

Southland Elementary Parent/Student Handbook 2023-2024

“Showing our Rebel



Pride”

Be Respectful

Be Responsible

Be Safe



Our community thrives with Rebel Pride. By being respectful, responsible, and safe we create a positive environment in which to learn and grow.

**SOUTHLAND ELEMENTARY
200 WATER STREET NW
ADAMS, MN 55909
PHONE: (507) 582-3568, ext.3
FAX: (507) 582-7813**

Scott Hall, Superintendent
Mr. Brian Schoen, Principal

WELCOME

On behalf of the staff, we welcome you to Southland Elementary School. This handbook has been prepared for you as a guide and to inform you of school policies and regulations and of what is expected of you.

Southland Elementary School has high academic and behavioral expectations. We also provide opportunities for you to participate in various activities. We know that the students, parents, and staff working together will make Southland Elementary School the best. Our success will be in direct proportion to yours and our participation, effort, and application.

We want your time at Southland Elementary School to be a positive experience. Your cooperation with what is contained in this handbook will assist you and the staff in having a successful school year. We want to provide a safe environment for our students and staff so we can carry out the District's Mission Statement.

MISSION STATEMENT

Southland Independent School District #500 strives to prepare its students to lead fulfilling lives as responsible citizens of the 21st century. Within the resources available, students will be taught how to pursue and acquire knowledge so they may continue the learning process throughout their lives.

Equal Educational Opportunities

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, marital status, status with regard to public assistance, or disability

Superintendent Scott Hall, Title IX Coordinator
507-582-3568, ext. 5

Superintendent Scott Hall, 504 Coordinator
507-582-328, ext. 5

Kaitlyn Sawdey, Human Rights Officer
507-582-3568, ext. 3

TITLE IX

It is the policy of the Southland Independent School District #500 to:

1. Affirm the right of every student to equal access to all courses offered by the district, including health, physical education, industrial arts, business education, agriculture, home economics, music, and adult education courses, without regard for the sex of the student; and to further maintain close review of such courses where enrollments are disproportionate in the number of students from one sex (80% or more).
2. Affirm the right of every student to equal access to counseling programs offered by the district without regard for the sex of the student; and to further direct that all testing, counseling, and other related services be provided so to comply with this policy.
3. Affirm the right of every student to equal access to participation in all academic, extra-curricular, research, occupational training, and other educational programs or activities offered by the district without regard for the sex of the student; and to further direct that differential requirements, services, aids, or benefits based on the sex of the student are prohibited.
4. Affirm that no rules shall be implemented concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex; and it is further directed that this district shall not discriminate against any student or exclude them from any programs or activities offered by the district on the basis of each student's parental or marital status, unless separate programs or activities are voluntarily entered by said student.
5. Affirm the right of every student to equal opportunities for participation in interscholastic and intramural athletics offered by the district without regard for the sex of the student; it is further the policy of this district that separate teams for members of each sex will be operated where selection for teams is based upon competitive skill or the activities involved constitute a contact sport; and it is further the policy of this district where a team is sponsored for one sex but not the other, athletic opportunities for members of the excluded sex must be permitted to tryout for the team offered except contact sports.
6. Affirm the right of every student to eligibility for financial assistance administered by the district or where participation is involved without regard for the sex of the student.
7. Affirm the right of every individual to access to job opportunities in the district without regard for the sex of the said person; and it is further the policy of this district to offer benefits and conditions of employment without differentiation due to the sex of the said persons.

All of which shall comply with the requirements of Title IX of the Education Amendments of 1972.

ARRIVAL AND DEPARTURE

The elementary school staff needs the cooperation of parents in establishing a suitable arrival time for our students. If your child is not arriving on a bus, please make every attempt to have him/her arrive by 8:10 a.m. We have supervision provided every morning, starting at 7:45 a.m. Except in the cases of inclement weather, students will be expected to remain on the designated playground until the start of school at 8:15 a.m. The elementary school allows students to enter the school building upon arrival when the weather is severely cold, rainy, or stormy. Students can also enter the building to eat breakfast, which begins at 7:45 a.m. Parents may enroll their child(ren) in the Southland School Age Care (SAC) program if they plan on him/her arriving before 7:45 a.m.

The School Day Overview:

7:45-8:10 a.m..... breakfast served
7:45-8:10 a.m..... playground opens
8:10 a.m..... recess ends
8:15 a.m..... school begins (attendance taken)
10:45 a.m.-12:30 p.m..... recess/lunch
3:00 p.m..... dismissal

ATTENDANCE POLICY

Attendance Regulations

Once a pupil under the age of seven is enrolled in kindergarten or a higher grade in a public school, the pupil is subject to the compulsory attendance provisions. A parent or guardian may withdraw the pupil from enrollment in the school for good cause by notifying the district. Good cause includes, but is not limited to, enrollment of the pupil in another school or the immaturity of the child. If the child is withdrawn they no longer must meet the compulsory attendance requirements. Every child seven through 16 years of age must receive instruction.

Absences

If your child is absent for any reason, please observe the following procedure, and call (507) 582-3568 ext. 2 on the day of an absence, clearly stating the reason why the child is not in school.

Parents finding it necessary to have their child excused during the school day must call to request the student's release. If a child is reported absent and the parent/guardian has not notified the school, an attempt will be made to contact the parent/guardian. This procedure is followed so that your child is accounted for each day. A parent/guardian may seek an excused absence from school for his/her child. The school principal will make the final decision whether any absence is excused or unexcused. Any absence excused or unexcused, will require that students make up all assignments missed, or they must complete alternative assignments as deemed appropriate by the classroom teacher.

Excused Absences

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

Absences generally considered to be excused are:

- illness, if more than 10 in a school year, the school may request a doctor's statement for any future absences due to illness
- serious illness in the student's immediate family
- a death in the student's immediate family or of a close friend or relative
- medical or dental treatment
- family vacations (up to 5 days): prior arrangements must be made with the school office. We strongly encourage that parents/guardians cooperate by planning trips and vacations that coincide with school vacations.
- court appearances occasioned by family or personal action
- physical emergency conditions such as fire, flood, storm, etc.
- removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

For cases other than personal serious illness in the home or death in the family, arrangements for absence must be made in advance. Any absence that was foreseen, but was not cleared through the office will be considered unexcused.

Unexcused Absences

Absences generally considered unacceptable and unexcused:

- visiting relatives and friends
- child not immunized
- helping at home
- cold weather
- missed the bus
- truancy
- shopping
- inadequate/inappropriate clothing
- overslept/too tired

It is the responsibility of the student's parent/guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Truancy /Educational Neglect

Minnesota Statute 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute 120A.05 without valid excuse within a single year for three days if the child is in elementary school.

Upon a child's initial classification as a continuing truant, the designated school official shall notify the child's parent or legal guardian, by first class mail or other reasonable means, of the following:

- the child is truant
- the parent or guardian should notify the school if there is a valid excuse for the child's absences
- the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120A.22 and 120A.34
- the notification serves, as the notification required by Minnesota Statute 120A.34
- the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy
- if the child continues to be truant, the parent and child may be subject to proceedings under Minnesota Statute 260C
- if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statute section 260C.201
- it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day

"Habitual truant" means a child under the age of 16 is absent from attendance at school without lawful excuse for seven days if the child is in elementary school. A student who is determined to be a habitual truant will have a child protection petition filed for educational neglect with the county child protection system.

Tardiness

It is the responsibility of the classroom teacher to report absenteeism and tardiness. It is the responsibility of the parents/guardians to assure that students arrive to school on time. Being on time is a good habit and classroom interruptions are held to a minimum by regularity and promptness. School starts at 8:15 a.m. Students who are not in their classrooms at that time are tardy and will be marked in the student management system as TDM. When a student arrives to school after 9:30 a.m., it will be considered an unexcused absence for a half day, marked as TDYU unless a note or valid excuse is given. If a student leaves before the end of the day at 3:00 it will be marked in the student management system as TDM. **Please note that every three unexcused tardies count as one day of an unexcused absence.**

DISCIPLINE PLAN

Southland Elementary focuses on rewarding positive behaviors. Each year the students are taught the school-wide expectations for the following areas: hallway, lunchroom, bathroom, playground, bus, library and classroom. Teachers and staff will regularly utilize Rebel Pride tickets and clips to reward students for following the school-wide expectations. Classroom teachers can pick incentives and rewards for students receiving tickets. Each student has an opportunity for 'Student of the Month' recognition on a monthly basis. For outstanding behavior, teachers and staff may choose to write a Rebel Pride note to a student to praise them for their behavior.

As we implement our positive behaviors system, we teach students to:

- Act in a safe and healthy way (Be Safe)
- Treat people and property with respect (Be Respectful)
- Take responsibility for learning (Be Responsible)

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, the classroom teacher and/or paraprofessional must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each staff member must apply a carefully thought-out approach to classroom and school environment discipline and administer it with a sense of fairness and consistency.

At other times, disciplinary problems occur that are beyond the scope of the classroom teacher or paraprofessional area of responsibility or are of a serious enough nature to require further assistance. In such cases, the Dean of Students or principal has been given the power to make reasonable rules and regulations, consistent with school board policy, concerning the conduct of the students while they are in the building and on school property.

Regardless of the setting, our school is committed to a proactive approach to discipline, which models and teaches appropriate behavior to students. It is the goal of the Southland Elementary School to provide a learning environment in which all students feel safe and respected.

The goal of our discipline program is to promote a safe, respectful and responsible environment where all students are taught the difference between appropriate and inappropriate behavior. In this program, behavior is divided into four areas. The areas are: **Incidental Violations, Minor Violations, Major Violations** and **Illegal Violations**. The behavior categories are explained below and some examples of each are given.

Incidental Violations (Level 1)	Minor Violations (Level 2)	Major Violations (Office)	Illegal Violations (Office)
<ul style="list-style-type: none"> ▪ Candy/Edibles ▪ Loud voices/yelling ▪ Name calling ▪ Noise making ▪ Off-task behavior ▪ Out of seat ▪ Disruptive ▪ Running ▪ Other 	<ul style="list-style-type: none"> ▪ Cheating/Lying ▪ Disruption ▪ Dress Code ▪ Inappropriate Language ▪ Internet/Technology ▪ Non-compliance ▪ Physical Contact ▪ Property Misuse ▪ Spitting ▪ Third Level 1 Offense ▪ Other 	<ul style="list-style-type: none"> ▪ Abusive Language ▪ Fighting/physical aggression ▪ Harassment/bullying ▪ Inappropriate Displays of Affection ▪ Technology Misuse/ bullying ▪ Overt Defiance ▪ Overt Dress Code ▪ Property Damage ▪ Stealing/Theft ▪ Weapons ▪ Third Level 2 Offense ▪ Other 	<ul style="list-style-type: none"> ▪ Alcohol ▪ Arson ▪ Bomb Threat ▪ Combustibles ▪ Drug Use/Possession ▪ Extreme Property Damage/Vandalism ▪ Weapon use/possession ▪ Other

Students are expected to demonstrate appropriate behaviors. If a student makes an inappropriate choice, that student will be expected to assume the responsibility for his/her behavior.

Teachers and school staff will work with students to identify behavioral concerns. A behavior office referral from the student management system will be completed by the staff member that either witnessed the concern or was first told about the concern. Consequences and actions taken will be relevant to the inappropriate behavior. When significant behaviors occur, that warrant parent notification, a discipline report will be sent home and/or phone call will take place. Actions may include one or more of the steps listed in the behavior referral.

We take pride in respecting the rights of all. We also recognize that no single disciplinary action is effective for all students. Therefore, student's needs and a consequence will be generated for each situation. The guidelines for consequence must be related to the behavior, delivered respectfully and be reasonable.

There are some behaviors that are considered totally inappropriate for school. When a student demonstrates behavior that is a violation of state law, district policy, or any totally inappropriate behavior, it will require involvement of the principal, parent(s)/guardian(s), and perhaps legal authority.

UNPAID MEAL CHARGES-Lunch Accounts

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. All meal purchases are to be prepaid before meal service begins. Money can be deposited online via the Infinite Campus Portal or dropped off in the office. A student who does not have sufficient funds will not be allowed to charge extra daily meals or ala cart items until additional money is deposited in the student's account.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. There will not be alternate meals served. All students will have access to the same meals.

E. When a student has a negative account balance, the student will not be allowed to charge a snack item, a la carte, extra entrée or extra milk.

F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families are notified by letters mailed home if balance goes below \$0. They are also notified, if they use parent portal, when their balance is getting below \$5.00.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children. B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than \$100.00, not paid prior to the end of the semester and end of the school year, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy. B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

SOUTHLAND SCHOOL DISTRICT POLICIES

For a complete list of definitions and actions by school official relating to potential student issues please refer to Southland School District Policies and you may request a copy of these policies at the building office.

These policies include:

- Alcohol, Tobacco and Drug Policy
- Bullying Prohibition Policy
https://www.isd500.k12.mn.us/sites/isd500.portal.rschooldtoday.com/files/files/Private_User/adminben/District/514_bullying_prohibition_policy.pdf

- Harassment and Violence
- Religious, Racial or Sexual Harassment and Violence Reporting Form
- Hazing Prohibition
- Internet Acceptable use and Safety Policy
<https://www.isd500.k12.mn.us/page/2983>
<https://www.isd500.k12.mn.us/page/2999>
- Pesticide Notice
<https://www.isd500.k12.mn.us/page/2989>
- Student Discipline (Non-disabled and disabled)
- Weapon Policy
- The Pupil Fair Dismissal Act

Rights of individuals based on the Tennessee warning:

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer.

DRESS CODE & EXPECTATIONS

The principal or the teacher will determine if a student is dressed in a manner that interrupts the educational process or violates our district policy regarding student dress.

We expect parents to use adult discretion in choice of clothes for their children. We expect the children's clothing to meet the common standards of cleanliness and neatness as well as functional reasons of warmth and comfort for which the clothing is worn. Clothing should not interfere with a student's health, safety, or participation in school activities. In addition, the following items need to be addressed by each student and his/her parents in determining proper attire for school wear:

- 1 Hats, caps, headbands, scarves, bandannas, or other headwear or head covering are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- 2 Cartoon t-shirts, sweatshirts, tank tops, jackets or other similar apparel, with pictures or wording which are suggestive or inappropriate for the educational setting are not to be worn. This includes clothing bearing lewd, vulgar, obscene messages or apparel that promotes products or activities that are illegal to minors.

- 3 Any clothing which is ripped or torn excessively or has openings in inappropriate places should not be worn. In addition, “short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards (i.e., backless tops, mesh shirts, muscle shirts, shirts with spaghetti straps, etc.). No exposed undergarments will be allowed.
- 4 Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Southland Policy 413.
- 5 All students must wear some type of footwear at all times. Socks or stockings will be required, in any type of footwear, if health or safety factors deem them necessary. Elementary students are not able to wear flip-flops, clogs, or open-toed shoes out to recess. Also, students should have a pair of white-soled shoes for gym.
- 6 Each student, with the aid of their parents, should review clothing to be worn to school for appropriateness; that which will not be disruptive to the learning process and that which conforms to all rules and regulations pertaining to health and safety. If in doubt, it should not be worn.
- 7 The final determination in articles of clothing which should be worn to school will be made by the administration.
- 8 Unless weather or building conditions warrant, all exterior clothing should be placed in your lockers each day. This would include boots, gloves, hats and coats.
- 9 You will be asked to wear clothing which covers inappropriate body tattoos.

Be sure your child is properly dressed according to the weather for they will be outside at noon every day they possibly can. Clothing and accessories designed for wearing outdoors should not be worn in the classroom. Put your child's name on his/her "outside" clothing. Students are to wear shoes at all times except when changing boots, shoes, or tennis shoes. Students are not allowed to be barefoot or in just stockings in the school. Please see that your child wears apparel appropriate for the weather conditions. Warm coats, caps or hoods, gloves or mittens, and boots are a must. We expect all students to wear boots during the winter months and until the ground is dry in the spring.

CONDUCT ON SCHOOL BUSES

While the law requires the school district to furnish transportation, it does not relieve parents of the responsibility for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus – and only at that time – does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, the bus driver brings such instances to the attention of the Dean of Students or building principal. A disciplinary report should be filed with the main office personnel that corresponds with the student's grade level.

Children who become serious disciplinary problems on the school bus may have their riding privileges suspended by the principal or superintendent. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. The specific rules relative to riding the school bus are as follows:

- 1 Pupils shall remain well back from the road while awaiting the arrival of a bus. They should refrain from throwing things or playing at a bus stop.
- 2 Pupils shall enter the bus in an orderly manner and go directly to a seat and remain seated until destination is reached.
- 3 Younger pupils should be permitted to enter first.
- 4 Pupils shall be at the bus stop on time.
- 5 Pupils shall obey the bus driver at all times.
- 6 Pupils shall remain in the seat at all times when bus is moving.
- 7 Pupils shall not change seats.
- 8 Pupils shall keep all body parts inside the bus at all times.
- 9 Pupils shall not throw things on the bus.
- 10 All articles such as athletic equipment, books, music instruments, etc. must be kept out of the aisles.
- 11 The emergency door must be used for emergency only. Children shall not touch safety equipment of the bus.
- 12 Pupils who must cross a road at a bus stop shall not cross until they receive a signal from the bus driver. All crossing must be in front of the bus, with constant view of the driver.
- 13 Pupils shall not smoke at any time on a school bus.
- 14 Pupils will report bus damage to the driver immediately.

15 Pupils responsible for damage to buses will be required to pay for repairs.

16 Misconduct on the bus may be cause for suspension of riding privileges.

Students and Parents are encouraged to review Policy and Guidelines For Transporting Public and Non Public Students. Copies of the full policies are available at the office upon request.

ELASTIC CLAUSE

Any situation or problem that may arise not covered by this handbook will be decided by the principal or district superintendent.

STUDENT PROGRESS

Parent-Student-Teacher Conferences

The parent or teacher may initiate a conference at any time during the school year. Either party may request to have the principal at the conference. Southland Elementary will have Back to School Conferences for two days and a session in the evening before classes begin. Regular elementary school conferences will be scheduled following the end of 1st quarter. As needed, requested conferences (by parent or teacher), will be at the beginning of the 4th quarter.

Report Cards

Student progress will be reported at the end of each quarter. Report cards are usually issued a week after the end of the quarter. Fourth quarter report cards will be distributed on the last day of school.

DIRECTORY INFORMATION

The Southland Public Schools District #500 proposes to designate the following personally identifiable information contained in your education record as “directory information”, and it will disclose that information without prior consent.

- Name
- The names of your parents or guardians
- Telephone number
- Address
- Date and place of birth
- Grade level complete
- Extra-curricular participation
- Photograph
- Dates of school attendance
- School or district attended before you enrolled in Southland Schools.

If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify the school principal or superintendent in writing by September 14th.

On or after September 14th, if no written statements are sent to the principal or superintendent, the above information will be considered directory information. This will remain in effect until it is modified by the written direction of the parent/guardian.

DISTRICT COUNSELING AND TESTING PROGRAMS

Mission Statement: to enhance learning and living skills of all students to lead satisfying and productive lives.

We believe...

- that all students are capable of learning
- the individual needs of each student must be respected
- the school environment should contribute positively to the social and emotional development of each student
- the school social worker/school counselor serves as a leader as well as an effective team member working with teachers, administrators, and other school personnel to make sure that each student succeeds

Program Outcomes

1. All learners, pre-K through grade 12, will have an opportunity for academic success.
2. Students will analyze the interrelationships among interests and abilities in the world of work.
3. All students will be given exposure to careers and opportunities to explore and understand the world of work.
4. Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others, which includes relationship skills, coping skills, and conflict management.
5. Students will develop decision making skills that will allow them to make healthy choices.

Meeting with the Elementary School Social Worker

Throughout the year, the school social worker makes an attempt to connect with every child in the school. This may be through inviting your child to participate in a 'Lunch Bunch', 'friendship group', having milk break together or eating with students in the lunchroom. Your child may be asked to participate because the teacher recommended it, or simply because they request to be involved or are a good role model of how to be a good friend. These groups are voluntary, and the membership fluctuates by who wants to participate and who is available.

The school social worker also facilitates specific groups throughout the year such as 'FISH' (Families in Separate Houses), Social Skills, Anger Management, Salvaging Sisterhood and others as determined by the needs of the students. For these specific groups, information about the group and a permission slip will be sent home. You are encouraged to contact the school social worker if you have any questions or do not want your child/ren to see the school social worker.

MANDATORY REPORTING

The State of Minnesota has, by law, mandated that professional educators or others who are involved with children, who have knowledge or reasonable cause to believe a student is being threatened or emotionally abused, physically abused or neglected, or sexually abused must immediately report such information to law enforcement or social services.

SAFETY AND SECURITY

School Visitation

Parents are encouraged to visit the school and see the educational process in action. For liability reasons, all visitors are required to sign in at the office and will then be given a visitor tag. At no time should a parent go directly to a classroom to deliver materials or to visit without permission from the office. In the interest of the safety of the students, it is important that we know who is always in the building. When visiting the classroom, it is best not to bring preschool children along.

If parents would like to visit the classroom to view the education process in action, prior approval must be attained from the classroom teacher and principal. A scheduled time will be set up, so the disruption to the educational progress of all students will be minimized.

Emergency School Closings

Schools do not take the closing of school lightly. The safety of all children is given the highest priority, but that still does not make it a simple decision. Not only is a day of learning missed, but also, it impacts working families as many must arrange for alternate childcare.

When the weather is bad, we have a process we use to determine whether to have school or not. The process begins with the Superintendent or his designee driving roads at about 5:00 a.m. We try to decide before 6:00 a.m. in order for buses to begin their routes on time, if needed. Therefore, the decision to close is based on weather conditions at 6:00 a.m. unless we delay the start of school. Often, we will delay the start of school, which allows us to see if conditions will change. Weather conditions look worse in the dark than in daylight, so we can then get a better idea about what the weather might be for the day.

If roads are good, it is hard to justify closing school. Sometimes extremely cold weather may create a need to close. If it is so cold that we cannot get buses running or have a problem keeping buildings warm, it is likely school will be cancelled.

All elementary families will be asked to make preparation if we need to close school early due to inclement weather. This plan will be followed when we need to dismiss early.

There are several factors to help reduce some of the worry about your child(ren)'s safety:

1. We leave the final decision up to the parent/guardian as to whether a child gets on the bus during bad weather.
2. All of our buses are equipped with 2-way radios so that drivers can talk with each other and with our office.

3. We have three buses that are available for back-up to a route bus if it is stranded and can get a back-up anywhere in the district in a reasonable amount of time.
4. Area farmers have always been very cooperative about helping to get a stranded bus going again.
5. School buses are noted to be one of the safest means of transportation. Buses sit higher up so the driver has greater visibility in bad weather. Also, the buses themselves are very visible to others.

We ask your cooperation in meeting the bus on time and doing what you can to help keep roads open. Also, keep your driveway open to its full width in case the bus has to turn around.

Keep in mind that whatever happens to a bus does not just affect a single family, but has an impact on 25 to 30 families. In summary, we cannot forget that we live in Minnesota. We have to be prepared to operate during unpleasant weather.

Closings will be posted on:

- *KAAL* (TV)
- *KTTC* (TV)
- *KIMT* (TV)
- *KFIL* (radio)
- *Y105* 105.3 FM (radio)
- *KROC* 106.9 FM / 1340 AM (radio)
- *Infinite Campus Student Management System-Alerts*
(Text, phone calls and/or portal notice)

Phone Calls to School

If a parent/guardian wishes to talk directly to a child's teacher, please call the school office at (507) 582-3568 to leave a message. Office personnel will notify the teacher.

Searches

School lockers and desks are the property of the district and at no time relinquishes its control of these items. School authorities may conduct inspections for any reason, at any time, without notice, consent, or search warrant.

Personal possessions of students may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of school rules or the law. The search will be reasonable in its scope and intrusiveness. After the search, school authorities must provide notice of the search to students unless disclosure impedes an ongoing investigation by police or school officials.

It is a violation for students to use lockers and desks for unauthorized purposes or to store contraband. It is also a violation for students to carry contraband or store it among their personal possessions.

Volunteers

Volunteers are important to ISD #500. Parents willing to donate their time and talents to assist staff and lend a supporting hand to the education of children are truly appreciated.

Volunteers may need to have a background check conducted.

Drills

Five fire, five lockdowns, and at least one tornado (severe weather) drills will be held during the school year. Each classroom teacher will practice the drills ahead of time with the students, so everyone will be familiar with the plan. The importance of these drills must be stressed so they can be executed properly.

CELL PHONES

The use of cell phones has and will remain a cultural phenomenon in keeping families communicating on a day-to-day basis. Any cell phone brought into the school must be turned off and kept in the child's locker during the school day (7:30 a.m.- 3:10 p.m.), unless the teacher has a specific request that requires the use of it.

Any violation of this policy will result in a consequence. First time consequence will be cell phone kept in the office for the day and parent's contacted. Second time consequence will be parents contacted and a parent must pick up the cell phone in order to have it back. The third time consequence is confiscation of the cell phone for the remainder of the semester. Fourth time consequence is the confiscation of the cell phone for the remainder of the year.

Consistent abuse of this policy and disrespectful student behavior exhibited during the confiscation of the cell phone may result in other disciplinary actions.

The school will not be held responsible for loss or damage of cellular phones due to theft or misplacement.

TELEPHONE – STUDENT USE

Students will be discouraged from using school phones unless a situation develops that makes it essential to make a call. Students need to be responsible in bringing all needed school materials with them in the morning, make after school play plans ahead of time, or arrange for rides ahead of time.

Please prepare in advance a plan if school needs to get out early due to inclement weather. Students should know where they need to go ahead of time.

ELECTRONIC DEVICES

Southland Elementary encourages all students not to bring their personal electronic devices to school. Electronic devices include, but are not limited to: iPods, Gameboys, MP3 players, video games, etc.

If for any reason a child has an electronic device at school when they are not expected to do so, they will be given a warning and asked to take the device home. If continued situations arise, parents will be contacted.

The school will not be held responsible for loss or damage of electronic devices due to theft or misplacement

MONEY

Young children should be encouraged to bring all money to school in envelopes 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, book orders, etc. This will help eliminate many problems due to lost or misplaced money.

PETS

The elementary school strongly discourages live animals be brought to school for two important reasons:

- 1) several of our students are allergic or have medical sensitivity with various animals, creating a conflict with our indoor air quality program; and
- 2) there is always an inherent risk of injury to our students by any animal.

Please refrain from bringing any animal into the building unless you have specific, written permission from the principal.

UNMANNED AERIAL VEHICLE (Drone) POLICY

The use of unmanned aerial vehicles (UAV), also known as drones is prohibited for any purpose on Southland Public School grounds without expressed written permission from administration. This includes; on the grounds, over the grounds or in and around any district building. This policy also applies to the Athletic Complex and to all event or practice facilities located within the Southland School District. Any student in violation of said policy will be held in violation of the Southland Code of Conduct Policy. Any non-student or adult found to be in violation of said policy will be reported to law enforcement.

HEALTH GUIDELINES

Illness

Should your child become ill at school, we will contact the parent(s)/guardian(s) first. If we are unable to reach any parent/guardian, we will call the listed emergency contacts. In order to provide for the health and well-being of all individuals, the following health guidelines have been developed. These guidelines identify when a student's health may require him/her to stay home or be sent home from school.

- *fever*: temperature greater than 100°
- *vomiting*: no episodes of vomiting for at least 24 hours before returning to school
- *diarrhea*: until uncontrolled diarrhea stops for 24 hours
- *rash*: new or is undiagnosed
- *contagious diseases*: strep throat, impetigo, or pink eye; should not return to school until after treatment of antibiotics for 24 hours or symptom/fever free for 24 hours.

Immunizations

In accordance with the School Immunization Law (Minnesota Statute, Section 123.70), students may not enroll nor remain enrolled in school without having provided documentation of immunization against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hepatitis B, and varicella, allowing for certain legal exemptions. A 30-day grace period may

be permitted for students transferring into the school district; all other students are expected to be in compliance on the first day of their entry of school in the fall. Students who do not comply may be excluded from school until evidence of necessary immunizations are given to the school nurse.

Minnesota law requires that we have written recorded evidence of your child's protection from the following diseases. We will need the month, day, and year of each dose that protects against:

- *Diphtheria-Tetanus-Pertussis*: (5) doses under age 7, (3) doses are adequate after age 7, (4) if the 4th shot is after student's 4th Birthday.
- *Polio*: (4) doses under age 7, (3) doses are adequate after age 7
- *Measles-Mumps-Rubella*: (2) doses for Kindergartners
- *Hepatitis B*: (3) doses for Kindergartners
- *Varicella (chicken pox)*: (2) dose for Kindergartners

Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notary. Contact the school nurse for a copy of the form.

Health Conditions

Any student having health conditions, such as diabetes, asthma, seizures, visual impairments, frequent ear infections, or allergies (especially to wasp/bee stings, food, etc.) will need to contact the nurse as soon as possible. The school nurse will share information regarding the health condition of students with the elementary school staff only with parent permission. This information needs to be updated each year with the school nurse. It is the responsibility of the parent to contact the school nurse.

Students needing to be excused from any physical education class will be required to bring written permission from his/her parents or a physician. Exclusion from physical education classes for more than five days will require a physician's excuse.

Health Resource Information

The school nurse is able to assist a student or family in locating information or resources on health related needs. The school nurse will answer questions and assist in referring a student and family to other resources when needed.

Vision, hearing, and scoliosis screening is conducted at specific grade levels according to the Minnesota Department of Health guidelines. If you have concerns about your child's vision or hearing, please contact the school nurse.

Medications

When possible, medication should be scheduled before or after school hours, to avoid the need to bring medications into the school building. If a prescription needs to be taken during school hours the following procedures are followed:

- a) For the parent and child's protection, the medication will be brought to the school office by an adult. Discontinued medications and medications left at the end of the school year must be picked up by an adult. If there is a reason this is not possible, please contact the school nurse.
- b) Original Bottle: Medication must be sent in the original bottle with the child's name, name of the medication, how often it is to be taken, amount of the dosage, physician's name, and the name and telephone number of the pharmacy on the label. If you know your child will need to take the medication in school, you can request a second bottle from your pharmacist to send to school.
- c) School Medication Physician Order and Parent Authorization Form: This needs to be completed for any student on medication. If your child will be on medication, please contact the nurse for one of these forms. Most doctor offices have medication forms also.
- d) Upon completion of a School Medication Physician Order and Parent Authorization Form, non-prescription medications may be kept with the nurse or at the general office for a student. The school nurse and staff are NOT permitted to dispense either Tylenol, aspirin, or any other over-the-counter medications to students unless authorized by a physician and parent for specific medical conditions.

STUDENT RECOGNITION DELIVERIES

In an effort to maintain the integrity of the academic learning environment, please refrain from having individual recognition item(s) being delivered to the student's classroom or office for displaying throughout a school day.

BIRTHDAY TREATS/PRIZES

State law rules that food items served at school as birthday treats or party snacks must be purchased, rather than homemade (unless made in the school's kitchen under the supervision of the licensed head cook). **The School Wellness Program encourages all families sending birthday treats to send something healthy. (Some examples include, fruit, vegetables and or healthy snack packs)** Birthday treats will be given to students in place of the milk break snack.

Small individual birthday prizes are also a great way to celebrate the special day instead of treats.

STUDENT INVITATION TO EVENTS

We are asking that if your family is having an event that invitations (Birthdays, Playdates, Celebrations, etc) are needed for other students, they be distributed outside of school or mailed to individual homes. The exception to this is if all students in the grade or class receive an invitation. If you need contact information of a student, please let the office or

teacher know so we can aid in the request by asking the families directly before the information is released.

FIELD TRIPS

We feel that visits to various places in our community and in other communities can enhance our education program. The number of field trips conducted by any one classroom depends on the availability of resources which correlate with the curriculum for that particular room. In order to take field trips, the cost of the entire trip will be charged to the families attending. We have been quite fortunate that our elementary P.T.O. provides \$12.00 per student to help in offsetting some of the field trip expenses. Trips are always well supervised, but we do ask that a permission slip be signed by the parents or guardian prior to a trip. Please feel free to call the teacher should a question arise. When a field trip is planned, it is the expectation that all students will go on the field trip. If, however, there is an exception and you feel your child should not attend, please contact your child's teacher.

HOMEWORK

Children in the elementary school at times will have homework. Homework may be assigned for several reasons, such as: make-up before or after an absence, individual enrichment, remedial purposes, and/or to develop a sense of academic independence and responsibility. In most cases, the homework assignments should not require more than one hour of the child's out-of-school time. Please contact your child's teacher, if your child is spending a large amount of time on homework each evening.

INDOOR AIR QUALITY

The school district has adopted an indoor air quality management plan. The superintendent serves as the coordinator for the district. The IAQ Management plan can be found in the superintendent's office. If you have questions concerning the indoor air quality, please contact the superintendent's office at 507-582-3283.

LUNCH AND RECESS

Breakfast and Hot Lunch Program

The elementary school has a breakfast and hot lunch program, which operates from the first day of school in the fall to the last day in the spring. The school menus are designed to provide a well-balanced breakfast and lunch. The cost of breakfast and lunch is established by the school district and is announced through the news media prior to the start of the school in the fall.

- During lunch and breakfast time, all students must remain in the gym unless they have permission to leave.
- Food may be brought from home to eat at this time, but no students will be allowed to share or give their home lunch to other students.
- Students will be expected to maintain conduct appropriate to any place where people would be eating. Consequences may be determined by the lunch room supervisors.
 - Avoid loud talking or shouting across the room.
 - Keep the room and tables as clean as possible.
 - No cutting in line.
 - Eat only the food on your plate or the food you brought from home.
 - No throwing of food.

Free and Reduced Price Lunches

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 any time from the elementary or high school offices. If you are eligible for free or reduced lunches, you also qualify for the breakfast program. We encourage parents to apply as our school qualifies for education funds or discounts based on the number of students who qualify for free or reduced-priced meals.

Recess

On all days, except during periods of inclement weather, students will be taken out on the playground for supervised play before lunch. We discourage exceptions to this practice because of the problem of providing adequate supervision for those students who remain inside. We realize, however, that it is necessary for some children to remain inside at times for health reasons and will honor a written request from the parents or child's doctor. The request should include an explanation as to why the child should remain inside and the length of time. An oral request from a child to remain inside cannot be honored.

Playground Behavior

More accidents/incidents occur on the playground than in any other area of the school. We must maintain control of behavior on the school grounds. The following rules for playground behavior will be discussed by every classroom teacher. Failure to follow the expectations/rules will result in consequences. The expectations/rules are:

1. The instructions of the playground supervisor will be followed at all times.
2. Children should not throw snowballs or other objects that could potentially injure other students.
3. Sliding on the ice is not acceptable on school grounds.
4. Only proper use of playground equipment is acceptable.
5. All games will be played in a proper & safe manner.
6. Baseballs, golf balls, or any other hard balls will not be used on the school grounds unless direct supervision by the P.E. teacher.
7. Fighting, bullying, disrespect, and indecent language will not be tolerated.
8. Children are expected to wear appropriate attire outside depending on the weather. No flip-flops or open-toed shoes on the playground.
9. Students need to ask permission before exiting the playground.
10. Students are expected to line up right away when the whistle is blown or supervisors call them in.
11. Students are expected to enter the school quietly.

SNACK CART AND MILK BREAK

All elementary students will have an option to take milk break at the teachers designated time each day. Milk break is fairly common and if students have milk at milk break with the cost of purchasing the milk is deducted from the child's lunch account. In addition, we are offering a snack option to all families that can be purchased for \$60.00 per child for the entire year. Our PTO will provide \$30.00 towards the yearly cost, which will bring the per child cost to \$30.00 for the year. If your child would prefer not to have a snack there is no cost, but your child will not be able to bring a snack to eat from home. A child may only bring a snack from home if the child has a medical condition and a doctor's

note that warrants the need. If your child has a medical condition that requires a different snack, please contact our school nurse.

SCHOOL AGE CARE (SAC)

Southland Elementary offers affordable before and after-school child care for (age 4) preschool-5th grade students attending school in the district. Please contact the school secretary for additional information (507) 582-3568, ext 3.

SPECIAL SERVICES NOTICE

Southland Schools provides support to students through a full range of special service programs. Students with a special need may be provided services in the regular classroom through individualized instruction in a resource room, in special classes, in special day schools, or in residential schools, homes, or hospitals.

A team of special and regular education personnel works with parents to determine the type of education best fitted to meet the learner's individual needs. An individualized educational plan is developed cooperatively between parents and school staff.

Special services are available to students who qualify in the areas of: Autism, Title I, Deaf/Blind, Early Childhood Special Education, Emotional/Behavioral Disorder, Hearing Impairment, Limited English Proficiency, Mental Impairment, Other Health Impairment, Physical Disability, Severe Multiple Disability, Specific Learning Disability, Speech/Language, Traumatic Brain Injury, and/or Visual Impairment.

State of Minnesota and federal funds (including PLIO-476, Individuals with Disabilities Education Act) are used to help support these programs. Parents and community members may review applications, reports, and evaluations of district activities supported by these funds. For general information, or if you suspect that your child (birth through 21) may need special services, please contact the Special Education Director at 507-582-3568, ext. 9.