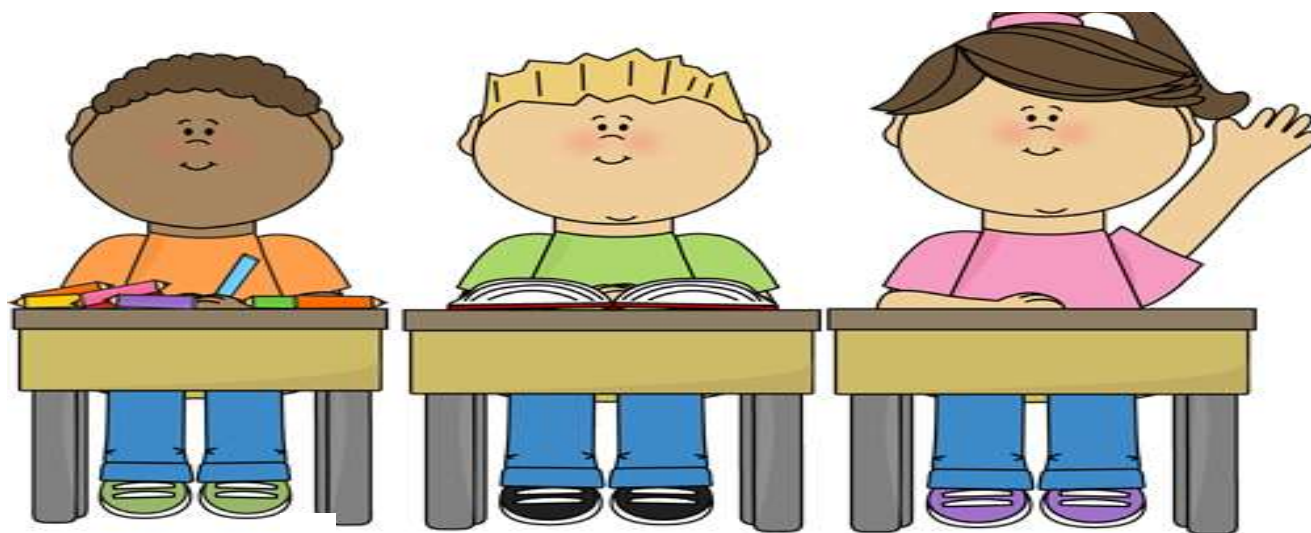


Elementary School Handbook

Grades K-4

2023-2024



Board Approved: 7/18/2023

Grand Meadow Public Schools

Grand Meadow, Minnesota

Grand Meadow Public Schools Mission Statement:

Design and deliver relevant learning opportunities for all students which enable student growth and achievement.

Grand Meadow Public Schools Vision Statement:

All students receive a quality education in a safe and welcoming environment that enables them to develop to their full potential to live meaningful and productive lives.



Grand Meadow School



@MeadowGrand

www.gm.k12.mn.us

September, 2023

TO: Parents of Grand Meadow K-4 Students

A warm welcome to you and your child or children as another school year begins at Grand Meadow Schools.

This handbook has been prepared for you with the hope that it will provide the necessary information on procedures and/or policies at the Grand Meadow Elementary School.

Your understanding of and cooperation with the items outlined in this handbook will help us insure a productive, successful year for all students.

Please read the handbook carefully as some changes have been made and keep it for future reference.

Good two-way communication between home and school is an essential ingredient for a sound educational program.

Should you have questions, concerns, or positive comments, please feel free to call or stop and see one of us.

All policies can be found on the Grand Meadow School website, should you need more information.

Sincerely,

Paul W. Besel, Superintendent/Principal K-4

Matthew Rosaaen, MS/HS Principal

EQUAL OPPORTUNITY POLICY FOR STUDENTS

POLICY

The Grand Meadow Public School District #495, in compliance with State and Federal statutes and regulations, and in recognition of its obligation to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.

IMPLEMENTATION

- A. This policy statement shall be available to the public, students, and parents.
- B. An Equal Opportunity Officer shall be designated to coordinate compliance efforts.
- C. The District shall provide a grievance procedure providing for resolution of student and parent complaints of discrimination under this policy.

RESPONSIBILITY

Responsibility for the implementation of this policy rests with the superintendent and all other administrators and supervisory staff to whom the superintendent has delegated this responsibility.

TITLE I PARENTS RIGHT TO KNOW

Responsibility: Responsibility for the implementation for this policy rests with the superintendent and all other administrators and supervisory staff to whom the superintendent has delegated this responsibility. At the Grand Meadow School, we are very proud of our teachers and their ability to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in the Elementary and Secondary Education Act (ESEA). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject they are teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking students need to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

ANNUAL NOTICE OF NONDISCRIMINATION

To all students, parents, employees, and community members of the Grand Meadow Public School District.

All vocational course opportunities will be offered to students by the district regardless of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled. Vocational course opportunities are available to students in the area of Agriculture and Business Education. Courses under these vocational areas are open to any student in grades 9 - 12.

The district, in compliance under Title IX and Section 504, have designated the follow staff as contact persons:

Title IX: Gary Sloan

504 Coordinator: Matthew Rosaaen

Grand Meadow Public School

Grand Meadow Public School

710 Fourth Avenue N.E.

710 Fourth Avenue N.E.

Grand Meadow, MN 55936

Grand Meadow, MN 55936

507-857-1120 ext. 7705

507-857-1120 ext. 7789

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. All pest control materials are chosen and applied according to label directions per Federal Law. An estimated schedule of interior pest control inspections and possible treatments is available for review and copying in the district office.

DIRECTORY INFORMATION

According to public law a school district that releases directory information concerning students must notify parents and eligible students of the nature of directory information and the process by which it is released. The parents or eligible students have the right to refuse in writing the release of directory information with respect to that student. Policy 515.

- "Directory information," under federal law, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes 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:
 - a student's social security number;
 - a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the

- identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
 - personally identifiable data which references religion, race, color, social position, or nationality; or
 - data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

Directory information includes: name, year in school, height, weight, positions played in sports, activity participation, various awards or honors, academic honors, honor roll, school picture and other items of similar nature.

Directory information is released through: athletic programs, honor rolls, school newsletters, yearbooks, graduation program class lists, and other similar school communications. Any parent or eligible student has the right to request in writing that said type of information be withheld pertaining to that student. Please address letters to the principal. Parents are asked to do this immediately the first week of school if they want this done.

PRESCHOOL SCREENING

Each year a clinic is sponsored by our school for the purpose of evaluating the health and development of three and four year olds. When deficiencies or problems are discovered, the parent is referred to the appropriate agency for help.

KINDERGARTEN REGISTRATION

The elementary school runs a full year, everyday kindergarten. It is an integral part of the total elementary school program providing the readiness experience so often essential to making a good start in school. In the spring, the elementary holds a Kindergarten Registration Night. At this time, parents of children who are five years of age or will be five by September 1 of the following fall, go to the elementary school at a designated time for kindergarten registration. Parents should bring with them the child's **original** legal birth certificate (**certificates of baptism are not acceptable**) and a record of diseases and immunizations, which the child has experienced since birth.

KINDERGARTEN CAMP

In late summer, the Early Childhood Education Program offers a Kindergarten Camp for children entering kindergarten. Children will get to know each other, tour the school, meet the teacher, and do activities in the room.

CLOTHING

There is not a formal dress code. However, we do expect the student's clothing to meet the common standards of cleanliness and neatness as well as the functional reasons of warmth and comfort for which the clothing is worn. Clothing must not interfere with a student's health, safety or participation in school activities. Clothing should not advertise gambling, tobacco or alcohol products or contain any profane language. Any clothing which is ripped or torn excessively or has openings in inappropriate places (including the midriff) should not be worn.

For example, be sure your child is properly dressed according to the weather, for they will be outside at noon every day they possibly can. Please help your children understand the reason for dressing warmly. Clothing and accessories designed for wearing outdoors should not be worn in the classroom. **Put your child's name on their "outside" clothing.** We encourage all students to wear boots during the winter months and until the ground is dry in the spring. Even if children are brought to school, they will need boots and other protective clothing for participating in activities on the playground during noon recess.

Children are required to wear appropriate tennis shoes at school for use in physical education classes. It has been our experience that these shoes are much safer for your child, and they help him/her to perform more skillfully in the physical activities of the classes. Students are required to wear shoes in the school building at all times. For safety reasons, we discourage the wearing of sandals and/or flip-flops.

Some basic guidelines to follow when determining when student dress is appropriate or not are the following:

1. Should not be considered hazardous to health or safety.
2. Should not be in any manner considered obscene or indecent.
3. Should not cause a disruption in class or the learning process.
4. Violate state health regulations or laws.

No article of clothing will be allowed to be worn if it promotes illegal activity, has tobacco or alcohol advertisements or has connotations referring to alcohol, tobacco, gambling or drug use on it. Students will be warned of the first offense, with an opportunity to change articles if possible, with referral and possible detention assigned on further incidences

ATTENDANCE

All children are expected to attend school according to Minnesota State Statute 120.101 until they are 16 years of age or until the completion of tenth grade. Minnesota law provides for the following excused absences: physical or mental illness, and/or religious instruction up to three hours per week.

Parents should call the school before 8:00 a.m. (754-5310) to report that a child is ill and cannot attend school. Students should plan to remain in school for the entire school day unless ill. Elementary students are dismissed at 3:00 p.m.

ABSENCES

Regular attendance is very important to every child's progress in school. We prefer that children do not ask to be excused except for very necessary reasons. Minnesota Statute: 120A.22 Compulsory Instruction - Subd. 5. Ages and terms. Every child between seven and sixteen years of age must receive instruction. A school district by annual board action may require children subject to this subdivision to receive instruction in summer or Saturday school. A district that acts to require children to receive instruction in summer or Saturday school shall establish at the time of its action the criteria for determining which children must receive instruction.

If your child seems ill or has a fever in the morning when it is time to leave for school, please do **not** give Tylenol and send him/her to school. When the Tylenol or Ibuprofen wears off, the student will feel ill again and may be coming down with a contagious disease. **Our nurse's requirement is that a child who is vomiting or has a fever must stay home for 24 hours before returning to school. The student must be FEVER FREE without fever reducing medication for 24 hours.**

Any child who has been absent from school must have a signed note in their notebook explaining the reason for the absence. This is in addition to the phone call to the office.

Students are not allowed to participate in or attend after school activities if they have been sick that day. Participation in after school or evening activities after absences other than illness must be approved by the principal.

Occasions may arise during the school year when illness and emergency situations or some other unusual circumstance would make it necessary for your child to leave school in the course of the day. We would prefer that one of the parents call for the child at school. If this is not possible, we must know who is going to call for the child. (754-5310). We can only release the child to a parent or a person authorized by the parent. **If at any time during the course of the school year it becomes necessary to change the name of the person to call when you are unavailable, please be sure to inform the elementary secretary. (754-5310)**

Procedure for leaving school during the day: The office must be notified from the parent/guardian by note, phone call or e-mail stating the reason for the early leave and time the student will be leaving along with who will be picking up the student. The student must obtain a leave-early pass from the office to present to the teacher and the student must sign out at the office window before leaving the window. Parents/guardians must come in to the office to pick up their child.

Reminder: All students who leave the building are required to sign out in the office and all students who come to school after the day begins must sign in on the clipboard in the office.

TARDIES

Students who arrive at school after 8:10 a.m. must sign in at the office. Those students will be marked tardy, either excused or unexcused depending on the reason. Parents must call or send a note for a tardy to be considered as excused.

The administration reserves the right to assign consequences for excessive unexcused tardies.

TRUANCY

Grand Meadow Public School follows the Mower County Truancy/Ed Neglect Procedure Outlined as follows the Mower County Truancy/Educational Neglect Procedure

LEVEL 1 TRUANCY (up to 3 unexcused absences)

1. School sends notification home each of the three days the student is absent.
2. The formal 3-day letter is sent to parents after 3 unexcused absences.
 - a. An in-school meeting is set up with student and/or parent.
 - b. Intervention is put in place which may include one or more of the following:
 - i. Referral to other school staff for assistance (i.e., social worker, counselor, psychologist, school administration, teachers, nurse)

- ii. Weekly meetings with counselor or school administration to track attendance.
- iii. Attendance agreement is set up between parent/student and the school.
- iv. After school detention as a consequence.
- v. Outside agency support (if needed and agreed upon with family).
- vi. Communication with teaching staff as needed to provide additional support.
- vii. Review of academic and behavior needs (make accommodations as needed).

LEVEL 2 TRUANCY (7 unexcused absences)

1. After the 7th unexcused absence, School will send an Infinite Campus letter to parents (certified mail) and copy the Mower County Attorney's Office.
2. School staff will coordinate scheduling with County Social Worker and/or County Truancy Officer at the Mower County Attorney's Office. County Attorney's Office will send Notice of Referral to the family.
3. Review for student/family which may include:
 - a. Review of current interventions, to take place during ARB meetings.
 - b. Attendance contract set up (if not done already) during ARB meeting.
 - c. County Social Worker will review if any current services are in place.
 - d. County Social Worker attendee will determine if any additional services may be appropriate and attempt to make any related referrals at the meeting.
 - e. Conditions of attendance will be set up by team in collaboration with parents/student.
4. School will formally review the student's attendance not later than two weeks after the formal meeting.
5. If the student has accrued any additional unexcused absences, the school will make a referral to County Attorney's Office, Truancy Officer, and Social Worker.
 - a. If student is K-6th grade, the School is to make an Educational Neglect report if any additional days the child is absent without excuse
 - b. If student is 12 years of age or older the school is to make a Truancy referral if the child is absent without excuse any additional full or partial days.

LEVEL 3 TRUANCY (continued unexcused absences after meeting or no-show for meeting)

1. School will refer the student to the Mower County Attorney's Office, Truancy Office, Social Worker, and Probation Officer (if the juvenile is already on probation).

2. The County Attorney's Office will review the case to determine one or more of the following next steps:

a. Filing an Educational Neglect CHIPS petition or Truancy petition under Minn. Stat. §260C.007.

i. As a part of an Ed Neglect or Truancy Petition, Grand Meadow Police Department/Mower County Sheriff's Office staff assigned to local schools as well as School District staff may assist in supervising students who are subject to a Petition, to include:

1. Follow up on a written attendance contract.

2. Follow-up home/community visits if the child is absent from school without a valid excuse. Peace officers are authorized to transport a truant student pursuant to Minn. Stat. §260C.143, subd.

3. Sharing information with school, Corrections (if the juvenile is already on probation), court, and the County Attorney's office

b. Issue a petty misdemeanor citation charging the parent(s) under Minn. Stat. §120A.34

c. Issue a misdemeanor complaint charging the parent(s) under Minn. Stat. §120A.26

d. Issue a gross misdemeanor complaint charging the parent(s) under Minn. Stat. §260C.425

3. The County Attorney's Office will then issue a report to the school indicating the Level 3 Truancy decision as indicated in Step 2 above and will provide the school with the appropriate contact information if conditions are not met.

4. The County Attorney's Office will notify school staff of all court appearances set for the student.

5. If an Ed Neglect/Truancy petition is unsuccessful and absences, tardies, or missed periods persist, the County Attorney's Office will review for further action on the Petition to possibly include:

a. Driver's License Suspension,

b. UA's,

c. Electronic Home Monitoring,

d. Out of home placement for the student, and/or

e. Possible criminal sanctions for the parents.

ACADEMIC POLICY

Every teacher will establish an academic policy that addresses a grading system, test retakes, and how late assignments will be handled in a syllabus. In addition, teachers will post these policies on their web pages.

HOMEWORK POLICY

Children in elementary school, especially in the upper grades, will be asked to do homework. Homework may be assigned for make-up before or after an absence, for individual enrichment, for remedial purposes, and/or to develop a sense of academic independence and responsibility. The parents will not be expected to teach new skills. In most cases, the homework assignments should not require more than one hour of the child's out-of-school time. We urge you to discuss any questions you might have concerning homework policies with your child's teacher. We encourage parents to check on your child's homework to make sure it is completed appropriately.

All assignments should be listed in the assignment notebook. It is the student's responsibility at the end of each school day to write down assignments and take home appropriate materials to complete those assignments. It is the parent's/guardian's responsibility to check and initial the notebook each night.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and participate in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

GRADING

Students in Kindergarten through Sixth Grade will receive report cards four times a year. Progress in grades K-1 will be indicated with mastery comments. Second through sixth grade will receive letter grades in core subjects.

PROGRESS REPORTS

A progress report may be sent home at any time communication is thought necessary by the teacher. Parents may also request a report of progress in the classroom or in a specific subject. It may report your child's individual growth and development in all academic areas as well as behavior and social development (in core subjects).

REPORT CARDS

Report cards will be sent home with students in grades K-4 at the end of the first, second, and third quarter. Fourth quarter and grades 5-6 report cards will be mailed home. If you require duplicate report cards sent to another address, please notify the classroom teacher and the elementary office.

RETENTION POLICY

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

VISITING SCHOOL

Parents/guardians/relatives may visit the classroom. We consider your visits to be an indication of your interest in your child and their school. Please call to make arrangements for your visit ahead of time.

Although parents are encouraged to visit the classroom, we ask that preschool children not be brought along. We have found that their presence disrupts the classroom and serves no real educational purpose.

Reminder: ALL visitors are reminded to sign in on the office clipboard and are asked to sign out when leaving, this also includes the nurses office. You will be asked to wear a visitor's badge while you are in the building. We are using a Raptor System where all visitors whom need to be in the building will need to present their driver's license at the front office.

STUDENT SERVICES

Grand Meadow Public Schools endeavors to provide all federal and state sponsored educational services at the appropriate grade level. Grand Meadow Schools provide licensed staff for all Special Education Services. The school also employs a social worker and school psychologist.

SCHOOL MEDIA CENTER

Students will have library time in the K-12 media center each week. Please remind your child to bring their library books back on their scheduled library day.

HEALTH SERVICES

A Registered Nurse is employed by the district. The nurse directs and coordinates health services throughout the district and visits the building on a regularly scheduled basis. The school nurse also oversees the medications policy and procedures. Our district nurse follows guidelines from the Minnesota and Mower County Department of Health. The nurse can be contacted by calling the elementary office.

When a child comes to the health office for reasons of illness or injury, and the nurse is present to assess, it will be decided based on the severity of symptoms if a child should be sent home, and or seen by a doctor, have an opportunity to rest briefly in the health office, and or simply be returned to class. If the nurse is not present to assess the child a health office assistant will screen the child's symptoms for fever, vomiting, pain, general fatigue, and ability to continue the school day. The nurse's office is set up to allow a child to rest or briefly recover with the expectation the child will be returning to class or be waiting for a ride home or to the doctor. The nurse's office is not designed to be staffed to nurse and monitor ill or injured child in place of a parent who cannot be reached or refuses to pick up their child from school.

The school health office is set up to provide a very limited amount of first aid. If an emergency situation occurs at school which the nurse or school staff cannot handle an ambulance will be called. This expense will be the responsibility of the parent or guardian of the student. A parent will be notified as soon as possible.

If it is decided a student cannot finish the school day due to illness or injury, the school will call parents based on the contact information you provide the office. If a parent or an alternate person cannot be reached the student will remain at school until the end of the school day and will return home in the 'normal' manner that the student usually does.

When to keep your child home due to illness:

- When a doctor says that the child should remain home (a note is required).
- If your child seems ill or has a fever in the morning when it is time to leave for school, please do **not** give Tylenol or Ibuprofen and send him/her to school. When the Tylenol or Ibuprofen wears off, the student will feel ill again and may be coming down with a contagious disease. **Our nurse's requirement is that a child who is vomiting or has a fever must stay home for 24 hours before returning to school.** The student must be FEVER FREE without fever reducing medication for 24 hours.
- If your child vomits (this includes during the night)- do not send them to school until the student is vomit free for 24 hours.
- When your child has a cough that isn't well controlled. Coughing which is persistent most often will fatigue your child and make it difficult for him or her to learn. It is also a disruption for other students. Please take your child to a doctor if his or her cough last longer than 2 weeks.
- If you believe your child has an infectious disease such as ringworm, pinkeye, impetigo, strep throat, chicken pox, shingles, mono or other diseases not listed here—please contact your doctor before sending your child to school. Ask your doctor when it is ok for your child to return to school. Each of these above conditions require a 24 hour exclusion or longer from school and most (not all) of these conditions are prescribed a medication treatment.

HEALTH SCREENINGS

Hearing and Vision:

The school nurse will periodically check your child's hearing and vision. This service is a screening NOT an exam. The grades screened each fall are 1, 2 (Hearing only), 3, 5, 7 and 10. All other students screened are done per request of parent, student or staff member. If at any time you are concerned about your child's hearing, an assessment can be arranged by contacting the elementary office. The parents of those students that are identified as being 'out of the normal limits' will receive a letter for a medical referral.

Scoliosis:

This screening is currently recommended by the Minnesota Department of Health for 5th and 6th grade girls. 5th grade girls are screened in the fall and 6th grade girls are screened in the spring. This screening is done in keeping with the guidelines from the Minnesota Department of Health. The purpose is to gain an early intervention on an ABNORMAL curvature of the spine just prior to their adolescent growth spurt. This is a screening NOT an exam. The parents of those students that are identified as being 'out of the normal limits' will receive a letter for a medical referral.

Parents must be alert for various symptoms of communicable diseases. If you are ever unsure of the significance of certain symptoms, please seek advice from your family doctor or the school nurse before sending the child to school. Your cooperation will help us provide a healthy school environment.

IMMUNIZATIONS

The Minnesota State School Law states that for children entering school (**Preschoolers**) records must indicate 4 Diphtheria, Tetanus, & Pertussis (DPT), 3 Polio, 1 MMR (Mumps, Measles, and Rubella) and at least 1 HIB. (**Kindergartners**) records must indicate 5 Diphtheria, Tetanus, & Pretties (DPT), 4 polio, 2 MMR (Mumps, Measles, and Rubella) and 3 Hepatitis B and 2 Varicella (Chicken Pox) or proof of the disease. This is according to Minnesota State Law. The Grand Meadow School District will abide by this law. Students not having the above on file will not be allowed to come to school until your child is properly immunized. Parents may get a legal exemption from the school law for medical reasons or conscientiously held beliefs. If you have any questions regarding your child's immunizations, please feel free to contact Mower County Public Health Service at 507-437-9770.

MEDICATIONS IN SCHOOL

We understand that from time to time your child may be under the care of a physician and medication may need to be administered during the school day. In the event this happens we ask that the following procedures be followed:

1. A statement from the doctor is required, stating what the medication is.
2. A statement is needed from the parent authorizing school personnel to give the medication.
3. A duplicate bottle (request this from the pharmacy) with the number of pills or amount of medication to be given should be brought to the school office.

The school secretary, and/or support staff will be trained by the school nurse to administer medications. Medications will be kept in a locked medication cabinet or refrigerator in the nurse's office and administered there. Classroom teachers will not administer medications but must be informed by the parent that there is medication in the office to be given and the time that the child should be sent to the office to receive it (the student assignment book, or a separate note is an excellent place to communicate this type of message). Parents are reminded that the school needs a note on non-prescription medications that students may take during the school day. Even with a parent note certain over the counter medications will not be given by school staff without a medication order. If you are requesting an over-the-counter medication to be given at school:

- A. The parent or designated adult will bring the over-the-counter medication to the school. If the medication must go home at the end of the day, a parent or designated adult will need to pick the medication up from the office. It is often easier to leave an original container of medication at the school.
- B. The medication must be AGE and or WEIGHT appropriate for your child.
- C. The medication must be in the ORIGINAL container.
- D. The medications ORIGINAL DOSING INSTRUCTIONS must be attached and in READABLE CONDITION.
- E. Staff or the Nurse WILL NOT divide or split medication for dosage purposes. Other altering is NOT allowed unless approved by the nurse.
- F. The parent note must include: Date, Full Name of the student (separate notes are required for siblings regardless if they will be dosed from the same container), the time of the last dose given, the time and amount that you want your student to receive their next dose (if the dose or time requested does not adhere to the ORIGINAL DOSING INSTRUCTIONS you will be notified. If you are unable to be reached the ORIGINAL DOSING INSTRUCTIONS will be followed.
- G. The parent will send a new note for each day this medication is to be given with all of the required information.
- H. A parent note will only be allowed for a maximum of 5 days. After 5 days the student will need a DOCTOR'S ORDER.

Any student who has permission to carry an inhaler needs to have the proper medication forms on file in the office. We ask that student's younger than 7th grade keep their inhaler in the nurse's office; if this isn't possible or recommended by the student's doctor the parent, student, nurse and teacher will develop a SAFE plan. All parents must complete the Medication Form before the school can administer medications.

*Controlled substance medications carry the additional requirements of counting the number of pills both when the medication is first brought into the school and again after each dose is administered. This counting of pills can become a very large task at school, due to possible small health staffing, it may be necessary to **LIMIT** the amount of this medication brought to the school at one time (i.e. limit of a one month supply). Schools can send home the empty bottle after one (1) month and ask parents to bring it back with another one month supply. (parents can transfer another 1 month supply to the school bottle from a larger prescription bottle at home REMINDER- THIS AND ALL MEDICATION WILL BE BROUGHT TO THE SCHOOL BY AN ADULT—ANY REMAINING MEDICATION WILL ALSO BE PICKED UP BY AN ADULT- very limited exclusions apply.).

OVERDOSE MEDICATION

The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools. *See policy 516.5 on website for more information.

****No latex balloons or anything else made of latex may be brought into the school building. We have several people in the building that are very allergic to this material.****

SOCIAL WORKER SERVICES

The social worker is available every day and on an emergency basis. Please call 507-857-1120 to schedule an appointment.

SPEECH SERVICES

A certified teacher specifically trained and licensed to work with children who have speech problems is employed by our school. Services include, speech, articulation, and language.

OCCUPATIONAL THERAPY SERVICES

Our school has the services of a certified occupational therapist who has regular scheduled visits.

ACADEMIC SUPPORT SERVICES

Grand Meadow participates in the Title I program. Parents can receive information about the program from the Title I teacher or the elementary school principal.

LUNCH SERVICES

The elementary school has a hot lunch program, which operates from the first day of school in the fall to the last day in the spring. ***Minnesota adopted into law that each student would receive 1 free breakfast and 1 free lunch per day. All ala-cart and second entrées are available, but will be at a cost of the items.***

The school lunch meal requirements are designed to provide a well-balanced lunch. The nutritional goal of school lunches is to provide one-third of the daily food requirements. Major nutrients supplied by school meals are meat and meat alternates, vegetables and fruits, bread or bread alternate, and milk. The goal of the kitchen staff is to serve an attractive wholesome lunch to be enjoyed in a pleasant atmosphere.

At the beginning of each school year, parents receive information about how to apply for free or reduced lunches, along with the necessary application form. This information can be obtained anytime from the principal's office and is strictly confidential.

An ala carte breakfast will be provided each morning from 7:35-7:50 a.m. **NO FOOD** may be removed from the program area unless properly wrapped or sealed.

Elementary students **may not bring pop** for lunch or milk breaks. Juice is allowed. **NO** glass containers are allowed. Students should not bring knives - kitchen staff can assist in cutting up fruit or other items. We strongly encourage healthy and well balanced sack lunches. The school and classroom teachers also strongly encourage healthy snacks for milk break.

Excessive delay in lunch times is prohibited under Policy 534. Free and reduced lunch forms should still be filled out to receive educational benefits.

LOST AND FOUND

The elementary school maintains a lost and found table, located by the elementary doors, where items that have been lost or found may be claimed or turned in. Students and parents are encouraged to label all personal items such as clothing, footwear, school supplies, etc. for ready and quick identification by the owner. Students are encouraged to check the lost and found if they have lost something.

STUDENT SURVEY

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- ❖ political affiliations or beliefs of the student or the student's parent;
- ❖ mental and psychological problems of the student or the student's family;
- ❖ sex behavior or attitudes;
- ❖ illegal, antisocial, self-incriminating, or demeaning behavior;
- ❖ critical appraisals of other individuals with whom respondents have close family relationships;
- ❖ legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- ❖ religious practices, affiliations, or beliefs of the student or the student's parent; or
- ❖ Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

COMMUNITY EDUCATION PROGRAMS

Through Community Education students may sign up for various programs. Programs may be offered in accordance with interest. Please contact the Community Education Coordinator.

FINE ARTS

Students participating in any after-school fine arts programs are expected to show good progress in all curricular areas. If a child's schoolwork is not satisfactory, the child may have to drop the program until the student's work has shown improvement.

ACADEMICS – SCIENCE FAIR – SPELLING BEE

Students in grades K-3 may participate in the spring science fair. Students in grades 4-6 are required to participate. Students in grades 5-8 may participate in the Spelling Bee competition. Competition will take place after Christmas vacation. Classroom teachers will send home information about these activities.

ELEMENTARY STUDENT COUNCIL

Students in Grades 1-4 may participate in a student leadership program through Elementary Student Council. Members are elected yearly by their peers.

FIELD TRIP/PERMISSION FORMS/FEEES

The number of field trips conducted by any one classroom depends on the available resources, which correlates with the curriculum for that particular room. Transportation for field trips is provided by the school district. Trips are always well supervised, but we do ask that a permission slip be signed by the parents prior to the trip. Please feel free to call the teacher should a question arise. Students must attend field trips regardless of participation.

For some field trips parents may be asked to pay a minimal fee or pay for tickets or meals for their student. Questions should be directed to the trip coordinator. Field trips are a privilege not a right. Privileges may be revoked for individual students or groups of students due to poor grades, rule violations or inappropriate behavior. NO student will be denied access from trips based on financial need. Please see the office and confidential arrangements can be made to cover all fees.

FIELD TRIP CHAPERONE

The Grand Meadow School District expects all participants attending a school sponsored trip to adhere to the rules and expectations of the school district while away from the school. It is important to remember that field trips take a great deal of planning and not all who volunteer will be able to attend based on venue and number restrictions. Older siblings of students who still attend Grand Meadow Public Schools are not considered chaperones and will not be permitted to attend. Please communicate with the teacher well in advance about trip arrangements.

Chaperones and adults participants will need to adhere to school policies and procedures. All adults attending will have current background checks on file prior to going on a school sponsored trip or event. Chaperones may oversee students other than your own, and must adhere to the guidelines set by the teacher regarding each trip. Chaperones must ride school provided transportation. Chaperones and adults are to be role models and conduct themselves in a manner consistent to the expectations outlined.

Ref: MSBA Policy 510, GM School Board Policy 510.1.

COMMUNICATIONS

Most parents find it necessary to contact the school sometime during the school year. To help parents know how to reach the proper staff, the following guidelines will be helpful.

Parents should call in absences before 8:30 a.m.

Elementary Office – 507-857-1120, Ext. 7708

Parents who want the office to contact a bus driver on the radio should call – 507-857-1120 Ext 7708.

Teachers are in the building from 7:45 a.m. - 3:45 p.m. unless they have a coaching assignment. If you wish to contact a teacher you may call the office and ask to be connected to the appropriate person's extension and/or voice mail; however, please note that teachers are not interrupted during class time for phone calls except for emergencies. **If it becomes necessary to leave a message for your child, you may do so at the office and the message will be delivered at the end of the day. Parents are encouraged to plan ahead and limit calls and messages unless it is an emergency.**

PARENT NOTES/MESSAGES

To avoid difficulties or misunderstanding for both student and teacher, we are asking parents to send notes for the following purposes.

1. To leave the school grounds for any purpose.
2. To remain indoors at noon or during Physical Education. Please state the reason.
3. A written excuse is required when a child is absent.
4. Students must have written permission to go home on the bus with another student. This note must be given to the student's teacher. The teacher will write a bus permission slip to the bus driver. The bus drivers are instructed not to let students off the bus with friends unless they have written permission from the student's teacher.
5. **ALL THESE COMMUNICATIONS SHOULD BE WRITTEN IN THE DAILY HOMEWORK NOTEBOOK.**

ADDITIONAL INFORMATION

SNOW/SAFE HOMES

A snow home is a home you will designate for your child to go in the event school must be dismissed early and weather prevents the buses from transporting students. All students must have on file the address and phone number of a home where students could go in the case of an emergency. **If the information on file in the office changes during the school year - please notify the secretary as soon as possible.**

PARENT/TEACHER CONFERENCES

In an attempt to maintain desirable communications and cooperation between parents, guardians, and teachers - parent/teacher conferences are scheduled twice a year. Other conferences may be scheduled at the request of the parent or teacher at any time. Please do not bring younger siblings and infants to the conference.

We hope that parents make every effort to attend the scheduled conferences or set up an individual conference for their child. Good communication between home and school are essential to the education of the child.

TESTING

Grand Meadow Schools participates in all state mandated tests. Other testing, appropriate for students will be conducted by the district during the school year.

SWIMMING LESSONS

The 2nd, 3rd, and 4th grade classes are swimming lessons as a part of the Physical Education Curriculum. The classroom teacher or teaching assistant will accompany the students to the lessons, and certified instructors will provide the lessons. Parents may elect not to have their children participate in the program by providing the school with a signed withdrawal form. Students will then be provided an alternative program.

TEACHER REQUESTS

The teaching staff and principal share the responsibility for student placement. The teachers meet by grade level before the end of the year to develop classes for the coming year. Classes are balanced based on the needs of the children and the following criteria: ratio of boys to girls, student with special needs, speech and language assistance, behavior problems, the child's demonstrated reading level, the learning style of the child, the child's demonstrated citizenship, and the child's social needs.

We separate children with known issues of not getting along, and we consider the number of friends a child will have in a class.

Parents, of course, want the best possible teacher for their student(s). We can't say that we have one "best" teacher, because we do not have one teacher that is best in everything. We have a staff of excellent teachers, all with unique strengths to share with your child(ren).

Parent requests for a specific teacher for their child will be considered if the request is based on a student's educational or developmental needs. **All requests and reasons for the request must be received in writing, including email, by May 1 in the Elementary office.** There cannot be any guarantee that requests will be honored.

Please be aware that, based on staffing needs and enrollment, teaching assignments might change.

The policy and request forms are available in the elementary office.

SUPPLY LISTS

Students are required to use the school notebook, which may be purchased at "Kick Off" night or in the school office.

A list of supplies needed by individual grades or classes are included in the back-to-school packets.

All school bags should be large enough to hold the black 11 x 12 binder, but it is nice if they are also small enough to fit in a locker.

All other supplies will be purchased at the Back-to-School night including notebooks, folders, pencils, pens, markers, glue sticks, assignment notebooks, and paper.

ACCIDENTS/ACCIDENT REPORTS

In spite of our caution and vigilance, accidents sometimes happen at school. If an accident occurs, the parents may be called and asked to come for the child. If it is not possible to contact the parents, the person designated by the parents at the beginning of the school year will be called. It is important, therefore, that this information be accurate. If at any time during the school year it becomes necessary to change the name of the person to be called when you are not available, please call the office.

PLEDGE OF ALLEGIANCE

Grand Meadow Schools starts every day with the pledge of allegiance. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

SCHOOL POLICIES

POLICY FOR CELL PHONES, IPODS and OTHER ELECTRONIC DEVICES

Cell phones may be used during the following times/locations:

1. Before school
2. After school

Cell phones are not to be used in any class room, restroom, or locker room at any time unless the teacher specifically allows cell phones as part of an assignment. Students who abuse cell phone privileges will be subject to the following consequences:

First Offense: Surrender phone to the teacher, substitute, paraprofessional or administrator that requests that your phone be turned in. The adult supervisor will complete the confiscated cell phone documentation and submit the form and cell phone to the office. The confiscated cell phone will be turned over to the parent or legal guardian or adult owner of the cell phone after proof of ownership is demonstrated after the end of the school day.

Second Offense: Surrender phone to the teacher, substitute, paraprofessional or administrator that requests that your phone be turned in. The adult supervisor will complete the confiscated cell phone documentation and submit the form and cell phone to the office. The student in possession of the confiscated cell phone will be assigned one after school detentions. The confiscated cell phone will be turned over to the parent or legal guardian or adult owner of the cell phone after proof of ownership is demonstrated.

Third Offense: Surrender phone to the teacher, substitute, paraprofessional or administrator that requests that your phone be turned in. The adult supervisor will complete the confiscated cell phone documentation and submit the form and cell phone to the office. The student in possession of the confiscated cell phone will be assigned two after school detentions. The confiscated cell phone will be turned over to the parent or legal guardian or adult owner of the cell phone after proof of ownership is demonstrated. The Cell phone will then be turned into the office daily or be left outside of school.

Students who abuse cell phone privileges in a classroom, restroom, or locker room will be subject to the following:

- Surrender phone to the teacher, substitute, paraprofessional or administrator that requests it be turned in. The adult supervisor will complete the confiscated cell phone documentation and submit the form and cell phone to the office. The student in possession of the confiscated cell phone will be assigned three after school detentions. The confiscated cell phone will be turned over to the parent or legal guardian or adult owner of the cell phone after proof of ownership is demonstrated.
- Students who refuse to surrender a cell phone to a school official will be subject to school suspension for insubordination.
- Students that are using another person's cell phone without their permission will be charged with theft. Students that violate this policy while using another person's cell phone with permission will be punished along with the phone's owner.

INTERNET POLICY

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

Please see Policy 524 on the website for more information.

SCHOOL SAFETY

School safety is everyone's responsibility. Everyone should conduct themselves in a safe and orderly manner at all times. Students coming to school in the morning - either walking or on a bus - once on the school grounds - may not leave without specific permission from the morning teacher assistant supervisors.

- Fire Drills – five (5) drills will be conducted each year
- Tornado Drills - one (1) drill will be conducted each year
- Lock Down Drills – five (5) drills will be conducted each year
- Active Shooter Drill – one (1) drill be conducted each year
 - Notice
 - The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
 - If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
 - The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial

safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

- Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.
- A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

STUDENT TRANSPORTATION & SAFETY POLICY

SCHOOL BUS SAFETY WEEK is designated as the first complete week of school. All students will complete school bus safety training.

The School District will also encourage student safety education for bicycling and pedestrian safety. The School District's curriculum for transportation is maintained and available for review in the office of the Superintendent.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the school bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Principal. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example: field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

The School District school bus safety rules are to be posted on every bus and on the school website. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed. For safety considerations, the district has installed digital video and audio cameras in all of the buses.

BICYCLES

Students who ride their bicycles must park them in the designated areas in the bicycle racks. They are not to be used during the school day.

SCHOOL CLOSING

If it becomes necessary to close school because of bad weather, information will be communicated via E-News and the district webpage, as well as KROC radio stations and KTTC channel 10 and KAAL channel 6 television stations for broadcast. If school is to close early in the day because of weather, the information will be announced over the intercom. If school is starting two hours late due to weather, students are expected to be in class by 10:00 a.m.

Note: The first 5 weather related cancelled school days of the academic year will be e-Learning Days

GENERAL STUDENT CONDUCT

Students are expected to conduct themselves within the parameters of acceptable social conduct in a public setting. Respect should be shown at all times for self, peers, instructors, support staff, administration, visitors and district property. Failure to conduct oneself in a safe and acceptable manner will subject the individual to removal from the setting and/or appropriate disciplinary action.

Students shall address all teachers and administrators, or school employee as Mr., Mrs., or Miss (full last name). Please do not allow nicknames, first names or last names to be used about or toward any teacher or administrator.

PERSONAL BELONGINGS

Young children should be encouraged to bring all money to school in an envelope or in the pencil bag in the binder, properly and plainly labeled with their full name, amount of money, and how the money is to be used. We discourage children bringing money to school unless it is for a justified reason such as hot lunch, milk, shakes, book orders, etc. This will help eliminate many problems due to lost or misplaced money.

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables students bring to school. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the elementary office.

LOCKERS

Students in grades 3 & 4 will be assigned a locker in which to keep belongings. These lockers remain the property of the school and may be inspected at any time. 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 possession of students within a school locker maybe searched only when school authorities have a reason to believe 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.

Grand Meadow Public Schools cooperates with area law enforcement agencies in various training exercises including drug dog operations. All areas of the school including student lockers are subject to random searches at any time. All violations will be referred for appropriate action.

Students should keep these areas neat and in a safe and orderly manner. Periodic inspections may be made. Elementary students should have no locks in place. If there is a concern, please see the classroom teacher or principal. Students are encouraged NOT to bring money or valuables to school.

SCHOOL PROPERTY/DAMAGE AND DESTRUCTION/VANDALISM/FINES

Citizenship and more specifically respect for property is emphasized in every classroom throughout the school year. When students are careless with textbooks, or any other furniture or equipment, we feel that it should not be considered lightly. When such circumstances exist, a fine is levied against the child. The fine is an amount determined by the principal and is based on the present value, the cost of repair, or in some instances, the cost of replacement. The fines are levied against the students, not the parents. We feel that it is important that the child earn or save the money by himself/herself if it is to teach him/her to respect property. Fines may be worked off through community service if cash is not available.

Any student who has willfully damaged any item of school property will be held financially responsible for repairing or replacing the damaged item. Any student who has willfully damaged the property of a District employee on or off school property will be held financially responsible for repairing or replacing the damaged item. Other disciplinary measures may also be taken and law enforcement may be notified.

STUDENT BEHAVIOR/CLASSROOM/CAFETERIA/ASSEMBLIES/RESTROOMS

Students are expected to sit in a quiet and orderly fashion in the cafeteria during noon hour and in any assembly. It is important to respect the rights of others and allow them their private space. Students who disrupt noon hour, or an assembly may be removed and other disciplinary action may be taken. Disruptive behavior and/or vandalism in restrooms will not be tolerated. Early arrivals at school are expected to sit quietly in the commons area.

HARASSMENT AND VIOLENCE POLICY

GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 495 to maintain a learning and working environment that is free from personal, religious, racial, or sexual harassment and violence. The School District prohibits any form of personal, religious, racial or sexual harassment and violence. Complete policies are published on the school website and available in the office.

INSUBORDINATION

Every student shall be expected to follow reasonable rules, directions and requests from all school personnel.

STUDENT DISRUPTION OF CLASSROOM/BUILDING

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of school.

BULLYING

Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

GENERAL STATEMENT OF POLICY: An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

HARRASMENT

GENERAL STATEMENT OF POLICY: It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, disability, gender, racial, or sexual violence upon any pupil, teacher, administrator or other school personnel.

PLAYGROUND BEHAVIOR

1. The instructions of the playground supervisor(s) will be followed at all times.
2. Children should not throw snowballs on the way to and from school and snowballing on the school grounds is prohibited.
3. Sliding on the ice must not occur on school grounds.
4. Only proper use of playground equipment is acceptable.
5. Only soft toys may be used on the playground. All items must be labeled. All toys must be approved by the supervisor(s). Baseballs, golf balls, footballs or any other hard balls will not be used on the school playground.
6. Fighting and indecent language will not be tolerated on the playground.
7. Students are required to wear boots outside during the time when (a) there is snow on the playground (b) when the playground is wet or slushy. This is done to ensure that students will not have to spend part or all day with wet feet, and also to help keep our hallways and rooms free from as much water and mud as possible.

Your cooperation in speaking to your child about these rules will help to make the playground safer for everyone.

DISCIPLINE PROCEDURES

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section [120B.02](#) and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

REMOVAL FROM CLASS

Students who are disruptive, causing others to lose out on the opportunity for an education or posing a threat to themselves, to others or to property may be removed from the classroom setting by a district employee. Removal may be for a very brief time or for the rest of the educational day. During removal students will be appropriately supervised or removed to the office. If the situation warrants, parents may be called to take their students home. Suspension or other appropriate action may follow. If a parent is asked to take a student home a re-entry meeting and a plan for re-admittance will be developed.

Disciplinary Dismissals Prohibited

- 1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

- a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
- b. kindergarten through Grade 3.
- c. The school district 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.

PRINCIPAL INVESTIGATION/STUDENT DUE PROCESS RIGHTS/PARENT NOTIFICATION/REPEATED VIOLATIONS

Students who are referred to the office for disciplinary action will be accorded Due Process Rights.

1. Right to explain behavior
2. Right to have others directly connected to offer testimony.
3. Right to have parents notified if penalties are imposed.
4. Right to have a copy of School District Policy and to have it explained.

SUSPENSION - IN-SCHOOL

Serious or repeated infractions may result in in-school suspension. Parents will be notified and students will be placed in an alternative educational setting for the entire educational day. The student will be supervised and will work on appropriate material provided by the classroom teacher. The student will be provided with appropriate comforts and breaks. Lunch will be brought to the student serving the suspension. In-school suspensions will be governed by appropriate state guidelines.

SUSPENSION - OUT OF SCHOOL

Students, who continue to be insubordinate, break school rules, or who have served three in-school suspensions may be suspended out of school. Parents will be notified and a re-admittance meeting will be held. During the suspension students may not come on school grounds or attend any school related functions unless requested by administration. Students will be provided with appropriate schoolwork for this period of time. Parents are responsible to pick up assigned work and return completed assignments to school. Work done during this time will be accepted for credit.

- School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

EXPULSION

Under the laws of the state of Minnesota, the Board of Education may expel a student from school for due cause. The student and their parents have a right to a hearing with the Board of Education. A student may be on an Out-of-School Suspension while the expulsion hearing is pending. The student and parents have a right to counsel during hearing proceedings.

CORPORAL PUNISHMENT AND PRONE RESTRAINT

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student

Reasonable force may be used by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment which is prohibited by M.S. 121.A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121.A.67.

DISCIPLINE COMPLAINT PROCEDURE

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, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See policy 506 for more information.

DRUG, ALCOHOL, AND TOBACCO POLICY; RULES FOR USE OF MOOD-ALTERING CHEMICALS

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic, alcoholic beverage, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substances, or intoxicant of any kind.

1. On school property during and immediately before and immediately after school hours.
2. On school property, on school buses, at any other time when school is being used by a school group; or
3. Off school property at a school activity, function, or event.

A complete copy of the policy may be found on the school website and is available in either office.

STATE & FEDERAL LAWS/NEW SAFE SCHOOL ZONE LAWS WEAPONS MN SS 121.07 MN SAFE STREETS SCHOOL ZONE ACT

Grand Meadow Schools adopts a “No Tolerance” Policy toward weapons. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

1. On the school property during and immediately before and immediately after school hours.
2. On the school property at any other time when school is being used by a school group: or
3. Off school property at any school activity, function, or event.
4. MN State Statute 152.021 - 152.023 prohibits the possession of drugs, alcohol, tobacco, or weapons within 300 feet or one city block of school owned property.
5. Students found to have brought firearms to school will be referred to the criminal justice system and to the school board for expulsion for up to one calendar year from the date of incident.

ASSAULT ON A SCHOOL EMPLOYEE

A student shall not intentionally cause, or attempt to cause, physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee:

1. On the school property during and immediately before or immediately after school hours:
2. On the school property at any other time when the school is being used by a school group:
or
3. Off school property at a school activity, function, or event. Neither self-defense or action undertaken on reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

CHEATING, GAMBLING, STEALING

A student shall not cheat on assigned work, or knowingly allow others to cheat using his work. This policy also covers computer files and computer generated assignments.

A student shall not gamble while on school property or while attending any school sponsored activity.

A student shall not steal, take possession of, or transmit any belongings to another without the owner's consent and knowledge, while on school property or at any school- sponsored activity.

DIRECTORY INFORMATION 2023-2024 K-6 STAFF

Paige Ulwelling	Preschool	Room C/118 Ext 7745
Kristi Johnson	Kindergarten	Room C/114 Ext 7725
Diane Weiss	Kindergarten	Room C/116 Ext 7758
Brooke Sloan	First Grade	Room C/106 Ext 7751
Lynn Baldus	First Grade	Room C/105 Ext 7750
Darcy Hanken	Second Grade	Room C/110 Ext 7759
Kailey Oehlke	Second Grade	Room C/113 Ext 7757
Peggy Rude	Third Grade	Room C/109 Ext 7737
Lori Arndorfer	Third Grade	Room C/112 Ext 7756
Nora Jahn	Fourth Grade	Room C/108 Ext 7753
Rachel Hanson	Fourth Grade	Room C/107 Ext 7752
Alyssa Severtson	SPED	Room B/139 Ext 7854
Sarah Bunge	SPED	Room B/141 Ext 7713
Jessica Huneke	SPED	Room B/129 Ext 7702
Steve Pittelko	Speech Clinician	Room B/110 Ext 7714
Rebecca Farrell	Occupational Therapy	Room B/126 Ext 7712
Kira Stevenson	School Social Worker	Room B/121 Ext 7775
Hana El-Afandi	School Social Worker	Room B/120 Ext 7793
Kathi Himebaugh	School Nurse	Room B/115 Ext 7715
Dawn Baudoin	Elem. Phy. Ed./DAPE	Room D/107 Ext 7754
Chad Burmester	Elem Phy Ed.	Room D/113 Ext 7772
Josh Bain	Elem Phy Ed./DAPE	Room D/113 Ext 7711
Nikita Albrecht	Vocal Music	Room E/105 Ext 7780
Jessie Christian	Band/General Music	Room E/105 Ext 7718
Sonja Johnson	Art	Room E/115 Ext 7782
Paul Besel	Superintendent/ K-4 Principal	Room B/107 Ext 7788
Matt Rosaaen	MS/HS Principal	Room B/106 Ext 7789
Tonya Klapperick	Administrative Assistant	Room B/122 Ext 7708
Cathy Paul	Administrative Assistant/ Community Ed	Room B/122 Ext 7707

Elementary School Phone: (507) 857-1120 Ext. 7708

Fax: (507) 754-5608

September, 2023

Dear Parent or Guardian:

Your sons/daughters have many rights and responsibilities as a Grand Meadow student. It is important that you review the Elementary Student Handbook together so that you may fully understand just what is expected for the coming school year. Thank you for assisting us. If you have any questions please call us.

Respectfully yours,

Paul W. Besel, Superintendent/Principal K-4

Matthew Rosaaen, MS/HS Principal

PLEASE RETURN THE BOTTOM PORTION OF THIS LETTER TO THE OFFICE AS SOON AS POSSIBLE. BE SURE THE STUDENT AND PARENT/GUARDIAN HAVE SIGNED WHERE APPROPRIATE.

STUDENT HANDBOOK FORM

Student's Name (Please Print) _____

Teacher _____

Grade _____

I have read, reviewed, and understand the K-4 Handbook and will abide by all school policies and guidelines.

Signature of Student

_____/_____/_____
Date

As the Parent/Guardian of this student, I have read the K-4 Student Handbook and reviewed the material with my son/daughter.

Signature of Parent/Guardian

_____/_____/_____
Date

September, 2023

Dear Parent or Guardian:

Your son/daughter will soon have access to the Internet. The Internet is a global information system with great information and educational potential, and we see the skills required for its use as vital to the productivity and citizenship of your students when they enter higher education and the work force. Section 1000 contains the District Policy Statement and Guidelines. Please read the document and discuss it with your children. Thank you for your kind assistance. If you have any questions, please call us.

Respectfully yours,

Paul W. Besel, Superintendent/Principal K-4

Matthew Rosaaen, Principal 5-12

PLEASE RETURN THE BOTTOM PORTION OF THIS LETTER TO THE OFFICE AS SOON AS POSSIBLE. BE SURE THE STUDENT AND PARENT/GUARDIAN HAVE SIGNED WHERE APPROPRIATE.

STUDENT INTERNET PERMISSION FORM

Student's Name (Please Print) _____

Teacher _____

Grade _____

I have read, understand and will abide by the policy statement and guidelines.

Signature of Student

_____/_____/_____
Date

As the Parent/Guardian of this student, I have read the school district policies and guidelines for acceptable use of the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Signature of Parent/Guardian

_____/_____/_____
Date