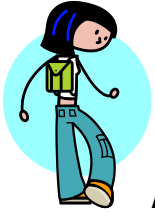


ARRIVAL AND DEPARTURE

Because student safety and well being are an absolute priority at Parkers Prairie Elementary School, we believe it is extremely important to define and follow arrival and departure routines carefully. We need the help of all families in order to help us maintain a safe environment.



Arrival Routines

Although we will provide limited supervision in the cafeteria starting at 7:50, ***the recommended arrival time for students is after 8:00.*** This is when supervision is available on the playground as well as in the cafeteria and library. Because we realize it is impossible for all students to arrive after 8:00, additional options are available.

6:00 – 7:50 – Panther Kids Club Arrival – Students arriving during these times should enter the building with a parent and go directly to the Panther Kids' Club. All other students entering the building during this time need to enter through the main doors and report directly to the office.

7:50 – 8:00 - Early Arrival – Students are allowed only in the cafeteria at this time. Students should be dropped off at the main door (northeast) side of the building and go directly to the cafeteria. No playground, classroom, or library supervision is available at this time. At 8:00, when supervision is available, these students will be dismissed to the playground and/or can also visit the library to select books.

8:00 – 8:20 - General Arrival – Students arriving at this time have three choices. They may go to the cafeteria, the library, or the playground. These are the areas of the school where supervision is provided. Breakfast is served at 8:00.

8:20 – 8:25 – Start of the School Day – Students arriving during this time should go directly to their classrooms.

After 8:25 – Late Arrival – Students arriving after 8:25 are considered tardy and should report directly to the office before going to their classrooms for a tardy slip. Students who are in the building, but arrive at their classroom after 8:25 will also be counted tardy.

Special Note: Please understand that although we would like to be able to accommodate the unique schedules of every family, we do not have the supervision resources available to do this. **We cannot have any unsupervised students in our building in the morning.** If a student is consistently arriving at school before supervision is available (7:50) a family contact by the building principal will be made to discuss alternative arrangements.

Departure Routines

Leaving the Building - Students are dismissed to leave the building at 2:58. All students are expected to leave the building promptly and follow the arrangements that have been made with their caregivers. No students are allowed in the building after school without supervision.



Changes in After School Plans

We understand that from time to time circumstances arise that cause a change in after school plans for families. We want to help communicate that information to children. However, this is a practice that we need you to help us keep to an **absolute minimum**.

Calls from parents with changes in after school arrangements can create uncertainty and stress for students and staff, especially when they come late in the day. These messages also create interruptions to the instructional day.

You can help in the following ways:

- **PLEASE** communicate after school plans to students **BEFORE school** whenever possible.
- If you have an unexpected change in plans, **please call as early in the day as possible**.
- **After 1:00, ONLY emergency messages will be delivered.** Please don't ask us to make exceptions to this. This allows enough time to contact staff and students before the rush at the end of the day.
-

By working together in this way, we can make our school a safer and more stress free environment for students and staff.



Students Riding the Bus

- At the close of the school day, students who ride the bus exit through the **northwest doors by the gymnasium** and board the bus on the north side of the school. If the busses are late, or are not ready to be boarded, students will wait inside the school in the hallway by the large gym until busses are in place.



Students Getting Picked Up

- Students who are getting picked up by a driver should exit the school through either the **northeast doors by the office or the southeast doors by the fifth/sixth grade classroom**. Parents who are picking students up are asked park in the front of the school on **McCornell**.

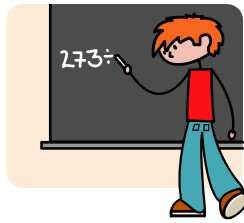
Students should only cross the street using the crosswalks.



Students Walking

- Students who are walking to a destination in town should exit the school grounds by crossing with the help of a crossing guard. Walkers should exit the school according to the following guidelines:

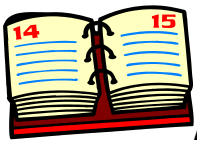
- **North Walking Route** – Exit through northeast doors (by the office).
- **South Walking Route** – Exit through southeast doors (by the 6th grade).
- **West Walking Route** – Exit through northeast doors (by the office).



ATTENDANCE

Regular school attendance is the foundation for academic achievement and success. It is also the law! Please make regular attendance a priority for your family. Please refer to the Otter Tail County-Wide K-12 School Attendance Policy on page 23. This is the attendance policy followed by the Parkers Prairie Public Schools.

If your child is going to be absent from school, please notify the school office before 9:00 a.m. 218-338-4079 ext. 402



Appointments - Parents are asked to schedule appointments outside of the school day. However, if it is necessary for a child to leave school during the day to attend an appointment, a phone call or written note is required.



Excessive Absences - A contact from the principal will be made after 5 absences. If excessive absence becomes a problem for your family, you may be asked to provide documentation from a health care professional for each additional absence.



Notifying the School – Parents are expected to notify the school office of an absence by 9:00 am. Without notification the **absence may be considered unexcused**.



Tardiness - Students who arrive at school after 8:25 should report directly to the office and will be counted tardy. Students who are at school prior to this time, but are not in the classroom ready for instruction may also be counted tardy. Late busses are the exception, of course.



Picking up Children during the Day - When picking children up during the day, parents must park and come into the school office to wait for their child. Children are not allowed to leave the school building during the day without a parent/guardian or other adult that the family has designated. Children are not allowed to wait outside for pick-up.



BEHAVIORAL STANDARDS FOR A RESPECTFUL, SAFE AND CARING SCHOOL



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

The following general behavioral expectations are meant to provide a foundation for creating a learning environment that is respectful, caring and safe.

1. We are here to learn.

- Strive to do your best, every day.
- Do not disrupt the learning of others.
- Use quiet voices inside the building.

2. We value safety for all students.

- Keep your hands and feet to yourself.
- Physical assault of others is never tolerated. (See pages 29-38)
- Always walk in the school hallways and classrooms. Running is only allowed in the gym and on the playground.



3. We are committed to zero tolerance of dangerous and violent behaviors.

- No bullying or harassment will be tolerated. (See pages 29-38.)
- No weapons or dangerous items allowed on school grounds. (See pages 42-45.)
- No drugs, alcohol or tobacco are allowed on school grounds. (See pages 23-26.)

4. All students and adults deserve to be treated with respect.

- Demonstrate respect in your words.
- Demonstrate respect in your actions.
- 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.
-

7. Some places and activities require special rules. These include:

- Classroom
- Cafeteria (page 11)
- Media Center (page 10)
- Playground (page 13)
- Arrival (page 1)
- Departure (page 2)



Definitions of School Discipline Responses - The following is a list of definitions for the most commonly used responses by school staff toward students who violate school behavior standards. Individual circumstances, teacher and administrative judgment are considered with selecting appropriate responses.

Student Conference – A verbal interaction between a school staff member and a student. It may be as informal as a conversation between a teacher and student in the hallway, or as formal as a scheduled meeting between the principal and student in the principal’s office.

Notification of Parent or Guardian – A conversation (in person or on the telephone) and/or written contact between a school employee (usually a teacher or administrator) and a student’s parent or legal guardian.

Parent Conference – A scheduled meeting between a school employee and a student’s parent or legal guardian.

Detention – A requirement for a student to remain in school or attend school outside normal school hours.

Removal from Class – Any action taken by a teacher, principal, or other district employee to prohibit a student from attending class or activities for a period of time within the limits of MN State Statute 121A.61.

In-School Suspension – An action taken by the school administration to prohibit a student from attending one or more school classes or activities for a period of time within the statutes of MN State Statute 121A.61.

Dismissal – Dismissing a student from school for less than one day.

Out-of-School Suspension – An action taken by the school administration to prohibit a student from attending school for a period of time from one to ten days. An additional 5 days may be added with superintendent approval.

Expulsion - An action taken by the school board to prohibit a student from attending school for period not to extend beyond the school year.

Exclusion – An action taken by the school board to prevent enrollment or re-enrollment of a student for a period not to extend beyond the school year.

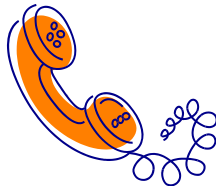
Other Responses

Fine – A financial penalty assessed of a student by the school.

Restitution – Compensation or compensatory service required of a student who has damaged, taken, or destroyed school or personal property.

Notification of Police – Contact by the school administration with the local police department to inform them about an illegal misbehavior engaged in by a student.

Reasonable Force – May be used by a teacher or other school employee when necessary to restrain a student or prevent harm to another.



COMMUNICATION

We believe that in order for children to experience the greatest success possible at school, parents and teachers must work as a team, communicating in a variety of ways. We want to listen to you and also share information with you. Communication between home and school helps both parents and teachers better understand, support, and encourage the child.

After School Arrangements

If after school arrangements for your child change during the day, please let us know by or before 1:00 pm, so we can communicate that information with your child's teacher. The end of the day is a busy time for everyone and we want all students to feel comfortable with their after school plans before leaving the building.

If your child has after school arrangements that change frequently, please try to do the following:

- Review the arrangements with the child each morning.
- Send a written note to the classroom teacher designating where the child is to go.
- If there is a set pattern, make a small chart for your child that can be posted in his or her locker as a reminder.



Birthday Parties - As much as possible, we discourage the distribution of party invitations at school. If your child is having a party on a school day, and other students will be leaving school with him/her, please provide a list of party attendees to the classroom teacher on or before the day of the party. Additionally, each child attending the party needs to bring a note verifying change of plans after school to the classroom teacher.



Concerns - If you have concerns, please feel free to contact us. Only when we know about a problem or concern can we take steps toward resolving it. Of course, there are times when we cannot respond to a concern in the exact way a parent hopes. We will, however, work with you to alleviate problem situations to the best of our ability. We want to:

- Listen
- Provide information
- Identify possible solutions

When contacting the school about a problem or concern, please try to contact the adult closest to the source of the concern.



Conferences - Conferences offer parents and teachers a chance to sit down together and share information about the child and his/her progress at school. Conferences also provide an important opportunity for parents to learn more about the grade level curriculum, expectations, and activities. Conferences are held two times each year, in the fall and in the spring. However, we encourage you to contact us at any time if you wish to schedule a conference.



Dropping Off Items for Your Child –

If it is necessary to drop off an item your child has forgotten at home, please do so by bringing it to the school office. This will minimize interruptions to the instructional day and help to keep our school a safe place for all children.

Many families find it helpful to develop a practice of having students pack their backpacks before going to bed at night. This gives more time to think about what is needed, and eliminates the possibility of things getting forgotten in the morning rush.



Duplicate Information -

If your family requires that information be sent to more than one parental address, please make sure we have on file the correct mailing information for both addresses. Items that are mailed to families will then be mailed to both addresses.



Messages during the School Day -

The staff of Parkers Prairie Elementary greatly values student instructional time. If you need to get a message to your child during the day, please call the front office. The receptionist will take your message and deliver it to your child's teacher at an appropriate time. Students will only be called from the classroom in case of an emergency. As much as is possible, we ask that you communicate pertinent information to your child before arrival at school.



Office Hours - On school days the office is open from 6:45 – 4:15.

During those times feel free to stop in or call with any questions you may have. We are here to help!

Office Hours (cont.) - On days when school is not in session, office hours are more limited. However, you can always leave a message and someone will return your call.



Release of a Child to another Adult -

If someone other than a parent will be picking your child up during the day, please be sure that person has been listed on the **Family Information and Contact List** or that we have written permission from you in advance. Although this can be an inconvenience at times, it is an important way to safeguard children. Anytime that contact information changes, please be sure to let us know.



Restrictions on Child Release 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 parent to have access to a child, must file 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.



School Visitation -

We welcome visitors to our school. When you come to visit during the school day, enter through the front door and sign the **Visitor Registry** in the office. You will be asked to wear visitor identification. To maintain the high quality of our educational program, we ask that classroom visits are arranged with the teacher in advance.

DRESS GUIDELINES



Clothing - We want students to come to school dressed comfortably and practically. Please help your child to select clothing for school that:

- Allows for comfortable movement during physical education and recess
- Can be worn for messy activities such as painting or science.
- Does not cause undue attention or detract from the education program.
- Is free of inappropriate messages or advertisements.
- Does not expose the midriff.
- Is appropriate for varying temperatures.



Shoes - Students are required to wear shoes in the school building at all times. We encourage students to wear shoes that are comfortable and practical.

Gym Shoes - Elementary students participate in physical education every day. Appropriate shoes are required. When choosing gym shoes please consider the following:

- They must have Velcro or lace
- Laces must be tied properly
- Must fit the foot properly
- Should be “non-marking” when scuffed on hard surface

Although appropriate shoes are required for participation in physical education, please note that your child CAN wear these shoes to and from school. An extra set of “gym shoes” is not required unless your child wears another kind of shoe the rest of the day.



Shoes in winter - During winter boot season, it is especially important for students to remember to bring shoes along to school. For safety reasons, students who do not have shoes will be required to wear their boots throughout the day, which is not practical or comfortable.

In order to avoid the possibility of forgetting to bring shoes in the winter months, students are encouraged to bring a pair of shoes that can be left in their locker so that they are accessible every day.



Outdoor Winter Clothing

Minnesota's winter weather requires that each child have several warm items with them when they come to school each and every day of the winter.

Necessary items for winter include the following:

- **Warm jacket**
- **Mittens or Gloves**
- **Hat**
- **Boots**
- **Snow pants**

If your child is in need of any of the items listed above, please contact the principal. We will help to arrange for your child to receive the needed items.

If you have extra winter clothing items that your children have outgrown, please consider donating them to the school so they can continue to keep children warm.

ITEMS FROM HOME



Animals - Due to health and safety concerns, students should not bring pets or animals from home without advance permission from the principal.



Dangerous Items - Students should never bring potentially dangerous items to school. This includes but is not limited to such things as:

- Matches/lighters
- Weapons of any kind
- Toys that look like weapons of any kind

Students who bring dangerous items to school will be subject to the school district Weapons Policy found on pages 42-45, which includes a firm “Zero Tolerance” position for possession of weapons on the school grounds.



Labeling Personal Items - Please label all of your child’s items before sending them to school. This includes such things as:

- Outdoor clothing
- Backpacks
- School supplies
- Clothing items that might be removed during the day



Lost and Found - All found items that are identified with the child’s name will be returned. Items found that are not labeled will be placed in the lost and found. Although it is our hope that all lost items can be returned, many are never identified. Please encourage your child to check for lost items. Periodically, throughout the year, unclaimed items are donated to charitable organizations.



School Supplies - Each year the school provides a list to families of the school supplies needed at each grade level. Teachers at the grade level have given careful consideration as to what supplies will be required to help children succeed with the curriculum at that grade level. We ask that **families try to follow the list as closely as possible**.

Because all children in a grade level are asked to bring the same supplies, it is especially important **to label your child’s supplies** in order to avoid confusion.

Some items, such as calculators and planners are available for purchase at Back-to-School Night, or through the office during the year. If the purchase of school supplies creates hardship for your family, please contact the principal, who will help arrange for the appropriate supplies.



Valuable Items - Valuable items should be left at home to avoid the risk of loss or damage. The school will NOT accept responsibility for the loss of personal property. Electronic items of all kinds should be left at home, including:

- Cell phones
- Beepers
- iPods
- CD Players
- DVD Players
- Electronic Games
- Lasers

If electronic devices, including cell phones and beepers are brought to school and interrupt the instructional day, they will be taken from the student and kept in the school office until they are reclaimed by a parent.



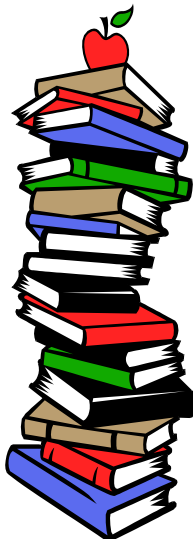
MEDIA CENTER

As we attempt to instill in our children a life long love of reading, the school's media center plays an important role in the life of all students at Parkers Prairie Elementary. You can help us in this endeavor by encouraging your child to visit the media center often and by setting aside a daily time to read to and/or with your child.



Media Center Hours - Each class will visit the media center at least two scheduled times during the week. Students may also visit the library independently before and after school. The library is open to students to check out materials, read, complete homework, and take Accelerated Reader tests at the following times:

8:00 – 8:25 M, T, Th, and F
3:00 – 3:30 M – F



Media Center Rules - When using the media center students need to remember the following rules:

- Use the library only for book checkout, reading, homework, and AR tests.
- Use quiet voices at all times.
- Handle all books and equipment with care.
- Select books for checkout according to the following age guidelines:
 - **Kindergarten – 1 book**
 - **1st grade – 1 book**
 - **2nd grade – 2 books**
 - **3rd grade – 3 books**
 - **4th grade – 4 books**
 - **5th grade – 5 books**
 - **6th grade – 6 books**
- Books can be checked out for up to two weeks, and then renewed if necessary.
- Students with overdue books will have their lending privileges limited.

MEAL PROGRAMS



Nutritious meals are offered at both breakfast and lunch for all students who chose to participate. We want mealtime to be a pleasant social experience for **all students**.

Breakfast -The serving line for breakfast opens at 8:00. Students who plan to eat breakfast at school are expected to go to the serving line as soon as possible after arrival so that they can be in their classrooms when class begins at 8:20. The only exception to this is students who ride a bus that arrives late.

Lunch - All students go the cafeteria for a 20 minute lunch period. Students who are eating school lunch pass through the serving line. Students who elect to bring a lunch from home may purchase milk to go with their meal.

Meal Prices	Breakfast	Lunch
Full Pay – 20 Meals	\$20.00	\$35.00
Full Pay – Single meal	1.00	1.75
Reduced – Single meal	.00	.40
Free – Single Meal	.00	.00
Extra Milk or Milk Only	.25	.25

Free and Reduced Meals - Your children may qualify for free meals or meals at reduced prices. To apply for free or reduced-price school meals, request an **Application for Educational Benefits** by calling 218-338-4079 ext. 401. When families apply and/or qualify for Educational Benefits **all information provided is kept confidential**.



Pre-Paid Meal Policy - Parkers Prairie School District enforces a **pre-paid meal policy**. This means that students **must have a balance in their account before eating meals**. Money is deposited into a family account through the office. Parkers Prairie School District does not allow students to charge meals.

A monthly statement will be sent to every family. Parents are expected to use this information to keep their family account current. When the family account approaches a zero balance, students will receive a reminder stamp on their hand as they pass through the lunch line. Please work with us to keep your family's lunch account current.

Special Diets - If your child has been determined by a physician to have a condition that prevents the child from eating the regular meal, we will make modifications or substitutions prescribed by the physician at no additional charge. Simply contact the office with specific information.

Cafeteria Rules

1. Wait in line in a quiet and orderly manner.
2. Treat everyone with respect.
3. Speak in a quiet voice at all times.
4. Find a seat at the table designated for your class.
5. Keep your hands and feet to yourself.
6. Do not throw any items.
7. Stay seated until you are dismissed by the supervisor.
8. Take care of your own tray and trash at the end of the meal.
9. Do not take food out of the cafeteria, except with staff permission.
10. Walk when leaving the cafeteria.

MILK PROGRAM

We offer milk to all students in the building as an option during their classroom break or snack time. The milk break is one way we are responding to the growing concern about the health and nutrition of our students.

Students can participate in the milk program by purchasing a milk pass for the semester or the entire year. Students will have the option of drinking either 2% or Skim. No chocolate milk will be offered during the milk break.

MILK PROGRAM	Semester	Year
PRICES		
Students on Full Pay Meals	\$22.50	\$45.00
Students on Reduced Meals	\$11.25	\$22.50
Students on Free Meals	\$0.00	\$0.00



RECESS

A twenty-five minute recess period is provided to all children each day either before or after their lunch period. Recess is considered an important part of the school day. We believe that recess benefits children by providing an opportunity for:

- **Physical exercise**
- **Fresh air**
- **Social skill building**
- **Independent choice making**
- **Problem solving**



Children who participate in recess return to the classroom more ready to participate in the academic curriculum.

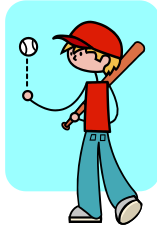
Participation - *Children are expected to participate in recess every day.* At times extreme temperatures, rain, or other weather related conditions, require that all children stay indoors during recess. Occasionally, there are circumstances that prevent individual children from going out for recess, but for the most part, children who are able to participate in the rest of the school day should be able to participate in recess.

A daily note, stating the reason a child is not able to go outdoors for recess is required. If your child needs to stay in for more than two consecutive days, please provide a doctor's note specifying the reason. Because indoor supervision requires special arrangements, **we ask your help in keeping this practice to a minimum.**

We will strive to make recess a positive experience for all children. In return, we ask your support in stressing to your child the importance of this part of the school day.

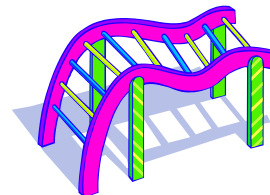
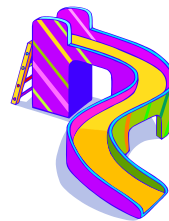
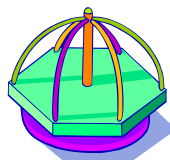
Getting Along with Peers on the Playground - Recess is a time to learn and practice skills for problem solving, working together and getting along with peers. Equipment is limited, so students need to find ways to be sure everyone who wants a turn gets one. There are no "closed games" on the playground. Students need to work together to find ways to include everyone who wants to participate in an organized game.

Playground Safety Rules



Common sense and safety are the general rule regarding student behavior on the playground. These rules apply anytime a student is on the playground.

1. Be respectful at all times on the playground.
 - Pay respect to playground supervisors. Their job is to help you and keep you safe.
 - Use respectful language at all times.
 - Be kind to other students.
2. Running is not permitted when entering or leaving the building.
3. Check items brought from home with the classroom teacher before taking them on the playground. No hard baseballs are allowed on the playground.
4. No throwing of stones, snowballs, ice-chunks, dirt, wood chips, etc.
5. Fighting and/or rough games that include tackling, pushing or shoving are not allowed.
6. Slides are used only in a safe manner.
 - Do not walk up the slides.
 - Slide down only after the person before them has gotten safely off the slide.
 - Never block another student from coming down the slide.
7. Swings are used only in a safe manner.
 - No standing or jumping off swings is permitted.
 - No twisting of swings together or individually is permitted.
 - Individual swings are to be used by only one person at a time.
8. The tire swing is used only in a safe manner.
 - No more than three people can ride on the swing at one time.
 - Only one person may spin the tire swing.
 - Students near the tire swing must stay behind the archway poles.
9. Never leave the playground area without permission during recess.
 - If a ball leaves the playground area, inform a supervisor.
 - If you have an injury or emergency, get the help of a playground supervisor before going into the building.
10. Food, candy, gum, or beverages are not allowed on the playground during the school day.
11. When the bell rings, students should re-enter the building in an orderly fashion.
12. The merry-go-round is used only in a safe manner.
 - No more than 4 students pushing at a time.
 - No more than 16 students riding at a time. There are 16 spots. If you don't have a spot you cannot ride.
 - Students pushing must stop the merry-go-round if someone falls or asks to get off.
 - All students who are pushing must keep their feet on the ground.





SCHOOL PROPERTY

Parkers Prairie Elementary School is a facility that we are proud of and want to take care of by working. We ask students to clean up after themselves in all areas of the school and also to be willing to clean up any litter they find left behind by others in common areas including hallways, cafeteria, bathrooms, library, computer labs, playground, classrooms and gymnasiums.



Computer Use - We believe that helping students learn to use technology responsibly is an important skill for success in education and in the society in which we live. Students at Parkers Prairie Elementary are fortunate to have multiple opportunities to use computers throughout the school day and year. Computers are used for a variety of purposes and are located throughout our school.

Every student is assigned a network account on the district network. Students may only access the district network and/or internet by using their assigned network account. Use of another person's account is not allowed unless approved by an adult.

While at the computer, students need to remain focused and respectful of the limited time and number of computers available for all students. Students using computers should only engage in the tasks that have been assigned or approved by the instructional staff supervising them.

Computer use is a privilege that is extended to all students who demonstrate the ability to use the district's computers responsibly. **Students engaging in inappropriate or irresponsible activities while using the computer will lose their privileges.**



Desks, Lockers, Textbooks and Materials - Each year students are assigned certain items of school property to be "their own" for the year. These include such things as desks, lockers, textbooks and other classroom materials. We trust students to treat these items respectfully, as they would any valued personal item. If students lose or knowingly damage items assigned to them, a replacement or repair fee may be assessed.

The teachers and administration reserve the right to check students' lockers and desks for reasons of health, safety or violations of school or civil laws. The school urges students not to leave money or valuable items of personal property in their desks or lockers. See pages 32-33.



Telephone - Telephones are available in the classrooms for students who need to call home for a reason approved by their teacher. However, we wish to limit the practice of calling home during the school day as much as possible.



STUDENT HEALTH

Keeping all children safe and healthy is an important priority at Parkers Prairie Elementary. Please keep the school informed of any short or long term health concerns your child may have.



Administration of Medication -

Whenever possible, we ask that medications be administered at home. If it is necessary for medication to be administered to your child at school, you will need to complete an **Administration of Medication** form that provides the necessary information and permission. This applies to both prescription and over-the-counter medication. The child's medication will be stored in a locked location and will be administered by the school health aide at the prescribed time. Be sure to notify the school if there are changes in the prescription or dosage.



No medications will be administered without the proper permission and information. This is an important health safeguard for students. Students should not keep any prescription medication or over-the-counter medication in their possession during the school day. This includes such things as aspirin or aspirin substitutes, ointments, cold tablets, etc. *Inhalers and Epi-pens®, with the permission of the physician, are the only exceptions to this rule.*

Medication must be brought to school by a parent. Please do not send medication with your child. Medication must be in a properly marked bottle that is left at school.

Allergies - It is extremely important that school personnel know of any type of allergy your child has, especially to bee stings or foods. This information should be provided on the **Health Information Form**. The health aide will then notify any staff members that need to be aware of the allergy.



Health Information Form - All families will be asked to complete a **Health Information Form** for each of their children each year. Completing this form provides the school with important health related history and information. Information reported on this form will alert staff to any medical conditions that your child has that may need special attention, treatment, or planning in the school setting.

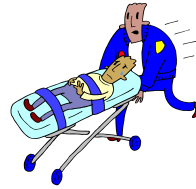


Health Plan - Students who have individual health concerns of any kind need to have a **Health Plan** on file in the school office. This plan allows us to better understand potential risks, treatments, and emergency procedures.

If your child has a health condition that requires staff to be aware of specialized treatment or precautions, please take time to visit with the classroom teacher, principal, or health aide about this condition.



Illness - Students who are running a fever or experiencing vomiting or diarrhea, should stay home from school until they symptom free for 24 hours. This is an important precaution to prevent the spread of illness to other students. Other communicable conditions may also require exclusion from school.

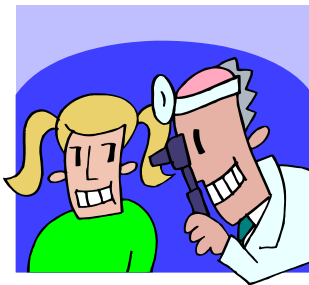


Medical Emergencies - All students must have a **Family Information and Contact List** on file in the school office. This list provides us with the information needed for contact and decision making in an emergency. Please fill out the information as completely as possible. Also, it is important to **update the school if changes to your contact information occur during the school year.**



Immunizations - Your child must have a complete record of the required immunizations for entrance to school. The health aide checks immunization records each year and will contact you if there are required immunizations your child still needs.

If there is a medical emergency involving your child, the principal or designee will attempt to notify the parent as quickly as possible. Action that is reasonably necessary to stabilize the child will be taken. The child may be taken by ambulance, or otherwise transported to a medical facility if necessary.



Release of Information- In some cases you may be asked to consider providing permission for a school staff to obtain information from the medical community about your child's health status. By signing a **Release of Information** form you can give school staff permission to exchange information with outside agencies in order to better understand and help care for your child.

STUDENT SAFETY



Emergency School

Closings - In the event of inclement weather or other emergency situations, school delays and closings will be announced over the following radio and TV stations:

Radio Stations		
KIKV	Alexandria	100.7 FM
KSTQ	Alexandria	99.0 FM
KWAD	Wadena	106.0 FM
KXRA	Alexandria	1406 AM
Television Stations		
KCCO	Alexandria	7 / 12
KSAX	Alexandria	42

There may be times when it is necessary to dismiss school during the day because of an emergency. Please indicate on your child's **Family Information and Contact List** if other arrangements are necessary for your child in the case of early dismissal.



Drills - From time to time throughout the school year all students in the building will participate in mandatory safety drills. Drills practiced include fire, tornado, evacuation, and lock down drills. These drills are an important means of insuring that all adults and children know how to respond quickly and responsibly in the event of an emergency. Conversation about the drills and their purpose is done with sensitivity toward children. If you have questions about procedures used during safety drills at a school, please contact the principal.

Data Privacy

The following information will be treated as public information within the Parkers Prairie Elementary school:

- Name
- Address
- Telephone Number
- Participation in Activities
- Pictures of Students

If you do not want this information disclosed for some reason, you must notify the school in writing. All other data and information is considered private and shared with staff members on a "need to know basis".

For more information refer to the Protection and Privacy of Educational Rights section in the appendix on page 27-28 of this handbook for more information about the school's data privacy practices and your right to inspect your child's educational records.



Locked Doors - In an effort to insure the safety of all students throughout the school day, Parkers Prairie Elementary will limit door use and accessibility. All doors will be open before and after school. Between the hours of 8:45 and 2:45, only the front door by the office (northeast) will be open.

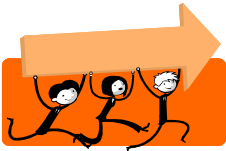


Security Cameras - Parkers Prairie Elementary has a number of security cameras in place to help monitor our building for safety. These cameras may be used to view real time activity in the building as well as to review past activity.

SUPPORTING LEARNING

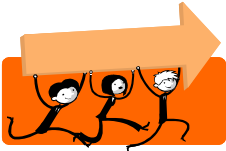


Academic Honesty - At Parkers Prairie Elementary we value academic honesty. Some learning experiences are designed to be completed in groups, or with partners. Other experiences and assignments are meant to be completed independently. When assigned work is meant to be done independently, we trust that students will not do work for others, will not have others do work for them, and will not take the work of others and present it as their own.



Student Assistance Team -

The Student Assistance Team (SAT) is a group of professionals who work together to design interventions to help students who are struggling with some aspect of the school experience. Referrals to SAT may be made by parents or school personnel. If you have a concern about your child, contact the child's classroom teacher to discuss whether a referral may be appropriate.



Child Study Team -

The Child Study Team is a group of special education teachers that review student information prior to and following a special education assessment. All special education referrals must be processed through the Child Study Team. This team helps to verify the appropriateness of the referral, which special assessments should be administered, and whether or not the student meets Minnesota criteria for special education services.



Field Trips - Field trips are an important extension of our school curriculum. In order for all children to benefit from these activities, appropriate behavior from students is necessary. Students are typically transported to field trips on busses owned and operated by Rick Arvidson. Parent permission for field trips needs to be given in advance of participation. Students will be released during field trips to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.



Homework - Homework provides an opportunity for parents to become partners in their student's learning process. You can help your child succeed with homework by providing a quiet place, away from the distractions of siblings and T.V. to complete the work. If your child is routinely spending more than an hour on homework, at any grade level, please discuss it with your child's teacher. Since the needs of each child are different, homework assignments may vary from child to child within the same class.



Measures of Academic Progress (MAP)

Beginning in the 2007-2008 school year, all students in the elementary will participate in a computerized assessment referred to as Measures of Academic Progress (MAP). This assessment will be administered either two or three times per year and will provide information about the learning gains and needs of each individual student. During parent conferences, teachers will provide information to parents about how to interpret the results of the MAP assessments.



Minnesota Academic Standards -

Academic standards in language arts, math, science and social studies have been adopted for K-12 students in Minnesota. Each set of standard defines specifically what students should know or be able to do within a particular subject area. Instructional staff members at Parkers Prairie Elementary continually work to incorporate these standards into the local curriculum.



Minnesota Comprehensive

Assessments (MCAs) - Third through sixth grade students take the Minnesota Comprehensive Assessment (MCAs) in the spring of each year. The tests evaluate student skills in reading and math and are based on the Minnesota Academic Standards. The scores are used to see how children are progressing and to evaluate our school's instructional program. Student attendance on testing days is very important. No Child Left Behind, the federal education law, requires that districts have at least a 95 percent participation rate on these tests. Student results from the MCAs are mailed directly to parents or guardians.



Panther Kids Club – School Age

Childcare - In an attempt to offer a safe, convenient option to parents of school aged children, Parkers Prairie Elementary has an onsite childcare program. Panther Kids' Club provides supervision from qualified and nurturing staff both before school (6:00 – 8:00) and after school (3:00 – 6:00). Care is also available on most school holidays, early dismissals, and during the summer (6:00 – 6:00). The program features:

- Reasonable rates
- Nutritious snacks
- Fun activities
- Homework help

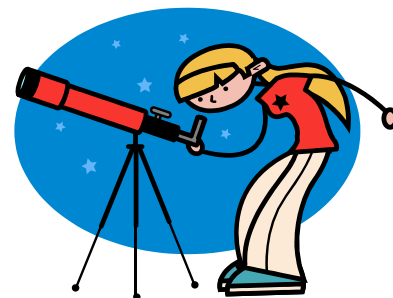
For more information about **Panther Kids Club** or to register your child, call 338-4079 ext. #321.



Student Support Services -Parkers

Prairie Elementary School provides academic support services to students through the following programs:

- **Targeted Services** - The Targeted Services program provides assistance in extended day and extended year classes for qualifying students who need extra support with reading, writing, and/or math. Students qualify for these services through recommendation by a classroom teacher. If you think your child needs additional assistance with reading, writing, or math, contact the classroom teacher.
- **Title I Program** - At the elementary level we offer Title I services to provides supplemental instruction in reading, writing and math. Students who are recommended by their teacher will be considered for Title I programming. If you think your child needs supplemental instruction in one or more of these areas, contact the classroom teacher.
- **Special Education Services** - Students who demonstrate special educational needs and meet disability criteria as defined by the state of Minnesota are eligible for special education services. Special education services are provided at the elementary school in the setting that is determined to be least restrictive for the student.





TRANSPORTATION

We are pleased to be able to provide safe and reliable transportation to eligible students.

However, riding the bus is a privilege. The bus driver is in charge of the bus and students on it at all times. Any student who violates the bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action determined by the principal. **Riding the bus is an extension of the school day. All school rules apply on the bus.**

Route Information

Rural students and students living in an area of the city, whose walking path to school is considered to be potentially hazardous, will be transported by the district.

Routes from year to year are similar, but not identical. Students new to the district and kindergarteners whose family has not previously had a bus stop will be contacted by the bus company prior to the start of school to verify route information.

Changes in Pick-Up or Drop-Off

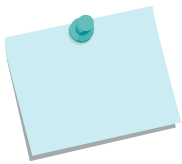
If you have information that affects your child's pick-up or drop-off, please contact Rick by calling 338-6079.



Bus Rules

Please review the following bus rules with your child:

1. Arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus is not able to wait for late students.
2. Go directly to a seat and remain seated, keeping aisles and exits clear at all times while the bus is in motion.
3. Be courteous and respectful to other students and to the bus driver.
4. Loud talking or noise making, excessive horseplay or fighting are not allowed since these things can distract the driver.
5. Gum, candy, food and beverages are not allowed on the bus. Failure to follow this rule may result in loss of riding privileges for two or more days.
6. Tobacco, tobacco related products, alcohol and drugs are strictly prohibited on the bus.
7. Never extend any part of your body out of the bus windows.
8. Do not throw or pass objects on, from or into the bus.
9. Only bring objects onto the bus that can be held in your lap. Large musical instruments are the exception to this.
10. No living creatures are permitted.
11. No glass containers of any kind are permitted.
12. Small balls, of all kinds, must be kept in backpacks, as they can create a hazard if they are on the floor or around the driver's pedals.
13. Treat bus equipment as you would treat furniture in your home. Keep the bus clean. Vandalism and graffiti writing will result in loss of riding privileges.
14. Remain quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk.



Bus Passes - Bus passes are issued to students on an occasional basis as a service to families who need alternate bus arrangements for their children. Following are the conditions that must be met to allow for the limited use of bus passes.

- Parents send a **written request** to the school office, preferably the day prior to the need for the change. The note should include:
 - Student Name
 - Bus the student usually rides
 - Bus the student is requesting to ride
 - Reason for the change
 - Parent Signature and Phone Number
- The bus company then verifies if there is **room** on the requested bus.
- The request is for **one child or family** only.
- The request is for an **existing stop** on the route.
- The student has consistently followed bus **behavior guidelines**.



Birthday Parties/Group Events -

If your child is having several children come home after school for a birthday party or other social gathering, please arrange for other transportation. **We are not able to issue bus passes for these events.**



School Vans -

Some students are transported by van, rather than by bus. All rules for the school bus also apply to students who ride a school van.