Watertown Mayer
Elementary School

Connections • Opportunities

# 2026-2027
# Student/Parent Handbook

Watertown-Mayer Elementary School

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# District Information

## Watertown-Mayer School Board

School board information can be found on the WM district website.

## Strategic Roadmap

Strategic Roadmap information can be found on the WM district website.

## School Year Calendar

The current year-at-a-glance calendar can be found on the WM district website.

## Vision Statement / Mission Statement

Creating environments where all students feel connected and experience opportunities to grow and thrive.

# Information

## Public Notices & Policy Information

Watertown-Mayer's Public Notices and Policies can be found on the WM district website.

## Hours of Operation / Flex Learning

Elementary School Hours of Operation can be found on the WM district website.

The Flex Learning Day Schedule can be found on the WM district website.

District Office Hours of Operation can be found on the WM district website.

## School Closing Protocol

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over the following television channels: WCCO channel 4, KSTP channel 5, KMSP channel 9, KARE channel 11. Announcements will also be made on the following radio stations: WCCO 830 AM, KSTP 1500 AM, KDUZ 1260 AM, and KARP 106.9 FM.

## Staff Directory

Directory information can be found by using the WM district website.

## Pledge of Allegiance

Watertown-Mayer adheres to Policy 531 regarding the use and frequency of the Pledge of Allegiance.

## Complaints

Watertown-Mayer school district takes all concerns or complaints by students, parents, and other persons seriously. Please see Policy 103 for details on the district's protocol and expectations.

## 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. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches,

extracurricular academic coaches, assistants and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## Newsletter/Emails

Our school sends a weekly digital newsletter via email for those families that have provided their email address. This includes a variety of information about activities going on at school and in the District. It also includes our school event calendar. Other emails are sent throughout the year from the District or the school on a variety of other issues. Please be sure that you have included your correct email address when registering your child/ren to be sure you will receive these communications.

## Parent Volunteers

Parents and family members are encouraged to volunteer their time at our schools in areas of need. This also includes volunteering to chaperone field trips and other events. In order to volunteer at Watertown-Mayer Schools, you must fill out and pay for an annual background check. Please see this document for guidelines on Volunteer Background Checks. All volunteers and chaperones will need to fill out an Confidentiality Agreement.

## Parent Portal

Parent Portal is a parent / guardian portal that gives families secure, electronic access to their student's records. Teachers and staff will use this system to provide families information about their student's academic progress. You will need the activation key from your school to access your account for the first time (from the web and/or the app). One account will allow access to the information of all school-age students in your family.

## Fees

Materials that are part of the basic educational program are provided with state, federal and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits including:

- Personal physical education athletic apparel (gym shoes)
- Items of personal use or products that a student has an option to purchase such as yearbooks
- Field trips considered supplementary to the district's educational program
- Admission fees or costs to attend or participate in optional extracurricular activities and programs

Students will be charged for textbooks, workbooks and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information contact the elementary school office.

To pay assigned fees, please sign in to Infinite Campus. In the menu on the left side of the screen, click *Fees*. If you have more than one student in the district, you may need to toggle between students using the dropdown menu in the top right corner. Click the blue square next to each fee to add to your cart. When ready, click *My Cart* on the right side of your screen and check out.

## Website/Social Media

Please visit our district website at https://www.wm.k12.mn.us/. You can find a wide range of information about the District and about each building. Each school building also has their own website. You can also find us on Facebook, Instagram and X (formerly Twitter) under the handle @wmes111. The District can also be found on these platforms @WMPublicSchools. Don't forget to "LIKE" us on Facebook and follow us on Instagram and X.

## Contacting Your Student's Teacher

A staff directory can be found on our school website. It includes email addresses and phone numbers. Please be aware that the teacher may have their phone set-up to go to voicemail during the school day. Please leave your message and the teacher will get back to you within 48 hours. If there is an urgent message , please contact our school office at 952-955-0300.

## Student Fundraising

Please see Policy 511 for details regarding Watertown-Mayer Public School's policy and protocol.

## Interviews of Students by Outside Agencies

Please see Policy 519 for details regarding Watertown-Mayer Public School's policy and protocol.

## Nondiscrimination Policies

Watertown-Mayer has several policies to ensure nondiscrimination.

Policy 521: Student Disability Nondiscrimination

Policy 522: Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Policy 528: Student Parental, Family, and Marital Status Nondiscrimination

## Violent Behavior

The school district will give notice to teachers and other appropriate staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform

the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records including the data documenting the history of violent behavior.

Policy 529: Staff Notification of Violent Behavior by Students

## Protection and Privacy of Pupil Records

Watertown-Mayer recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Please see the following policies on the WM district website:

Policy 515: Protection and Privacy of Pupil Records
Policy 515F: Public Notice

## Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes and certain physical examinations, see Policy 520: Student Surveys.

## Video Surveillance

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. School buses used by the school district may be equipped for the placement and operation of a video camera. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the student's misconduct on the bus.

## Search of Student Lockers, Desks, Personal Possessions, and Student

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or stored contraband in desks or lockers.

Policy 502: Search of Student Lockers, Desks, Personal Possessions, and Student

## Food Service

The Watertown-Mayer Food Service provides over 1500 lunches daily to students in grades K-12.

### Free/ Reduced Meals (Application for Educational Benefits)

Families are encouraged to apply online if they feel their family would be eligible for educational benefits. Please see the information and instructions on how to apply or to be linked to a paper application to turn into the district office by going to the WM district website.

### Depositing Lunch Money

Families are able to deposit lunch money at any time by logging into their Infinite Campus Parent Portal.

## Celebratory Treats

In order to provide a safe environment for our students with food sensitivities, we request that families who wish to bring something to share with classmates for a birthday celebration, limit it to a non-food acknowledgement. Donation examples include, but are not limited to, the following: student's favorite book to the class collection, stickers, pencils, pens, markers, erasers, a board game to the class for indoor recess days, etc.  Do not send latex balloons.

## Arrival & Dismissal

If you drop off and pick up your student, please be aware that we do not provide before- or after-school supervision. The first bell rings at 7:50am and our day officially begins at 8:00am.  We begin allowing students to enter the building 15 minutes prior to the start of the school day.  Our school dismissal time is 2:40pm.

Parent drop off/pick up should enter from Kristi Lane.  Pull all the way forward to the drop off/pick up zone at the corner of Robert Street and the front of the building.  DO NOT pull into the school lot.  After dropping off/picking up your child, please drive forward along Robert Street.

Please keep your children in your vehicle until you see a member of our team. A staff member will begin welcoming students into the building at 7:45 each day.  For pick up, please have your pick up number visible so that our staff are able to clearly see the numbers to call for students to be dismissed.

Only legal parents/guardians and adults listed in our student information system are allowed to pick a student up from school. If you wish to have someone other than a previously authorized person pick up your student please send a note of authorization to the teacher with your student. In the event of an emergency change to an adult picking up a child, please call the office at 952-955-0300.

## Student Transportation, Conduct on Buses & E-Bikes

Koch School Bus Service provides regular education, special education, and extracurricular transportation services to students enrolled in Watertown-Mayer Public Schools. More information can be found on the WM district website. 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. The school district will not provide transportation for students whose transportation privileges have been revoked. All School rules are in effect while a student is riding the bus or at a bus stop.

Students can walk or ride bicycles to school at the discretion of their guardians. Students are prohibited from operating E Bikes on school property if under the age of 15 per MN Statute 169.222 Operation of Bicycle

Policy 709: Student Transportation Safety

Policy 709A - Bus/ Bus Stop Misconduct Form

## Recess

Students will have recess each day. Please be sure your student is dressed appropriately for the weather. During the winter months, students are expected to wear winter boots, a jacket, snow pants, gloves or mittens, and a hat, ear muffs, or headband. We will have indoor recess if there is rain, lightning, or if air temperatures with wind chills reach -10 degrees below zero. Decisions impacting recess will be based on local conditions at the time of recess. We are not able to accommodate requests for a student to remain inside unless a doctor's note has been submitted to the health office.

## Lost & Found

Lost items are displayed on tables in the main hallway. Unclaimed items will be donated periodically throughout the year. Reminders will be in the school newsletter. Very small or valuable items, such as rings, watches, and keys are kept in the school office. In order to keep the lost and found at a minimum, please label your student's attire.

## Cell Phones/Smart Watches/Cellular Devices

Personal electronic devices such as smart watches, cell phones, video gaming devices, etc. may not be utilized during school hours. Smart watches may be worn on the wrist during the school day, for the purpose of use as a watch; however other features should not be accessed during the school day. It is the school's expectation that cell phones remain in the student's backpack throughout the day. If your student brings a device and it becomes a distraction to his/her learning or the learning of others, or if it

impacts the security of students, a parent/guardian will be notified. Additionally, devices may be confiscated and consequences provided as appropriate. Devices should not be used as a method of communication during the school day. As with anything of value, the school is not liable for theft or damage.

# Academics

## Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

## Grades

The school year for students is divided into two reporting periods. Parents will receive a student report card after the completion of each reporting period. The report indicates the rate of progress students are making to master the standards established for each grade level. Online grade reports may be viewed via Parent Portal.

## 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 the minimum, the following:

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

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

## Extended School Year/ Summer School

### Extended School Year (ESY)

The school district provides extended school year opportunities to a student who is the subject of an Individualized Educational Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Educational Director.

### Summer School

The school district may provide summer school learning opportunities. For more information please contact the elementary school principal.

# Basic Behavior Guidelines

Our vision is to nurture an environment where all students (including all age, race, culture, sexual orientation, socio-economic status, gender, religion, abilities/disabilities, family structure, and any diversity marker) are safe, heard, included, and empowered. At Watertown-Mayer Elementary School students will know that they belong. This comes through our students knowing we understand and appreciate their differences. Our basic behavior guidelines focus on our Royal Expectations of being a caring, safe, problem-solver. Being caring means showing kindness and respect to everyone, using polite words and gestures, helping others, and considering others' feelings. Being safe involves following school rules and procedures, keeping hands, feet, and objects to oneself, walking inside the building, and using materials properly. Being a problem-solver entails thinking before acting, seeking positive solutions calmly, expressing feelings and needs with words, and asking for help when needed. These guidelines foster a positive and supportive school environment where everyone can learn and grow.

# Rules and Discipline

## Attendance

Regular school attendance is directly related to success and academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For more detailed information see Policy 503: Student Attendance.

## Reporting Procedures

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the

student to solve any attendance issues that may arise. To report an absence or notify us if a student will be late, please call the attendance line at 952-955-0321 or email esattendance@wm.k12.mn.us.

## Student Absences

The principal determines if an absence is excused or unexcused. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a licensed health professional stating that the student cannot attend school is also valid verification. For more detailed information see Policy 503: Student Attendance.

## Tardiness

If a student arrives after school start time, we ask that the parent/guardian check the student in with the main office. Students are expected to be in school at our designated start time of 8:00. Failure to do so constitutes tardiness.

## Truancy

Per Minnesota Statutes section 260A.02, school personnel will notify parent(s) or guardian(s) if a student becomes continuing truant, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for three days if the child is in elementary school.

Habitual truancy is defined as a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school and who has not lawfully withdrawn from school.

## Student Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others and obey the law. For detailed information please see Policy 506: Student Discipline.

## Student Dress and Appearance

Policy 504: Student Dress & Appearance

## Drug, Tobacco, and Alcohol - Free School and Workplace

The possession and use of alcohol, controlled substances and toxic substances are prohibited at school or in any other school location before, during or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy. For detailed information please see:

Policy 418: Drug-Free Workplace/Drug-Free School

Policy 419: Tobacco Free Environment: Possession and Use of Tobacco, Tobacco Related Devices, and Electronic Delivery Devices: Vaping Awareness and Prevention Education

## Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school related functions or activities, on school transportation, and by misuse of technology. For detailed information see Policy 514: Bullying Prohibition.

## Harassment & Violence Policy

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, 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, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. For detailed information see Policy 413: Harassment & Violence.

## Hazing

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's discipline policy. For detailed information see Policy 526: Hazing Prohibition.

## Weapons

No person will possess, use or distribute a weapon when, in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be

taken against any person who violates this policy. The school district does not allow the possession, use or distribution of weapons by students. Discipline of students will include at a minimum: immediate out of school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice of juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For detailed information see Policy 501: School Weapons Policy.

## Conduct on Buses/ Student Transportation Safety

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. For detailed information see:

Policy 709: Student Transportation Safety

Policy 709A - Bus/ Bus Stop Misconduct Form

## Acceptable Use of Internet, Cell Phones, and Other Electronic Devices

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or visual or criminal liability under other applicable laws. For detailed information see: Policy 524: Internet Acceptable Use and Safety Policy.

Personal electronic devices such as smart watches, cell phones, video gaming devices, etc. may not be utilized during school hours. Smart watches may be worn on the wrist during the school day, for the purpose of use as a watch; however other features should not be accessed during the school day. It is the school's expectation that cell phones remain in the student's backpack throughout the day. If your student brings a device and it becomes a distraction to his/her learning or the learning of others, or if it impacts the security of students, a parent/guardian will be notified. Additionally, devices may be confiscated and consequences provided as appropriate. Devices should not be used as a method of communication during the school day. As with anything of value, the school is not liable for theft or damage.

# Health and Safety

## Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school administrator. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parents(s).

## Asbestos Management Plan/Pesticide Application Notice

The school district has developed an asbestos management plan. This policy is listed as a public notice on the WM district webpage. Please be sure to scroll to the bottom of the page.

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

## Crisis Management

This policy is listed as a public notice on the WM district webpage. Please be sure to scroll to the bottom of the page.

Policy 806: Crisis Management

## Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the schools and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building, with the exception of events open to the public. A visitor screening system (Raptor) helps track visitors and volunteers at each school. When adults come to pick-up their student(s), or visitors check-in, they will be asked to present a valid state-issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the school. Building administration reserves the right to deny access to the building. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interest of the students, employee or the school district. Visitors must have the approval of the principal before visiting a classroom during instructional time.

# Health Services

Watertown-Mayer elementary has a Licensed Health Care Paraprofessional who is supervised by a Licensed School Nurse on its staff.

Their responsibilities include:

1. Providing supportive care for students who become ill or injured during the school day.
2. Administering medication to students who require it during the school day.
3. Providing assistance to students who need support with the management of chronic health conditions (such as asthma and diabetes) at school.

You are encouraged to contact the Licensed School Nurse if your student has a chronic health condition (including severe allergies) requiring management during the school day or if you have a question regarding his/her physical or emotional health.

To protect other students from contagious illnesses students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his or her child has a communicable or contagious disease, the parent or guardian should contact the school nurse. For information regarding communicable diseases and when to remain home, please visit the health services page.

## Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of eighteen. A copy of the immunization schedule or exemption form can be found on the Minnesota Department of Health website.

## Medications

If your student needs to take medication during the school day, please fill out the Medication Authorization form and return to the Health Office. For other questions regarding medications please refer to the health services page. For detailed information see:

Policy 516: Student Medication
Policy 516.5: Overdose Medication
Policy 516.5F: (Form)