

# Tracy Area Public Schools

District #2904



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## 2017-2018 HANDBOOK

 Table of Contents	Page #
Assignment to Teachers and Classes (Requests)	14
Attendance	9-10
Bus Safety & Student Transportation	19-20
Checking Students IN & OUT of School	10
Child Abuse / Neglect	15
Class Parties – Birthdays – Invitations and Gifts	14-15
Directory Information	23-24
Discipline	21-22
District Directory	6
Dress Code	11
Drills (Emergency Drills: Fire, Tornado, and Crisis)	15
Electronic Devices	16
Field Trips – Attending High School Extra-Curricular Activities	16
Health Information	24-26
Homework	13
Introduction	4-6
Lost and Found – Personal Items	15
Parent Teacher Club (PTC)	17
Parent Teacher Conferences	17
Pets	15
Policies (District Information) <a href="http://www.tracy.k12.mn.us">www.tracy.k12.mn.us</a>	8
Promotion – Retention – Assignment of Students	13-14
Recess	17
Report Cards (Grading Scale & Cheating)	14
Schedule: School Hours	8-9
School Lunch Program	8
School Programs	17-19
School Supply List	7
Student and Family Information	9
Student Organizations	19
Telephone Use ( <b>Call office BEFORE 2:00 to make schedule changes</b> )	16
Visitation	11
Weather Related Closing of School	20-21

## INTRODUCTION

This handbook contains a listing of some of the policies and procedures at Tracy Area Elementary School. It would be difficult to list all the detailed information about every rule and policy at TAES. If you have further questions please call the Tracy Area Elementary School office.

Our goal is to work closely with parents to develop relationships focused on student growth and success. We are proud to continually strive to create positive educational experiences as we emphasize good conduct, citizenship, accountability, respect, and effort. We're looking forward to working with you to help all kids realize their potential as trustworthy citizens and learners. A united effort from the school and the home makes it possible to provide the highest level of educational services for each and every child. If you have questions or ideas that might improve the quality of our school we want to hear from you!

On behalf of the Tracy Area Elementary School, THANK YOU for your support and GO PANTHERS!

## PHILOSOPHY

Tracy Area Elementary School's philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning. It is our ultimate goal to supply each student with basic facts and experiences. These will aid our youth in becoming self-sufficient individuals mentally, physically, socially, and morally so that they can meet the demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideas; mutual respect and understanding must be present in the learning process on the part of all participants, including the faculty, students, parents, and community.

## MISSION STATEMENT

The mission of the Tracy Area Elementary School community is to educate all our children in a supportive environment that recognizes the unique abilities and ambitions of all students and offers them the opportunities and skills necessary to attain their fullest potential as they become lifelong learners, responsible citizens, and leaders of tomorrow.

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*“Education as a Lifestyle”*

# **VISION, VALUES, AND BELIEF STATEMENTS**

**We believe in the following fundamentals as they relate to education:**

## **SUCCESS**

All people can learn and learning should be life-long. Everyone should experience success and be recognized for their efforts. Success is essential to self-actualization and the development of a positive self-concept.

## **EXCELLENCE**

We believe that our school can achieve excellence, and our goal is to be the best we can be!

## **SERVICE**

The whole community is our customer and our sole purpose is to serve, so we value parental and community involvement.

## **EMPOWERMENT**

We believe in empowering people and fostering an atmosphere that is conducive to for growth for all students and staff.

## **CULTURE**

The culture of the entire school organization is an important and powerful variable that should be nurtured and celebrated in order for our schools to be healthy, happy, and productive places to live and learn.

## **TEAMWORK**

We are one another's greatest strength and all are accountable for organizational outcomes. Collaboration, congeniality, open communication, caring, listening, and loyalty are essential to the success of our schools.

## **EVALUATION**

Evaluation should drive instruction to meet individual student needs and maximize mastery learning. Effective evaluation and the proper use of results can enable us to design and implement instructional programs to accomplish desired school and individual student goals.

## **THE FUTURE**

We have a positive view of the future and believe we can help to shape that positive future. It is a part of the job of educators to model this belief for our students, our community, and ourselves.

# FOR OUR CHILDREN AND THE COMMUNITY

## FOR OUR CHILDREN

- We believe in fostering a nurturing environment in which each child feels special and grows in self-esteem.
- We believe that all children can learn and deserve equal access to a full education.
- We believe that love of learning should be nurtured as a lifelong process.
- We believe that critical thinking skills should be taught to enable children to resolve conflicts, make decisions, and identify and solve problems.
- We believe that at our school we should all appreciate differences and celebrate diversity.

## FOR OUR COMMUNITY

- We believe that community participation in our school should be encouraged.
- We believe in mutual respect, trust, citizenship, and good communication with the school community is vital.
- We believe that when parents are involved in their children's education; students, teachers, and parents all benefit.

# STUDENT EXPECTATIONS

1. We take responsibility for learning. This means:

- We arrive at school on time.
- Homework is carefully and thoughtfully completed and on time.
- We demonstrate a serious and responsible attitude in daily work.
- We are prepared for class.

2. We try to settle our differences in a peaceful manner. This means:

- We respect other people's property.
- We do not physically or verbally fight with other children.
- We do not take anything that does not belong to us.

3. We follow the directions of adults in charge, the first time directions are given. This means:

- We look at the speaker.
- We do not talk back to teachers, paraprofessionals, or other supervising adults.
- We practice the qualities associated with being a person of good character each day.

4. We are sensitive to the needs and feelings of others. This means:

- We use appropriate language at all times.
- We do not bully or tease other children.
- We practice good sportsmanship in school in all areas (gym, lunchroom, classroom, etc.).
- We are willing to help each other.
- We are friendly and courteous.

5. We are expected to move safely through the school. This means:

- No playing around in the hallways or restrooms.
- No running in the hallways or other walkways.
- No running to or from the bus loading or drop-off areas.

**TRACY AREA ELEMENTARY SCHOOL  
DISTRICT #2904**

**BOARD OF EDUCATION**

Jody Bauer Rod Benson Ben Ludeman	Jay Fultz Sheila Siebenahler-Holland Matt Surprenant	Nikki Swanson
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**ADMINISTRATION**

Superintendent	Chad Anderson
High School Principal	Kathy Vondracek
Elementary Principal	Michael Munson
Activities Director and Comm. Ed.	Bill Tauer
Technology Coordinator	Craig Polkow

**PROFESSIONAL STAFF**

**PRE-SCHOOL**

Sherri Citterman  
Kari Landuyt  
Jackie Paradis

**TK/KINDERGARTEN**

Erin Dahmes Lisa Monson  
Kaitlin Rohlik  
Susan Meyer

**1<sup>ST</sup> GRADE**

April Arnold  
Jodi Illg  
Lisa Schaar

**2<sup>ND</sup> GRADE**

Klaudia Glowacka  
Samantha Prahm  
William Dean

**3<sup>RD</sup> GRADE**

Shalayna Knapper  
Kris Salmon  
Tija VanGelderren

**4<sup>TH</sup> GRADE**

Jenni Larson  
Kacie Pistorius

**5<sup>th</sup> & 6<sup>th</sup> GRADE**

Kelly McConnell - 5/6 Science  
Marlene Soupier- 5 LA  
Amanda Boushek-5/6 Math

**5<sup>th</sup> & 6<sup>TH</sup> GRADE**

Sam Woitalewicz – 5/6 Soc. St.  
Sara Jensen - 6 LA

**SPECIAL EDUCATION**

Sondra Nyquist- Grades 1-3  
Jen Kainz - Grades 4-6  
Anna Hesse – Preschool /  
Kindergarten

**PROFESSIONAL SUPPORT**

Jeannie Chappell – Speech  
Krista Remiger – Social Worker

**SPECIALISTS**

Rick Haberman - PE  
Shannon Benson-Music

**INTERVENTION / SUPPORT**

Nancy Jones – Title I Math  
See Moua-Leske – ESL/Spec Ed.  
Suanne Christiansen– RtI / Title I  
-Reading Corp

**MEDIA CENTER**

Lauri Fox  
Deb Miller  
Katie Gervais: Technology  
Integration Specialist

**CUSTODIAL**

Kel Pope  
Darwin Saxton  
Frank Smith

**Main Office**

Cindy Rokeh – Secretary



## TRACY ELEMENTARY SCHOOL

### Supplies needed for the 2017-2018 school year

**\$5.00 fee required for all students who need replacement headphones or bring your own.**

**Physical Education:** Tennis shoes and dress-code appropriate clothing

**TK Supply List will be mailed out to parents in August**

**Kindergarten:** 2 boxes of 200 Kleenex, pencil box (plastic with lid), school bag or back pack, 1 box of 24 **CRAYOLA** crayons and 1 box of 8 **Crayola** crayons, 1 box Crayola washable markers, 12 elmers glue sticks, 1 eraser, updated immunization record, 2 wide lined spiral notebooks, 1 1" 3 ring binder with pockets on the inside (please make sure the rings are round shaped) 1 heavy duty plastic 2 pocket folder (no prongs), 2 containers of Clorox wipes, Boys bring 1 box gallon slider ziplocks, Girls bring 1 box quart size slider ziplocks

**Grade 1:** 3 Boxes of 24 standard-size **Crayola** crayons, pencil box, 2 boxes of Kleenex, 2 wide-lined spiral notebook, 24 glue sticks, 5 yellow #2 Ticonderoga pencils, 3 plastic pronged folders, 3 folders with **pockets on the bottom**, 8 broad tip makers-**no fine tip**, scissors (pointed Fiskars for kids), water color paint set, 12 **Crayola** colored pencils **Boys:** 1 box gallon ziplock bags, Clorox wipes **Girls:** 1 box quart size ziplock bags, hand sanitizer

**Grade 2:** 3 hole punched pencil pouch, box of 24 **Crayola** crayons, 2 boxes of Kleenex, 24 pencils, 1 packet of pencil top erasers and 1 big pink one, 10 glue sticks, 4 folders with **pockets on the bottom**, 2 folders with prongs, scissors, quart or gallon size Ziploc freezer bags, 1 bottle elmers glue, yellow highlighter, watercolor paint set, 8 color pencils, 8 set markers, 5 wide ruled spiral notebooks, 2 Expo markers, 2-red ink pens, 1 12 oz or larger bottle of hand sanitizer: **All supplies will be shared**

**Grade 3:** Twistable colored pencils, 1 sturdy folder, pencils (No pens), yellow highlighter, pencil top erasers, glue sticks, 2 boxes of Kleenex, scissors, **NO hard plastic box**-only large zippered pencil bag, Choose 1 or more of the following: Clorox Wipes, extra Kleenex, variety pack Sharpie Chisel tip permanent markers, variety pack of gel pens, or Ziplock bags (gallon or quart)

**Grade 4: PLEASE NOTE MOST SUPPLIES ARE SHARED:** 1 Box of 24 color crayons, 1 spiral notebook, pencils, 5 folders with **pockets on the bottom**, 4 glue sticks, scissors, large eraser, 3 boxes of Kleenex, 4 highlighters, 1- 1 ½" 3-ring view-binder, 4 ultra fine point black Sharpie markers, 4 fine point black Sharpie markers, 4 Expo dry erase markers, 8 Crayola washable markers, pencil top erasers, 1 box colored pencils, 1 box quart ziplocks, 2 containers Clorox wipes

**Grade 5:** Box of color crayons, 3 spiral notebooks, pencils, large eraser, scissors, ruler, bottle of glue, ballpoint pens, 5 folders - one for each subject, 2 boxes Kleenex, highlighter, colored pencils (optional), 2 Expo dry erase markers, 2 one inch binders (for reading/writing-**NO LARGER**), 1-5 tab dividers for binders, **NO HARD PLASTIC PENCIL BOX**-only zipped pencil bags, 1 roll of masking tape, 2 fine point and 2 extra fine point sharpies, **OPTIONAL:** basic calculator, 1 bottle hand sanitizer, Lysol wipes,

**Grade 6:** Box of color crayons, 8 wide-lined notebooks, pencils, large eraser, ballpoint pens, 7 folders, 12 inch Eng/Metric ruler, scissors, 2 pks of non-ruled index cards, 12 1" lose-leaf rings, 2 glue sticks, 2 boxes of Kleenex, 2 Expo dry erase markers, 1 ½ -2" 3 ring binder, 1 bottle of hand sanitizer, 2 rolls of masking tape, colored pencils, 2 sharpies, 2 highlighters, hand sanitizer or Clorox wipes, **Optional:** Calculator

## SCHEDULES

Tracy Area Elementary school begins at 8:10am and dismisses at 3:15pm. Students should not be dropped off prior to 7:45am. **Breakfast will be available at 7:45.** The first day of school for students is **September 5, 2017.**

## SCHOOL LUNCH

### TRACY PUBLIC SCHOOLS FOOD SERVICE

District # 2904 operates a district-wide foodservice program to provide nutritious, healthy, and well-balanced meals for students and staff. We offer three types of food services: (1) A breakfast program, (2) A noon hot lunch program, (3) Snack and milk break for the after school program.

### FREE & REDUCED PRICE PROGRAM

Families qualifying for free or reduced lunches (and breakfasts) are to apply at the ISD #2904 Business Office or Tracy Area Elementary School Office. **All families must reapply each school year.** Applications are available in August and can be picked up during student registration days.

### PAYMENT SYSTEM

ISD #2904 utilizes a computer-based program to account for student lunch payments. Checks should be made payable to Tracy Area Elementary School (TAES). Once a check for lunch payment is received, the amount of the check is deposited in the individual student account. Each meal the student is served results in a “debit” of the account balance. Please send payment immediately upon notification of an insufficient fund balance. A “grace period” of 3-5 days or a maximum negative balance of \$20.00 maybe allowed when a student forgets to bring meal money. After the grace period has expired, a regular meal will not be served.

## POLICIES

District # 2904 policies can be found in the Tracy Area Public School Policy Manual located in the school office or on the district website located at [www.tracy.k12.mn.us](http://www.tracy.k12.mn.us)

Acts of Harassment and Violence (Policy 413) including, but limited to sexual or racial harassment, the threat of violence, and/or general harassment will be a violation of this policy. Weapons (including look-a-like toys) are forbidden on school grounds. A complete version of this policy is available in the district policy manual.

Tracy Area Public Schools are a tobacco-free environment (Policy 419). The use of tobacco products on school grounds is prohibited. Possession of tobacco and tobacco-related devices is prohibited by students, teachers, administrators, other school personnel, or person(s) on all school grounds and off-campus events sponsored by the school district. Please read the entire policy for complete details.

Distribution of Non-School Sponsored Materials on School Premises by Students and Employees (Policy 505) states that the district recognizes free speech rights, and at the same time seeks to preserve the integrity of educational objectives. Please read the complete policy for regulations and guidelines.

The act of bullying (Policy 514) is defined as a written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress. Consequences may range from positive behavioral interventions to suspension and/or expulsion. Please read this policy completely and encourage your child(ren) to take a stand against bullying. Bullying is not tolerated at our school.



# STUDENT AND FAMILY INFORMATION

## SCHOOL HOURS

Regular school office hours are 7:30 a.m. to 3:45 p.m. daily. Teacher duty hours are 7:55am to 3:25pm each day unless they have extra-curricular obligations such as coaching, speech team, or other after school assignments. **Students should not arrive to school before 7:45 a.m.**

## STUDENT INTERNET ACCESS

As part of the educational environment, Tracy Area Public Schools provides internet access for students. In compliance with the federal Children's Internet Protection Act, all school district hardware is subject to web filtering or firewalls to reduce the likelihood of accessing material inappropriate in the K-12 educational setting. While filters and firewalls can greatly reduce access to inappropriate websites, it cannot guarantee that all inappropriate access is stopped.

Each year the district will review, with students, guidelines for the ethical use of the Internet along with consequences for misuse of the Internet. The guidelines for internet use can be located in the District Policy Manual. If you are uncomfortable with your child having access to the internet, please inform the building principal in writing.

## STUDENT ATTENDANCE

Minnesota State Law and the Minnesota Department of Education regulations require daily attendance in school for every day that school is in session. It is critical for students to have consistent attendance in order to be successful and have a positive learning experience while in school. If your child is absent, please call the school 629-5518 by 9:00 a.m., if school personnel have not been contacted by a parent regarding a student absence by 9:00 a.m. the school will call the parent at home or their place of work. An answering machine is available to take your calls before 7:30 a.m. or after 4:00 p.m. weekdays and 24 hours during the weekend. An absence will be excused for a child who has been ill upon receiving a parental phone call or upon the presentation of a written excuse from the parent stating that the child was ill and unable to attend school. If absences are considered to be in excess of normal absenteeism a medical doctor's certificate may be requested.

## ATTENDANCE LETTERS

**If a student is absent for five (5) days during any one quarter of a school year a letter will be sent home to parents notifying them of the number of student absences and / or tardiness to class. Should a student be absent for eight (8) days during any one quarter of the school year a second letter of notification will be mailed to parents. If a student misses a total of 15 days in a semester or 30 days for the entire school year, strong consideration will be made in regards to student retention. Notice of 15 days/ semester or 30 days/year will be sent to parents with disclosure of grade retention considerations. The purpose of the attendance is twofold: first, the goal is to encourage exemplary attendance and secondly, to avoid any truancy matters that are associated and fixed in Minnesota State Statutes. Listed on the following page are examples of excused and unexcused absences, as identified in District # 2904's Policy Manual.**

**EXCUSED**

1. Illness
2. Serious illness in student's immediate family
3. Death in student's immediate family
4. Medical or dental appointment
5. Court appearances by family or personal action
6. Religious instruction
7. Emergency conditions (fire, flood, storm, etc.)
8. Official school field trip
9. Removal of a student pursuant to suspension

**UNEXCUSED**

1. Truancy
2. Failure to comply with reporting requirements
3. Work at home
4. Work at business, except under school sponsored program
5. Vacations with family
6. Personal trips to colleges / other schools
7. Absences resulting from accumulated unexcused tardies. (3) tardies equal an absence
8. Any other absence not included in Policy #503

Tracy Area Elementary School strongly encourages parents to plan as far in advance as possible when scheduling appointments for their children during school hours. The more students can be in school and the more time they can invest in the classroom setting the greater their school learning experience will become.

**TARDINESS**

Students arriving late to school are required to stop at the office for a tardy slip before proceeding to their classrooms. The morning bell is sounded at 8:10 and children that are not in their classroom at that time are considered tardy. The student must then come to the office for a tardy slip to be admitted to class.

**TRUANCY**

The school district will identify all students who are "Continuing Truants" pursuant to Minnesota Statutes 260A.02, Subd. 3. A "continuing truant" means a child who is subject to the compulsory attendance instruction requirements of M.S. 120A.22 and is absent from instruction as described in M.S. 120A. 05, without valid excuse within a single school year for:

- 1.) three days if the child is in elementary school: or
- 2.) three or more class periods on three days if the child is middle, junior high, or high school.

A child becomes a "Habitual Truant" in the eyes of the law when she/he is absent without a valid excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle, junior, or high school.

**CHECKING STUDENTS IN AND CHECKING STUDENTS OUT OF SCHOOL**

Definite procedures are followed to assure the safety of children who are released during the school day. Teachers are not authorized to release students to parents who come to the classroom. Students are to be picked-up in the office and not the classroom. It is highly recommended that parents/guardians send a note to the child's teacher or correspond using the student planner indicating the reason for the student's early departure, the time, and date. ALL STUDENTS that leave the school building during regular school hours MUST BE 'SIGNED-OUT' IN THE OFFICE using the student checkout log journal. Students that arrive late to school during the day MUST BE 'SIGNED-IN' IN THE OFFICE before they can be admitted to class. Any student being picked-up by someone other than their parent/guardian must be authorized to do so by the custodial parent or guardian.

## SCHOOL VISITATION

Parents and guardians are encouraged and welcome to visit the school to see the educational process in action. This includes numerous special assemblies and activities as they are scheduled during the course of the school year. All adult visitors or student visitors must come to the office before going to any classroom. When checking in at the office, parents/guardians are expected to register as a school visitor and then they will be issued a visitor nametag. Checking in at the office is required for liability reasons and parents/guardians are discouraged from going directly to the classroom to visit or deliver any materials. Classroom visits, of 30-60 minutes, are recommended and parent/guardian visits should be prearranged with the child's teacher. Parents and guardians are encouraged to be with their child when schedules permit for this opportunity.

We understand that because of divorce or separation, some children live with one parent or share time between their parents according to visitation rights. The law indicates that a biological parent has the right to visit their child or have access to school information and activities unless there is official notification or a court order that prohibits otherwise. Any court order that indicates special circumstances should be submitted to the principal at the beginning of the school year and will be kept in a secure and confidential student file.

**Student visitors can be a distraction to the learning environment. Student visitors considering enrollment are the only exception. We ask that you check with the principal in advance before making the arrangements to attend.**

## DRESS CODE

The administration, teachers, and Board of Education of Tracy Area Public Schools earnestly seek the cooperation of all parents in the manner of proper dress and appearance of students. We believe a correlation exists between good grooming, personal attire, personal/public respect, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The School District has a legitimate educational interest in promoting respect for authority, decency, and civility among students and in protecting the safety of its students. A dress code is designed for maximum student comfort, while maintaining an environment conducive to learning. Recognizing these educational interests, the following dress code applies to both genders and will be enforced in school and at school-sanctioned activities.

1. Clothing is to be worn in the manner in which it was designed to be worn.
2. Students are not to wear hats, bandanas, or other types of headgear except when special permission has been granted for a school sponsored activity or a specific unit of curriculum study.
3. Students will not be allowed to wear clothing or display body markings that promote alcohol, tobacco, drugs, or obscene language. Obscene language refers to swearing, obscene gestures, sexual comments or overtones, or any article of attire with printings or drawings that may be objectionable to the decency of other students/staff.
4. Shorts and skirts/dresses should be mid-thigh in length. Some sleeveless types of clothing is appropriate while others such as halter tops, spaghetti strapped tops, tops with low necklines, and shirts or blouses that expose the midriff or back should not be worn at school unless there is an appropriate t-shirt underneath the sleeveless article of clothing. Pants and shorts are to be worn at the waistline. **Pajama bottoms are not allowed.** See-through garments are NOT allowed.
5. As a matter of safety, spiked or chain-linked jewelry may not be worn.
6. Jackets, coats, and other similar items of outerwear should not be worn in classrooms and they should be in the student lockers during the school day.
7. No gang-related apparel, clothing, jewelry, insignia, colors, paraphernalia, or other such materials may be worn on or carried on the school campus or at school-sanctioned activities/events. For the purposes of this handbook, the term "gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal that: (1.) has, as one of its primary activities, the commission of one or more criminal offenses. (2.) has a common name or common identifying sign or

symbol and (3.) includes members who individually or collectively engage in or have engaged in a pattern of criminal activity.

8. Flip-flop type sandals may only be worn during academic learning periods. They are not allowed to be worn during Physical Education and/or recess period,
9. All other dress code policies, as they apply to Tracy Area Public School students, as set forth in the District 2904 Policy Manual.

### **DRESS CODE PROCEDURES**

Any article of clothing apparel, hairstyle, cosmetics, or jewelry- even if not specifically mentioned above-, which poses a threat to the health, safety or welfare of the student or others, or disrupts the educational process, is not acceptable. Our schools are a place for the business of education; students grooming and dress must be appropriate to both the school setting and weather. Enforcement or exceptions to the enforcement of the dress code and other special circumstances are listed below. Items 1-3 can be found in Policy # 504.

1. When in the judgment of the administration, as student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/ guardians will be notified.
2. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents.
3. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

The basic responsibility for maintaining the suggested dress code standards rests with the parents and / or guardians. It is the hope of Tracy Area Elementary to make academics the focus of the school day and not student dress.

### **HOMEWORK**

Homework is a teacher-planned learning activity, which takes place largely outside of the student's regular school hours. The intent of homework assignments is to reinforce classroom learning and expand on the student's overall school learning experience. Homework is considered a very important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any homework assignments their child may have brought home from school and to talk to their child about the day's school events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, or reviewing for tests, etc. Each student's school planner is a vital link between home and school communication regarding homework assignments. Listed below are some characteristics common to appropriate homework assignments followed by what are some excellent guidelines for homework responsibility that appeared in the magazine *Principal* as adopted by Shrewsbury Massachusetts Public Schools. These guidelines and responsibilities align closely with Tracy Area Elementary School philosophy regarding student homework.

### **HOMEWORK GUIDELINES**

1. Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside the classroom.
2. The purposes of homework are to practice newly taught skills, review previously learned skills, develop independent study habits, or to extend and enrich the school curriculum.
3. Homework should be connected to the curriculum at school.
4. Homework is not to be used as a behavior management tool or as a form of punishment.
5. Homework is to be completed by students and not parents.
6. Reading is an assumed component of homework assignments, but voluntary reading beyond homework assignments is very much encouraged and recommended.
7. Long-term projects and assignments must be accompanied with a specific due date.

8. Homework assignments for students with special needs may be determined by the student’s individual educational plan (IEP) and will be specifically related to the student’s learning profile.
9. Appropriate time limits at each grade level devoted to homework is different, with these possible and general guidelines to follow: These suggested times are approximations as every student works at a slightly different pace in regard to homework completion. Also the willingness of students to dedicate both sufficient and adequate “time on task” during the school day is a factor in determining how much time will be required to complete homework assignments outside the school day.

Grade 1	10-15 minutes	Monday-Thursday
Grade 2	20 minutes	Monday-Thursday
Grade 3	30 minutes	Monday-Thursday
Grade 4	40 minutes	Monday-Thursday & Some Friday’s
Grade 5	50 minutes	Monday-Friday
Grade 6	60+ minutes	Monday-Friday

**HOMEWORK RESPONSIBILITIES**

Homework is the shared responsibility of student, teacher, parent, and school administration. Listed below are some helpful suggestions as adopted by Shrewsbury Public Schools. These responsibility suggestions adapted from Shrewsbury Schools, 2002, are a common sense approach to homework that can be easily applied to the educational process at Tracy Area Elementary School.

**Student Responsibilities:**

- Get the assignment and ask for help if the assignment is not clear.
- Copy all assignments into the student planner- carefully recording all important information.
- Set a time each day to do homework.
- Check work, and if possible, explain it to an adult.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources, such as packets, papers, textbooks, notes, and study guides.
- Bring the completed homework to school when it is due.
- Be responsible for getting assignments when absent from school.
- Be responsible for taking care of, and returning, any borrowed resource materials.

**Parent Responsibilities:**

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide structure, a site, and tools needed to help the child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment for your child.
- Understand the amount of assistance appropriate for homework assignments.
- Communicate often with student and teacher, giving feedback to the teacher when there is a homework concern.
- Learn strategies and techniques that will enable you as the parent to provide assistance to your child.

**PROMOTION - RETENTION - ASSIGNMENT OF STUDENTS**

Whenever it appears that a student will benefit from another year at the same grade level placement, parents will be informed of the student’s specific academic needs by the teacher. Either written or verbal communication will be used by teachers to notify parents of the possibility of student retention at one of three school calendar intervals: (1) at the end of the third reporting period, (2) at the spring conferences, or (3) at the

very initial stages of the final quarter of the school year. A conference with parents, teachers, and administration will be scheduled to discuss the specifics of possible grade level retention. As discussions conclude the student may be: (1) Promoted- meaning they have met minimal grade level requirements, (2) Assigned- meaning assigned to the next grade level, this student is not a good candidate for retention but has not met grade level requirements. The student will move to the next grade level as parents assume responsibility for student success, and (3) Retention- student is retained and will repeat current grade level after not meeting minimal grade level requirements. The building principal, the superintendent, or both administrators after a thorough review of teacher and parent recommendations and requests will make all final decisions regarding pupil promotion.

### **ASSIGNMENT TO TEACHERS AND CLASSES**

The building principal with the assistance of teachers will determine all homeroom student placements for the start of each new school year. A request in writing is required for “consideration” for a specific homeroom teacher and must be submitted by May 1<sup>st</sup>. A lot goes into the placement of students into homerooms including behavior, academics, paraprofessional assistance, and teacher recommendations. All requests will remain confidential between the parent and principal and the building principal reserves the right to determine all final homeroom student placements. **(Deadline is May 1<sup>st</sup>)**

### **REPORT CARDS / STUDENT PERFORMANCE & EVALUATION**

Report cards are sent home four times each year at nine-week intervals. The report card is a means to inform parents/guardians of the student’s current progress, or lack of progress, in each subject. The purpose of the report card is to help parents identify a student’s strengths and to plan accordingly to address areas of student concern. Mid-term grades will be sent home to students that have a C grade or below.

- Kindergarten- Please refer to the “Kindergarten Round-Up” booklet.
- Grading Scale for All Grades
  - 4 – Proficient at Grade Level Expectations
  - 3 – Meets Minimum Expectations
  - 2 – Partially Meets Expectations
  - 1 – Does Not Meet Expectations

### **CHEATING**

Any student caught cheating on a test, homework assignment, or any other academic school area may receive a “zero” for that assignment.

### **CLASS PARTIES**

Classes / Grade Levels celebrate certain holidays or special occasions each year. These parties are under the direction of the classroom teacher who has the primary responsibility for the organization of the party. If you do not want your child to participate in certain holiday or special occasion parties, please contact your child’s teacher so other arrangements can be made.

### **BIRTHDAYS**

Birthday treats can be brought to school and the teacher is authorized to devote five to ten minutes during the day for their distribution and for a birthday greeting. **It is required that all treats be store bought, commercially prepared and wrapped to eliminate any food safety concerns.** All other treats will be returned to the student and their family.

## **INVITATIONS & GIFTS (NO DELIVERIES TO STUDENTS)**

**Student deliveries such as balloons, flowers, and gifts will not be allowed. Please have these items delivered to their home. Students will not be allowed to hand deliver personal party invitations of any type in school including on school grounds or on the bus. These items cause hard feelings and are a distraction to the learning environment.**

## **PETS**

**Tracy Area Elementary School DOES NOT allow bringing pets to school for several reasons.** Often animals, even those which are usually friendly and accustomed to being around children can become too excited around large numbers of children and a large group of very excited children can cause some strange reactions from pets. To protect children from being bitten and to avoid allergic reactions (some of which can be severe) we do not allow pets. **Pictures and short video clips of your child's pet are welcome.**

## **PERSONAL ITEMS**

All items belonging to students such as bookbags, coats, sweatshirts, gloves, hats, boots, snowpants, shoes, student planners, notebooks, etc. should be clearly marked with the child's name. Students should not bring to school toys, trading cards, electronic games, large amounts of money, or any other nonessential personal items unless specifically authorized to do so by a staff member. TAES is not responsible for lost or stolen items.

## **LOST AND FOUND**

All clothing items found will be placed in a locker designated "Lost & Found" in the foyer. Parents or students that are missing articles of clothing or apparel should check this location for lost items. Smaller items that are found or lost will be collected in the school office and once the item is identified by the owner (student), the item will be returned to them.

## **DRILLS**

Emergency drills (Fire, Tornado, and Crisis) are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency routes, evacuation notices, and procedures are posted throughout the school building and in classrooms. These drills are practiced during various times of the school year. The purpose is to give careful instructions regarding the proper procedure for exiting the building or moving to a designated area of safety in an orderly fashion.

## **CHURCH NIGHT**

Wednesday night is a night reserved for church activities. School organizations and related events / activities will be scheduled to end no later than 6:00 p.m. Exceptions are considered only through the superintendent of schools and the school board.

## **CHILD ABUSE / NEGLECT**

Minnesota Statute 626.556 requires that educators, nurses, paraprofessionals, and others employed in a public school immediately report instances of suspected neglect or child abuse of all types to the appropriate county welfare or police authorities. It is a felony for school officials to fail to report suspected child abuse matters to the proper authorities as mandated by law. District #2904 will report suspected instances as required by law.

## **ATTENDING HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES**

Elementary students that plan on attending high school activities, musical concerts, plays, speech events, athletic contests, or any other high school sponsored special event will be held responsible for demonstrating appropriate and acceptable behaviors and actions while in attendance. If a student is not interested in the activity or game and cannot remain seated, school personnel will in many instances ask him / her to leave. All rules and regulations are designed for the safety of children. Please discuss and inform your child about these

rules. We encourage elementary students to attend such events with the expectation that they practice the common courtesy associated with being a well-mannered member of a public performance audience.

### **FIELD TRIPS**

Field trips within our city or to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement and connect with different aspects of the classroom curriculum while introducing students to the resources of the city, region, and state. **Parents/Guardians will receive notices from the school well in advance of the field trip and will be asked to sign one permission slip per year for all outings so their child can attend.** If the student does not return a signed permission slip, participation in all of the scheduled field trips could be jeopardized. **Participation in a school field trip is a student privilege and not necessarily a student right, and appropriate student behaviors throughout the school year are required in order for students to attend. Chaperones are not allowed to bring other children with.**

### **TELEPHONE**

Telephones in the building are intended for school business. Students are allowed to use school telephones when they are not in use, but only under limited circumstances. To use the school phone the student must have the permission of the homeroom teacher, school secretary, school nurse, or principal. When possible, parents and students are asked to make any special transportation or after school pick-up arrangements before arriving at TAES. When changes must be made regarding student destinations, **please call the office by 2:00pm**, so we can assure the message is delivered in a timely manner to the student. We do not allow students to use the phones to ask parents for permission to go a friend's house to play. Students are not to use their personal cell phone at school.

### **STUDENT ELECTRONIC DEVICE POLICY**

Electronic devices such as but not limited to, mobile phones, MP3 Players, headsets, pagers, digital cameras, and portable video games are to be left in the student's locker upon arriving to school. This is a NO SIGHT POLICY. "No Sight" means that school staff and students should not see the device(s). These devices should be turned off and kept at home or inside lockers. No text messages are to be sent during school hours. Under special circumstances the school administration may grant individual students limited permission to use these devices during the day. We recognize that these devices may serve as a safety precaution and communication tool for you and your child. If you need to contact your child during the school day, please call the office at 507-629-5518. We are not responsible for lost, stolen, or damaged electronic devices.

#### First Offense

Electronic devices used during the day will be confiscated by the building Principal and the student can pick it up at the end of the school day. The incident will be recorded in the school discipline log, and additional consequences may apply.

#### Second Offense

Electronic device will be confiscated by the building Principal and the student can pick it up at the end of the school day. The student will receive a Discipline Referral that will go in their file and be sent home to their parents. Additional consequences may apply.

#### Third Offense

See Insubordination Policy.

### **SCHOOL PROPERTY**

Students are expected to be responsible for all assigned textbooks, library books, desks, electronic devices, and all other school property issued to them during the school year. Students will be expected to pay for property that is either lost or damaged.



## **PARENT TEACHER CLUB (PTC)**

The Parent-Teacher Club meets one time per month beginning in August. Parents and teachers are encouraged to participate in the PTC. Please consider donating some of your time to help staff and lend a supporting hand in helping to provide educational opportunities for the students of Tracy Area Elementary School. The PTC sponsors numerous educational events and assists with fundraising efforts that directly benefit students, teachers, parents, and the community. The group contributes to the Title I school-wide plan as well.

## **RECESS**

Recess at Tracy Area Elementary School is a very important part of the school day. Students in grades TK-6 are scheduled for noon recess each day. Parents are reminded to monitor the weather forecasts and provide their children with the appropriate attire needed for a multitude of changing weather conditions experienced in Southwestern Minnesota. Recess will be outside whenever the weather permits (typically up to minus 10 degrees Fahrenheit, wind chill), and students are afforded warming breaks when appropriate. **Flip-flop type sandals are not allowed at recess.**

Students are not permitted to push, shove, trip, kick, swear, use inappropriate gestures, or any other type of socially unacceptable behavior. Recess is considered a privilege and not a student right.

## **PARENT-TEACHER CONFERENCES (K-6)**

Conferences provide a terrific forum for the sharing of information between parents and teachers on how to provide the best educational opportunity for each child. Conferences will be scheduled twice during the school year. Ideally, both parents should be present at conferences. Additional conferences may be held as needed upon the request of either the parent or teacher. TK-4 conferences are scheduled for parents and notification of date, place, and time will be sent in advance of the actual conference date. 5<sup>th</sup> and 6<sup>th</sup> grade conferences are in the gym. Please make every effort to attend the conferences scheduled.

## **CHANGE IN AFTER SCHOOL DESTINATION**

Students must have a written note from parents if they are to be dismissed to a place or location other than where they normally go after school. Parents may also phone in changes to student destinations, but the office requests your cooperation in receiving these calls by 2:00 p.m. If there is no note, no phone call, or no message written in the student planner that child will be dismissed and transported to the usual location- no exceptions. Please provide a full name and/or address of the alternate destination (vague comments like, "Send him to Auntie's house after school" can be confusing for the child and substitute bus drivers).

## **SCHOOL PROGRAMS**

### **SPECIAL SERVICES**

The Tracy Area Public School District # 2904 offers a wide range of special services for students who have special educational needs. If you have a child or know of a child who might benefit from these services, please contact the building principal. Referrals and testing of students may be requested at any time by a parent or teacher. The district employs highly qualified and certified teachers to provide special education services to the students. Our special services include the following:

Deaf / Hard of Hearing	Other Health Disabilities	Emotional-Behavioral Disabilities
Adapted Physical Education	Physical Therapy	Occupational Therapy
Early Childhood Special Education	Autism Spectrum Disorder	Speech-Language
Section 504 Accommodations	Developmental Delay	Specific Learning Disabilities
School Psychologist / South West	Developmental Cognitive	
Service Cooperative	Disabilities	

## **MUSIC / PHYSICAL EDUCATION**

Every class in grades K-6 is scheduled for one 20-minute period of music education and one 20-minute period of physical education. (Flip-flop style sandals are not allowed in physical education class.) These classes are planned, organized, supervised, and taught by highly-qualified specialists.

## **ELEMENTARY BAND**

Elementary Band is offered to students in grades 5 and 6. Instrumental instruction is held at the elementary school on Tuesday's and Wednesday's of each week. The main objectives of the Elementary Band are to build musical fundamentals and to prepare students for their role in the Junior/Senior High School Bands.

## **TITLE I**

The Title I program at Tracy Area Public Schools is funded by federal aid for the No Child Left Behind (NCLB) legislation and the Elementary and Secondary Education Act (ESEA). The purpose of the Title I program is to provide an opportunity for students in need of support in the content areas of mathematics, reading, and language arts to receive additional instructional services in those areas. District #2904 employs Title I teachers to support reading and language arts in a supplemental-type setting for all qualifying students. Tracy Elementary School is a School Wide Program. There will be a Title I Orientation during Open House. Documentation for the School Wide Plan is available on the website & upon request.

## **COMPUTER CURRICULUM**

Each grade level has a specific time reserved for them each day to practice computer skills. Students in the upper elementary grades are permitted more computer lab time as technology is increasingly incorporated into their required assignments. Curriculum offerings such as Accelerated Reading and Math are available to students each school day. Expert technology instruction is available to teachers for staff development purposes and to students as they are engaged in the computer curriculum.

## **LIBRARY**

All students in grades TK-6 receive media center instruction from a licensed Media Generalist once per week. Students check out a majority of their library books during this time, but book checkout is also available at other times in the day. Students are responsible for materials used in the media center or checked out for use at home. Please encourage your child to read not only for informational purposes, but also for the sheer enjoyment and relaxation that so often accompanies high-quality, engaging reading material.

## **CHARACTER EDUCATION (Fridays during Staff Development)**

Students have "Character Time" for one hour on Friday afternoons. During this time, they go over a "theme" of the month. Character education is reinforced daily in each classroom. Students are recognized through the distribution of Character Cash. Students earning this reward can go "shopping" for school spirit items each week. As part of our school's comprehensive approach to teaching the "whole child," we feel character education is as an important part to your child's education.

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

English as a Second Language is offered at Tracy Area Elementary School and throughout District # 2904. Students receive instruction from licensed ESL teachers in small groups or in the classroom setting. Students receive ESL support each school day.

## **TESTING**

All students in grades 3-6 will be required to take the Minnesota Comprehensive Assessment-II (MCA-II). These tests that are designed to determine how well a school or district is performing; in regards to teaching the

children enrolled in their school. These tests of reading, mathematics, and writing are very important and we know with your support as parents, students will do the very best they can to achieve at the highest levels possible. The District also employs the use of the North West Evaluation Associations - Measure of Academic Progress (MAP) standardized tests in the subject matter areas of reading and mathematics. All students in grades K-6 will be tested during the course of the school year to measure student progress and to provide data for teachers and administrators regarding curriculum and instruction.

## **STUDENT ORGANIZATIONS**

Students can participate in a number of school related organizational activities. The Character Store is an area students may volunteer time to work. Teachers serve as student advisors to the Student Council participants.

## **BUS SAFETY & STUDENT TRANSPORTATION**

### **PURPOSE AND STUDENT SAFETY TRAINING**

The purpose for providing students bus safety training is to properly educate them regarding bus safety issues and the responsibilities required for school bus ridership. The school district will provide students enrolled in grades TK-6 (for the purposes of this handbook) with age appropriate school bus safety training. The training will be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completion of the training, a student will be able to demonstrate knowledge and understanding of the following competencies:

- Transportation by school bus is a student privilege, not a student right
- District policies for student conduct and school bus safety
- Appropriate conduct while on the bus
- The danger zones surrounding a school bus
- Procedures for safely boarding and leaving a school bus
- Procedures for safely crossing roads, streets, or highways
- School bus evacuation and other emergency procedures

### **BUS CONDUCT AND CONSEQUENCES FOR MISBEHAVIOR**

Students are expected to follow the same behavioral standards while riding the school buses as they are expected to on school property or at school functions, activities, or events. All school rules are in effect while a student is riding the bus or waiting at the bus stop. Riding the school bus is a privilege and not a right. Consequences for school bus / bus stop infractions will be imposed by the building principal or his/her designate. In addition, all school bus misconduct will be reported to the District Transportation Director. Very serious offenses will be reported directly to either the Department of Public Safety and/or law enforcement.

<b>BUS STOP RULES</b>	<b>STUDENT RULES FOR RIDING</b>
<ul style="list-style-type: none"> <li>• Get to your bus stop five minutes before your scheduled pick up time. (The bus drivers are taught not to wait on late students.)</li> <li>• Students will wait for the bus off the roadway and in an orderly manner.</li> <li>• Respect the property of others.</li> <li>• Keep your arms, legs, and belongings to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Obey the driver at all times.</li> <li>• Keep head and hands inside the bus at all times.</li> <li>• Remain seated when the bus is in motion.</li> <li>• Use inside or quiet speaking voices when riding the bus.</li> <li>• Students will not throw things inside or outside the bus.</li> </ul>

- Use appropriate language at all times.
- Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus entrance.
- After getting off the bus, move a safe distance away from the bus.
- If you must cross the street, always cross the street in front of the bus driver so he/she can see you. WAIT for the driver to signal before crossing any road.
- No fighting, harassment, bullying, or “messaging around” is permitted at bus stops.
- No use of alcohol, tobacco, or drugs.
- Students will make financial restitution for damages that occur to the bus if responsible.
- Show respect for the driver and other passengers.
- Help to keep the bus clean of litter.
- Know and practice all safety rules and emergency procedures.
- Refrain from the use of profanity, obscene language and / or gestures, and the transporting of nuisance articles on to the bus.
- Refrain from verbal and sexually harassing comments and activities.
- Understand all school policies as they relate to student bus ridership as a result of the classroom and practical bus safety training.

### CONSEQUENCES (TAES ONLY)

Consequences for school bus / bus stop violations or misconduct will apply to all regular and special bus routes. Parents / Guardians will be notified of any suspension of bus riding privileges.

- First Offense – Written Warning
- Second Offense – 3 Day Suspension from riding the bus
- Third Offense – 5 Day Suspension from riding the bus
- Fourth Offense – 10 Day Suspension from riding the bus
- Continued Offenses – \*Will be individually reviewed and evaluated.

\*Students may be suspended for longer periods of time and could very likely be suspended for the remainder of the school year.

When a student goes 60 school days without a bus report, the student’s consequences may start at the first offense level. This possible action is at the discretion of administration and transportation director.

## CLOSING OF SCHOOL

### EMERGENCY CLOSING OF SCHOOL

When the schools are normally in session, should unusual conditions exist such as epidemic, illness, threats, weather related conditions hazardous to transportation or other dangerous conditions representing a danger to students, the Superintendent or his/her delegated representative shall be empowered to suspend school operations until the danger no longer represents a threat to student welfare.

### WEATHER RELATED CLOSINGS

If it becomes necessary to close school before the regular school day is to begin or to invoke an early dismissal for purposes of student safety this information can be accessed through a multitude of media outlets. Students will be sent home to their regular after school destinations unless previous arrangements have been made with school personnel. Parents are advised to have a “storm home” destination for their children on file in the school office in the event that buses cannot transport children to their home due to extreme weather conditions; this is especially applicable to students with rural addresses and places of residence. Students riding buses in winter weather should be dressed appropriately for winter conditions. On occasion a bus may experience troubles and children may have to wait for assistance from transportation department personnel to correct the problem.

The following media outlets will be broadcasting any school notices regarding the closure, late start, or early dismissal from school due to inclement weather.

**Instant Alert:** Will email and/or text you will school closures and other school information. To sign up for Instant Alert: please get ahold of the Elementary Office or our Computer Technician.

KJOE: Slayton-Radio	KMHL: Marshall-Radio	KELO: Sioux Falls-TV
WCCO: Minneapolis-Radio/TV	KMSP: Minneapolis-TV	KSAX-KRWF: Alex.-Radio/TV
KARE 11: Minneapolis-TV	KSFY: Sioux Falls-TV	

## **STUDENT DISCIPLINE**

Education is a cooperative effort in which teachers and students are brought together for learning to take place. A school environment, which permits order and efficiency, must be provided and maintained for the learning process to occur. While a student is in school, he/she will be required to practice and observe all school rules.

One of our school goals is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of teachers to teach and students to learn. The responsibility and maintenance of self-discipline falls to the combined effort of students, parents, teachers, administrators, and community. As teachers and parents, it is our job to model for children appropriate behaviors that will enhance each individual's school experience. Students are required to behave properly, respecting others and property. This includes traveling to and from the school site. Consequences for failure to adhere to school rules may include a loss of student privileges, in or out of school suspension, and notification of parents.

### **CLASSROOM RULES / CONSEQUENCES**

Each classroom teacher has established rules and procedures. These rules and procedures for student behavior and expectations will be supported by administration. Students realize that failure to follow classroom rules, playground rules, bus rules, and lunchroom rules will result in consequences. When a child makes a mistake and his or her actions don't comply with pre-established school rules the following consequences may occur according to each individual situation.

#### **POSSIBLE CONSEQUENCES**

Planning Room / Wall Time/ Detention	Room Removal	Conference with student/principal
Conference with student, principal, and teacher	Conference with student, principal, teacher, and parents	Discipline Referral Form
Dismissal from school	In/Out of School Suspension	Possible Expulsion

### **EXAMPLES OF INAPPROPRIATE STUDENT BEHAVIOR**

This list is not intended to be an all-inclusive list of inappropriate student behaviors, but may provide some initial guidelines as to what is expected of students while in school. A sample listing is as follows:

- No swearing or disrespectful language directed toward any school employee or student
- No lying
- No stealing or cheating
- Do not throw dangerous objects at others

- Classroom disruptions that impede the learning process for other students or teachers
- Rude, Inconsiderate, or Disrespectful behavior
- No defacing of school property or personal property of others
- Student shall not intentionally cause, or attempt to cause physical injury or behave in a manner that could cause physical injury to a school employee or another student.
- Students cannot leave school property during school hours without first securing permission from the principal’s office.
- Students may not have, at any time, weapons or “look alike” weapons on their person or in their possession. (See HS handbook for weapons & assault discipline procedures)

## LOCAL / STATE POLICIES

### SEVERE CLAUSE

Unfortunately sometimes a student’s behavior is so severe that the principal must take immediate action to secure the rights and safety of others in the building. Examples include physical injury, abuse of others, threatening remarks, inappropriate gestures to staff and/ or students, verbal-physical-or sexual harassment, total refusal to obey reasonable adult direction, dangerous weapons, possession of chemicals, drugs, alcohol, or tobacco products, skipping school, and other blatant actions. In such instances a severe consequence will be issued. It is very important that you know that, while we truly do care for your child, there are times when we must separate our feelings for the child from the behavior of the student. We intend to work together with parents to make sure the student is making good choices while in school.

### NON-DISCRIMINATION

It is the policy of Tracy Area Elementary School and Tracy Area Public School District # 2904 to fully comply with federal and state law prohibiting discrimination. No person shall be discriminated against on the grounds of race, color, national origin, creed, religion, sex, marital status, handicap, and status with regard to public assistance, age or disability. Any person, filing a complaint, alleging any such actions prohibited by this policy shall present the complaint in writing along with reasons for said complaints to the Superintendent of Schools.

All polices can be accessed in District # 2904 Policy Manuals that are available in the office in each school building. Additional information may be located on the District Website located at [www.tracy.k12.mn.us](http://www.tracy.k12.mn.us)

### DATA PRIVACY

Educational records, which identify or could be used to identify a student other than directory information, may not be released to members of the public without express written consent of student’s parent or guardian. The release of directory information may be delayed if, in the judgment of the principal, or designated school representative, such release of information may jeopardize the health, safety, or well being of the student or his/her family. This general rule is subject to specific and limited exceptions that cannot be set out in this text due to limitations of space, but the complete policy is available in the District #2904 Policy Manual.

### DIRECTORY INFORMATION

Directory information may be released to the public without prior parent or student consent unless the parent has objected in writing to the release of one or more categories of such information. Parents may revoke their request for the release of information to be restricted at any time.

#### DIRECTORY INFORMATION

Student Name

Parent Name(s)

Degrees and Awards Received

Student Address

Dates of Attendance

Photo of Student (if available)

*“Education as a Lifestyle”*

Telephone Number

Previous School

Participation Information  
from Recognized Activities  
(Height, Weight, Grade, etc.)

Date/Place of Birth

Grade Levels Completed

### **PERMANENT RECORD FOLDER**

A permanent record folder is kept on every child enrolled in the elementary school. Information included in each folder includes family information, attendance records, report cards, test scores, pictures, reading/math records and other miscellaneous items.

This information contained in a student's permanent record is considered confidential and may be seen only by school personnel, parents, or other individuals as authorized by parents. Some students may have an additional file if they are receiving any special services provided by the district.

### **PARENTS RIGHT TO KNOW**

#### *Section 1111 (h) (6) (A)*

School districts are required to notify parents of ALL children in ALL Title I schools in the beginning of each year, that parents have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents of the children in the school – whether or not the students receive Title I services – and all Title I schools, both targeted assistance and schoolwide.

- When the parent of a child requests information on their child's classroom teacher's professional qualifications, districts must respond in a timely manner, to the requested information, at a minimum, report the following:
- Whether or not the teacher has met Minnesota's licensing requirements for the grade level(s) and core academic subject(s) they teach.
- Whether or not the teacher is teaching under a variance status.
- The education level and subject area of the teacher's college degree major and any graduate degree or certificate held;
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

Schools that receive Title I funds shall provide to each parent

- Information on the level of achievement of the parent's child on the state academic assessments.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

This information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. The notification must take place at the start of each school year.

### **PERIODIC TENNESSEN WARNING TO STUDENT AND PARENTS**

Parents please be advised that:

- Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions, and questions during the course of classroom activities.
- The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the student's needs and preferences relating to his education or her educational program.

- Students are not required by any law or regulation to supply data. However, the school district expects and requires that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student’s refusal to supply data may prevent the school district from assessing the student’s needs and incorporating the student’s preferences into the student’s educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information will result in a failing grade for a particular course and a failing grade for the year. Refusal to supply information to a school district employee investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.
- Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights or access to the data.

## HEALTH INFORMATION

### STUDENT HEALTH SERVICES:

The school nurse assists families with health needs that may arise during the school year, including caring for ill or injured students, giving medications for students who need them during the school day, and monitoring the effectiveness of these medications, as requested by physicians and parents. Health teaching is done as requested by teachers. As the school year begins, the school nurse will review health records of students. She will update the records with information received from parents, and inform teachers of things that may be affecting your student in the classroom. In addition, she will review immunization records for all students and provide families with information about getting any missing vaccinations. Later in the fall, vision and hearing screenings are started. If a child fails the screening process, you will receive a referral letter. It is very important that students who are referred receive further evaluation because hearing and visual difficulties can interfere with learning.

### EMERGENCY CARE CARD

It is very important that school personnel can locate you at any time if an emergency situation exists. In addition, the medical profession prefers not to begin or give any emergency medication or treatment of any kind without parental permission or without the parent being present.

The emergency/registration card helps us locate the parents in the event of illness or emergency involving your child. Parents are required to complete the emergency information located on the school registration form.

This information must be updated at the beginning of each school year, **and must be kept current as changes occur during the year**. Please list all pertinent phone numbers including home, work, cell phone, relatives, or others such as neighbors who will know how to locate you in a time of emergency or illness at school.

### Is My Child Well Enough to Go to School?

Every day in school is very important for your child’s educational progress. However, children who are ill don’t learn well and may pass the illness to others.

These guidelines will help families decide if their child is well enough to go to school. These are the guidelines the school uses to help determine if a child is well enough to stay in school.

To maintain a safe and healthy learning environment for all, students should stay home if they:



- Have had a fever of 100 degrees or higher. The child may return to school when they have had a normal temperature for 24 hours without the help of fever reducing medication.
- Have vomited or have had diarrhea. The student should stay home until 18-24 hours have passed since the last episode.
- Have been prescribed antibiotics; children should not return to school until 18- 24 hours after the first dose was given.
- Are not feeling well and also has either of the following: a persistent tight cough, or a cough that produces mucus.
- Have a rash associated with either a fever or general feeling of not being well.
- Have draining skin sores
- Have red, inflamed or draining eyes or ears
- Have live head lice (whether treated or untreated) or untreated nits present.

If your child is absent, please call the school before 9:00 am to report the illness/absence. If your child is ill for more than one day, please call each day he/she is absent.

If your child's health care provider recommends limited school attendance, including any limits for recess or Phy Ed class participation, we will need to get a signed note from your physician/health care provider given to the school.

## **MEDICATIONS**

Most medications can be given outside of school hours including three times a day dosages. However, if medication is needed during the school day, please note the following:

- Written parent permission is needed for all medications, both prescription and over the counter. Over the counter medications can be given with a parent note for occasional (up to three times a month) use, given according to label directions and dosage.
- A note from your physician or authorized prescriber, is required for all prescription medications, also for any over the counter medications used on a regular basis (three or more times a month).
- All medications sent to school must be in the original packaging or container from the drugstore labeled with child's name.
- Prescription medications must have be in the original pharmacy container, with the original pharmacy/drugstore label including the name of the medicine, child's name, and current prescription.
- The health care provider's prescription must match the information on the label from the pharmacy.
- Please send only the amount to be given at school. You can ask the pharmacist for a duplicate bottle for school use. Most pharmacies will provide a duplicate bottle at no extra charge.
- Families are strongly urged to bring the medicine to school rather than sending it with the child on the bus. In the event that parents cannot bring the medicine to school, please call the school to make alternative arrangements.

- The school reserves the right to decline giving medications, (either prescription or over the counter) that do not meet these guidelines.

## **IMMUNIZATIONS:**

State law requires that all students attending school in Minnesota have an updated immunization record on file at school before the start of the school year.

The immunization record must show the child has had the required number of doses for certain required vaccinations, or has a written exemption on file. Medical exemptions can be claimed by submitting a signed note from the child's physician. Conscientious objector exemptions can be claimed with a written statement from the parent which has been notarized. All exemptions must be in writing.

## **STUDENTS WITH ONGOING HEALTH ISSUES**

If your child has a chronic illness such as diabetes, asthma, severe allergies, seizures, or any other ongoing health issue, be sure to contact the school nurse before the start of the school year. A yearly visit with the nurse is an important way to keep the school up to date with your child's needs.

If your child has any chronic health issues that may affect their daily school routine, ask your doctor for a note for the school with information about the current plan of treatment, (including medications needed at school) at the beginning of each year. This will be used to develop a plan for your child's needs during the school day. If there are changes to the treatment plan during the school year, please bring a note from the doctor so the school plan can also be adjusted.

Due to new regulations about how medical information is shared (HIPAA), it can be difficult to get up to date information at school about your child's medical needs. Ask your doctor about signing a consent form to share information between you, your doctor's office and the school.

## **DIETARY RESTRICTIONS**

If your child needs alternative menu items due to allergies or other health issues, a note from your child's physician is needed, due to federal school lunch regulations. Please contact Michelle Hawkinson, Food Service Director, or School Nurse, for questions or more information.