Pillager Elementary Student Handbook 2026-2027

Pillager Elementary School
323 East 2nd Street South
Pillager, MN 56473

Office: 218.746.2111
Fax: 218.746.2134
elementary@isd116.org

www.isd116.org

Approved by School Board July 13, 2026

Commonly Asked Questions

Q: **How do we enter the building?**
A: The Elementary entrance is Door G. The vestibule/credenza way inside of Door G will be accessible throughout the school day; however, to gain admittance within the school you will need to be buzzed in through the Elementary Office by a school staff member.

Q: **Why am I not getting school communication?**
A: Check with the office to make sure your information is correct within our system. Additionally, please make sure that you have a valid email address on file for communication. If your family requires duplicate information to be sent to more than one parental address, make sure we have the correct information for both families on file.

Q: **What is the school day for elementary students?**
A: The school day starts at 8:30 a.m. and ends at 3:00 p.m.

Q: **What time can my student come to school in the morning?**
A: Students may enter the building at 7:55 a.m.
Q: **What do I do when my child is sick or going to be absent?**
A: If your child is ill – call the office at 746-2111 to report their absence before 9:30am. If your child is going to be absent and you know ahead of time, you can call the school or send a note for your child's teacher.

Q: **What do I need to do if my child is late or will be leaving early?**
A: Students must be signed in or out through the Elementary Office.

Q: **I need to communicate a change of plans to my child.**
A: The office will attempt to relay messages to students; however, we may not be able to get notes to students after 2:00 p.m. After this time, phone calls will be transferred directly to your child's classroom - we cannot guarantee that a teacher will get a message after 2:00 p.m. We highly encourage you to pre-arrange appointments and a departure time to ensure there is strong communication with your child's teacher.

Q: **Where do I drop off / pick up my child before / after school?**
A: Parents that bring their children to school and/or pick their children up after school should do so in the southeast parking lot nearest to Early Childhood. Please note: there is no parking in front of the school in the bus lane at any time. Students are not allowed in classrooms until 8:05 a.m.

Q: **How do I make bus changes?**
A: All school transportation is contracted through Fornshell Bus Service. Students are only allowed to have one AM and one PM bus stop and all stops and/or changes must be pre-authorized through Fornshell Bus Service and need to be made at least 3 business days in advance. Only Fornshell Bus Service can authorize a temporary or emergency bus change. You must contact Fornshell Bus Service at 218-746-3770 for any changes or concerns.

Q: **My child is having friends over, can they ride the bus home?**
A: Due to regulations on capacity loads, students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.

Q: **Does my child need to bring snow pants and boots to school every day during the winter and spring?**
A: Yes, all students go outside for recess as long as it is not colder than -10 below including wind-chill at the time of recess. In the spring, students should wear boots and snow pants until the playground is dry.

Q: **It's my child's birthday; can he/she bring in snacks for his/her class?**
A: You need to check with your child's teacher to set this up; however, snacks must be store bought and pre-packaged.

Elementary Office Hours: 7:00 am – 3:30 pm
Elementary School Phone Number: 218-746-2111

Elementary Office		
	Josh Smith, Principal	**218-746-2110**
	Brenda Uselman, Secretary	**218-746-2111**
Early Childhood Office		
	Betty Doss, EC & Family Ctr Dir.	**218-746-2185**
	Tracy Frisk, Reception	**218-746-3075**
Activities and Community Education		
	Matt Moen, Activities Dir.	**218-746-2115**
	Josh Smith, Community Education	**218-746-2110**
District Office		
	Ryan Krominga, Superintendent	**218-746-2100**
	Lois McBroom, Accounting Clerk	**218-746-2101**
	Melissa Berry, Bookkeeper	**218-746-2102**
	Stacie Clark, Payroll/HR Coord.	**218-746-2145**
	Erin Eustice, Food Service	**218-746-2104**
School Health Coordinator		
	Jamie Shypkowski	**218-746-2062**
School Board		
	Sara Nagel, Chair	**sara.nagel@isd116.org**
	Becky Bennett, Vice Chair	**becky.bennett@isd116.org**
	Brian Grimsley, Treasurer	**brian.grimsley@isd116.org**
	Kassandra Nelson, Clerk	**kassandra.nelson@isd116.org**
	Bridget Brown, Director	**bridget.brown@isd116.org**
	Sarah Smith, Director	**sarah.smith@isd116.org**
Transportation		
	Fornshell Bus Service	**218-746-3770**

School Readiness	**Elizabeth Hoemberg** **Kayla Wenker** **Shania Zetah**
Kindergarten	**Elisa Ingberg** **Kalyn Ivers** **Noelle Lambrecht** **Julie Logelin**
1st Grade	**Carly Bowman** **Melissa Cousino** **Gracie Davis** **Beth Gustason** **Alice Marcy**
2nd Grade	**Joe Davoli** **Melissa Koel** **Shelly Kostka** **Roxanne Norlin** **Julia Thesing**
3rd Grade	**Kami Berg** **Amber Houle** **Cortney Kroska** **Kirsten Sundquist**
4th Grade	**Kellie Klimek** **Ashley Casperson** **Mary Schlangen** **Keanna Richards**
Special Education	**Alissa Anderson, ECSE** **Melissa Bouc** **Elaina Fritz** **Jeremy Frank** **Amber Finnegan, ECSE** **Johanna Rudbeck** **Leah Sparks**
Speech	**Anna Hodnefield, SLP** **Emma Litke, SLP**
School Social Worker	**Trista Bertram**
Mental Health	**Northern Pines**
School Nurse	**Jamie Shypkowski** **Maggie Auger**
Physical Education	**Penny Grimsley**

	Kent Janicke
Elementary Music	**Adam Tervola-Hultberg**
Elementary Art	**Samantha Roden**
Literacy Coordinator	**Wendy Hall**
Title I/ADSIS	**Aubrey Kleinschmidt** **Darla Marcy** **Julie Nordin**
Media Center Assistant	**Rhonda Litke**
Family Center	**Ashley Oehrlein, Little Huskies** **Kristen Peterson, Fun Stop**
Food Service	**Eilor School Dining**
Maintenance	**Tod Pelarski** **Josh Wiskus** **Wayne Monson**
Building & Grounds	**PenMac**
Educational Assistants	**PenMac**

Husky PRIDE – It is what we do at Pillager Schools!

Learning to play, work, and live with other human beings may be the most important of all human endeavors. We ask families to work with us to create conditions that help students develop self-control so that they can conduct themselves in a respectful, caring, and safe manner throughout the school day.

We believe that when students fail to follow behavior expectations, they need to be allowed to experience the consequences of their actions. In addition to implementing consequences, it is the responsibility of the adults (staff and parents together) to **carefully consider what skills the child needs in order to be more successful socially and then to commit to teaching those skills.**

General Behavior Standards
We expect staff students and visitors at our school to follow the standards of **Husky PRIDE.**
P – Perseverance **–** Stay focused, keep a positive attitude, be an active learner, work hard to do your best
R – Respect/Responsibility – be considerate to self, others and their beliefs and property, be cooperative and think before you act, use appropriate school behavior, take ownership for your actions
I - Integrity – Do your own work, be reliable and honest
D - Disciplined – Stay on task and be attentive, use self-control, set a good example, follow rules
E – Excellence - Use manners, encourage others, be organized, complete work on time

These general behavioral expectations will continue, as we develop common language and expectations

1. **We are here to learn**.
· Strive to do your best, every day.
· Do not disrupt the learning of others.

2. **We value safety for all students.**
· Keep your hands and feet to yourself.
· Always walk in the school hallways and classrooms.

3. **We are committed to zero tolerance of dangerous and violent behaviors.**
· Bullying or harassment will not be tolerated.
· Weapons or dangerous items are not allowed on school grounds. No drugs, alcohol or tobacco are allowed on school grounds.

4. **All students and adults deserve to be treated with respect.**
· Follow the directions of adults at all times.

5. **The school is our daytime home.**
· Always treat school property and private belongings with respect.
· Help to keep all areas of our school neat and clean.

6. Honesty is essential for success in school and society.
· Be honest in your school work.
· Be honest in your words.

· Be honest in your actions.

*********************************GENERAL INFORMATION*******************************

ANNUAL NOTIFICATION OF RIGHTS

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data, which references religion, race, color, social position or nationality.
[NOTE: This definition is intended to enumerate all information, which may be classified as directory information under state and federal law. A school district may choose not to designate some or all of the enumerated information as directory information. This is an important policy decision for the local school board, which must balance student privacy rights against public disclosure.]

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;

4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. §1232g, and the rules promulgated there under;

5. The criteria for determining who constitutes a school official and what constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal Every Student Succeeds Act (ESSA) and, if applicable, a student's history of violent behavior.

PARENTS RIGHT TO KNOW

Parents may request, and Pillager School will provide the parents on request, information regarding the qualifications of the student's classroom teachers, including:

*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 status through which the 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 fields of discipline of the certification or degree.

*Whether the child is provided service by paraprofessionals, and if so, their qualifications. All Pillager School Paraprofessionals are employed through PenMac in Brainerd, MN and either have a two year A.A. degree or have passed the ParaPro Test.

MENTAL HEALTH AND SUICIDE PREVENTION

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist.

ATTENDANCE

Regular attendance is required for all students at Pillager Elementary School. **If your child cannot make it to school, it is the parent/guardian's responsibility to call the school BEFORE 9:30 am on the day of the child's absence to verify. If the school does not receive notification within two school days, the absence will remain unexcused.** Minnesota State Law provides that a student is considered truant after 7 cumulative days of absence or chronic absences. An unexcused absence will be counted towards truancy. Our school will file papers with the county if parents are negligent. A Doctor's note may be required after the eighth absence. Students are considered tardy if they arrive after 8:30 and absent for ½ a day if they arrive after 9:30. Elementary attendance is taken twice daily: morning attendance and afternoon attendance.

TARDINESS

Tardiness is an extremely negative habit because it is harmful to the teaching and learning process. Tardiness interrupts the progress of the entire class each time it occurs and results in a loss of instructional time. Non-school related transportation problems may be unexcused. Tardies will be reported to the office by the classroom teachers. An up-to-date list will be tracked to ensure punctuality to class.

EXCUSED AND UNEXCUSED ABSENCES

The principal shall be responsible for determining excused and unexcused absences as necessary. Absences may be excused for some of the following reasons: illness, medical appointments (a note from the physician/clinic may be required), death in immediate family, and other valid reasons as determined by the principal. When a K-4 student accumulates seven full days of unexcused absences, it is considered educational neglect and the school may file an educational neglect petition with county social services. The notification guidelines are as follows:

A. When a student has missed three full unexcused days of school, a letter will be sent home from the school as notification that the student is nearing the possibility of educational neglect.

B. When a student has missed seven full unexcused days of school, a letter will be sent home from the school as notification that the student is considered to be "Educationally Neglected" and the school plans to contact county social services.

CHRONIC ABSENTEEISM

Chronic absenteeism, a primary cause of poor academic achievement, is defined as missing at least 10 percent of days in a school year for any reason, including excused and unexcused absences.

A district may terminate the enrollment of a nonresident student enrolled under section **124D.08** at the end of the school year if the student meets the definition of a habitual truant under section **260C.007, subdivision 19**, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section **120A.22, subdivision 8**.

SCHOOL HOURS

Class in the elementary school will begin at 8:30 am and end at 3:00 pm. Buses will leave at approximately 3:15 pm. If you transport your child to and from school they should not arrive before 7:55 a.m. Students can enter the school at 7:55 a.m. Your child will not be released to anyone except you, without your consent. Please plan ahead. Students will be sent on the buses or as regularly designated unless teachers are notified beforehand. Students are not allowed in the school building after hours unless they are in a supervised activity. Those in supervised activities must remain with their supervisor.

BUS INFORMATION

All bus transportation to and from Pillager School is provided by Fornshell Bus Service. **Only one registered AM & PM stop is allowed for each student**. These spots must be registered through Fornshell Bus and Pillager School. Refer to the full policy on the school website, in the office or contact Fornshell Bus Service directly. Questions or concerns regarding behavioral or safety issues need to be addressed through the bus contractor. **Bus transportation is a privilege, not a right.** Students need to be at the bus stop 5 minutes before their scheduled pickup time. Bus safety regulations are enforced according to school policy and state law and include the bus stop. Bus rules are listed on page 17. All students are required by law to pass a bus safety competency course and exam.

PARENTS DROPPING OFF STUDENTS BEFORE SCHOOL OR PICKING UP STUDENTS AFTER SCHOOL

From 7:30 a.m. to 3:30 p.m. please observe the one-way street postings. When picking up your child when buses are loading, drive east-west on the street through the south parking lot and exit south. Please follow the directions of the flag person. If you transport your child to and from school they should not arrive before 7:55 a.m. Fun Stop, a paid child care is available thru the Pillager Family Center before and after school if needed.

CONTACTING OR REMOVING A STUDENT DURING SCHOOL HOURS

Visitors must register in the school office before going to the classrooms. Classroom visitors/volunteers should be pre-approved by the classroom teacher. The beginning and the end of the school day are extremely busy times in the elementary office. Visitors/Volunteers should not arrive prior to 8:30 a.m. If it should be necessary for a parent to contact a child during school hours, **this must be done through the school office. Please do not go directly to the classroom with messages, lunches, money, etc.** These may be left in the office for the students. No student will be able to leave their classroom until the office has notified the teacher that the parent/guardian is in the office. All phone calls requesting students be dismissed will be redirected to the office. There is a sign out computer in the office on the counter. If the student is not signed out, the student's absence may be considered the same as truant. Early Childhood students should be signed out in the Early Childhood building.

RELEASE OF A CHILD

- To family members: Under Minnesota law, both parents have the right to pick up their child, unless a court document restricts that right. A parent, who chooses not to allow the other person to access a child, must provide an official court document with the school (restraining order, custody order, or divorce decree). Without legal documentation, the school cannot refuse release of a child to their own parent.
- To another adult: If someone other than a parent will be picking your child up during the day, please be sure that we have written permission in advance. Although this can be an inconvenience at times, it is an important way to safeguard children.

ELEMENTARY TELEPHONE POLICY

If a student is ill, the school health coordinator will call home. Students will not be called out of class for phone calls except in cases of emergency. All personal calls are to be made before school or after school in the office or with the advisor/coach supervising the student.

BREAKFAST/LUNCH PROGRAM

Pillager School is part of the National Hot Breakfast and Lunch Program. Breakfast will start at 7:55.

There is no charge for student meals in 2025-2026. There is a charge for second lunches.

DRESS CODE

Pillager Elementary students are expected to wear appropriate clothing. If dress is found to be inappropriate by staff, students will be asked to make modifications or may be asked to change. All decisions are subjective in nature and may be implemented on an individual basis. Students that do not meet dress expectations will be asked to change or may be sent home. If in doubt, DON'T wear it.

We expect students to dress in accordance with the weather. Students need to be properly clothed so they may participate in any outdoor activity. All elementary students have outdoor recess each day.

LOCKERS

For convenience, students are provided with lockers or cubbies for storage of books and clothes. Damaged lockers will be charged to the person to whom the locker is assigned unless the one assigned can show why it should be otherwise. Your child may choose to have a lock on their locker. **Pillager Elementary is not responsible for missing or stolen items**. The lock must be a lock provided by the school. There will be a $5.00 deposit at the time the student receives the lock. The deposit will be returned when the lock is returned to the school. Lockers are the property of the school. Students will be assigned lockers the first day of school by their teacher.

According to Minnesota statute, at no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

PARENT-TEACHER-STUDENT CONFERENCES

Academic reporting will be done **following each semester**. Student progress will be communicated mid-semester and "formal" **Parent-Teacher conferences** will occur on October 27th, October 30th, February 10th and February 12th.

EMERGENCY SCHOOL CLOSING

In the event that Pillager Schools should close because of weather or some other emergency (either before school opens in the morning, or after school is in session) an announcement will be made on:

JMC Message Center- make sure your phone number and email address are current and updated in the office **or TV/radio stations:**

WCCO-TV	KARE11-TV	KSAX -TV
92.1 FM WYRQ- Little Falls	104.3 FM KLKS-Brainerd	830 AM WCCO
94.1 FM KFML-Little Falls	106 FM K106 -Wadena	960 AM KLTF
101.5 FM KTCF-Brainerd	106.7 FM WJJY-Brainerd	1340AM KVBR
102.7FM MCBI -Pequot Lakes	107.5 FM KLIZ-Brainerd	1380 AM KLIZ

In the event of a late start, Fun Stop & Little Huskies Childcare Center will be open late as well. If school is closed, Fun Stop & Little Huskies Childcare Center will be closed.

LOST AND FOUND

If your child loses an item he/she brought to school, he/she should check the lost and found. Lost and found items are displayed a number of times throughout the school year and also on conference day. These items are donated every two weeks.

LOST OR DESTROYED TEXTBOOKS

An amendment to Minnesota Statute 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks or library books. The school will charge an appropriate replacement fee for textbooks, workbooks or library books that are lost or destroyed.

LIBRARY MEDIA CENTER

Library materials are to be checked out and returned in seven days. If a student is not finished with the item(s) after seven days, he/she should return it to the library and have the borrowing period extended for an additional seven days. Extended borrowing periods are allowed only one time per item. Students will be charged $10.00 for each library book that has not been returned after 90 days. If a student pays for a lost book and then finds the missing book, she/he may return the book in good condition and request their money back within 30 days. A student's library media center privileges may be suspended if she/he has not returned or paid for late/lost/damaged library items.

BIRTHDAYS

Birthdays are a special time for elementary children. Please check in advance with your child's teacher if you wish to bring treats for your child's birthday. The treats must be purchased in a store or bakery. If you are having a party for your child at home, please mail the invitations or phone parents unless you are inviting the entire class. The school cannot give out phone numbers or addresses.

FIELD TRIPS

Notice to parents and students: please be advised that although field trips are fun, all rules of student conduct and student discipline apply to field trips. A field trip permission form must be signed by the parent or guardian in order for a student to attend an off campus activity. When sending money with a child, please keep in mind that the school is not responsible for money that is lost or stolen.

TEACHER REQUESTS

Grade level teachers create classroom assignments for the upcoming grade levels taking into account many factors creating the best possible educational environment for both students and teachers. We highly encourage parents to discuss classroom placement with the child's current teacher. Please note that we do not guarantee nor encourage requests for your child's classroom placement.

KINDERGARTEN/ EARLY START POLICY

Generally speaking the Pillager Public Schools Board of Education policy on entrance age to school corresponds to M.S. 120A.20 (Admission to Public School). In order to provide a more flexible age policy, which makes allowances for individual differences in children, the school board has a policy of allowing for the admission of selected students at an earlier age. The process and policy (#534) is available on the School District's website. All requests for early entry must occur prior to May 1 of the year for which the child would begin school. The request must be made in writing to the Elementary Principal. More information is available upon request.

RELEASE TIME
Pillager Elementary School allows for religious instruction of your choice during the school year. Release time usually starts in October and ends in the spring. A form from the church requesting your permission will be sent home with the students during the first couple of weeks of school. If you change plans and your child doesn't go on a specific day, you must send a note.

STUDENT LEADERSHIP COUNCIL
At Pillager Elementary, our Student Leadership Council is committed to leading with **Husky Pride** by promoting a culture of **perseverance, respect, responsibility, integrity, discipline,** and **excellence**. We strive to be role models in our school and community, working together to inspire positive change, support one another, and uphold the values that make us proud to be Pillager Huskies. Through our actions and leadership, we aim to create a safe, inclusive, and encouraging environment where every student can grow, lead, and succeed.

ACADEMIC PERFORMANCE
If a student demonstrates academic difficulty, they may be referred to the Student Assistance Team (SAT). SAT will discuss research-based interventions that will be implemented and student progress will be monitored before further action is potentially taken.

STANDARDS REFERENCED REPORTING
Standards are statements of what students should know and be able to do at each grade level and course. They are aligned with local, state, and national expectations, and allow for consistency of instruction.

Grading will consist of M (mastery of learning target or meets standard), P (partial mastery of learning target or partially meets standard), or D (does not meet standard). An “X” indicates a learning target or standard was not assessed in that marking period.

Behavior and study skills (non-academic indicators) will be reported separately from academic grades. A student’s grade only reflects the work in the essential standard that the student has been working to master. Some academic areas (P.E./Music) may have non-academic areas as part of their local, state or national standards.

WITHDRAWAL
If you are moving from the school district, please notify the office and classroom teacher. Please leave information as to where you are moving so that school records may be transferred at the earliest possible time. Records will be transferred by the school.

VOLUNTEERS
If you are interested in volunteering in your child’s classroom, this should be pre-arranged with the classroom teacher. The beginning and the end of the school day are extremely busy times in the elementary office. Visitors/Volunteers should not arrive prior to 8:30 a.m.

VISITOR PARKING
Visitor parking is available and is located on the south side of the building. Pay attention to bus traffic and pedestrian lane signage.

CLASSROOM GUESTS
Student visitors need to sign in at the office prior to visiting the classrooms. All visitors must wear a name tag while in the building.

CLASSROOM PET/VISITORS
It is important to keep the conditions and building free from plant and animals that are likely to cause allergies or other illnesses to students who are sensitive to those kinds of allergies. If a student wants to bring a pet in for such things as sharing etc., we require that pet to be current on vaccinations as well as to have been recently bathed. All visitations of pets should first be cleared through the teacher as well as the Principal. A service animal is individually trained to perform work or tasks for an individual with a disability and is not considered a classroom pet.

SUBSTANCES
Pillager Public Schools are tobacco free. This means that use of any tobacco products in the school building or on the school grounds is prohibited. This includes the football and softball fields. Tobacco, chewing tobacco, alcohol, and/or controlled substances are prohibited. This policy includes all parents and visitors on school property. In the case that a parent or guardian is suspected of alcohol or drug use, or under the influence, authorities may be called.

**********_Rules and Procedures_ **********

Students attending Pillager Elementary School are expected to follow certain rules and act in an appropriate manner at school and at school events. This student handbook is a guide. Students will go through the handbook the first week of school. The principal may, at their discretion, choose different consequences than stated if deemed necessary. Students who distract or prevent others from their right to education in a positive environment will be addressed and necessary steps will be taken to correct the problem. Each student is responsible for his/her own actions.

All behavior is handled on an individual basis. Consequences for failing to meet expectations will first be handled in the classroom. Teachers must fill out a discipline referral form in JMC, which reports previous interventions by the teacher and the nature of the problem and actions taken to correct the problem.

Teachers will attempt to notify parents. Appropriate consequences will be assigned. Concerns regarding the application of a school discipline policy should first be brought to the attention of the building Principal.

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

BEHAVIORAL EXPECTATIONS / CONSEQUENCES

Depending on the severity of the incident and the age/grade of the student, the principal shall determine the follow up procedure.

If a student is out of control and needs to be escorted, the principal will be notified. Readmission plans including conferences with parents may be arranged. Assaults directed at district employees by a student will be reported to the Minnesota Department of Education and staff will be notified about any history of physical assaults by a student to be placed in their classroom.

1. POSSESSION AND/OR CONSUMPTION OF AN ILLEGAL SUBSTANCE will not be permitted at any time. School Board policy does not permit the use or possession of tobacco, alcohol, narcotics, paraphernalia, or any other illegal substance on school premises, at school activities, on school buses, or on school approved vehicles. Substance will be confiscated. Referral to law enforcement.

1. TOBACCO / ILLEGAL SUBSTANCES
    A. Tobacco - in any form
        a. 3 days OSS (1st)
        b. 5 days OSS (2nd) Referral for Health Ed.
        ** Substance will be confiscated. Parents will be called.
    B. Use or possession of alcohol/illicit drugs and/or drug paraphernalia.
        a. 3 days OSS (1st)
        b. 5 days OSS (2nd)

2. POSSESSION OF AN ILLEGAL OR DANGEROUS WEAPON. Violations will be reported to the police for legal action. Parents/Guardians are also notified.
    A. Possession of a dangerous weapon that is threatening or capable of doing bodily harm.
        a. Immediate 3-5 days OSS and confiscation of weapons, notification of police and parents, recommendation of dismissal to Superintendent for a period of time not to exceed 1 year.

A student who discovers a weapon on the way to school or in the school building, or who discovers that he or she accidentally has a weapon in his or her possession, should report the whereabouts of the weapon to the office or bus driver immediately. By reporting this to the office immediately, it should not be considered a weapon.

3. VULGAR LANGUAGE, ASSAULT OR FIGHTING.
    A. Severe teasing/ intimidation/swearing. (Depending on severity and/or age of the students.)
        a. Verbal warning/Call to guardian
        b. ISS or after school detention.
        c. Suspension (1 day)
    B. Using vulgar language/gestures/inappropriate written material.
        a. Verbal warning /Call to guardian
        b. ISS
    C. Pushing/Shoving/Scuffling
        a. Negligent- verbal warning may include detention
        b. Intentional - Non-exclusionary discipline

D. Fist fighting or assault
    a. Parent notification; Non-exclusionary discipline
E. Severe assault or repeated assaults.
    a. Parent notification; Non-exclusionary discipline
    b. Parent notification; Dismissal
    c. Parent notification; Expulsion recommendation

4. RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT will not be permitted. May be referred to the proper legal authorities for action.

A. Comments and insults, aggressive conduct, severe discrimination, criminal, physical misconduct, touching inappropriately.
    a. Parent notification and detention or ISS

5. All students will RESPECT THE RIGHTS AND PROPERTY OF OTHERS. This includes the school building and grounds. Consequences may include the cost of restitution and possible referral to Law Enforcement

A. Vandalism - includes defacing/damaging school or personal property, theft or possession of stolen property.
    a. Negligent: payment for damages, guardian notification.
    b. Intentional:Non-exclusionary discipline, a conference with guardian
B. Habitual/Severe
    a. * see "habitual abuse"

6. Students are expected to <u>FOLLOW STAFF INSTRUCTIONS.</u>

A. Defiance
    a. Guardian notification by teacher
    b. Non-exclusionary discipline
B. Gestures/verbal abuse/profanity directed at a staff member at any time.
    a. Guardian notification; Non-exclusionary discipline
    b. Guardian conference and write a re-admittance plan.
C. Physical force/attack used on a teacher or staff member.
    a. Guardian notification; Non-exclusionary discipline
    b. Guardian notification; Expulsion recommendation; Local law enforcement will be utilized depending on the severity of the act.

7. BULLYING, as defined in Policy #514 Bullying Prohibition Policy can be found on the school website or is posted in the school office. Means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or 2. Materially and substantially interferes with a student's educational opportunities or performance ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyber bullying as defined in this policy. "Cyber bullying" means bullying using technology or other electronic communication, including but not limited to, a transfer of a sign, signal, writing image, sound or data, including a post on social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it is substantially and materially disrupts student learning or the school environment.

ELECTRONIC DEVICES

Cellular phones and listening devices cannot be used in school unless they are being used for educational purposes, and at the teacher discretion. **Absolutely no unauthorized videotaping or photographing of students engaged in school activities will be permitted during the normal school day. This includes academic and non-academic times. Students that are taking pictures or videos during the day without express written permission ahead of time from the administration may be suspended from school. This is a direct invasion of privacy. Depending on the seriousness of the videotaping, the student may be referred to the school board for expulsion.**
Items that are used during school hours will be confiscated and brought to the office. Guardians will be contacted and items will be held for parents to pick them up.

Cell phone offenses include the following consequences:

1st Offense: Student may pick up the phone after school.
2nd Offense: Guardian may pick up the phone after school.
Subsequent Offenses will be dealt with on an individual basis.

Chromebooks (1-1 Devices)

Students are expected to follow all Board of Education (BOE) policies that relate to the use of technology in an educational environment. Failure to follow any of these policies as written could result in disciplinary action. BOE policies include but are not limited to: 505, 506, 512, 514, 520, 524, 526, and 603. Policies & Procedures will be reviewed and modified for changes and updates yearly.

Our 1-to-1 initiative has been put into place to ensure that Pillager students will be capable 21st century students who successfully utilize technology as a tool to increase their critical thinking and problem solving skills, act as responsible communicators and collaborators, and create, engage, and innovate. It is hoped that technology integration will enhance student engagement and personalize instruction so that all Pillager students can succeed. Pillager School District purchases and owns student Chromebooks and distributes them to students to use **for educational purposes** during the academic year.

Elementary Students: Chromebooks will be located in the classroom. Teachers can send chromebooks home on evenings when projects or assignments are worked on outside the school day. Chromebooks will be sent home when weather related closures are projected, to allow for an E-Learning Day.

> *Families in need of a device at home each day can contact the Elementary Office. Arrangements will be made for the student to take the device home each day.*

Secondary Students (Grades 5-12): Chromebooks will be taken home by students each day.

Receiving and Returning Chromebooks

A rotation of grade levels receiving newly purchased Chromebooks has been established and will be communicated to students once the school year begins. Middle School and High School students will receive a Chromebook and charger at the start of each year (communicated to

students once school begins) and return both each spring. Elementary students will use their Chromebooks for one year, and Chromebooks will stay with the homeroom teachers/carts. A process will be established for those that need to keep his/her Chromebook over summer.

Students who transfer out of Pillager Schools will be required to return his/her Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/ guardian will be held responsible for payment in full. Pillager Schools reserve the right to turn collection over to law enforcement or collection agencies.

Student Chromebook Use and Expectations

General Guidelines, Apps, and School-generated Email Accounts

Each student will be responsible for his/her own device and should plan for its safe use and transport. The District will provide all apps that align with our educational needs and students are not to download any apps. Students shall limit the use of school-generated email accounts to communicating with teachers or collaborating with peers within the isd116 domain.

Managing Files, Saving Work, and Printing

Students are to save documents to their Google Drive. Students are also encouraged to digitally publish and share their work with teachers and peers when appropriate. Teachers will collect most assignments and projects electronically. However, if printing is required, contact your instructor.

FIltering and No Expectation of Privacy; Consequences for Violations

Any computers accessing District internet should expect no privacy in the contents of personal files, emails, or accounts. The District will employ internet filters at school as well as on school-issued Chromebooks used away from the school (i.e. at home). Use of the District computer system and internet should be consistent with other School Board Policies and the mission of the District. Violations of District Policies will result in disciplinary action, based upon the current discipline policies and procedures.

Personalization

Student-issued Chromebooks are District owned. Students **may not** modify, change, deface, or decorate their devices in any way. This includes but is not limited to:

- Stickers
- Drawings
- Keyboard overlays
- Labels
- Writing
- Removing asset tags and barcodes

Pillager ISD #116 encourages each student to **have a padded sleeve/ bag to protect his/her Chromebook**. Students can decorate their own protective coverings in accordance with District policies.

Chromebook Repairs or Replacement Options

Parents/guardians who complete the Educational Benefits Form will have repair fees waived for 1st incident repairs and screen replacement. The Educational Benefits forms, regardless of qualifications generate funding to support the technology program, like repairs and replacements. Completion of the Educational Benefits Form is offered as an option and *is not required* in order for a student to receive a device. It does not include proven deliberate or intentionally negligent damage to the device, or loss of the issued Chromebook other than a reported theft. Please see the chart below for full details.

- **Expiration Date**: This Protection Plan expires on the last day of school or on the day a student withdraws from the Pillager School District, whichever comes first. If a student withdraws from the Pillager School District for any reason, this coverage agreement becomes null and void on that date. The device must be returned upon the date of withdrawal. Devices not returned on the date of withdrawal may be reported stolen and devices will be deactivated. .
- Coverage may be paid via cash or check, payable to **Pillager Public Schools** at any district school building or at the time of Chromebook issuance. .
- Coverage or the waiver process must be completed in order for coverage to be applicable and must be finalized prior to receiving the device.
- **Spare Equipment and Lending -** If a student's device is inoperable, the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect for loaner devices. Loaner equipment must be returned immediately upon repair of the original device.
- **Not Covered:** Device Chargers

Pillager Public Schools

CHROMEBOOK AGREEMENT

**To be initialed by student and parent with the bottom portion completely filled out before students will receive his/her Chromebook.*

P: S:	TERMS ● You will comply with all terms of the Student Handbook and Technology Acceptable Use Policy. ● You understand that failure to comply with the terms of the Handbook, Acceptable Use Policy or other policies involving the use of technology could result in your diminished, supervised, or suspended use of school technology. ● You understand Chromebooks and school-generated passwords/ email accounts are assigned to a single individual and are not to be shared. ● Your right to use and possess a school Chromebook and accessories terminates no later than the last day of classes during the school year unless earlier terminated by the School Administration or upon withdrawal from Pillager ISD#116. ● Pillager ISD#116 will provide students lessons around responsible Digital Citizenship.
P: S:	DAMAGE ● If my Chromebook is damaged, I agree to pay the full cost of repair or replacement if not covered. ● If my Chromebook is stolen or damaged purposefully by a peer (e.g. an act of vandalism) I agree to contact the proper authorities and school administration by no later than the following day after the occurrence. Fraudulent reporting of theft or damage by a peer can result in consequences as well.
P: S:	TITLE ● I understand that legal title to the Chromebook and accessories remain with Pillager ISD#116. My right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and Student Handbook. ● The District administration reserves the right to modify or revoke user privileges as deemed appropriate due to any violations of school policies, Pillager ISD #116 Board of Education policies and/or procedures. ● The student's school-generated email and passwords belong to Pillager Schools and the individual student and are not to be shared. School administration holds the right to access passwords, student Drives, and school-issued devices at any time. I agree to use these devices and emails for educational purposes only. I have no expectation of privacy with school-issued devices or passwords.

Parent and student initials and signatures assure that parent and student have reviewed and agreed to follow the Chromebook Agreement and District Policy #524 Acceptable use. Agreements will be signed in Grades K & 5. This agreement will serve as the agreement for the duration of elementary school or middle and high school.

Duration *(please check)* ☐ Kindergarten through 4th Grade ☐ 5th Grade through 12th Grade

Student Full Name_____

Parent **PRINTED** Name _____

Parent Signature _____

Device Damage - Fee Structure

Covered Accidental Damages		
	Cost with Completion of Educational Benefits Form	**Cost if no Educational Benefits Form**
Theft of device (police report or other evidence must be provided)	$0 for first incidence $400 for each subsequent incident	$400 for first incident $400 for each subsequent incident
Broken Chromebook screen	No Charge first incident Fees for additional damage may be assessed accordingly	$150 each incident
Various device repairs due to accidental drops, spills (hinges, system boards, keyboards, ect)	No Charge First Incident $40-$150 based upon each subsequent incident. Fees for other damages may be assessed accordingly	$40-$150 based on issue each incident Fees for other damages will be assessed accordingly
Not Covered Damages		
Deliberate or intentionally negligent damage to the device	Each incident will be assessed and billed accordingly	Each incident will be assessed and billed accordingly
Lost Device	$400 each incident	$400 each incident
Lost Chromebook Charger	$25 each incident	$25 each incident
Broken Chromebook charger	$25 each incident	$25 each incident

1. Fees for other damages will be assessed accordingly. Cosmetic damage that does not affect the functionality of the device will not be repaired. This includes but is not limited to scratches, dents, etc.

2. Fees and charges are subject to change yearly and will be posted to the district website.

3. Pillager Schools reserves the right to limit technology issuance to on-campus if needed due to negligence or irresponsibility.

BUS RULES

The concern of Pillager Schools is getting the students to and from school safely. The following is the Elementary Policy to help ensure their safety. All elementary students must leave the building through the elementary door; no student will be allowed back in the building without permission from the supervising teacher; each classroom teacher will make sure that all students riding the buses home leave the building with the class. Also, during the first to third week of school, students will be instructed and tested on bus safety. All students are required by law to pass a bus safety test. Students may be required to have assigned seats when on the school bus.

Rules on the Bus

1. **Immediately follow the directions of the driver.**
2. **Sit in your seat facing forward.**
3. **Talk quietly (and use appropriate language, no swearing).**
4. **Keep all parts of your body inside the bus.**
5. **Keep your arms, legs and belongings to yourself.**
6. **No fighting, harassment, intimidation, or horseplay.**
7. **Do not throw any object.**
8. **No use of tobacco or drugs.**
9. **Do not bring any weapon or dangerous objects on the school bus.**
10. **Do not damage the school bus.**

Our complete bus safety policy #709 can be found in the office or on the school's website. **You are responsible to know and follow those rules.** Students not following the rules will be written up by the bus driver. The first offense will be a warning to students. A reminder of bus rules will be given either orally or by video. A notification will be sent home to parents. The second offense may result in 2 days suspension from the bus. Students will be required to be in school. The third offense may be a 5 day suspension from the bus. The 4th offense may be a 10 day suspension from the bus.

OUTSIDE/PLAYGROUND RULES

RECESS

121A.611 RECESS AND OTHER BREAKS.

(a) "Recess detention" as used in this chapter means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

(b) A school district or charter school is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

(c) A school district or charter school must not use recess detention unless:

(1) a student causes or is likely to cause serious physical harm to other students or staff;

(2) the student's parent or guardian specifically consents to the use of recess detention; or

(3) for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

(d) A school district or charter school must not withhold recess from a student based on incomplete schoolwork.

(e) A school district or charter school must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

(f) A school district or charter school must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. A school district or charter school is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

(g) A school district or charter school must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under section 124D.111 or other state or federal law.

HABITUAL/SEVERE ABUSE OF ANY RULE/POLICY

Any behavior which hinders the smooth operation of the school and/or jeopardizes the welfare of other students or adversely impedes the learning environment may be considered severe. The principal may, at their discretion, impose different consequences in this category. **Excessive disciplinary** referrals or persistent lack of following school rules/policies may result in a disciplinary conference with the student, parent, and administration. This behavior can result in non-exclusionary discipline prior to more severe consequences being considered.

HARASSMENT AND VIOLENCE POLICY

The purpose of this policy is to maintain a learning environment that is free from religious, racial or sexual harassment and violence. Students are to follow this procedure if they are mistreated:

1. Make clear to the violator that his/her actions are unwelcome.
2. Document specific incidents; report it to staff/administration (in writing or verbal).

In the case of sexual harassment, incidents will be reported to the school social worker. An investigation shall be made and a determination will be made based on all the facts. Harassment/abuse discipline may include one or more of the following: warning, suspension, excused, expelled, transferred, remediated. The school district will discipline or take appropriate action against students who retaliate against anyone who reports or testifies. The full policy #413, is available on the school's website or is posted in the school office.

HAZING PROHIBITION POLICY

See full policy #526 on the school's website.

PUPIL FAIR DISMISSAL ACT OF 1974

The Pupil Fair Dismissal Act established grounds and procedures for the dismissal of public school pupils.

"Dismissal" includes suspension, expulsion, and exclusion. Our policy emphasizes prevention of dismissal through early detection and remediating of problems. Further, the school is responsible for the education of the pupil during the dismissal period. The grounds for dismissal are (a) willful violation of any reasonable school board regulation, (b) willful disruption of the education of others and (c) willful conduct which endangers other pupils or school property. No

pupil may be expelled or excluded by the school board without a hearing. A written notice containing the grounds for the action, a statement of the facts, the time and place of the hearing, a copy of this Act, and information about the pupil's legal rights, shall be served upon the pupil and parent. The hearings shall be closed.
The procedures shall be recorded at the expense of the school district. The pupil may not be compelled to testify at the hearing. The school board shall make a written report within thirty days of the expulsion or exclusion to the Commissioner of Education. This report shall include a statement of the alternative programs accorded the pupil prior to the expulsion or exclusion. An expulsion or exclusion decision may be appealed to the Commissioner and is subject to judicial review.

PROTECTION AND PRIVACY OF PUPIL RECORDS
The Pillager School district 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. Our complete policy is reviewed by staff and is found under #515 in the district policy book which is also on the school's website.

**********_Medical Information_**********
SCHOOL HEALTH COORDINATOR
When a student becomes ill during the school day, he/she must have a pass from his/her teacher to go to the school health office. Students sent home ill must be signed out by parent or an adult designated by the parent and checked out with the secretary or nurse. Students not following this procedure may be marked as unexcused.

Below are a few guidelines to ease the decision-making process of whether or not to send a student to school during or after an illness. The student should stay home until the following has occurred:

Gastrointestinal illness (vomiting or diarrhea) – 24 hours after the last episode of vomiting or diarrhea.

Respiratory illness –24 hours after fever is resolved, improvement in symptoms and student is able to participate in routine activities; or duration recommended by the provider.

Strep throat – 24 hours after the antibiotics are started and the fever is gone.

Lice – See procedure below

Fever – (>100.0) 24 hours after temperature returns to normal.
Ear infection – Students should see a physician.

Conjunctivitis – (pink eye) – 24 hours after antibiotics are started or reduction in drainage has occurred.

Impetigo – 24 hours of treatment has been completed and sores are drying.

Colds – Remain at home if there are symptoms of a fever (>100.0) or persistent cough.

Chicken pox – Exclude from school until all sores are dry and crusted over, usually 6 days or longer.

Rash – If the cause is not known, see a physician before sending to school.

Ringworm - Exclude from school until treatment has begun; after return, lesions should be covered if possible, avoid close contact activities for 72 hours after starting treatment.

If you have questions, please call the health office at 218-746-2114 or 218-746-2062. With a combined effort, we will all stay healthy!

HEAD LICE PROCEDURE

Teachers may send a student to the nurse's office for a scalp assessment if warranted. If nits or lice are observed, the student's guardian will be contacted and they will be allowed to determine if they would like to have the student released or remain in school for the duration of the school day. Treatment is expected prior to return to school the following day. If there are two or more cases of head lice in an elementary classroom that have been observed through the health office, notification will be sent to the guardians of all students in the classroom.

PUPIL'S EMERGENCY REFERRAL

Every pupil should have up-to-date emergency information on file in the office. This information is necessary for our records and will be needed to contact you if an emergency should occur. Please inform the school IMMEDIATELY if there are changes in this information during the school year. It is vitally important that we keep all information up-to-date.

IMMUNIZATIONS

All students are required to be immunized based on the Minnesota Department of Health Immunization Law schedule or provide documentation of exemption status. Failure to comply may result in dismissal from school until the appropriate documentation has been submitted to the nurse's office.

INSURANCE

The school district does not provide any type of health or accident insurance for injuries incurred by students at school.

UPDATING HEALTH COORDINATOR

Please inform the school about your child's health conditions or problems so we can be aware of his/her difficulties and better provide for him/her in the learning program. If your child has any allergic reactions to any type of medicine, food, insect bites, or heart, asthma, or similar problems, please let us know in the health office at 746-2114 or 218-746-2062.

ACCIDENTS ON SCHOOL PROPERTY

Any student involved in an accident which happens on the school grounds, in the school building, or at a school activity, must report it to the person in charge or to the principal. It is the student's responsibility to report to the person in charge or to the principal immediately after the accident. The student is encouraged to seek assistance from the health office if warranted.

EMERGENCY TRANSPORTATION

In the event of an accident or serious injury and a parent or guardian cannot be reached, the school will have the student transported by ambulance to the nearest medical facility for treatment if necessary. The parent or guardian is responsible for related costs.

MEDICATION ADMINISTRATION IN SCHOOL

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian whenever possible. However, some students require administration of medications or medical procedures to be performed during the school day. In those situations the following procedure will be followed:

A Physician Order for Medication and Parent Authorization Form, which has been signed by the physician and parent/guardian of the student, must be on file with the nurse for administration of prescription or over-the-counter medication. The parental authorization form must be completed by a parent/guardian within 2 administrations of the provided medication. This authorization must include all of the following:

- Name of the student
- Name of medication
- Dosage
- Time
- Frequency
- Duration the medication is to be given
- Diagnosis or reason the medication is needed
- Signature of the physician and parent/guardian

This form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. This form can be found in the Health Services section of the school website or requested from the Health Office. An order may be faxed from the provider directly and may be considered a substitute for the provider's signature on the Physician Order for Medication and Parent Authorization Form.

A pharmacist must provide prescription medications to the school in an appropriately labeled container. Ask the pharmacist for two bottles, one for the home and the other for school. Medication that is to be administered to a student during the school day must be brought to the school by the parent/guardian.

1. *Prescription asthma or reactive airway disease medications* may be self-administered by a student only if:
   - A written authorization from the parent/guardian permitting the student to self-administer the medication is on file.
   - The inhaler is properly labeled.
   - The parent has not requested school personnel to administer the medication to the student.
   - The nurse has assessed the student's knowledge and skills to safely possess and use an inhaler in the school setting or the parent/guardian submits written verification from the prescribing professional that an assessment of the student's knowledge and skills to safely possess and use an inhaler in a school setting has been completed.

2. *Controlled substances* may not be self-administered.
3. *Over-the-counter medications* must be provided in the original labeled container by the parent/guardian. Over-the-counter medication will only be administered to a student according to the written directions on the container, unless contrary written directions from a physician are provided. If there are no specific age-appropriate dosage instructions on the container, the medication will not be administered unless contrary written directions from a physician are provided to the school.
4. *Aspirin or aspirin-containing products* will only be administered upon direction from a physician.
5. When the student no longer needs the use of a medication, it is preferred that the parent/guardian pick up the medication. Written or verbal consent with health office documentation will be required to send the medication home with the student. Controlled substances must be picked up by a parent/guardian and their signature will be required. With parental/guardian consent during the school year, medication can be destroyed by health office staff. Disposal of controlled substances by the health office requires written consent. The school will dispose of any unused medications that have not been picked up at the end of the school year.

PHYSICAL EDUCATION CLASS LIMITATIONS

All students are required to participate in Physical Education classes. A physician's note will be required if a student will need to miss more than 3 days of physical education classes. The physician's note must include the limitations for the specific condition.

DO NOT RESUSCITATE DO NOT INITIATE

The primary mission of the school district is education. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. Parents/guardians who request that emergency care be withheld from their child shall be advised of and given a copy of policy #518.

REPORTING OF CHILD ABUSE/NEGLECT

Minnesota State Law requires all professional employees to report cases of suspected abuse/neglect to the proper authorities. The Pillager Public School complies with this law by contacting the appropriate social services agency and/or the local law enforcement agency that is responsible for investigating the report. Minnesota State Law allows students to be interviewed by authorities at school without parent permission.

----------Other Important Information----------

See activities handbook for athletic programs.

- A fee of $50.00 will be charged for each sport in grades K-6
- A fee of $75.00 will be charged for the following activities: Musicals, Speech, and One Act.
- A fee of $75.00 will be charged for each sport in grades 7 & 8. (Additional $50.00 for Little Falls COOP)
- A fee of $100.00 will be charged for each sport in grades 9-12. (Additional $50.00 for Little Falls COOP)
- A maximum of $400.00 will be set per family each year.

Admission Fees to PHS-Sponsored Events

Pre-K	Free
Pillager Student K – 12	Free
Non Pillager Student K-12	$5.00
Adults	$8.00
Over 65	Free
Adult activity pass	$75.00

VIDEOTAPING

Notice to students and parents: The premises of the elementary school building are videotaped at all times. Information received from videotaping may be used to prosecute in investigations.

DATA PRIVACY

The school information provided through the enrollment forms provided by families, at enrollment may be shared with staff. Student education data and health information is considered private and shared with staff members on a "need to know basis".

At times Pillager staff, volunteers, representatives of the news media, and others occasionally take photos and videotape of students and staff in the schools. The photos may be used in newsletters, newspapers, activity programs, yearbooks, brochures, on television, on Web pages, on school social media pages, in educational videotapes and other appropriate uses. For student protection, a student's photo and first and last name **WILL NOT** appear together on a school website, nor school social media accounts or the ISD 116 Web site without parent permission.

Parents/guardians may choose to limit the use of their child's photo and may request a full restriction of their students' photo. Full Restriction: A child's photo will be taken but used only for internal school identification records. *Be aware this may restrict your child's ability to be in ANY production or activity that will be recorded for public viewing such as music products or school yearbooks that are recorded to create a record for the school and/or families. This means they will NOT be able to be pictured/recorded for school programs, yearbooks, newsletters and the like. The parents'/guardians' choice will be recorded in the child's records. Parents/guardians may rescind the exclusion any time by notifying the office of the school their child attends.

STUDENT SURVEYS

Student surveys may be conducted as determined necessary by the school district. Surveys, analysis and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. 1232h.

SPECIAL SERVICES

The Pillager School district offers several areas of special services. These are listed with a small description below:

- **SCHOOL HEALTH COORDINATOR:** The person in this position schedules vision and hearing checks, gives medication, conducts immunization clinics, handles health records and works directly with students' health concerns. Minnesota state law requires that every student be immunized while in school attendance.
- **TITLE ONE TEACHER:** Works directly with students who are below grade level in reading or mathematics. Pillager Elementary qualifies and is a school wide Title I school. All students have the benefit of extra help with highly trained staff. Our Kindergarten classes receive benefits for early intervention.
- **READING CORPS:** A Reading Corps tutor will be on site 35 hours per week providing reading intervention services to identified students.
- **SCHOOL SOCIAL WORKER:** A professional School Social Worker is on staff to assist with students' social and emotional development by teaching and promoting positive social skills. The School Social Worker is available to support all students to assist in meeting the physical, social-emotional, and developmental needs of students in an effort to benefit the student's educational process and overall well-being. The School Social Worker is available to provide direct service to students who may be experiencing challenges. These services are offered through classroom lessons, small groups, and individually. If you do not grant permission for your child to access this service, contact the Elementary Principal.
- **LEARNING DISABILITIES TEACHER:** Works directly with students who have learning disabilities that prevent him/her from learning in a regular classroom setting.
- **SPEECH THERAPIST:** Works with students who display communication disorders such as articulation problems or language delay.
- **ADAPTIVE PHYSICAL EDUCATION TEACHER:** Works with children who have coordination problems or motor development delay.
- **SPECIAL EDUCATION COOPERATIVES:** Pillager School is a member of the Paul Bunyan Special Education Co-op in Brainerd & the Freshwater Education District in Staples. The Co-Op provides many services as needed on an individual basis. Parents or teachers may refer students to be tested for special education services. When a formal written referral has been presented the special education team will meet to determine the testing schedule and a case manager will be assigned.
- **LAW ENFORCEMENT AGENCIES**
  The school may involve a school liaison officer when there has been a report of a violation of a public law at school. Prosecution by criminal complaint does not preclude disciplinary action by the school district. In addition, the student's parent/guardian may be held liable for damages relating to vandalism or injury as permitted by statute. The administration shall work collaboratively with the school law enforcement officer and other law enforcement agencies on school related issues.
- **GIFTED AND TALENTED SERVICES - *Enrichment for ALL/ Extension for SOME***

The philosophy of Gifted and Talented planning at ISD #116 will capitalize and build on the programs in place, focus more on seeking out **Enrichment and Extension opportunities** ("for each" or "for all"), and focus less on the "label" of identifying students as gifted and/or talented in specific areas. Our focus should work toward instructing students to and through their strengths. Pull-outs may occur; and options may be offered to students in class, outside of class, or even outside of school.

Pillager Elementary will move its standard based grading/ reporting efforts of the past years toward **Personalization of Learning** in the 23-24 school year. These efforts will naturally lead to opportunities for students to be individually challenged at his/her level and lead to learning opportunities that meet the needs of all of our students.

Elementary and Middle School staff will also be encouraged to use the data and scores from our standardized assessments (STAR 360 and MCA) to give students the instructional support they need, seek enrichment and extension opportunities for high achieving students, and advocate for any students in their classes that they feel need additional opportunities by utilizing the Director of Teaching and Learning and Enrichment and Extension Specialists (defined on page 2). Elementary and Middle School administration will work to capitalize on student achievement and strengths through clustering students based on scores when creating class lists (Elementary) as well as 5-8 Honors Math (Middle School).

With the approach being "Enrichment and Extension," Pillager Schools would like to offer as many enrichment opportunities as possible that are open to **ALL** students - not just those that qualify based on a score. See the chart on page 3 for a list of offerings and programs. The overall goal of our program will be an acceleration of the continuum of services as students are ready for that acceleration. There are several ways that should be explored in order to achieve this:

- specific programs offered through our leadership, created by our teachers, or through other entities (Sourcewell, Lego League, etc)
- specific programs offered through Pillager Community Education (Chess Club, etc - to be explored and developed further in 23-24.
- programs offered in conjunction with local, state, or national programs (Spelling Bee, Science Fair, etc)

EARLY CHILDHOOD:

***Three-Year-Old Program**

Children must be three years of age by September 1st of the academic year. This is a fee based program. Parents of general education students are responsible for transportation to and from programming. Children attend on either Monday and Wednesday mornings **or** Tuesday and Thursday mornings. Each morning is from 8:00am-11:00am. Breakfast is provided.

***School Readiness Program**

Children must be four years of age by September 1st of the academic year. This is a fee based program. Families can choose between the following options until the class has reached capacity.

- Monday, Wednesday, every other Friday from 8:00am-3:00pm. Breakfast and lunch are provided. Transportation is available with Fornshell Bus Service if the student has a bus buddy.

OR

- Tuesday, Thursday, every other Friday from 8:00am-3:00pm. Breakfast and lunch are provided. Transportation is available with Fornshell Bus Service if the student has a bus buddy.

OR

- Monday through Friday afternoons from 12:00pm-3:00pm. Transportation is **available after school only** with Fornshell Bus Service if the student has a bus buddy.

*The ***Early Childhood Family Education (ECFE)*** classes meet at Pillager Elementary School or Pillager First Baptist Church. Class sessions vary in length from 1 to 2 hours, depending upon the age of the child.

Early Childhood Special Education (ECSE) is designed to meet the needs of children ages birth to seven who qualify for special education services. For ***"Early Childhood"*** information call Josh Smith, Pillager Elementary, and (218) 746-2110.

Student Assistance Team: Students may be referred by teachers or parents to this team as they look at the needs of students individually. The team will then look at ways to help the student by referring them for special education, analyzing and solving classroom problems, or providing support for them in some other manner.

PLEDGE OF ALLEGIANCE

Policy # 531 states that the Pillager Public Schools Board of Education recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times per week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

COMPLAINTS

The Pillager School District takes all concerns or complaints by students, employees, parents or other persons seriously. While written reports are encouraged, a complaint may be made orally. Depending upon the nature of the complaint, the principal shall determine the follow up procedure.

Parent Involvement Title I Policy: We encourage parents to be involved in their child's education at Pillager Elementary. Parents are welcome in the school at all times. Parents are invited to visit classrooms and encouraged to communicate with teachers. All students in Pillager Elementary are able to receive services under the school wide plan. Test data will be made available and explained to parents. Data will be used to prioritize strengths and needs. We want all parents to be aware of the many opportunities to be involved in school committees. We will include information in our district newsletters, monthly school news, classroom letters and the elementary handbook. Check out our school's report card, information on testing and school's results at: http://education.state.mn.us/reportcard. Our website will also be updated regularly to keep parents informed. Parents are invited to join in several community meetings. The Title I committee will annually review the "Ten Elements" of school wide planning as they work on the Title I Plan. The newsletter and website will enable parents to see in the event the school has been identified as needs improvement. We will work with Head start, and other early childhood programs that are located in our building to include parents. The district will post a website link for testing dates as well as academic standards and student academic achievement standards as well as how to monitor their child's progress. Information will also be given to parents at conferences and sent home in letters. This District wide Parental Involvement Policy

Procedures has been developed jointly with and agreed on with, parents of children participating in Title I, Part A programs. This policy was adopted by the Pillager School district. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 19 of the present school year.

Handbook Acknowledgment

This student/parent handbook is for you to use as a reference guide to our school policies and rules. You are responsible for knowing what is in the handbook and for knowing the school policies and how to access them.

Your signature indicates you have received and understand the contents of the student/parent handbook and understand:

- The Acceptable Use Internet Policy. Failure to return this will make you ineligible for internet use until the form is returned signed and dated.
- Students bringing flash drives to school will need to have them inspected by the technology coordinator before they can be used in any school computer.
- The Electronic Device agreement and Bring Your Own Device Policy.
- The Pledges set forth for the families and staff of Pillager Elementary School.
- The Data Privacy and Photo Release information allowing my student to be included in photo opportunities with no restrictions or will notify the office in writing if choosing otherwise
- The Safety and Visitor Information.
- Busing and Transportation Information for the 2026-2027 school year.

Student Name: _____ *Grade:* ____

_____
Student Signature Date

_____
Parent Signature Date

In addition – Please make sure we have your most current contact information including dual parent/guardian information.

Parent/Guardian Names: _____

Email: _____

Physical Address: _____

Mailing (If Different): _____

Cell # _____ Home # _____

Work # _____