parental or staff requests for modification of any policies outlined in this document may be orally presented to the principal or superintendent at their respective offices. If an agreement is not reached by this means, an application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next monthly meeting.

When a party is aggrieved, the appeal procedure shall be the same as for policy modification. The Chairperson may call special meetings of the Board of Education.

## **ASBESTOS MANAGEMENT PLAN**

Minneota Public Schools has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the District Office. Copies of the management plan are available from the District for nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. A comprehensive inspection is conducted every three years. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. The remaining asbestos in the district buildings will remain unless its condition deteriorates or it becomes necessary due to renovation. Minneota Public Schools also contracts with the Southwest/West Central Service

Cooperative and IEA to provide environmental consulting services. If you have any questions or concerns, please address them with Les Engler, Director of Buildings and Grounds.

## ATTENDANCE

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

When an illness or family obligation necessitates a student's absence, we ask that parents call the elementary school office (507-872-6122) before the start of the school day (8:10), leave a message using the school's voicemail or send an email to Shannon Sorensen, Elementary Administrative Assistant, at [shannon.sorensen@minneotaschools.org](mailto:shannon.sorensen@minneotaschools.org). If the school is not notified of an absence, school personnel will call the parent to confirm the reason for the absence.

### Tardiness/Absences

The following guidelines will be used throughout the school year:

- *Tardy* – any student who arrives after 8:10 AM but before 10:00 AM
- *Unexcused Tardy* – students who come late to school without a note or parent contact. Without a proper excuse, cumulative tardiness to school will result in disciplinary action or a report submitted to Southwest Health and Human Services.
- *Morning absence* – students coming after 10:00 AM are considered absent for the AM
- *Afternoon absence* – students leaving after morning attendance but before 1:00 PM are considered absent for the PM

Students cannot leave the school grounds during the day without prior approval from school personnel. Failure to receive this approval will result in loss of recess time, after-school detention, or the local law enforcement being contacted. The parents will also be notified.

### Support For Student Attendance

We follow district approved attendance procedures. Student attendance will be reviewed on a weekly basis to identify and problem-solve attendance issues. This review also includes possible intervention any time a student is absent **three or more days** in one month (excused or unexcused).

[PLEASE REFER TO POLICY #503](#)

## AWARDS

Each month we will gather to celebrate students being recognized for showing Viking Valor – acting with Honor, showing Respect, and meeting High Expectations.

Monthly recognition will be given to students in the following ways:

- Viking Valor Slips – 10 slips drawn to spin for a prize (See Viking Valor)
- Student of the Month – one per grade

An award for perfect attendance will be given out at the end of the year.

## **BICYCLE—SCOOTER—ROLLERBLADE—SKATEBOARD—RIPSTICK RULES**

Children may ride their bicycles to school and must follow all rules and regulations the state of MN sets. Children must walk their bicycles onto the school grounds and store them in the provided bike racks. The bike racks will be off-limits to students during the school day.

Scooters, rollerblades, skateboards, and rip sticks are prohibited on school property or crosswalks.

## **BREAKFAST & LUNCH**

The elementary school offers one free daily breakfast and lunch program to its students. Breakfast is served between 7:45 AM and 8:00 AM. All students are expected to be in their classrooms by 8:10 AM.

Lunch times vary by grade level. Students will be notified of their lunch time on the first day of school. Students may bring a prepared lunch from home if they choose to.

Prices:

- Elementary Student Breakfast - \$2.00 / Adult Breakfast - \$3.30
- Elementary Student Lunch - \$3.10 / Adult Lunch - \$5.00
- Extra Milk - \$0.40

## **BULLYING**

Minneota Elementary will not tolerate bullying from students or staff toward victims and consequences will be enforced (see discipline matrix below). Minneota Elementary is committed to providing every student with a safe and supportive learning environment.

The following definitions were copied from the National Center Against Bullying:

“Bullying is a deliberate misuse of power in relationships through repeated verbal, physical, and social behavior that intends to cause physical, social, or psychological harm. It can involve an individual or a group misusing their power, or perceived control, over one or more persons who feel unable to stop it from happening.”

Bullying can happen in person or online, via various digital platforms and devices, and can be obvious (overt) or hidden (covert). Behaviors are considered bullying when it is repeated over time.

Bullying of any form or for any reason can have immediate and long-term effects on those involved, including bystanders. Single incidents and fights between equals, whether in person or online, are not defined as bullying. Bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements, or fights.

For more detailed information, please refer to the school district's bullying policy linked below:

[POLICY #514](#)

## **BUS TRANSPORTATION**

Riding the school bus is a privilege and not a right. We are committed to transporting every student safely. To accomplish this, student bus riders are expected to follow the bus safety rules.

The responsibility of a school bus driver is great. Children whose behavior jeopardizes the safety of others by distracting the driver may lose the privilege of riding. Suppose a child is disruptive on the bus to the degree that such behavior poses a threat or hazard to the safety of the other riders or distracts the bus driver from safely operating the bus. In that case, the bus driver will inform the administrator. The administrator will meet with the child involved in the infraction and warn the child that the subsequent violation could mean removal from the bus for up to one school week. Parents will be informed of the offense by the building administrator. Serious misconduct may be reported to local law enforcement.

Please review the bus riding policy that was sent home prior to the start of the school year. Please also take some time to discuss the need for good bus behavior. Your support in getting this message to your children is appreciated.

Students will not be allowed to alter their regular transportation without written or verbal permission from their parents. The student should bring this note to their classroom teacher in the morning.

## **CALENDAR**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found below and on the school district's website at <https://www.minneotaschools.org>

## **CELL PHONES/ELECTRONIC DEVICES**

Cell phones, or other electronic devices, will not be allowed in any elementary classrooms during the instructional day, unless the classroom teacher gives permission. Kindles, iPads, and other electronic devices may be used for educational purposes at the teacher's discretion. These devices should be kept in lockers; however, the school district is not responsible for any lost or stolen items.

If students are caught with the items listed above, they will be taken away and returned at the end of the school day. If students are caught with these items another time, the items will be kept in the principal's office and returned at a time agreed upon by the principal and the student's parents.

Cell phones are not allowed during recess or lunch.

## COMMUNICABLE DISEASES-MINIMUM REGULATIONS

### IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?

We ask that you please kid your child home if they:

- have had an oral temperature of 100 degrees fahrenheit or higher in the past 24 hours.
- have vomited two or more times in the past 24 hours.
- have diarrhea or not feeling well combined with frequent trips to the bathroom.
- have a rash with an unknown cause; see healthcare provider
- have an illness that prevents them from participating in routine activities.

#### Attendance rules for common communicable diseases

Parents are asked NOT to send their children to school when sick. Not only can they not function appropriately when feeling poorly, but they will also expose other children to an infectious disease. Parents are asked to immediately notify the school nurse/office if their child contracts any contagious diseases listed below to prevent further outbreaks.

Fever: Students will be excluded from school if their temperature is 100 degrees or more. Before returning to school, students must be fever-free for 24 hours without using fever-reducing agents (Tylenol, Advil/Motrin, etc.).

Colds: Students should be excluded from school (especially younger children) for the one or two days they feel the illest (earache, sore throat, runny nose, watery eyes, fever, etc.).

Influenza: Students with Influenza A or B should be excluded from school immediately. Please notify the school nurse/office if your child has influenza-like symptoms, including a fever, cough, or sore throat. Students should not return until the fever has been gone for 24 hours.

Pink Eye: Students must be excluded if thick white or yellow drainage, redness of the eye, and eye pain. Your child may return after being examined by their health care provider and approved to return with a note from them

Fifths Disease: Call the school nurse or office if your child has been diagnosed with Fifths Disease. Students do not need to stay home from school if a health care provider rules out other rash-causing illnesses. Persons with the fifths disease are unlikely to be contagious once the rash appears.

Chicken Pox: Students with chickenpox must be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash begins. (Notify the school nurse/office immediately.)

Impetigo: Students with impetigo are to be excluded from school immediately. Your child may return after being examined by their healthcare provider and 24 hours after treatment has started. It is recommended to cover lesions. Please notify the school nurse/office if the healthcare provider made a diagnosis.

Scabies: Students will be excluded from school immediately. Your child may return after being examined by their healthcare provider, having been on treatment for 24 hours, and have a note from the healthcare provider with approval to return to school. Please notify the school nurse/office.

Ringworm: The infected child will be excluded from school until their healthcare provider has examined them and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment. Please notify the school nurse/office.

Rashes: Students will be excluded from school immediately when they have an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are highly infectious (such as measles, if measles is suspected, consult your physician immediately). Notify the school nurse/office with questions.

Strep Throat: Students with strep throat should be excluded from school until at least 24 hours after antibiotic treatment has begun and the fever is gone.

Head Lice: Students with head lice will be excluded from school immediately. Any student with live lice or nits must be treated with approved methods (discuss with school nurse). If head lice are found at home, please immediately notify the school nurse/office so other students may be observed for head lice and treated if needed. See Head Lice Policy below.

**\*Whenever you have a question about your child's health, please get in touch with the school nurse or physician.**

### **HEAD LICE POLICY**

Head lice are a common problem in elementary school settings. At Minneota Elementary, we do our best to take preventative measures to keep the number of cases to a minimum. Many common-sense strategies can be taught and reinforced throughout the year to help eliminate this problem. Some include teaching students to keep their hands out of other people's hair and not sharing combs or hats. This list is not exhaustive. The school nurse has more information on this topic if you want to learn more.

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please get in touch with your child's teacher or the school nurse to be



treated so that others who may have it can be treated. A trained staff person may check if a student shows signs of head lice.

1. The first case of head lice
  - a. Contact the parent to have the child removed from school as soon as possible.
  - b. Parents will be given lice control information by school personnel.
  - c. The child will not return to the classroom until 24 hours after treatment is completed.
  - d. A trained staff person will check the affected student before they return to the classroom (upon return to school, the student will need to go to the school nurse to be checked). If live lice are found, the student will be sent home again. This will be repeated until no live lice are found by trained staff every time a student returns to school.
  - e. The student will be rechecked ten days after returning to the classroom.
2. The second case, same student
  - a. Contact the parent to pick up the student. Talk with parents and ask what they did to rid the student, family, and house of the first case of lice.
  - b. A trained staff person will check the affected student before they return to the classroom (upon return to school, the student needs to go to the school nurse to be checked). If live lice are found, the student will be sent home again – this will be repeated until no live lice are found by trained staff after returning to school.
  - c. The student will be rechecked ten days after returning to the classroom.
  - d. Students in the classroom may be checked when the second case is identified.
3. The third case, same student
  - a. Same as above in number two.
  - b. Home visit by the school nurse or social worker.
4. School's Plan of Last Resort. (To be planned by the school administration and school nurse.)

## DISCIPLINE POLICIES AND PROCEDURES

The following procedures are specific to the elementary grades and will be used in conjunction with the [District's Discipline Policy #506](#).

Parents and school personnel will work cooperatively to help children learn self-discipline and respect for others and property. The focus for students is to play and work constructively with peers and to solve problems through cooperation and compromise. We believe that all students and staff have a right to feel safe, to learn without disruption, and to be treated with respect.

Minnesota Public Schools has three main behavior expectations. These are **honor, respect and high expectations**. Behavior expectations across all areas of our school (classrooms, hallways, bathrooms, lunchroom, playground and buses) are taught at the beginning of the school year. These expectations are also re-taught and reinforced throughout the year to ensure a safe and supportive learning environment for every child.

When problems occur in the classroom, teachers will determine whether they can handle the incident or if a principal's visit is warranted. If a child prevents instruction from continuing,

becomes aggressive physically toward anyone, or repeats unacceptable behavior, the principal will be called. A discipline report will be filled out (and entered into JMC), and a phone call home will be made.

### **Grades 5-6 Parents:**

Students in these grades will be eligible to be given detention as a result of exhibiting inappropriate behaviors. Detention will be served on Thursdays from 3:15 – 4:00 PM and staffed by a teacher. Teachers may assign detention if they feel it is warranted. If your child is given detention, the teacher must notify you, and the school will send an automated email. The principal or superintendent shall distribute out-of-school suspensions. When a student is suspended, the principal will send the parents a written notice containing grounds for the suspension, a statement of the facts, a readmission plan, and a copy of the Pupil Fair Dismissal Act. Expulsion procedures may apply if a student suspended has not been reinstated after five days.

Expulsion shall be a function of the School Board, with no student being expelled without a hearing. The hearing shall be closed and preceded by a written notice containing the grounds for the action, a statement of the facts, and the time and place of the hearing. A copy of the Pupil Fair Dismissal Act and information about the pupil's legal rights shall be provided to the pupil and the parent.

### **Reasonable Force**

The law does not allow corporal punishment, nor aversive or deprivation procedures.

Under MN State Law, reasonable force to restrain a student from causing bodily harm (to themselves, another student, or a staff member) by a teacher, school employee, bus driver, or another agent of a school district is allowed.

### **Pupils with Disabilities**

Special considerations may be given to a student for which an individualized education program (IEP) is written should they be removed from class. Consideration may be given following a review of the IEP.

Behavioral problems that arise and are of causal effect due to the disability shall be dealt by:

1. Teacher-student conference;
2. Teacher-parent conference;
3. Teacher-parent-principal conference;
4. Referral to the Child Study team for further evaluation.

### **Suspension, Exclusion and Expulsion of Students with Disabilities**

Handled according to Minnesota Rule 3525.2470 and Minnesota Statute, Sections 127.26 to 127.39 (Pupil Fair Dismissal Act).

Behavioral problems not of a causal effect due to the disability shall be handled as outlined in this policy.

## **DRESS**

Please be sure your child has dressed appropriately for the weather. Children play outside daily unless it rains or the temperature dips below 0. They should be dressed daily with the temperature and precipitation in mind.

Students will not be allowed to wear hats (or the hoods on their sweatshirts) during the school day. However, they may wear hats outside during recess.

Students will need a separate pair of tennis shoes for physical education classes. These shoes will be worn during physical education classes and indoor recesses held in the gym.

If administration determines that (1) a student's mode of dress or appearance interferes or disrupts the educational mission, school environment, classwork or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Administration will notify/contact the parent/guardian.

## **DRILLS**

In an effort to maintain student and staff safety and to meet both state and federal guidelines, we will practice fire, tornado and active shooter drills during the school year. It is our priority to practice these drills in an age appropriate manner and in a way that prevents fear. We conduct 5 fire drills, 5 Active Shooter drills as well as one severe weather drill in the spring during severe weather week.

## **E-LEARNING**

Our E-Learning plan can be found on the district website at <https://www.minneotaschools.org/domain/181>

## **EMPLOYMENT BACKGROUND CHECKS**

Minneota Public Schools will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **FEES**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, annuals, etc.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
  - Use of musical instruments owned or rented by the school district.
  - A school district-sponsored driver or motorcycle education training course.
  - Transportation of students to and from optional extracurricular activities

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the elementary principal, Nicolle Johnston, at [nicolle.johnston@minneotaschools.org](mailto:nicolle.johnston@minneotaschools.org).

## **HARASSMENT AND VIOLENCE POLICY**

Minneota Public Schools do not condone or allow harassment or violence based on sex, religion, race, color, creed, national origin, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

[REFER TO POLICY #413](#)

## **HAZING**

[PLEASE REFER TO POLICY #526](#)

## **HOMEWORK**

Homework policies vary from teacher to teacher. Each teacher will explain their approach to students, and most will be given study time during the day to complete assignments. As children progress through the grades, the amount of homework gradually increases. The amount may vary daily, but primary children are not given more than 30 minutes of work to complete. Upper-grade assignments should take no more than 45 minutes to complete. Students who do not use class time wisely may need additional time to complete their studies at home. Occasionally, a student may have a unique project that takes several hours of work at home. We welcome open communication and questions from you regarding the assigned work. Please reach out to your child's teacher or administrator anytime!

## INDOOR RECESS

Occasionally, weather conditions will force the students to have indoor recess. When possible, the students will use the gym to allow for some physical activity, but often they are compelled to use classrooms or hallways due to limited gym space. Weather conditions that will force the students to have indoor recess include, but are not limited to, heavy rainfall, icy conditions, and cold temperatures (0 degrees or lower F in temperature or wind chill temperature).

All weather decisions will be made using the *National Weather Service*. You can access their page with the link below.

<https://forecast.weather.gov/MapClick.php?CityName=Minneota&state=MN&site=FSD&textField1=44.5637&textField2=-95.982&e=0#.WX52aojyvW8>

### Minneota Elementary Inside Recess – Temperature Policy

	Temperatures					
Wind Speeds	0 or Below	1-5	6-9	10-14	15+	
0-5	In	Out	Out	Out	Out	Out
6-10	In	Out	Out	Out	Out	Out
10-15	In	Out	Out	Out	Out	Out
15-20	In	In	Out	Out	Out	Out
20-25	In	In	In	Out	Out	Out
25-30+	In	In	In	Out	Out	Out

**\*All decisions to stay in for recess are ultimately left up to the principal, and the table can be changed at any point.**

## INTERNET ACCEPTABLE USE AND SAFETY POLICY

[REFER TO POLICY #524](#)

## LEAD IN DRINKING WATER PLAN

Minneota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minneota Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as with Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) expectations. For more information on Minneota Public Schools lead reduction program and testing results, please contact Les Engler at 507-872-6532 ext. 1157.

## LEAVING/RETURNING TO SCHOOL

If you come to the school to pick up your child in grades PreK-3 for an appointment, you must check in with the office. Someone from the office will contact your child's teacher and have them meet you in the office. For grades 4-6, the student may check themselves in and out of the office. However, a parent or guardian must be present (parked outside) when the student checks out. If a child comes to school late or returns from an appointment, they must also come through the office to sign in.

## LOST AND FOUND

Any articles found on school grounds or in the building will be placed in the hallway near the east elementary bathrooms. Students will be asked to check the lost and found as many valuable clothing articles are left each year. More valuable items (i.e., phones, jewelry, etc.) will be brought directly to the office, and parents may check for lost items.

## MEDICATIONS – PRESCRIPTION AND NON-PRESCRIPTION

### 1. Purpose

This policy aims to set forth the following provisions when medications must be administered to students in the school setting.

### 2. General Statement of Policy

Many children with chronic or acute health conditions can attend school because of their prescribed medication(s) effectiveness. Safe and effective medication administration includes monitoring the child's response to the drug to ensure that it is therapeutic and minimizes interference with learning. Whenever possible, the parent or guardian should arrange to give their child's medications to them at home.

Medication administration to students shall be done only in circumstances wherein the child's health and education may be jeopardized without it. **Medication may be administered only by the school nurse or personnel to whom they delegate this responsibility.** Medication will not be given without the written authorization of the parent/guardian and physician as necessary.

Parents may always come to school and administer medication to their children. The school asks that parents check in at the main office first.

### 3. Requirements

- a. Both prescription and non-prescription medications require written authorization from a student's parent or guardian.
- b. A [REQUEST TO ADMINISTER MEDICATION IN THE SCHOOL](#) form must be completed when any prescription is administered in school. These forms are available in the office and only pertain to the **current** school year.
- c. Prescription medication must come to school in the original container appropriately labeled for the student by the pharmacy or physician. For safety reasons, parents must

bring their child's medication to school. If they cannot, parents are expected to call the school, alerting the staff of the number of medicines being sent. **Medication arriving in baggies, old medication bottles, or open containers will not be accepted.**

- d. Non-prescription medication must come in the original sealed container.
- e. Prescription medications are generally not to be carried by the student. The exception to this guideline is a prescription medication for asthma, reactive airway disease, or anaphylaxis. This school district believes it is in the best interest of students with asthma to move toward independent asthma management during their school years. Students are allowed to self-carry their inhaler medication following these criteria:
  - o The inhaler must be properly labeled for that student.
  - o Written authorization from the parent and physician must specify approval for the student to carry an inhaler and self-administer.
- f. It is the parents' responsibility to provide medication refills. When medication is low, school staff will notify parents via phone, email, or letter. At the end of the school year, parents will be contacted about the amount of medication remaining, and arrangements can be made for pick-up or disposal as necessary.

The board, in keeping with the policy, adopted the following procedures for the dispensing of non-prescription and prescription medications:

#### **Non-prescription Medication Administration Procedures**

The school will not provide any over-the-counter (OTC) medication. If the parent wants their child to have something, the parent will provide:

1. a written parent permission form indicating the OTC medication, amount to be given, time to be given, and reason for giving the medication.
2. Physician's name and phone number in the event of a reaction.
3. History of allergies or medical conditions of the student.

The school shall provide:

1. A list of personnel administering the medication (school nurse or other personnel to whom this responsibility has been delegated.)
2. A comprehensive record for each child, including:
  - a. Dated written request from the parent.
  - b. Medication inventory.
  - c. Dosage and time for the administration
  - d. Dispenser's initials with initial identified by full signature on the form.
3. Secured medication storage facility

## **NONDISCRIMINATION**

Minneota Elementary School is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities.

## **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **PARENT RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **PESTICIDE APPLICATION NOTICE**

The school district may plan to apply pesticide(s) on school property. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Les Engler at 507-872-6532 ext. 1157.

## **PICKING UP AND DROPPING OFF CHILDREN**



Parents who drop off their children may load and unload on 5th street at the beginning of the day. Parents who pick up their children at the end of the day are asked to load and unload on the east side of the school on Jackson Street.

When picking up your children, please use the crosswalks instead of walking between the buses. This is for the safety of you and your child. Your cooperation is necessary and appreciated.

## **PLAYGROUND RULES**

### **General**

1. Proper clothing needs to be worn at all times (ex. boots, hats, and mittens in winter)
2. No rough play – including tackle football and any wrestling
3. No hanging on basketball hoops
2. Only soft baseballs and soft bats will be used – No metal bats
3. Students will be outside for recess unless they have a note from their parents or
  - a. A student causes or is likely to cause serious physical harm to other students
  - b. The student’s parent or guardian specifically consents to the use of recess detention
  - c. For students receiving special education services, the student’s individualized education program team has determined that withholding recess is appropriate based on the needs of the student
4. Rollerblading, biking, and use of scooters are not allowed at school
5. Treat all students and adults with respect

### **Slides**

1. Walk up the ladder steps, and do not run or push on them
2. Slide only from top to bottom on the corkscrew slide
3. Slide down the slide **feet first**
4. Go all the way down. Do not stop part way down or try to get off part way down.
5. Rocks, snow, and toys do not belong on the slide

### **Swings**

1. Sit on the swing. Hold on with both hands—one person per swing.
2. Wait your turn on the grass or blacktop.
3. Set your pattern for taking turns (count 50, 100, 150.)

### **Bars/Climbers**

1. Hands and feet must be on the bars/climbers at all times.
2. No hanging on another child’s body on any equipment.
3. Leave two bar spaces between children.
2. Do not sit on top of bars/climbers when children are swinging underneath.

### **Funnel Ball**

1. Only throw balls through the funnel.
2. Do not throw rocks, sticks, etc., up into the funnel.

### **Winter Rules**

1. Wear boots from the time when a call home is made and communicated. Boots permit students to walk anywhere on the playground when snow is present.
2. Wear snow pants (required for grades K-4) if you plan to roll, sit, or play in the snow. Snow pants permit students to play anywhere on the playground when snow is present.
3. Students must get permission to play on the snow hills and must be fully dressed (boots, snow pants, and coat) to use it.
4. Snow is not allowed to be thrown at any individual or object.

## REPORT CARDS

Report cards will be issued four times per year for grades 1-6 and three times per year for Kindergarten. They will be sent home by mail for each grading period unless they can be distributed during parent-teacher conferences. Please feel free to discuss your child's progress at any time during the school year with your child's teacher.

## SCHOOL CLOSINGS

For information regarding school closings, you will be notified by School Messenger or tune your radio to any Marshall radio station, WCCO 830 AM, or any Twin Cities TV station. School closings, late starts, and early dismissals will be broadcast by these radio and TV stations as soon as a decision has been made.

Please do not call school personnel about school closings since the latest information can be obtained by listening to or watching the above stations. You may also access our website at [www.minneotaschools.org](http://www.minneotaschools.org) for this information and the school's Facebook page.

## SCHOOL HOURS

Minneota Elementary's doors open at 7:45 AM for students who eat breakfast at school. All other students will enter the building and proceed directly to outside recess, depending on when they arrive. Students will enter the school immediately upon arriving on school grounds and go to the designated gym space during adverse weather conditions. All students may enter the building using the playground or southeast elementary doors. The school day begins at 8:10 and ends at 3:10.

## SCHOOL MESSENGER

This telephone broadcast system will enable school personnel to notify all households and parents within minutes of an emergency or an unplanned event that causes early dismissals, school cancellations, or late starts. It may also be used, from time to time, to communicate general announcements or reminders. Your phone number is automatically added to our dissemination list when you enroll your child. Please contact Tara Skorczewski if you need to add another phone number or are missing announcements.

[tara.skorczewski@minneotaschools.org](mailto:tara.skorczewski@minneotaschools.org)

## SCHOOL PARTIES

Classroom parties are occasionally held throughout the school year.

All snacks and refreshments for a school party, birthday, or special treat should be purchased at a store and individually wrapped. A state law was passed in the early 1960s due to salmonella (food poisoning) in some of our Minnesota Schools.

Students are not allowed to deliver party invitations at school. All invitations must be handled outside of school. This policy stems from problems involving mix-ups and hurt feelings. Your cooperation is greatly appreciated.

## SEARCHES

### **Lockers and personal possessions within a locker**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### **Desks**

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

## STUDENT DATA PRIVACY POLICY

The school district must provide information regarding student data uploaded to any curriculum, testing, or assessment technology provider. Upon request, the school will identify each curriculum, testing or assessment provider, the educational data affected by the curriculum, testing or assessment technology provider, and information about the contact information to direct questions or concerns regarding any program or activity. Parents also have the right to

inspect a complete copy of any contract with a technology provider. Parents and students may review a full copy of any contract with a technology provider.

## STUDENT RECORDS

The school maintains a secure file of your child's grades, attendance, standardized test scores, and discipline records resulting from their work since they began school. If your child has attended several schools, these records should have followed them to this school and will be on file.

Parental permission is no longer required when records are requested by authorized school personnel (Family Education Rights and Privacy Act: Final rule of Education Records, Federal Register).

All students' records will be treated following the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Sessions Laws of the State of Minnesota.

## STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the school district's "Student Surveys" policy at [ISD #414 Policy 520](#).

## SUICIDE AND DEPRESSION PREVENTION

We understand that suicide is a serious public health concern that can take an enormous toll on students, families, staff, and communities. Concerns about and the number of suicides may be reduced through education, awareness, and services for students and families via mental health practitioners and community organizations. As an essential part of the team, school personnel are instrumental in recognizing symptoms, identifying at-risk students, and providing them with access to mental health resources.

The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline  
The nationwide number will route callers to the National Suicide Prevention Lifeline. If you or someone you know needs help, dial 988 to be connected to trained counselors that are part of the existing National Suicide Prevention Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary. For more information, click [here](#) or go to <https://988lifeline.org/current-events/the-lifeline-and-988/>.

## TELEPHONE USE

Students, generally, will not be permitted to use a school phone unless they have received permission from the classroom teacher or principal. Please help your children organize their

needed materials and supplies before leaving for school in the morning. In addition, make sure afternoon plans have been arranged before they leave for school. Children will not be allowed to use the phone to call home for books, assignments, band instruments, or make after-school plans with friends.

## TENNESSEN WARNING

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited, to the following:

Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and the identity of other persons authorized to receive the data.

## TESTING

In Figure A, the assessments administered to students are listed by grade and time of year that they are given. Please get in touch with the school administrator regarding the tests, the purpose, how the data is used, and how you may better prepare your child.

FIGURE A – Minneota Elementary Testing Calendar

### SEPTEMBER

Assessment	Subject/Reason	Dates	Requirement Source	Duration of Testing	Results Provided
NWEA (Grades K – 2)	Reading, Math & Science Benchmark	September	District	Up to 2 Hours	Fall Conferences
Fastbridge (Grades K – 6)	Reading & Math Benchmark & Progress Monitoring	September	District	Up to 30 Minutes	Fall Conferences
FAST (Grades K – 3)	Reading Benchmark & Progress Monitoring	September	District	Up to 30 Minutes	Fall Conferences

### JANUARY

Assessment	Subject/Reason	Dates	Requirement Source	Duration of Testing	Results Provided
NWEA (Grades K – 2)	Reading, Math & Science / Benchmark	January	District	Up to 2 Hours	Spring Conferences
Fastbridge (Grades K – 6)	Reading / Benchmark & Progress Monitoring	January	District	Up to 30 Minutes	Spring Conferences

FAST (Grades K – 3)	Reading / Benchmark & Progress Monitoring	January	District	Up to 30 Minutes	Spring Conferences
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### FEBRUARY

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
ACCESS for ELs (Grades K – 12) <i>English Learners</i>	Listening, Speaking, Reading, Writing	February	State of MN	Up to 3 Hours	Fall Conferences

### MARCH

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
MCAs & MTAS R Grades 3-8 & 10 M Grades 3-8 & 11 S Grades 5, 8 & 10	Reading, Math & Science	March	Federal Government	2 – 3.5 Hours – R 1.5 – 2.5 Hours – M Up to 2 Hours – S	Mailed to Home in Fall
ACCESS for ELs (Grades K – 12)	Listening, Speaking, Reading, Writing	March	Federal Government	Up to 3 Hours	Fall Conferences

### APRIL – May

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
MCAs & MTAS R Grades 3-8 & 10 M Grades 3-8 & 11 S Grades 5, 8 & 10	Reading, Math & Science	April	Federal Government	2 – 3.5 Hours – R 1.5 – 2.5 Hours – M Up to 2 Hours – S	Mailed to Home in Fall
NWEA (Grades K – 2)	Reading, Math & Science / Benchmark	May	District	Up to 2 Hours	Available Upon Request
Fastbridge (Grades K – 6)	Reading / Benchmark & Progress Monitoring	May	District	Up to 30 Minutes	Available Upon Request

FAST (Grades K – 3)	Reading / Benchmark & Progress Monitoring	May	District	Up to 30 Minutes	Available Upon Request
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## TESTING/OPTING OUT OF TESTS

Minnesota students take some form of the Minnesota Comprehensive Assessments, or MCAs. The MCAs are given in the spring of each year to students in grades 3–8 in reading and math. In high school, Minnesota students take one last Reading MCA in grade 10 and one last Math MCA in grade 11.

The Science MCAs are given in grades five and eight and once in high school.

Students who receive special education services and meet eligibility requirements take the Minnesota Test of Academic Skills (MTAS) in the same grades.

Most Minnesota students will take the MCA online during their school day, likely in their classrooms. The MTAS is given by a teacher or another school administrator in a paper format. Each Minnesota school district decides when students will take their assessments within a designated spring testing window.

Both the MCA and the MTAS measure student learning of the Minnesota Academic Standards. More detailed information about Minnesota’s K–12 Academic Standards can be found on the [Academic Standards section](#) of the MDE website.

### **Estimated Test Administration Times**

The reading test is estimated to take 1.5-2 hours to complete. The math test is estimated to take 1.5-2 hours to complete. The science MCA is estimated to take 1 to 1.5 hours to complete. None of the tests are timed. Students are allowed to take as much time as they need. State law limits the total amount of time per year that a student can spend taking school and district assessments to no more than 10 hours for grades 1 through 6.

### **Student Participation in Statewide Assessments**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student's district; your student’s district may require additional information.

[Parent/Guardian Guide and Refusal Form](#)

## THE PLEDGE OF ALLEGIANCE

Every day (during morning announcements), the Pledge of Allegiance is recited by students and staff. Anyone who does not wish to participate in reciting the Pledge of Allegiance for personal reasons may elect not to do so. The staff and students must respect that person's right to choose.

## TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Please refer to Policy #419.

## VIKING VALOR

Minneota Public Schools has always strived to create a safe and positive learning environment for all students. To continue to improve our school climate, staff at Minneota Elementary have worked together to develop and implement Viking Valor – Minneota Public Schools' character program. The primary goal of Viking Valor is to create a positive school climate for all staff and students by acting with Honor, showing Respect, and meeting High Expectations.



Students may earn Viking Valor slips from Minneota Elementary staff at any time throughout the day. During our monthly Viking Valor assemblies, students' slips will be drawn. The child whose name is pulled can spin the prize wheel and win Viking Gear, gift certificates, etc. One student per grade is also honored for being the 'Student of the Month' and receives a certificate and medal during a monthly assembly.

When school is in session for a whole week, we acknowledge 'Students of Valor' for those who demonstrated outstanding behaviors.

## VISITORS



We value the involvement and support of our families and community. To ensure the safety and security of our students, staff, and visitors, we have the following guidelines for all visitors to our school during the school day.

Procedure:

- **Main Office Check-In:** When you arrive at Minneota Public Schools, all visitors must report directly to the main office. This includes parents, guardians, volunteers, and any other guests.
- **Sign-In Requirement:** Visitors are required to sign in upon arrival. This allows us to keep track of who is on campus at all times for security and safety purposes. The sign-in sheet will ask for your name, the purpose of the visit, and the time you arrived.
- **Visitor Badge:** After signing in, visitors will be issued a visitor badge. This badge must be worn visibly at all times while on the school premises. The badge identifies you as an authorized visitor and helps staff and students recognize that you have checked in appropriately.
- **Sign-Out Requirement:** Before leaving the school, visitors must return to the main office to sign out. This step is crucial for maintaining accurate records of who is on campus at any given time.

We appreciate your cooperation in helping us maintain a safe and secure environment for our school community!

Please get in touch with your child's teacher before visiting to make arrangements. Parents and educators form a crucial partnership in doing what is best for your child, and we welcome these visits.

If you intend to conference with the teacher, please call and arrange a time with them in advance. It is the expectation that all visitors and parents will treat staff members with dignity and respect during their visits. Visitors and parents may also expect this in return from staff members.

## **WITHDRAWING STUDENTS**

Please notify the office and your child's teacher if you change residence where your child must be withdrawn from school. You must also enroll your child in the new district as this will enable the personnel to complete the necessary paperwork and help your child receive a better start in their new school.

**FIGURE B – Minneota Elementary Pet Visit Form**

Owner's Name	Date of Request
Name of Pet	Type of Pet
Length of Visit	Date of Visit
Principal's Approval	



Please provide a brief description of the reason for your pet's visit.

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Submit your pet's vaccination documentation with this Visit Form to the school administrator.



**Non-Discrimination  
Minneota Public Schools, ISD 414**

Minneota Public Schools do not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Nicolle Johnston, Elementary Principal/Curriculum Director  
507.872.6122 EX 1160

Patty Myrvik, Activities Director  
507.872.6175 EX 1141  
[patty.myrvik@minneotaschools.org](mailto:patty.myrvik@minneotaschools.org)

Minneota Public Schools, ISD 414  
504 North Monroe Street  
Minneota, MN 56264

**POLICY REVIEWED AND ADOPTED ANNUALLY BY THE SCHOOL BOARD**

