

Pratt Community School Parent/Student Handbook 2025-2026



**66 Malcolm Ave SE
Minneapolis, MN 55414
612-668-1122
Mr. Burgess, Principal
Pratt.mpsschools.org**

MINNEAPOLIS PUBLIC SCHOOLS MISSION STATEMENT

Minneapolis Public Schools exist to provide a high-quality, anti-racist, culturally responsive education for every Minneapolis student.

Pratt Community School Mission Statement

Pratt Community School will foster inquiry, curiosity, and high expectations so that every student can become their best selves in our rapidly changing world.

Pratt Community Vision Statement

Pratt Elementary School exists to create a joyful community where identity is honored and genius is cultivated.

Pratt Community School Hours

Grades High 5 – 5 8:05 am. to 2:45 pm.

Pratt Motto

Together **E**veryone **A**chieves **M**ore

*Please Note: Students are invited into the building at 7:50 am.
Teachers are not available to supervise before this time.*

TELEPHONE NUMBERS

| | |
|---|----------------|
| Main Office | (612) 668-1122 |
| Health Office | (612) 668-1124 |
| District Office General Information | (612) 668-0000 |
| Student Placement Center | (612) 668-1840 |
| Transportation | (612) 668-2300 |

ACHIEVEMENT

School is your child's work! Your child is here to learn to achieve all the success they possibly can. This happens when we partner together to support academic and social-emotional needs. When helping your student follow these suggestions, you will greatly improve their chances of being academically successful. A successful student can:

- ❖ Be on time for the bus, school, and classes.
- ❖ Be prepared for class. Come to school with the necessary materials, including homework and permission slips.
- ❖ Ask for help if something is not understood.
- ❖ Participate in classroom discussions and activities.
- ❖ Complete all assigned tasks.
- ❖ Be on task. Use time wisely during the day.
- ❖ Do your work—do not copy or plagiarize.
- ❖ Work hard and do their best in every class.
- ❖ Take care of all school materials: books, materials, Chromebooks/iPads.
- ❖ Take charge of their behavior. If they make a mistake, they take responsibility for it and
- ❖ learn from it.
- ❖ Be responsible for following the rules and knowing the expectations of our school.
- ❖ Stay healthy, get enough sleep, and eat well.

All School Expectations:

Expectations define the behavioral goals for our students. As your child matures, so do the expectations for behavior. We encourage positive social development at Pratt by asking students to:

- *Be Respectful
- *Be Responsible
- *Be Safe

Attendance

Minneapolis Public Schools recognizes that daily attendance is critical to academic achievement. It is our goal to work with students, families, and communities to support regular school attendance and improve academic achievement. Our district attendance goal is 95% or better attendance.

It's the Law!

Minnesota law states that all students are required to attend school from age seven, or when they enroll in Kindergarten (whichever comes first), until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the school.

1. **Parent/Guardian:** Please call or inform the school if your child will not be in attendance. Be sure to give your student's name, teacher's name, and the reason for the absence.
2. **Written Excuse:** When your child returns to school, please send a written excuse signed by a parent/guardian. Include the student's name, the date the student was absent, the teacher's name, and the reason for the absence or tardiness.
3. **Excused Absences:** Include illness, religious observance, family emergency, or severe weather. Doctor and dentist appointments are excused only with a doctor's note.
4. **Unexcused Absences:** A child's absence will be unexcused when:
 - a. The school does not receive a note or phone call from the parent.
 - b. No excusable reason has been given for the absence.
 - c. A Student leaves school or school grounds without permission.
 - d. A Student is in the building but does not attend the assigned class.
5. **Leaving School Early: Please send a note or call the office by 12:00 PM** if you must pick your child up from school before the end of the school day. For your child's protection and safety, you must come to the office and sign your child out! Anyone requesting to take a child from school will be asked to show an ID. The name must appear on the emergency card for us to release the child.
6. **Make-up Work:** Students are expected to make up work and homework assignments that they have missed.
7. **Tardiness:** Students are expected to be in their classroom at 8:05 AM. **Students who are not in their classroom by 8:30 AM will be considered tardy** (an exception is given if the student's bus arrives late). Students who arrive late must report to the office for a late pass. It is important that students arrive at school on time. Habitually tardy students will be considered truant.



Cell Phones, Tablets, MP3 Players... and other Personal Electronic Devices Use and Possession

Parent Responsibilities

- Elementary school children (grades K -5) are not allowed to possess or use a personal electronic device (phone, tablet, mp3 player, etc.) at school, on the school bus, or on field trips UNLESS the parent and school have agreed to a plan for student possession and use.
- If you believe there is a reason that your child should have a cell phone or other personal electronic device at school, you will need to apply to the Principal for permission.
- If your child is permitted to possess or use a personal electronic device at school, you must agree with a plan developed by you and the principal about appropriate use for your child including, but not limited to:
 - Where the device will be kept during the school day.
 - Under what circumstances the child may use the device.
 - The term or length of the agreement.
 - Consequences if the agreement is not followed.
- Teach your student prudent use and possession of the device.
- Support your school staff if your student's device is confiscated for failure to follow the agreed upon plan.
- Review appropriate use of the device with your student according to your agreed upon plan, and the following student responsibilities. Lost or stolen devices will not be replaced.

Student Responsibilities

- Leave your cell phone or music player at home unless your parent has a plan with the principal.
- Only use your cell phone or music player when your parent or principal says it is okay and only for the reasons that they say is okay.
- Don't let other students use your cell phone or music player.
- Don't take pictures or movies with your cell phone.
- Keep your cell phone put away when you are not allowed to use it according to your plan.
- Ask for help from a teacher, principal or other adult if you have problems.

Principal Responsibilities

- Inform Students, Staff, and Parents of Use and Possession rules on an annual basis.
- Work with Parents to establish specific plans for use upon parent request when family circumstances require special accommodations.
- Inform staff of agreements entered into allowing possession or use.
- Be consistent in enforcing district policies.
- Take appropriate disciplinary measures for students who fail to use devices according to the agreed plan.
- Take appropriate disciplinary measures for staff who intentionally or through gross negligence harm student personal devices.

Teacher Responsibilities

- Follow the terms of individual student and family plans regarding possession and use of personal electronic devices.
- If student behavior or improper possession necessitates the confiscation of a device, use ordinary and prudent care of the device in your possession and turn it in to the school office as soon as is practicable.
- Refer requests from parents regarding cell phone possession and use to your school principal.

SCHOOLWIDE EXPECTATIONS

Pratt strives to solve problems in a peaceful, nonviolent way. We expect students to use peaceful ways to avoid and solve problems. We expect all Pratt students to follow these essential expectations:

On the Playground:

- Rough play is not allowed.
- Three whistles: stop play and line up.
- Settle differences peacefully.

In the Hallway:

- Walk safely in the halls.
- Use a quiet voice.
- Have a pass when not with an adult.

Before/After School:

- Be in your classroom at 8:05 am.
- Go to buses with your teacher.
- Stay with your bus supervisor.

Assemblies:

- Be quiet when asked.
- Listen carefully.
- Use "Concert Behavior."

Restrooms:

- If used during classroom time, students must have a pass.
- Use appropriately.
- Leave restrooms clean when you are done.

Cafeteria:

- Use inside voices.
- Keep your hands, feet, food, and objects to yourself.
- Follow the line procedures.
- Go directly to your seat. You will be excused.

BEHAVIORAL EXPECTATIONS

Pratt aims to resolve issues peacefully and nonviolently. We foster students' ability to apply critical problem-solving skills. When developmentally appropriate conflict arises, we model, teach, and reinforce peaceful solutions, equipping our students with various tools to resolve conflicts amicably. We believe these skills will extend beyond home, school, and community as they grow older; therefore, here at Pratt, we expect students to employ peaceful methods to solve problems.

Building Cleanliness

Pratt is YOUR school. Please help to ensure that it stays clean and organized. You can do this by keeping your cubby and/or locker clean, keeping your desk and work area neat, and throwing your trash into the garbage. If you see any graffiti or damage to the building, please tell an adult. Make sure to **LEAVE YOUR GUM and SUNFLOWER SEEDS at home.**

Dress Code

All students should come to school dressed appropriately. Clothing that distracts from the learning environment should **not** be worn to school. Students may not bring inline skates, roller skates, or skateboards to school unless it is part of a classroom activity or field trip. "Heelies" (shoes with retractable wheels built in) are not permitted at school.

Elevator

The elevator is only used when special arrangements have been made. Please contact the school nurse or health assistant if your child needs to use the elevator.

Field Trips

Field trips are an important part of a child's learning experience. You will be notified whenever your child's class is going on a field trip. Permission slips will be sent home before any trip is taken. Your child will not be allowed to participate in a field trip without your permission.

Illegal/Unsafe Items

Students may not bring to school items that are against the law for minors to have, such as alcohol and tobacco. Students may not bring to school items that are against the law for people of any age to have, such as illegal drugs, controlled substances, or mood-altering substances. Do not bring items that contain unsafe inhalants, lighters, or matches. Weapons and look-alike weapons are not allowed at school or on the bus.

Lost and Found

A lost and found table is located in the school entry. Students and parents are encouraged to check there frequently for lost items. Please label all items –mittens, boots, hats, book bags, lunch boxes, etc., with your child's name!

Lunchroom/Cafeteria

Breakfast and Lunch are important times of the day. At Pratt, we expect that all students will use their time to eat a balanced meal and socialize with their peers. The cafeteria will be monitored by Pratt staff. It is expected that all students follow the directions of the staff to ensure a safe environment. Students will have access to the salad bar and other meal choices. We encourage all students to take healthy proportions while independently making their food choices. Please speak to your child about the importance of following the procedure set for the cafeteria.

BAGS OF CHIPS AND SUGARY DRINKS ARE NOT ALLOWED. Please do not send these with your students. A healthy school lunch is provided for all. If your child brings a lunch from home, please ensure that it is healthy. Healthy snacks are provided for students; please do not send snacks from home.

BREAKFAST AND LUNCH PROGRAM

School Breakfast and Lunch are free for all students. We encourage your child to participate in this option. Starting the day with a healthy breakfast promotes learning! Hi5 – 5th-grade students eat breakfast in the classroom and lunch in the lunchroom under the supervision of school staff.

All families with children enrolled in the district should complete an Application for Educational Benefits each year. You may complete an application at [Titan K-12 Family Portal](#), create a login with your username and password. Click on Eligibility Benefits, then click Apply. An eligibility notice letter will arrive in the mail within 10 business days. Filling out an application is essential because it determines our level of State and Federal Funding.

MPS has made considerable improvements to its menus and offerings in recent years, with a focus on whole, fresh, and locally sourced foods. If you have any questions about the breakfast or lunch program, please feel free to call our food service coordinator at 612-668-1111.

SNACKS and TREATS

Snacks: Here at Pratt, we provide healthy snacks for all students. Snacks are either fruits or vegetables. Please do not send in a separate snack for your child. If you have questions or concerns about this, contact your child's teacher.

Treats: District policy prohibits bringing in food treats for any occasion. Birthday cakes, cupcakes, etc. are not allowed. If you want to celebrate your child's birthday, please send stickers, pencils, etc. with your child that day. These will be given to classmates before dismissal. Please bring enough for all students.

FRESH FRUIT AND VEGGIE PROGRAM

The Fresh Fruit and Veggie Program is a federal grant program that provides a fresh fruit or vegetable snack to all students at Pratt. It is a great way to get students excited about eating healthy and trying new fruits and vegetables. Some examples are Cantaloupe, Pineapple, Red Grapes, Nectarines, Jicama, Cucumber, Green Pepper, and Broccoli.

ALL DISTRICT POLICIES CAN BE FOUND [HERE](#). PLEASE REFER TO THEM WITH SPECIFIC QUESTIONS YOU MAY HAVE.

ENGAGEMENT EXPECTATIONS

Money at School

Students are asked not to bring money to school unless it is necessary. Examples of appropriate times to send money may include:

- Lunch/Milk money
- Student Pictures
- Parent Teacher Organization (PTO) projects
- Special Field Trips
- Scholastic Book Orders

When it is necessary to send money to school, please put it in a sealed envelope with the child's name, room number, dollar amount, and the purpose written on the outside. Whenever school asks your child to bring money, a note will be sent home explaining the reason.

Leave it At Home!

The following items do not belong in school because they may be lost or stolen and cause disruption to the teaching and learning.

- ◇ Toys
- ◇ All Electronic Games
- ◇ PETS
- ◇ Laser Pointers
- ◇ Trading Cards
- ◇ Money (unless needed for special events)
- ◇ Gum, candy, sunflower seeds
- ◇ Items of value
- ◇ CHIPS and SUGARY DRINKS

If such items are brought to school without the Teacher's/Principal's permission, they will be taken by the classroom teacher and returned at the end of the school day. Repeated incidents will result in the item being kept until the parent/guardian comes to get the item. Sports equipment, such as soccer balls, footballs, or animals, must also have authorization from the teacher and principal before being brought to school.

Recess Expectations

Students have a recess break during the school day. When the weather is extremely cold, they may be given an indoor recess option, but this is only for extreme cold conditions. All students will go outside for fresh air and exercise. During the cold days and winter months, it will be important to send appropriate winter outerwear so that your child can enjoy the outside break to socialize with peers.

Please send a doctor's note to school if your child has a special health concern and is restricted from recess activity. We ask that you and your child review playground expectations.

- Use playground equipment properly—feet first on the slide, swing on the swings
- The playground belongs to everyone—take turns on everything
- Feel free to run as much as you like to get the wiggles out,
- Play 4-Square, catch, hopscotch, and other fun games you know.
- **USE OUTSIDE VOICES!! This is your chance to be loud and proud (remember to use nice word choices).**

Restroom/Bathroom

Many of our students have access to a bathroom within their classroom. For times when the community bathrooms are being used, it is expected that students will be courteous, appropriate with boundaries/privacy. It is an expectation that ALL students will wash their hands after the use of the bathroom and place their trash in the garbage can. By doing this, we are helping to maintain a clean and healthy building. A pass must be used when leaving the classroom.

Transitions through Building

Learning is always happening in all areas of the building throughout the day. It is important to remember that hallway noise can carry and become disruptive to learners. Please use a quiet voice and make sure to have a pass at all times.

BUS POLICY / PARENT DROP OFF / PICK UP

The Minneapolis Public Schools provides bus transportation for Kindergarten through fifth grade and Special Ed students to and from school if they live one-quarter mile or more from school or if they have to cross a very busy street. Children should be at the bus stop at least five minutes before the scheduled pick-up time. When there are adverse weather conditions, the buses may run late.

Taking another bus or walking

Students may only ride their assigned bus unless a parent note/call is received requesting that the student be permitted to ride another bus or walk home. A special bus pass must be prepared and given to the student before dismissal. If a student is taking the bus to the home of another Pratt family, we must have a note from both parents. Drivers are directed not to accept riders whose names do not appear on the route list.

Parent Drop Off

If you drop your child off at school, use Orlin Ave SE. You will be directed to drive into the parking lot. Students will exit your vehicle onto the sidewalk and be guided into school by staff. Please do not drop off students in front of the school to limit congestion. All students will enter DOOR 1.

Parent Pick Up

If you pick your child up at school, please proceed into the parking lot and wait in line to pick up your student. Students will be inside, and staff will call in to the staff to send students out to your vehicle. Students will begin dismissing at 2:35 pm. All students will exit DOOR 2.

Walkers

Students with written parental permission are allowed to walk home from school. All walkers exit the front doors, DOOR 1. Staff and crossing guards help them cross the street and exit the school grounds.

Parent Ride Along

Parents who wish to ride the bus to and from school with their child must make arrangements in advance by contacting the School Safety Manager at transportation, 612-668-2300.

At no time are parents allowed to board a bus and talk to students who are not their own.

SCHOOL BUS SAFETY RULES

- Stay out of the “Danger Zones” outside the bus.
- Follow the driver’s instructions.
- Be on time.
- Always SIT DOWN.
- Be respectful, no fighting, swearing, or yelling.
- No EATING or DRINKING on the bus.
- Keep your bus clean. Do not damage the bus.
- Keep your head and arms inside the bus windows.
- No dangerous objects or pets.
- Windows may not be open over halfway.

BUS POLICY - DISTRICT

The Minneapolis Public Schools has classified specific behaviors that may occur on the bus into two CLASSES. We have listed the behaviors of each CLASS as well as the consequences that may be imposed so that you may understand and have an open conversation with your child.

Here at Pratt, we must ensure that all students have a safe ride to and from school. Parents, you can help us achieve this by talking with your child about safe behavior on the bus and how their voice can be the one to stop other negative behaviors that they may see. We are looking to our older students to be positive role models for all of our students on the bus.

Parents, please review the bus safety rules with your children. Should you have any questions about the Minneapolis Public Schools Bus Policy, do not hesitate to reach out.

BEHAVIOR GUIDELINES AND CONSEQUENCES

| Class 1 Offense | Class 2 Offense |
|--|---|
| Spitting | Hanging out the window |
| Excessive noise | Throwing / shooting of any object |
| Excessive horseplay | Physical aggression or bullying against any person |
| Eating/drinking/littering in the bus | Profanity/threats directed towards the bus driver/aide |
| Leaving the seat/standing without permission from the driver | Possession/use of tobacco or any controlled substance |
| Use of liquid containers in any form | Vandalism to the bus (restitution will be made) |
| Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable materials | Holding onto or attempting to hold on to any portion of the exterior of the bus |
| Disobedient to driver/aide | Lighting matches, lighters, or any flammable object or substance |

| | |
|--|--|
| Riding an unassigned bus or using an unassigned bus stop | Unauthorized entry or exit through the emergency door / tampering with bus equipment |
| Opening window past the safety line | Possession or threat of weapons, explosives, or flammables |
| Other offenses as reported by the driver or principal | Possession or use of laser pens/pointers |
| | Other offenses as reported by the driver or principal |
| | Making false accusations against drivers and/or students |

| Class | Offense 1 | Offense 2 | Offense 3 | Offense 4 |
|----------------|--|---|---|---|
| Class 1 | School Team Conference with Student and a Warning 1-5 day Suspension from Bus | School Team Conference with Family Notified and a Bus Plan created for Success 1-5 day Suspension from Bus | 5-10-day Suspension from Bus School Team Conference with Family Notified and a Bus Plan revised for Success | Parent, Principal and School Team Meeting 10-day minimum Suspension from Bus Possible Loss of Bus Privilege |
| Class | Offense 1 | Offense 2 | Offense 3 | Offense 4 |
| Class 2 | Parent, Principal and School Team Meeting Bus Plan created for Success 5-day Suspension from Bus | Parent, Principal and School Team Meeting Bus Plan Revised for Success 5-10-day Suspension from Bus | Parent, Principal and School Team Meeting Bus Plan Revised for Success 10-day minimum Suspension from Bus | Parent, Principal and School Team Meeting Loss of Bus Privilege |

We thank you for your continued support to ensure all of our students have a safe ride to and from school.

COMMUNICATION

Notes

School staff will communicate with parents through phone calls, written notes, or emails. Please ask your child daily if there are any messages from school.

Weekly Folders

Items that may be included in the folder are student work, notes from the teacher, homework, permission slips, progress reports, school/classroom newsletters, or other flyers. Please check your child's backpack on a daily basis!

Newsletters

Weekly communication from your child's teacher is something to look for. This will be in the form of newsletters, progress reports, and announcements. These are sent home in folders. The monthly newsletter will be emailed. Please make sure the office has your correct email on file.

School Messenger

Monthly newsletters from Pratt that will contain information on PTO meetings, important school events, and caregiver volunteer opportunities will be shared via email.

Conferences

Twice a year, you will have the opportunity to meet with your child's teacher during parent/teacher conferences. Please check the calendar for these dates. You are encouraged to request a conference at any other time you feel there is a need. You may email, leave a voicemail, or send a note for your child's teacher to schedule this additional time. The teacher will set the conference at a mutually convenient time.

Report Cards:

Report cards will be completed and sent home four times this school year. If you have questions regarding your child's report card, please contact your child's teacher.

Telephone Calls

Neither children nor teachers are called out of the classroom for phone calls when school is in session. In an emergency or if you need to talk to your child during the school day, the office will assist you in reaching your child or delivering a message. If you have a question regarding your child, the teacher/staff member will return your call as soon as possible. Students may make emergency/necessary phone calls with the teacher's or social workers' permission and are encouraged to limit the number of calls and their length.

Robo Calls/Emails

Robo Calls /Emails will be used to share information as well.

Website

Pratt has a website that is a good resource for your child and family. It offers a closer look at our school and all things school-related. <https://Pratt.mpschools.org>

EMERGENCY CLOSING

School will be open every day unless there are severe weather conditions (cold, snow, or ice). In the event of a school closing, announcements will be made before 7:00 am on local radio and television stations and on the District website. You may check the website, www.mpls.k12.mn.us, or listen to Minneapolis Public Schools on one of the following:

- WCCO AM 830
- KBEM FM 88.5
- WCCO TV CHANNEL 4
- KSTP TV CHANNEL 5
- KMSP TV CHANNEL 9
- KARE TV CHANNEL 11

Do not call the school. Check the radio or TV, and if there is no announcement, school will be open. If the weather is severe, but not impassable, we ask that you use your judgment about sending your child to school. Age of the child and special health concerns should be considered. Buses may be running late in bad weather. Please make sure your child is dressed warmly and instruct your child to come inside if the delay is too long.

EMERGENCY DRILLS

Pratt Elementary School is required by the Minnesota Department of Education to schedule regular safety drills throughout the school year. The three different drills we practice are fire, tornado, and lockdown.

FIRE DRILLS

In order to assure the safety of our students, the Minnesota Department of Education requires five fire drills throughout the school year. When the alarm sounds, students and staff will leave the building in a quiet and orderly manner. Teachers take their Emergency Go Bags.

TORNADO DRILLS

One tornado drill is held in the spring to coordinate with the Statewide Tornado Drill Day. Students are moved to designated safe areas (away from windows and falling debris).

LOCKDOWN DRILLS

The lockdown drill has two parts: **Code Yellow and Code Red**. A **Code Yellow** is called when there is a threat or potential threat from outside the building – all interior doors are locked, and classroom instruction will continue. A **Code Red** is called when there is a threat inside the building – all interior and exterior doors are locked, there is no access to the building, and no one is allowed in or out of the classroom. Children are moved to a space in the classroom where they cannot be seen. The goal is to maintain a safe environment for all students and staff.

EVACUATION DRILLS

In the event that students need to leave the school, Pratt has an evacuation plan. Students will be escorted to Prospect Park United Methodist Church, located at 22 Orlin Ave SE. Identification will be REQUIRED to pick up your child.

HEALTH CARE

Health Office

A Health Service Assistant staffs the health office every day while students are present. They are trained in first aid, medication administration, and how to care for students who are ill. A Licensed School Nurse (RN) is available several days a week to assist with referrals and any health concerns that may impact learning.

Please notify the Health Office if your child has health concerns that may impact learning and/or which may result in an emergency, such as asthma, diabetes, ADHD, allergies, seizures, history of ear infections, bladder problems, etc. Every fall, parents are asked to complete the “**Annual Health Information**” form, which provides school staff with updated health information.

Health Office Phone Number: 612-668-1124

Medications:

According to the Minneapolis Public Schools policy, **medication will only be administered at school with written consent from the health care provider and parent/guardian.** Updated medication consent needs to be provided every school year. **Medication must be sent to school in the original prescription (or over-the-counter) bottle/container, indicating the student’s name and correct instructions for medication administration.** In order to be least disruptive to students’ time in the classroom, families are encouraged to space medication doses outside of the school day whenever possible. Short-term medications such as antibiotics can usually be taken before and after school. Medication consent forms are available from the health office.

Asthma Medications:

Students with asthma are encouraged to keep asthma reliever medication at school so that it is available if asthma concerns arise and/or if asthma medication is required before exercise. (The above-noted medication policy applies to asthma medication as well.) There is a nebulizer machine available in the health office. Students requiring nebulized medication need to provide asthma medication and a set of nebulizer tubing. **If your health provider has given you an “Asthma Action Plan”, please send a copy of this to school.** Asthma Action Plans that are less than a year old and signed by the health care provider and parent are considered written consent for administering asthma medication at school. If you would like your child to self-carry asthma medication, please contact the school nurse at 612-668-1124 to discuss self-carry procedures.

Immunizations:

Minnesota laws require proof of immunization for all school children. Parents are asked to provide immunization records upon school registration. If you have questions regarding immunization requirements, contact your health care provider or school health office staff.

Emergency Cards

Emergency Cards are extremely important!

In case of an emergency or illness, a parent or guardian will be contacted through the use of these cards. It is very important that we have a current emergency card for your child showing your home phone number, work number, the names and numbers of three other adults we can call, and your doctor's name and number. Be sure to fill out the cards and return them to school immediately. It is also very important to notify the health office anytime during the year if the information on the card changes.

Parent Involvement

At Pratt Elementary School, we want all parents and family members to feel involved in their children's education. Involvement can mean talking, sending notes or e-mails to the teacher, volunteering, helping with homework, or just asking your child what they did at school.

◆ Parent Teacher Organization (PTO)

Pratt has an active Parent Teacher Organization. Meetings are held regularly throughout the school year on the second or third Tuesday of the month at 6:00 pm (subject to change). There are many opportunities to be a volunteer and actively participate in school events. Your child's experience at school can be enriched by your participation

◆ Site Team

Pratt is a site-based managed school. A management team meets on a regular basis to deal with a wide variety of issues pertaining to the school. It consists of staff, parents, and community members. All meetings are open. Parents are also invited to join with the staff to provide input into school decisions.

◆ Visitors

We encourage and welcome parents/guardians to visit classes throughout the school year. A note or phone call to your child's teacher in advance is always appreciated. If you call your child's teacher, he/she will be able to inform you of specific times to avoid, such as during testing, field trips, and special programs. Please check in at the main office for a visitor badge. **Students from other schools, siblings, cousins, friends, etc., are not permitted to visit or attend classes at Pratt during the regular school day. Supervision cannot be provided for children who are not enrolled at our school.**

ALL VISITORS TO THE BUILDING ARE EXPECTED TO SIGN IN AT THE MAIN OFFICE AND GET A VISITOR'S BADGE.

◆ Volunteering

Many of our teachers appreciate having parents and other volunteers help out in the classroom, on field trips, and with special projects. In addition, the media center, office, and other areas of the school rely on volunteer support from families and the community. All volunteers who have contact with students must have a copy of the Minneapolis Public Schools Volunteer Application signed and on file each new school year. Depending on the nature of the work performed, some volunteers need to have a background check completed. These measures are district policies to protect both students and volunteers. The PTO also has many opportunities for parents to help with fundraising and special events.

Safety / Security

Pratt Elementary School is a “locked” building with access only through the main office during building hours. **All visitors will need to enter the main office to check in before visiting any other school area.**

Visitors, parents, guardians, families, and students who come to the building for access will have to:

- Come into the main office.
- Sign-in at the office is required for safety and security.

***Please be advised:** All caregivers are welcome to drop students off at Pratt. We ask that **ALL visitors/caregivers be out of the building by 8:15 am.** Also, please note, no caregivers will be allowed in the building unless an emergency after 2:00 pm. Caregivers must notify the office before their arrival so the student is ready in the main office.

MPS ANNUAL NOTICES and POLICIES

To read a particular policy and for more information about MPS Policies & Regulations, please go to this site:
<https://mps.municipalcodeonline.com>

Policy 5000: Students

- Attendance Policy (5100)
- Attendance Rules and Procedures (5100A)
- Attendance Expectations and Interventions (5100B)
- Discipline and Student Behavior (5200-5259)
- Behavior Standards and Code of Conduct (5200)
- Bullying and Hazing Prohibition (5201)
- Student Personal Electronic Device Policy (5210)
- Searches of Students, Lockers, Desks, etc. Policy (5680)
- Tobacco Use (5220-5220B)
- Welfare of Students (5600-5699)
- Harassment and Violence Prohibition (4002)

ANNUAL NOTICES TO FAMILIES: You may request a copy of the following notices from the office.

1. Cell Phone Notice
2. Chemical Health, Use, and Abuse Information
3. Criminal Background Check Notice to Parents
4. FERPA Notice (Disclosure of Student Information and Records)
5. Internet & E-Mail Use – Parent Notice
6. McKinney Vento Rights (English, Hmong, Somali, Spanish)
7. Media & Yearbook Release (Form 2010)
8. Special Education Records Notice
9. Testing: Statewide Testing Notice for Parents & OPT OUT Form
10. Wellness Policy Notice

Environmental Health and Safety: <https://facilities.mpls.k12.mn.us>. Their website includes the following information:

Pesticide/Herbicide Application Schedule

Parent Right-to-Know Act

Radio Frequency Notice

Annual Asbestos Notice

Fire Safety

