



ALEXANDRIA

Public Schools

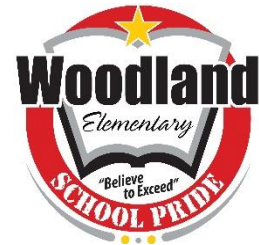
Rich tradition. Bright future.

Student Handbook

Elementary Schools

2024-2025

School/Department	Principal/Administrator	Telephone
Carlos Elementary	Troy Wunderlich	320-852-7181
Garfield Elementary	Troy Wunderlich	320-762-3350
Lincoln Elementary	Brendan Bogart	320-762-3320
Miltona Elementary	Troy Wunderlich	877-736-1419
Voyager Elementary	Dana Christenson	320-762-3325
Woodland Elementary	Steph Ruegemer	320-762-3300
Transportation Director	Amie Moos	320-762-3317
Food & Nutrition Svcs. Director	Janeen Peterson	320-762-3315



Alexandria Public Schools: Mission

Our mission is to achieve educational excellence and to inspire a life-long passion for learning.

Alexandria Public Schools: Vision

Our vision is to be an extraordinary school district that tailors learning for all, by working together.

Elementary School Schedules		
School	Start Time	End Time
Carlos Elementary	7:55am	2:25pm
Garfield Elementary	7:55am	2:25pm
Lincoln Elementary	8:15am	2:45pm
Miltona Science Magnet	8:30am	3:00pm
Voyager Elementary	7:50am	2:20pm
Woodland Elementary	7:50am	2:20pm

Cycle Days: All of the elementary schools in Alexandria Public Schools operate on a cycle day system. A cycle schedule differs from a weekly schedule in that each day school is in session is numbered 1-6. This system is used in order to schedule special area classes so students receive equal programming. Using a weekly schedule would create inconsistencies due to days students are not in school because of holidays, conferences or teacher in-service days.

Special Area Classes: Elementary students leave their homeroom during periods of the day to receive instruction from special area teachers in the areas of **physical education, music, art and information technology (media/library)**. This instruction occurs on a routine bases in conjunction with the cycle day schedule.

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Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan is available for public inspection in the District Office during normal business hours. More information can be found in the district [website annual notice content area](#).

Attendance

The Board of Education believes full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day and ensures quality education. Regular attendance, a responsibility that should be shared by students, parents and school, is one means by which a student learns responsibility and self-discipline. Student absenteeism is often the cause of many failures in school. Consequently, the attendance policy is intended to be positive and not punitive. ([Policy 503 - Student Attendance](#)) Specific elementary attendance information begins on page 15.

RESPONSIBILITIES

Student: Students have the RIGHT to attend classes at the elementary school level. Students attending an elementary school have the RESPONSIBILITY to maintain punctual, regular attendance. The school reserves the right to determine if an absence is excusable.

Parent/Guardian: It is the responsibility of the student's parent/guardian to encourage the student to attend school, to inform the school in the event of a student's absence and to work cooperatively with the school and the student to develop acceptable attendance patterns.

Teacher: Alexandria Public Schools will provide certified, competent teachers in all classes. The teachers will conduct well-planned, educational orderly and timely instruction in all classes. Teachers will record and report to the office accurate attendance for each student.

Administrators: It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

ATTENDANCE PROCEDURE

If a student is absent or will be absent from class, will arrive late to school or leaves school prior to the regular dismissal time, the student's parent or guardian must notify the school office prior to the beginning of the school day. Notifications can be made through a phone call, personal contact or by a note. Absences not reported by parents may be counted as unexcused. The student has 24 hours to change the absence from unexcused to excused. If a parent is unable to follow the above procedure, the principal must be contacted.

Office personnel will attempt to contact parents of unexcused students after the school day has begun to ensure their location; however, the student's absent status may still be considered unexcused.

If a parent or guardian does not call the child in absent, an administrative designee will attempt to call all of the phone numbers listed in our student information system. In some events, law enforcement may be called to do a “safety check” at the child’s home to ensure that the student is safe.

If students arrive after school has started, parents need to check them in. The schools will be locked after school starts and students need to be brought into the building.

After School Activities

In the interest of safety and security, students who are NOT in an after-school activity are to ride the bus home, have their ride pick them up or otherwise leave the building and school grounds within 10 minutes of school dismissal time. For more information on before and after school childcare, refer to ‘Compass’ in the student handbook.

Before School Activities

In the interest of safety and security, students who are NOT in a before school activity are to ride the bus to school or have their parent/guardian drop them off at school no earlier than 30 minutes before the actual start of the school day. Supervision at the individual schools is not available prior to this time. For more information on before and after school childcare, refer to ‘Compass’ in the student handbook.

Birthdays

Students with birthdays may bring purchased snacks to share with their class, however, instruction time will not be significantly delayed for parties. Students are not allowed to hand out party invitations at school because some students may feel excluded. You may get a class list from your child’s teacher. Classroom treats should be consistent with the District-wide School Wellness Policy ([Policy 533 - Wellness](#)). **See Appendix B for greater details related to birthday treats.**

Bullying

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property at school functions or activities, on school transportation or by misuse of technology. For complete information on bullying prohibition, please refer to District Policy. ([Policy 514 - Bullying Prohibition](#))

Options for reporting bullying or harassment:

- Tell a trusted school adult. All adults within Alexandria Public Schools are responsible for responding to and reporting any bullying or harassment concern.
- Complete a bullying/harassment form in the main office to report the incident.
- Send the principal an email to inform them of the concerns.
- Parents may contact an adult at school to inform of concern, such as a teacher or the Principal.
- The Anonymous Tip Line may be used to report the concern.

The Principal is the assigned designee responsible for fully investigating the report.

Bus Information

See 'Transportation'

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking or use of alcohol, tobacco or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement. For

complete information on bus conduct and consequences for misbehavior, please refer to District Policy. ([Policy 709 – Student Transportation Safety](#))

Cell Phones/Photographic Devices/Other Electronic Devices

The use of cell phones and other devices are prohibited during school hours unless approved by the supervising teacher. **The school will not assume responsibility for investigating loss or theft of such articles.** If confiscated and subsequently lost or stolen, the school will bear no responsibility for the replacement. Electronic devices misused by the student will remain in the office for three school days unless picked up by a parent or guardian.

Cell phones will not be permitted to be used during instructional field trips, regardless of the destination or duration.

Under **NO** circumstances are any pictures or recorded information taken or recorded without permission during school hours, during an extracurricular activity or on a bus to be used by students outside the classroom for any information sharing purposes. Consequences will be enforced for any activity involving information sharing.

NOTE: Any item that causes a distraction towards the educational process (fidget spinners, playing cards, trading cards, toys, etc.) are prohibited unless used for an educational purpose.

Census Information

If you are new to town or your family has a change of address, phone number, number of children in the family, marital status or other pertinent information, please notify the District Office at 320-762-2141 or the individual school office so that our student records are kept up-to-date.

Chemical Use and Abuse

Use of controlled substances or look-alike substances, toxic substances and alcohol is prohibited in the school setting. Disciplinary action will occur for any violations. The entire District-Wide Student Discipline policy ([Policy 506 - District-Wide Student Discipline](#)) can also be viewed on the District website.

Child Abuse/Mandated Reporters

Minnesota State Law requires that school employees, as mandated reporters, report to the county Social Services department any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee.

Once a report has been made, official representatives of the county Social Services department have the right to come to the school to interview the child. The department need not obtain parent/guardian permission.

Interviewing of Students by Outside Agencies - Students may not be interviewed during the school day by persons other than the student's parents, school district officials, employees and/or agents except as otherwise provided by law.

Code of Conduct

Alexandria Public Schools has adopted a Code of Conduct. All Alexandria students, staff and community members dedicate themselves to the following Code of Conduct standards when attending school functions. Code of Conduct posters are displayed throughout each building. ([Policy 504 - Code of Conduct](#))

The Code of Conduct emphasizes the following:

- **Respect:** Be considerate of self, others, their beliefs and property
- **Honesty:** Be truthful
- **Kindness:** Be caring, friendly and helpful
- **Responsibility:** Be dependable and accountable
- **Fairness:** Be committed to the just treatment of others

Compass and Club Before and After School Child Care Program

Compass offers morning, after school, non-school day and summer programming for children in kindergarten through 5th grade. Compass provides a warm, relaxed and caring environment where children have the opportunity to pursue their own interests, develop friendships and grow in confidence, independence and respect for themselves and others. For more information and to enroll, contact Community Education at 320-762-3310 or register [online](#).

After School Club is an academic and enrichment program for upper elementary students. Club meets 2-3 days per week after school, between the months of October and April, where students have a place to grow academically, stay on top of schoolwork, get some physical activity and gain new hobbies and experiences. Licensed teachers lead this activity and registration is through Community Education.

Custody

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A certified copy of that order must be on file at the school. The school should also be made aware of any unusual situations that might require a heightened need for greater security for your child.

Directory Information

Directory information regarding a student is public information under State and Federal law. Directory information as defined in district policy ([Policy 515 - Protection and Privacy of Pupil Records](#)) includes, but is not limited to, a student's name, photograph, date and place of birth, attendance dates, grade level, participation in activities and sports, degrees and awards received and weight/height of athletic team participants. It also includes the name, email address and telephone number of the student's parent(s). A parent/guardian may refuse to have any or all of the directory information made public by notifying the building principal in writing 30 days after the first day of school or enrollment in Alexandria Public Schools. If you do not want this information released, please stop by your child's school office and fill out a form indicating your preferences.

Discipline

The District-Wide Student Discipline Policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a quality educational experience. The school district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices. For complete information on district-wide student discipline, please refer to District Policy. ([Policy 506 - District-Wide Student Discipline](#))

Distribution of Non-School Sponsored Materials

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For complete information on distribution of nonschool-sponsored materials, please refer to District Policy. ([Policy 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees](#))

Dress Code

Students are encouraged to dress appropriately for school and in keeping with community standards. This responsibility belongs to both the student and parent/guardian. ([Policy 567 - Student Dress and Appearance](#))

Drills

As per Minnesota State Law, there will be:

- **Fire:** Five fire drills each school year. Students practice evacuation of the school and are led to areas designated as safe on the school grounds.
- **Tornado/Severe Weather:** One tornado drill is practiced in the spring. The school conducts a tornado drill in conjunction with the State of Minnesota's Severe Weather Awareness Week. Students are led to designated areas inside the school.
- **Lockdown:** Five lockdown drills during a year. In the event an intruder should enter the building, teachers have been instructed on how to best keep their students safe.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. For complete information regarding employment background checks, please visit the district [website annual notice content area](#).

Enrollment

Kindergarten: To enter kindergarten, a child must be five years of age on or before September 1st of the present school year. Children must have had the state required immunizations and participated in the preschool screening program for school admittance. Contact the building principal if there are any questions.

New Student: Students new to the district should contact the District Enrollment Secretary to answer questions about registering, school and community information and confirmation of their child's school based on their resident address. The District Enrollment Secretary is available at the Alexandria Public Schools District Welcome Center located at 1410 S. McKay Ave., Suite #201 or can be contacted by phone at 320-762-2141.

Fees and Financial Obligations

Public education in Minnesota is free to all residents. However, fees may be charged under some circumstances. For complete information regarding fees and financial obligations, please visit the district website annual notice content area.

Field Trips

Various classroom teachers schedule educational field trips throughout the school year. These trips are designed to supplement the classroom curriculum and introduce students to the resources of the community.

Parents/guardians will receive notices of field trips in advance of the scheduled trip and will be asked to sign a permission form at the beginning of the school year for trips in the local area. Trips outside of the Alexandria area will require a separate permission slip. Sometimes a small contribution will be requested to help offset transportation or admission costs. No student will be denied the opportunity to go on the field trip if funds are not affordable. Contact your building principal for details.

Parents/guardians will be consulted if special circumstances arise regarding their child's field trip participation.

All students attending the field trip must be enrolled in the class participating in the field trip. ([Policy 538 - Student Travel](#))

Gmail for Students

Google Apps for Education is a standard technology application used in Alexandria Public Schools. Gmail provides an email address that can only send and receive email, for specific teacher directed projects, within the Alexandria Public Schools domain. All student email is filtered from known inappropriate sites and is archived. It's important to know that some inappropriate email may get past the filters. Students are trained to delete/block email that is spam sent from Internet advertisers and to tell teachers about inappropriate email sent from other students. If you do not want your child to utilize Google Apps for Education, you must notify the school office.

Harassment Policy

The purpose of this policy is to maintain a learning environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation or

disability. For complete information on harassment and violence, please refer to District Policy. ([Policy 413 - Harassment and Violence](#))

Health Services

The school nurse serves all students of Alexandria Public Schools. The nurse will discuss any medical problem related to your child with you and may contact you regarding any prolonged absences. Any accident incurred on the school premises should be reported immediately. A school health paraprofessional will be in the office when the nurse is not available.

If your child's programming needs to be changed due to sickness or injury, please have your physician send details of your child's limitations and their durations to the school Health Services.

- **Accidents:** If an accident occurs involving a student, every effort will be made to contact the parent/guardian of the child and to take action at the parent/guardian's direction. If a parent/guardian cannot be contacted, school officials will take whatever means necessary to preserve the health of the child. Parents/guardians of any child with health problems which might cause a health emergency should be certain to notify the school. It would be helpful for the school to know the procedures that would need to be followed should the child become ill at school. We ask that parents fill out the required Emergency Contact Form and include an alternative emergency contact in case the parent/guardian cannot be reached.
- **Head Lice:** Our goal is to not allow head lice to interfere with a student's learning. Our position is to support families and keep kids in school.

Pediculosis (head lice) represents a common communicable childhood condition. Head lice are acquired by direct contact, head touching head, and by indirect contact through sharing combs, hats and other hair accessories. Lice do not live on household pets or in the general environment. Nits (eggs) can't survive without a host and will die within 6-20 hours; live lice will die within 24 hours without a food source. Head lice are not a serious medical condition and pose no health risk to children.

The average case of head lice is several weeks old before being detected. Therefore, we use caution in sending infected children home from a medical, scientific and social perspective. Maintenance of the child's integrity and confidentiality is paramount. Screening of whole classrooms has not been proven to have any effect on the incidence rate of head lice in schools. The most effective screening is done at home.

If live lice are discovered, the student's parent will be contacted by phone and may be asked to pick their child up from school for immediate treatment. The appropriate Head Lice Information (AD-H-302) form will be sent home with the student. Other school-age siblings who live in the home may need to be evaluated also. The student can be readmitted to school after treatment and upon examination if the school-designated personnel find no live lice on the child.

On occasion, when active cases are discovered in a classroom, letters will be sent home to parents/guardians of all students in that classroom. These letters are done at the discretion of the school principal, with input from the school nurse. Recurrences of head lice within three weeks in that classroom do not require that another letter be sent out, as the information is the same. In accordance with FERPA/HIPAA, school officials may not disclose to any other parent or guardian the name(s) or private health information of affected students.

- **Health Records:** A health record for each student is required by law in Minnesota. An update request slip will be sent home with the student each year so that his/her health history may be kept current. If your child experiences a change in health status or gets a booster shot, please notify the school nurse or building school health paraprofessional. More comprehensive information related to health services can be found on page 28 of the school calendar.
- **Immunization Program:** Minnesota Statutes requires that all children entering a Minnesota public, private or parochial elementary school, daycare setting or nursery school for the first time must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hepatitis B and chicken pox and meningococcal for 7th grade. These requirements may be waived only if a notarized medical or conscientious exemption form is filed with the school. For your child to enter it is mandatory that an immunization form be completed, signed and on file prior to admission at the school your child will attend. The information you provide on this form will be available to the local public health agency and the Minnesota Department of Health.
- **Medication:** Students will be given medication by the health services department only if a student would not be able to be in school without it. All medications must be in the original container, and we must receive a written parent/guardian request and written doctor's orders to administer it during the school day. This also includes all over-the-counter medication. All medications brought to school must be kept in the health services department. An exception would be a medication kept with the student once approved by the school nurse with proper doctor's orders, i.e. inhalers and "epi-pens." ([Policy 516 - Student Medication](#))
- **End of the School year Medications:** We request parents to pick up schedule II drugs but will work with families to accommodate the return. We request parents pick up any leftover medications by the last day of school. Any medications left at school two weeks after school is dismissed will be destroyed.
- **"Send Home" Policy:** If a student has a temperature of 100 degrees or higher or is determined to be too ill to be in school for the day (diarrhea, vomiting, suspicious rash, chronic coughing, etc.), the parent/guardian will be called to pick up their child.
- **Returning to School:** Students may return to school as ordered by their family doctor or when their temperature has returned to normal for at least 24 hours without medications to lower it.
- **Screenings:**
 - Vision and hearing screenings will be given to children in grades 1, 3, 5, 7 and 10 or as requested by teacher and/or parents. Parents/guardians will be advised to consult a physician when a screening indicates a vision or hearing concern.
 - Scoliosis screenings are done by the school nurse for all 5th grade female students. Parents/guardians will be advised to consult their family doctor when a screening indicates a spinal concern.

Homework

Homework is considered an essential part of the learning process and is assigned at varying degrees depending on the child's level of learning. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Our district encourages parents/guardians to ensure that their child's homework is completed to the best of the child's ability. Parents/guardians can help their child by arranging a quiet, comfortable place for the child to work, by setting aside time for homework and by checking to see that assignments are completed.

We know that there will be times when families go on extended vacations or have other reasons why their child would need to miss an extended number of school days. Teachers may make efforts to have some of the homework ready for you to take with you if you request it far enough in advance. There may be

items that cannot be prepared in advance and cannot be sent along as homework. Parents should also understand that the homework sent might be an approximation of what needs to be done. The teachers cannot always accurately predict how far they are going to get in all curricular areas. It is also the parent's responsibility to make sure that the requested work is completed when the student returns to school.

Insurance

Alexandria Public Schools do not provide accident or medical insurance for students. You may purchase school accidental/dental insurance at the beginning of the school year for a reasonable fee. Insurance enrollment and claim forms may be obtained from the school office. It is the parent's/guardian's responsibility to file any claim.

Internet User & Computer Use Rules

Students may access online resources from their classrooms via the Internet. Procedures and guidelines have been established for access to the district's networks and acceptable and safe use of the Internet. The administration will supervise the guidelines. Specific expectations, including the *Online Code of Ethics*, are outlined in School Board policies.

Parents or guardians must give approval for their child(ren) to access Internet resources and students must agree to follow the acceptable use procedures. Yearly, consent forms are required for students. The form is available from school media centers and on the website. ([Policy 524/453 – Internet, Technology and Cell Phone Acceptable Use and Safety](#))

Library and Media Center

Libraries and Media Centers exist to provide materials and resources to meet the educational needs of all students in the district. For complete information regarding Libraries and Media Centers, please refer to District Policy. ([Policy 606.5 – Library Materials](#))

Lockers/Desks/Personal Possessions

Students may be issued a hallway locker of their own or to share with another student. Lockers are to be used to store school supplies and outerwear. Because of the limited room for winter clothing in the lockers, they should be kept orderly. Personal items of value or money should not be kept in lockers. The school is not liable for loss of valuable items placed in the lockers. School lockers and desks are considered the property of the school. School personnel may search lockers, desks and personal possessions in order to provide a safe and healthy educational environment.

Lost and Found

Many articles of clothing remain unclaimed during the school year. Helping your child to be responsible for his/her possessions is highly important. Marking ALL of the child's clothing and personal items is of great help. Clothing not claimed is donated to a number of organizations.

Lost or Damaged Textbooks and Library Books

Alexandria Public Schools will provide students with textbooks, library books and other resource materials to meet the learning expectations and standards of a course or grade level and to enhance student

learning opportunities. The books and materials will be provided at no cost to the students. Students are expected to maintain the books and materials during their use and return them at a time to be determined by the school. A student and his/her family will be responsible for payment for any lost or damaged books or materials with the cost to be determined by the building principal depending on the value of the books and/or materials. ([Policy 543 - Lost or Damaged Text and Library Materials & Devices](#))

Lunch/Breakfast Program

Lunch: Lunches are served daily to those students who wish to participate in the program. A copy of the menu is posted to our [district website](#). Students can purchase milk separately if they are bringing their own lunch. Questions about the food service program can be directed to the Food & Nutrition Services Director at 320-762-2141.

Breakfast: Breakfast is served at all elementary schools and follows a similar format as the lunch program. Free and reduced prices also pertain to the breakfast program. All kindergarten students can receive a free breakfast regardless of their eligibility status.

Confidentiality of Free and Reduced Meal Eligibilities: Free and reduced meal forms are available through the principal's office, the District Food & Nutrition Services Department or online on the [district website](#). We would encourage you to fill these forms out to find out if you qualify, as many of our school programs are funded based on the information we receive from these forms. The district has policies and procedures to ensure a student's free and reduced meal eligibility status is confidential. The school district may identify specific district employees to be aware of a student's eligibility status to improve a student's performance in accordance with the federal law.

Nondiscrimination

The school district 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. The school board has designated Jessie Hjelle, Director of Human Resources, 1410 S. McKay Ave., Ste. 201, Alexandria, 320-762-2141, as the district's human rights officer to handle inquiries regarding nondiscrimination. For complete information regarding nondiscrimination, please visit the district [website annual notice content area](#).

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. For complete information regarding notices of violent behavior, please visit the district [website annual notice content area](#).

Parent Involvement

Each elementary school has a parent organization that provides opportunities for parents/guardians and school staff to work together for the betterment of the school and its students. Call your school office for more details and meeting schedules.

CONFERENCES

Parent-Teacher-Student conferences are available twice a year. Parent/guardian participation at conferences is very important so student progress can be discussed and goals set. So that the teacher and the parent/guardian(s) can give their full attention to the student, we encourage you to make arrangements for the care of the student's siblings outside of your child's classroom when attending a conference. **Due to limited allocation of time, teachers will only schedule one conference per student.**

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:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- 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.

Pest Control

Parents/Guardians who request notification in writing will be notified when pest control materials are being used for the prevention and control of rodents, insects and other pests inside and outside of the district buildings.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. For complete information regarding pesticide application, please visit the district [website annual notice content area](#).

Pets

No pet of any kind is to be brought to school without prior permission from the classroom teacher. The teacher may schedule a time your child may bring their healthy, appropriate pet to school as part of a sharing activity. Some children and staff are allergic and therefore can make plans to avoid contact. Pets cannot be transported on the bus per Minnesota State Law.

Pledge of Allegiance

Students shall recite the Pledge of Allegiance one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to participate. Students and school employees must respect another person's right to make that choice. For complete information regarding the Pledge of Allegiance, please refer to District Policy. (Policy 531 – The Pledge of Allegiance)

Promotion/Retention/Acceleration

Those with questions may refer to [Policy 513 - Student Promotion, Retention and Program Design](#) for information on student promotion, retention and acceleration.

Recess

Students have recess on the playground, or in case of inclement weather, in the classrooms or gym. Parents requesting that their child be allowed to stay inside during recess due to medical or physical reasons should make their request in writing. However, in order to stay inside for physical or medical reasons beyond one day, a physician's note is required. Parents are responsible to ensure that students dress appropriately for weather conditions, as they will continue to play outside for recess during the winter. (Families with financial hardships should direct their concerns to the building principal or social worker for assistance.)

In making the decision to have recess outside, we look at actual temperature and the wind chill factor. Our general guideline is that *if the actual temperature is 0 degrees or above, or if the wind chill is -10 degrees or above, we play outside*. However, if it is borderline, we use other factors such as wind gusts, sunshine, cloudiness, dampness, etc. to assist in making the call. We also give recess supervisors the discretion to bring kids in if they feel it is too cold once they are outside.

Search of Lockers, Desks, Possessions and Persons

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, vehicle or on a student's person 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 within a locker, 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. ([Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person](#))

Snacks

Students may bring healthy snacks to eat at their designated morning or afternoon snack times. **See Appendix A for details related to healthy snack options.**

Solicitation

Solicitation of students or employees on the part of a business, industry, organization or individual for the purpose of selling a product, service or membership to students, their parents/guardians or employees is prohibited on school grounds. The selling of any article or subscription or any other activity undertaken for the purpose of raising funds or collecting monies in or through a school in the Alexandria Public Schools elementary schools is prohibited unless the activity meets all school policy requirements.

Please do not allow your child to bring articles to school to be sold to students or employees. Businesses that wish to advertise activities should do so in the Community Education Class Catalog, which is published through the Community Education Office.

Special Education

Alexandria Public Schools provide services in a variety of disability areas when a student has been through the referral process and meets criteria for additional support. Parents/guardians are an essential part of the referral and assessment team. Results of the assessments and suggested placement in service areas are shared with parents/guardians at scheduled meetings. Parents/Guardians are encouraged to participate and ask questions throughout this process. With parent/guardian permission, special education services are integrated into their child's school day.

Standardized Tests

Standardized tests are periodically administered to students as required by Minnesota State Law. Students are tested in several academic areas at different times during the school year. The purpose of the testing is to monitor student achievement and to identify strengths and weaknesses in academic areas. If parents/guardians have questions about the tests administered, they should contact their building principal.

Student Participation in Statewide Testing

The statewide assessments in mathematics, reading and science (MCA) are used to measure whether students and their school and district are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards. Additional information and the refusal process can be found in Appendix C. The "Statewide Assessment: Parent/Guardian Decision Not to Participate" form must be provided to the school prior to the test being administered.

Student Photographs and Names

Student pictures and identifying names will be printed in the school yearbook and provided to local news media when requested. If the student is under the age of 18, parents/guardians may request that their child's picture NOT be published in the media or the school yearbook. Such a request must be made in writing to the principal of the school. THIS DOES NOT COVER PICTURES TAKEN BY THE NEWS MEDIA OF SCHOOL EVENTS.

Student Pick-Up

Parents/Guardians are required to stop into the office when checking students out of school. Parents are not allowed to go to the classroom or walk out onto the playground to pick up their child. Students will be called down to the office once the parents have arrived in the school office. Parents need to sign their child out of school following the individual school's procedure.

Student Records

Student records are classified as public, private or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For complete information regarding student records, please refer to District Policy. ([Policy 515 – Protection and Privacy of Pupil Records](#))

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, please refer to District Policy. ([Policy 520 – Student Surveys](#))

Student Teachers

Students who are planning to enter the teaching profession upon graduation from college spend part of their professional preparation participating in an actual teaching situation. This is generally referred to as student teaching. In cooperation with a variety of universities, we provide student teaching experience for prospective teachers.

Supervision of Students

Students are under the supervision of the Alexandria Public Schools system staff during the regular school day and during school-sponsored events after the regular school day. The school is not responsible for students on school grounds during any other times. Children should not be dropped off at school earlier than one half hour before school begins and should be picked up promptly after school is dismissed.

Telephones

Telephones are available for student use but require permission from the student's teacher or office personnel. The nature of the call must be school related. Messages for students pertaining to alternative dismissal arrangements must be received at least 45 minutes before dismissal time to ensure that the student will receive the message.

Tobacco-Free Environment

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. For complete information on a tobacco-free environment, please refer to District Policy. ([Policy 419 – Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction](#))

Toys (Electronic Toys and Personal Belongings)

Toys and other distracting personal belongings such as cellphones, electronic games and trading cards may not be brought to school unless the student's classroom teacher has given prior permission. Such items may be taken from the student's possession and sent home with them or their parent/guardian as arranged.

Note: Any item that causes a distraction towards the educational process (fidget spinners, trading cards, etc.), is prohibited unless being used for an educational purpose.

Transportation

Transportation on any school bus is considered an extension of the school and all school policies will apply to students who are on the bus.

The State of Minnesota declares transportation to be a privilege and not a right. Students must demonstrate mastery of the state competencies for bus safety. When students do not demonstrate mastery of the state competencies for bus safety, they may be denied the privilege of school transportation. If this type of situation occurs, parents/guardians will be notified. Please see the Alexandria Public Schools calendar or reference information regarding transportation on the Alexandria Public Schools website. ([Policy 709 - Transportation of Public School Students](#))

Visitors

Parents and community members are welcome at our school. As a school safety measure, and in compliance with school board policy, all visitors should enter through the main front doors of the building and report directly to the office. You will be asked to sign in and you will receive a visitor's badge to wear during your stay in our building. This pass identifies you as a welcome visitor to both our staff and students. Upon completion of the visit, please return the badge to the office and sign out.

Parents/guardians should pre-arrange visits with your child's classroom teacher if you are planning to discuss your child's progress. This allows the teacher time to gather information and prepare for the meeting. Parents and family members cannot informally observe classroom instruction and activities for purposes of gathering information; i.e. drop-ins or surprise visits. Such visits must be structured through building administration, supervised and in accordance with data privacy and confidentiality laws.

Volunteers

Parent and community volunteers play a very important role in the educational experience in Alexandria Public Schools. We are thankful for the generous support of hundreds of people who donate their time our schools.

For the safety of our students, and pursuant to Minnesota Statutes 123B.03, Alexandria Public Schools require background checks on all volunteers who are in regular direct contact with students.

Prospective volunteers must complete the Mentorship Program Application & Background Check. These forms can be completed online through the [district website](#). Hard copies of the application forms can be picked up at your school's office or the District Office. Volunteers will be under the guidance of Community Education.

Weather

If unusually extreme weather conditions develop, schools may be closed early or for an entire day at the discretion of the superintendent. Announcements concerning these situations will be made through the local radio, television stations and our automated calling/texting system for families that have a current number on file.

In cases of bad weather conditions, parents/guardians should make the decision as to whether or not their child should come to school. Students will not be penalized if parents/guardians feel it is unsafe for their child to come to school during bad weather days when school has been delayed.

Any bus unable to deliver the children to their homes will return to the school building. The principal and other designated staff members will stay at school until all students are home safely.

Cancellation or Early Dismissal: Throughout the year, there may be times when school will be delayed or called off due to inclement weather or some emergency. Official announcements for school closings may be heard over radio - KXRA (1490AM), KX92 (92.3FM), KIKV (100.7FM), Z99 (99.3FM) and KSAX/KRWF-TV. Weather related announcements are also posted on the Alexandria Public Schools website at www.alexschools.org. Parents that have current phone numbers on file with the District will also receive a phone call and text from our automated calling system.

Weapons

The purpose of this policy is to assure a safe school environment for students, staff and the public. ([Policy 501 - School Weapons Policy](#))

GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy.

Withdrawals

At the time of withdrawal, students must return all textbooks, library books, technology and other school-owned items. Those items not returned must be paid for in accordance with school policy. Payment of school-related expenses, such as lunch charges, for which the student is responsible, must be completed at the time of withdrawal. When possible, the school should be given a minimum of two days' notice prior to the student's withdrawal.

Other Programs and Services

- **Orchestra:** Orchestra is available to 5th grade students. Please contact the orchestra department at Discovery Middle School or Alexandria Area High School for more detailed information.
- **Music Lessons:** Music lessons (i.e. private piano, voice, guitar, violin, etc.) are to be scheduled outside of the school day or during a time that the students will not miss school.
- **Recreation:** Community Education offers a variety of PreK-12 youth classes, camps and options after/before school, non-school days and summer. Our Youth Enrichment Brochure is backpacked home 3 times/year. Check out the complete listing at alexschools.org, call 320-762-3310 or visit the Community Education office located at 1410 S. McKay Ave., Ste 201, Alexandria.

PLEASE FEEL FREE TO CALL THE BUILDING PRINCIPAL REGARDING ANY CONCERNS YOU MAY HAVE ABOUT YOUR CHILD'S EDUCATION

APPENDIX A

Healthy nutritious snacks to send with your child:

Healthy snacks may play a major and growing role in children's diets. Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits and helping prevent costly and potentially disabling diseases, such as heart disease, cancer, diabetes, high blood pressure and obesity. These are suggestions for nutritious snacks, but the list is not intended to be a comprehensive list. Generally, a snack would be nutritious if it is less than 200 calories, less than 30 percent fat, high in protein and high in vitamins and minerals.

FRUIT is naturally sweet, so most kids love it! Banana, apple or apple wedges, orange slices, grapes, melon chunks, strawberries, canned fruit in natural juices, dried fruits such as raisins, apple, apricot and banana chips, 100% fruit juice (*avoid juice drinks and punches that are not at least 50% fruit juice.*)

Fruit leathers: Fruit leathers contain real fruit and don't have added sugars. *Some brands of fruit snacks are more like candy than fruit and should be avoided due to their high content of added sugars and lack of fruit. Brands to avoid include Fruit Rollups, Starburst Fruit Chews, Jolly Rancher Fruit Chews, Farley's Fruit Snacks and others with high sugar content.*

Vegetables ~ make them fun and interesting: Raw vegetable sticks/slices (with low fast veggie dip too!); 100% vegetable juice.

Healthy grains: Whole grains, which provide more fiber, vitamins and minerals than refined grains. Most children eat plenty of grain products, but too many of those grains are cookies, snack cakes and sugary cereals. Rice Krispy Treats are higher in sugar and fat and should be considered "occasional treats."

Some good grain ideas are: whole grain crackers like Triscuits, Thin Crisp wheat crackers, Kalvi Rye crackers, low-fat popcorn, whole grain granola bars that are low in fat and sugars, rice cakes and mini rice cakes, baked tortilla chips with salsa or bean dip. Pretzels are not whole grain but are a good snack idea.

Low-Fat Dairy Foods: These are a great source of calcium, which can help **build strong bones**. Some low-fat dairy snack ideas are: low-fat (1%) or fat-free milk, which can be purchased at school, yogurt, Go-gurt and mozzarella string cheese sticks.

Other Snack Ideas: Nuts, such as almonds, walnuts, soy nuts, sunflower kernels (no shells), peanut butter & crackers, trail mix

Beverages: Low-fat (1%) or fat-free milk (milk can also be purchased at your school cafeteria), cold water (can be purchased at your school cafeteria), 100% fruit juices.

****Special note:** watch labels for poorly nutritious fruit drinks that contain high-added sugar content.**

Studies have shown that good nutrition helps children attend school more regularly, behave better when they are in school and score better on tests and completing class work!

APPENDIX B

Birthday Celebrations for your child:

Alexandria Public Schools kitchens are licensed as a restaurant and inspected by the Douglas County Health Department. For food safety and food security reasons, we are required to follow these Minnesota Food Code guidelines for birthday treats and celebrations:

- All food must be purchased; no homemade items are allowed, including those brought for birthday treats
- Food and snacks must be brought to school in unopened packages if they are to be shared with others
- Food may not be stored in school kitchens ~ freezer, refrigerator, food warmers or ovens
- It is recommended that you consider healthy, nutritious options for birthday celebrations
- Carbonated soda pop is not allowed
- Candy and sweetened gum are not allowed

Ideas for Birthday Celebrations Other than Food:

- Funky pencils for classmates
- Fun stickers for classmates to wear on your child's birthday
- Card games for children
- Instead of food, purchase a book for the classroom or school library in your birthday child's name. Wrap it up and let your birthday boy or girl unwrap it for the class! Ask the teacher to read it to the class or offer to come in and read the new book to the class!
- Bring canned food to donate to the food shelf in your child's name
- Create a fun classroom "Party Box" with colorful paper plates, cups, napkins, etc. Wrap it up and let your child unwrap it for the classroom to use for snacks and parties!
- Donate an exercise ball (soccer, football, etc.) or jump ropes to the school in your child's name
- Donate an instrumental CD (piano, strings, etc.) for the class to listen to when they have work time
- Create a "Fun Trinket Box" with small items that the teacher can use throughout the school year to reward students for work done well. Wrap it up and let the birthday boy or girl unwrap it and help the teacher put it in the reward closet. (Teachers and staff will no longer be rewarding students with candy and sugar-sweetened gum, so the trinkets will be fun for the classroom!)

Healthy Food Treat Ideas for Birthday Celebrations at School!

All of the following items can be purchased at school with a 10-day advance notice. Prepayment required with order.

- 1% Chocolate Milk
- Bottled Water (kids really like this on their work desk!)
- Mozzarella String Cheese Stick
- Trail Mix (1.5 oz. package or smaller)
- Graham Crackers
- Honey Roasted Sunflower Kernels (no shells!)
- Animal Crackers
- Popcorn
- Party Mix (variety of cereals, nuts, pretzels, etc.)
- Chilled 100% Juice, available in orange, apple or fruit punch varieties
- Fruit Tray
- Vegetable Tray with Low Fat Veggie Dip

- Yogurt Cup
- Pretzels
- Whole Grain Crackers
- Fig Newtons
- Soft Pretzel
- Mini Bagel with whipped strawberry cream cheese cup
- Baked or Reduced Fat Chips (serving package to be 1 oz. or less)

Occasional Treats for Special Days, like Birthdays! (A “sometimes treat”)

All of the following items can be purchased at school with a 10-day advance notice. Prepayment required with order.

- Small cookie: K-6 (1 oz.); 7-12 (up to 2 oz.)
- Raspberry Sherbet Cup
- Sherbet Pushup
- Frozen Fruit Juice Treat
- Low Fat Ice Cream Fudge Bar
- Donut Holes, plain
- Cake donuts 2 oz. or smaller
- Mini Muffins (.9 oz.) blueberry, lemon poppy seed or banana nut
- Small Muffins (2-3 oz.)
- Rice Krispie Bar Treat, no icing (.39 oz. OR .78 oz. package)
- Uncrustable PB&J Sandwich
- Low Fat Chocolate or White Cupcake w/powdered sugar sprinkle
- Low Fat Brownie with powdered sugar sprinkle
- Small regular cupcakes with icing (**cannot be purchased at school**)

Any questions or concerns regarding the School Wellness Policy supplement may be directed to Janeen Peterson, Food & Nutrition Services Director, at jpeterson@alexschools.org or 320-762-2141.

Alexandria Public Schools does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations.

APPENDIX C



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 2022_ to 2023_ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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