



**2019-2020 Parent/Student Handbook**

Hartley Elementary

605 7<sup>th</sup> Street NE

835.2248

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**HARTLEY ELEMENTARY**  
605 Seventh Street North East, Waseca, Minnesota 56093 (507)835-2248

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Dear Parents:

It is my pleasure as the Hartley Elementary principal to welcome you to the 2019-2020 school year. First and most importantly, school hours for Hartley Elementary for this year are, Start time: 8:05 and End time: 2:40. This new school year brings much excitement and adventure. We are all excited about beginning this journey. It remains a commitment of mine, as well as the staff, to provide a safe and secure learning environment have high expectations and work hard to provide the high quality education Hartley students deserve.

Our mission and goal is **“Learning for all, whatever it takes.”** We feel each child is special and deserves the best education we can provide. The elementary staff is eager to instill the knowledge, skills, and dispositions we want students to acquire as they develop into future citizens of the community.

Building relationships in a safe and secure environment is our number one priority. Your support as community members has helped to make so much a reality, for that, we are grateful. Parents are more than welcome to volunteer, and or visit the school whenever the chance arrives. The doors are open to you and I encourage you to get involved. Please use the new secure entrance on the Northwest corner of the school. Please stop in and visit your child’s classroom, meet his/her teacher, and share in the learning throughout the year.

The student handbook was designed for the purpose of helping you become better acquainted with practices and procedures at Hartley Elementary.

Changes take place with the handbook often. We will communicate those items as necessary. This handbook serves a very useful purpose of keeping you as up to date as possible concerning our procedures and expectations. Please take time to read it with your child.

If you have any questions, please do not hesitate to call 835-2248. Thanks in advance for being the number one role model for your child’s education! Embrace the learning coming home each and every day! This positive partnership will motivate your child to be engaged and excited about all the adventures of Hartley Elementary!

Ben O’Brien  
Hartley Elementary Principal

**HARTLEY ELEMENTARY STAFF**

Ben O'Brien, Principal

**KINDERGARTEN**

Becky Ferch..... Room 141  
Tressa Gruenzner..... Room 142  
Katie Hopfer..... Room 134  
Amanda Anenson..... Room 133  
Jacklyn Wolfe..... Room 91  
Kari Zafft..... Room 92

**GRADE ONE**

Emily Anderson..... Room 132  
Kelli Gardner..... Room 134  
Jodi Miller..... Room 130  
Taylor Nippoldt..... Room 127  
Karen Wilker..... Room 132

**GRADE TWO**

Stacy Collins..... Room 124  
Paulina Guse..... Room 123  
Tessa Royce..... Room 117  
Kayla Pietila..... Room 126  
Maren Peterson..... Room 118

**GRADE THREE**

Hailey Teel..... Room 85  
Molly Henriksen..... Room 88  
Erica Hofmeister..... Room 89  
Emily Schultz..... Room 86  
Jacque Smidt..... Room 87

**COUNSELOR**

..... Room 81

**SPECIAL EDUCATION**

Gayle Wickersheim..... Room 94  
Meghan Selvik..... Room 94  
Kabree Krier..... Room 114  
Barb Cihak..... Room 101  
Keisha Ruevers..... Room 99

**INTERVENTION**

Sheryl Stroda..... Room 102  
Patty Altman..... Room 102

**ELL**

Amanda Hirdler..... Room 102

**MUSIC**

Jodie Pollock..... Room 115

**ART**

Claire Buendorf..... Room 113

**TITLE I**

Molly Anderson..... Room 114

**SPEECH**

Jolene Hauger..... Room 131

**PHYSICAL EDUCATION**

Connelly Turek..... Room 112

**ADAPTIVE PHYSICAL EDUCATION**

Connelly Turek..... Room 100

**MEDIA CENTER**

Gwen Krueger..... Room 97

**FAMILY SERVICE COORDINATOR**

Kris Lapidis..... Room 97A

**OCCUPATIONAL THERAPIST**

Rachel Kluver..... Room 100

**CERT. OCC. THERAPIST ASSISTANT**

Sandy Miller..... Room 100

**PHYSICAL THERAPIST**

..... Room 100

**HEARING IMPAIRED/POHI**

**AUTISM CONSULTANT**

Tracy Helms

**PSYCHOLOGIST**

Kristi Hyink-Huttemier

**NURSE**

Deb Wobschall..... Room 105A

**CLERICAL**

Mandy Vagts, , Tammy Murphy

**TECHNICAL SUPPORT**

Angie Baer

**CUSTODIAL**

Tim Johnson..... Room 110

Mark Bartelt..... Room 110

**PARAPROFESSIONALS**

Joan Dehn  
Pam Deike  
Katie Engesether  
Tammy Garman  
Suuzette Sparks  
Bobbi Jo Holtz  
Pat Larkin

Tara Madson  
Deb Nelson  
Stephanie Seifert  
Robin Terrell  
Molly Tuttrup  
Becky Vandenhemel  
Kelly Whipple  
Dawn Yard

**DISTRICT #829 TELEPHONE NUMBERS**

Superintendent's Office.....	835-2500
Tom Lee, Superintendent	
Waseca Junior and Senior High School.....	835-5470
Jeanne Swanson, Principal	
Jason Miller, Assistant Principal	
Waseca Intermediate School.....	835-3000
John Huttemier, Principal	
Hartley Elementary School.....	835-2248
Ben O'Brien, Principal	
School Age Care.....	835-3187
Community Education Office.....	835-5626
Paul DeMorett, Director	
Special Education Office.....	835-5046
Heather Harms, Director	
School Nurse's Office.....	835-2248
Deb Wobschall, School Nurse	

## HARTLEY ELEMENTARY 2019-20 SCHOOL CALENDAR

September 2 .....	Labor Day – No School
September 3 .....	K-3 Beginning of the Year Conferences, 10:00 am – 6:00 pm
September 4 .....	K-3 Beginning of the Year Conferences, 7:30 am – 3:30 pm
September 5 .....	First Full Day of School, Grades 1, 2 & 3
September 5 .....	Kindergarten <u>Day One</u> First Full Day of School
September 6 .....	Kindergarten <u>Day Two</u> First Full Day of School
September 25 .....	Early Dismissal, 1:10 pm
September 30 .....	Inservice Day – No School
October 14.....	Kindergarten 6-Week Conference 3:30 – 7:30 pm
October 16.....	Comp Day – No School
October 17 & 18.....	MEA – No School
October 23.....	Early Dismissal, 1:10 pm
November 20.....	Early Dismissal, 1:10 pm
November 26.....	End of First Trimester
November 27.....	Teacher Work Day – No School
November 28, 29.....	Thanksgiving Break– No School
December 2 .....	Elementary (K–3) Parent/Teacher Conferences 3:30 -7:30 pm
December 2 .....	Book Fair 3:30 – 7:30 pm
December 3 .....	Elementary (K–3) Parent/Teacher Conferences 3:30 – 7:30 pm
December 3 .....	Book Fair 3:30 pm – 7:30 pm
December 5 .....	Grade 1 & 3 Winter Concert, 7 pm
December 6 .....	Elementary (1–3) Parent/Teacher Conferences 7:30 am – 3:30 pm
December 6 .....	Elementary (Kindergarten)Parent/Teacher Conferences 7:30 am – 11:30 am
December 6 .....	Book Fair 8:00 am – 11:00 am
December 6 .....	No School for students
December 18 .....	Early Dismissal, 1:10 pm
December 23 - January 3.....	Winter Break – No School
January 6 .....	School Resumes
January 15 .....	Early Dismissal, 1:10 pm
February 12 .....	Early Dismissal, 1:10 pm
February 17 .....	President’s Day Vacation – No School
February 28 .....	Inservice Day – No School
March 5 .....	End of Second Trimester
March 6 .....	Teacher Work Day – No School
March 10.....	Elementary (K-3) Parent/Teacher Conferences 3:30 – 7:30 pm
March 10.....	Book Fair 3:30 pm – 7:30 pm
March 12.....	Elementary (K-3) Parent/Teacher Conferences 3:30 – 7:30 pm
March 12.....	Book Fair 3:30 pm – 7:30 pm
March 13.....	Elementary (K-3) Parent/Teacher Conferences 7:30 am – 3:30 pm
March 13.....	No School for Students, Book Fair 8am-11am
March 18.....	Early Dismissal, 1:10 pm
March 31 .....	Kindergarten Round-Up – 6:00 pm
April 2 .....	Family Literacy Night
Dates: TBD .....	Third Grade MCA Math and Reading Tests
April 10.....	Good Friday – No School
April 13.....	Comp Day – No School
April 22.....	Early Dismissal, 1:10 pm
May 1 .....	Inservice Day – No School
May 5 .....	Grades K & 2 Spring Concert, 7 pm
May 20.....	Early Dismissal, 1:10 pm
May 25 .....	Memorial Day – No School
June 3 .....	Last Day of School for Students
June 4 .....	Teacher Work Day – No School

I.S.D. #829 Strategic Plan

**Mission Statement (Our Core Purpose):**

- Waseca Public Schools empowers each learner to thrive in an ever-changing world.

**CORE VALUES (Values we share, things we will be)**

**Relationships:** We believe everyone thrives in supportive and compassionate relationships.

- *We believe school community members benefit from strong relationships with students, families, peers, and staff.*
- *We believe respectful, safe, empathic learning environments challenge all to engage in the learning process.*

**Inclusion:** We value diversity and respect differences.

- *We recognize the unique contributions of each individual and embrace all on their life's journey.*
- *We believe in responding to the needs of all learners.*

**Innovation:** We encourage creative thinking and innovative problem-solving.

- *We believe in the power of individual and collective abilities to creatively solve problems.*
- *We believe in striving for continual individual and organizational improvement.*

**Integrity:** We promote an environment of respect, honesty, responsibility, and transparency.

- *We promote academic integrity in all learners.*
- *We believe in empowering all to make moral and ethical decisions.*

**Responsibility:** We believe that all are responsible and accountable for their actions.

- *We believe in the appropriate use of financial resources.*
- *We believe effective communication promotes trust with students, staff, families, and the community.*

**Vision Statement:**

- In collaboration with our community, we will develop lifelong learners through rigorous, innovative, and personalized learning opportunities.

**Focus Areas:**

- Student Achievement
- Student Support
- Workforce
- Community Engagement
- Academic Program
- Teaching and Learning

## **HARTLEY MISSION STATEMENT**

**“Learning for all whatever it takes.”**

### **HARTLEY SCHOOL GOALS**

1. Build social-emotional vocabulary using the 16 Habits of Mind throughout classrooms.
2. Continued improvement in aligning State Standards to (grade-wide) assessments and standard based grading.
3. Effective implementation of service models to provide the best educational experience for all Hartley students.
4. Continue to be trauma-informed and work to create positive relationships with students and families.

### **EQUAL EDUCATIONAL OPPORTUNITY**

It is the school district’s policy to provide equal educational opportunities for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, gender, marital status, and parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students. The compliance officer for Equal Educational Opportunities is the Superintendent of Schools, 501 East Elm Ave, Waseca, 507-835-2500.

### **EQUAL VOCATIONAL EDUCATIONAL OPPORTUNITY**

It is the school district’s policy to provide equal vocational educational opportunities for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students. The compliance officer for Equal Educational Opportunities is the Superintendent of Schools, 501 East Elm Ave, Waseca, 507/835-2500.

### **DATA PRIVACY POLICY**

All school information regarding a student is considered private and confidential except “Directory Information”. The Waseca Board of Education has classified the following as Directory Information:

The student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student is public data.

Students may opt out of the directory information classification by providing written notice to the office of the elementary school principal.



## HOURS - SCHOOL DAY

The school day hours for elementary (K-3) students are as follows:

- 7:40 a.m. Students enter school grounds
- 7:55 a.m. First Bell Rings
- 8:05 a.m. Tardy Bell Rings and School Begins
- 2:40 p.m. Hartley Dismissal Bell Rings- NEW FOR 2018-2019**

## MORNING ARRIVAL

Even though the school doors are open, we encourage children not to be at school before 7:40 a.m. each morning. Signal signs are posted on TV monitors in the school to indicate what is expected of the students before the first bell rings. Green means go outside and red means stay indoors. .

## RELEASE OF CHILDREN DURING SCHOOL HOURS

Students may not leave the school grounds during the school day unless they are picked-up at the school office by the parent or guardian. This rule applies to the entire school day including the lunch period.

1. All parents/guardians, using the new secure entrance will enter directly into the school office when entering the building. Appropriate identification may be requested/ required.
2. Parents/guardians shall complete the Student Sign-out Form in the office.
3. Office personnel shall call the appropriate classroom for dismissal of the student to the office.
4. No students may be dismissed directly to parents/guardians from the classrooms. All students shall be dismissed from the office between 8:05 a.m. and 2:47 p.m.
5. Students shall be required to sign-out at the office when leaving the building and must be accompanied by an adult.
6. Students who reenter, after leaving the building during the day, shall sign-in at the office before being admitted to their classroom.
7. It is the custodial parents' responsibility to provide the school with legally binding documentation (ie. court order) that restricts or limits contact with the student by a non-custodial parent or other persons.

## CLOSING OF SCHOOL

During inclement weather Waseca Public School Administration will launch a phone call using our Infinite Campus messenger system or the following television stations for closings or modifications of the school day: KSTP TV, Channel 5; KARE 11 TV, Channel 11; and KEYC TV, Channel 12.

## SUPERVISION

Morning playground supervision will be provided from 7:40 – 7:55 a.m. Students are requested not to arrive at school before 7:40 a.m.

Students must leave the building immediately at the end of the day, upon dismissal, unless under direct adult supervision. It is very important that you arrive on time to pick up your child. The school office is not an option for students who are not picked up on time, unless there has been an emergency and the office has been contacted. We appreciate your support with this matter.

## **CHANGE OF ADDRESS**

Students who change addresses or telephone numbers during the school year should report these changes to the office personnel.

## **RECESS**

Weather permitting, students are provided a supervised recess time each day. The decision to participate in an outside recess during cold weather depends upon the temperature and the wind-chill factor. Always dress your child for outside recess. Only students with medical excuses from a physician will be allowed to remain in the building during scheduled outside breaks.

Students will be provided a supervised free time in the classroom on days when bad weather prevents outside recess.

## **KINDERGARTEN - REGISTRATION**

Children entering kindergarten must have registration materials on file prior to school's opening. Students entering kindergarten must be 5 years of age on or by September 1. A baptismal or birth certificate, an up-to-date immunization record, and verification of Early Childhood Screening are required to register.

## **KINDERGARTEN - EARLY ENTRANCE**

Provisions may be made for early entrance to school if a child's birthday is after September 1. A parent may request early entrance by:

1. Completing an application requesting early entrance. Forms are available from the Elementary Principal at the elementary schools.
2. Applications may be made anytime after March 1 of the year the parent or guardian wishes the child to enter kindergarten and must be completed no later than May 1 of that year. The Elementary Principal shall be responsible for the initial application.
3. The child must be 4 years 9 months old before September 1 of the year in which early entrance is requested. A copy of the birth certificate is required.
4. Parents will schedule an appointment with the school psychologist at parents/guardians expense of \$50-150.
5. A kindergarten teacher will conduct an informal assessment of the child during the school day. The substitute fees of \$35-40 are the responsibility of the parents/guardians.
6. The Waseca Public Schools will provide a report of findings and recommendations. Copies will be provided to the parent or guardian, and the Elementary Principal.
7. A Team Meeting between the parents/guardians, school psychologist, kindergarten teacher, and principal, will be scheduled to discuss the test results before June 1. A recommendation for placement will be made at this time.
8. Children who qualify after the assessment and other criteria may be enrolled for a six week trial period to determine the appropriateness of the placement. During this trial period the student's cognitive abilities, motor development, as well as social and emotional maturity shall be observed and compared with the previous assessment findings. A staffing with the parents/guardians shall be held to determine if the child is to continue as a regular kindergarten student. The principal, school psychologist, and teacher shall determine the appropriateness of the placement.

## **KINDERGARTEN READINESS POLICY**

It is the policy of the Waseca Board of Education that if at the end of six weeks in kindergarten it appears that a child is not socially or emotionally ready, a conference shall be held including the classroom teacher, building principal, parents and school psychologist to review the progress of the child involved. Further assessment can be requested by parents or school where a learning problem is suspected. A decision will be made by the school whether the child should continue in the kindergarten classroom.

## **KINDERGARTEN TOILETING POLICY**

In order to encourage independence and maximize learning time, it is the policy of Hartley School that all children of school age be completely independent with their toileting skills. In the event that a child has accidentally wet or soiled themselves, a parent or guardian will be required to provide clean clothing, and if necessary, come in to assist the child with personal clean up. Children will not be allowed to return to the classroom until they are clean and have clean clothing on. If, at any time, it is determined that a child is not independent with their toileting, a meeting between the child's teacher, school administrator, school nurse, and parents, will be arranged to discuss the best placement and course of action for the child.

## **WITHDRAWAL FROM SCHOOL**

The school office should be notified at least two days before the date of departure if a student withdraws from school prior to the end of the school year. Parents should register at their new school and sign a request for release of records. Records will not be sent until a request is received from the new school of entry.

## **ENROLLMENT**

Students who enroll at Waseca from other districts, may register at any school office via online registration through infinite campus.

Parents/guardians shall bring the following information when enrolling students:

- \* Birth Certificate
- \* Child's immunization record
- \* Early Childhood Screening results
- \* An emergency telephone number
- \* Documentation showing the child's legal name
- \* An exact, correct address
- \* Name and address of former school

## **STUDENT RECORDS**

The school district maintains select information necessary to carry out an effective educational program for each child. Parents have the right to examine the contents of their children's records. Others having access to the records include school staff having a legitimate educational interest in the child; another school district having a legitimate educational interest, a college or educational institution in which the student may enroll, and/or the courts when a record is requested by judicial subpoena. It is the custodial parent's responsibility to provide the school with a legally binding document (ie. court order) which either restricts or limits access to records by a non-custodial parent or others. Required consent, and the rights accorded the parent, shall thereafter be required of and accorded to the student when a student reaches 18 years of age.

## ATTENDANCE

The attendance center for students in grades kindergarten through three is the Hartley Elementary School. According to Minnesota Statutes children must be in school every day unless there is a valid excuse. Valid excuses include, but are not limited to: illness, doctor appointment, serious illness in student's immediate family, funerals, medical appointments, and/or court appearances.

It is recommended that doctor and dentist appointments be made outside of school hours whenever possible. If there is a concert or program on the day your child is sick, the policy will be that they must have attended school since Noon on the day of the concert. Any sick child home all day will not be allowed to attend to protect the other children.

**Parents or guardians shall notify the school by 8:30 a.m. if a child will be absent by calling 835-2248. You may talk with the secretary or leave a message on the attendance answer line which is available 24hrs/day. Parents not calling the school will be contacted. Students' absences will be considered unexcused if parents do not notify the school or are not reached.**

## ATTENDANCE POLICY

The Board of Education, administration and faculty of District #829 believes that regular school attendance is related to success in academic work. Attendance in educational settings is an important component of learning for youth. Good attendance benefits youth academically as well as socially. Group learning situations assist students to communicate, work together, gain perspectives, and accept responsibilities – all-important components of adulthood. Therefore, students are expected to be in attendance every day unless they have an acceptable excuse for being absent.

Missing any part of a day will result in a loss of an educational learning experience. Attendance is a shared responsibility of the student, parent and school. Regular attendance develops habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and student achievement. Students who have good attendance generally achieve successfully, enjoy school more, and are much more employable after leaving school.

## CONTINUING AND HABITUAL TRUANCY

Expect to hear from school personnel in writing, and/or by phone, on or before your child's 7<sup>th</sup> (excused or unexcused) absence. After the 7<sup>th</sup> (excused or unexcused) absence, you may be expected to attend an Attendance Review Board meeting involving the school Principal, Family Service Coordinator and Police Liaison. At the meeting, a plan will be developed to assist your child to attend school and class on time. Upon the completion of an Attendance Review Board meeting and an attendance plan, any further absences may be coded as unexcused absences unless the family provides a note from a physician requesting that the child stay home or the student is seen by the school nurse/health tech and deemed too ill to be in school. Extenuating reasons for absences which will be considered by the hearing board include: illness, serious illness in the student's immediate family, death in the student's immediate family or of a close friend or relative, medical or dental treatment, court appearances, and physical emergency as a fire, flood, or storm. Some reasons which may not be allowed under the extenuating circumstances provision include: work, undefined personal reasons, shopping, transportation, hunting, errands, and undocumented absence. Habitual truants shall be referred to the county attorney's office with an Educational Neglect Petition.

## TARDINESS

When a child is late for school, parents must check them in at the office. Students will receive a pass before going to class. Students shall be counted tardy if they are not in their classrooms by 8:10 a.m. Students arriving after 9:00 a.m. are marked as an unexcused half day absence. Seven tardies will equal 1 unexcused absence (UF). Consistent tardiness/absences may result in discipline and/or legal interventions.

## VACATIONS

All vacation days need to be pre-approved by the Principal. Students in good standing, according to the Extended Release Rubric, will be granted up to five days of vacation throughout the school year. Any vacation days beyond five will be coded Parental (PF) if work is completed prior to the vacation, otherwise it will be coded (UF) Unexcused Full.

### HARTLEY ELEMENTARY EXTENDED RELEASE OF STUDENTS

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>
1. <u>Student's Attendance</u>	<input type="checkbox"/> 0-1 absences	<input type="checkbox"/> 2 absences	<input type="checkbox"/> 3 absences	<input type="checkbox"/> 4 or more absences
2. <u>Tardies</u>	<input type="checkbox"/> 0-1 tardies	<input type="checkbox"/> 2 tardies	<input type="checkbox"/> 3 tardies	<input type="checkbox"/> 4 or more tardies
3. <u>Classroom Performance</u>	<input type="checkbox"/> good performance	<input type="checkbox"/> average performance		<input type="checkbox"/> below average performance
4. <u>Homework/Assignments</u>	<input type="checkbox"/> all work complete	<input type="checkbox"/> some work incomplete		<input type="checkbox"/> significant incomplete work
5. <u>Length of Absence</u>	<input type="checkbox"/> 0-1 days	<input type="checkbox"/> 2 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> 4 or more days
6. <u>Teacher Appraisal</u>	<input type="checkbox"/> minimal impact on school success	<input type="checkbox"/> some impact on school success		<input type="checkbox"/> significant impact on school success

**Notes:**

**TOTAL POINTS \_\_\_\_\_**

Students Name: \_\_\_\_\_

**0-8 Points = Approval**  
**9+ Points = Not Approved**

Teacher's Name: \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOOD SERVICE

Breakfast and lunch will be served each school day. Menus are attached to the monthly newsletter which is sent home with students. Meals are well prepared and nutritiously balanced. Students who wish to bring a sack lunch may purchase milk. Money must be deposited in the child's account before he/she will be served a lunch. Parents may send lunch money with children to deposit in their accounts.

Information on free/reduced meals is available in the office and is sent to parents before school begins.

The following lunchroom rules will apply:

1. Use good manners
2. Courtesy and respect shall be shown to students and adults
3. Quiet talk is acceptable
4. Students may not throw food
5. Spills and/or messes shall be cleaned by the student and/or a lunchroom aide.

## FOOD SERVICE FEES

Food service fees shall be established annually by the Board Of Education prior to the start of each school year. The School Board reserves the right to adjust the fees after the start of the school year if reimbursement from the Federal and State sources are reduced during the school year or if other extenuating circumstances occur which causes the food service costs to increase.

The 2019-20 Food Service Fees are:

Breakfast –	
Student’s Price	1.50
Adults	2.25
Free	no cost
Lunch --	
Student’s Price	2.75
Adults	4.25
Milk Prices (Half Pint)	.50

Student lunch accounts will be allowed to have a negative balance. Infinite Campus will notify guardians once a student’s account has a \$10.00 or less balance. This message will remind guardians that their student has a low lunch account balance, which will need to be replenished. This message will continue until the guardian has made a deposit and the account has a balance larger than \$10.00.

A student will continue to receive the same meal options even though they may have a negative balance. Effective October 1, 2016, once an account reaches a balance of \$0.00, an Infinite Campus message will be sent to the guardian, notifying them that their account is in jeopardy of being presented to an outside collection agency. Once an account reaches a balance of negative \$20.00, the guardian will be considered for collections.

## CONFERENCES

Parent-teacher conferences for all students, K - 3, will be held in October (Kindergarten only), December and March. **REMINDER: WE HAVE NEW CONFERENCE DATES FOR 2019-2020.** Conferences are a supplement to the report cards and give both the parents and teachers an opportunity to exchange information and develop a plan to educate the child. Other conferences may be requested by teachers or parents as needs arise. These usually are in regard to specific concerns, and personnel such as the nurse, resource teachers, psychologist, and/or the principal may be involved. **Please read the calendar dates above for the 2019-20 conference dates.**

## REPORT CARDS

Consideration when preparing the reports, is given to the child's academic growth in each of the subjects as well as the child's social habits, attitudes and participation. We expect students to progress according to their ability. Teachers and parents realize that rates of progress differ among individuals and even a specific individual rarely progresses at a steady rate.

Report cards will available on the Infinite Campus Parent Portal one week following the end of each trimester.

## **PROMOTIONS AND RETENTIONS**

School Board Policy outlines elementary school procedures for Promotion and Retention. In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for continuous progress of children from grade to grade, however, a small number of children may benefit from staying another year in the same grade.

Such retentions will be considered only after repeated and continued interventions in the child's instructional program have been implemented and documented. Each retention will be considered on an individual basis following as closely as possible the prescribed district guidelines and procedures. Parents will be involved in the decision concerning retention with the final decision from the building principal and Superintendent.

## **INPUT/CLASS PLACEMENT**

The appropriate classroom placement of each child is based on achievement, social needs and behaviors, equity in class size as well as the professional judgment and input from teachers and resource staff. All classrooms are designed to include heterogeneous groupings and relatively equal numbers of boys and girls. Parental input and concerns are also taken into consideration when classroom teachers, special education teachers, Title I personnel and the principal prepare the assignments.

Parents may provide input for placement by emailing Mr. O'Brien at [obrb@waseca.k12.mn.us](mailto:obrb@waseca.k12.mn.us) by April 17th, 2020. Final determination of class assignments is the responsibility of the building principal after consideration of staff recommendations and parental input.

## **NURSE**

The elementary school nurse will be at Hartley Elementary School for a block of time each week. Any questions which arise concerning health problems may be referred to 835-2248 (Hartley).

## **IMMUNIZATIONS**

It is the law in Minnesota, for children entering school, to be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, mumps, measles (Rubeola) and Rubella. These immunizations may be obtained from a family physician or the Waseca County Health Department. A statement signed by a physician, or public health clinic personnel, stating that a child has received the immunizations or is in the process of completing them, is necessary for school entrance. The parent must provide, to the school, a physician's signed statement documenting if a child has a physical condition in which immunizations would seriously endanger the life or health of the child. Parents or guardians must submit a signed, notarized statement to the school if there are conscientiously held beliefs that the child should not be immunized.

The 1998 Legislature has amended the School Immunization Law to include a hepatitis B requirement. The revised law requires varicella, hepatitis B immunization for kindergartners.

## **MEDICATION**

Prescription meds must be accompanied with a written and signed physician's order and a signed parental request. Over the counter meds must have a signed parental request and can only be given according to the manufacturer's recommended guidelines. If preferred dosing exceeds these recommendations, a written physician's order must be obtained.

All medications must come in their original container.

All medications must be brought to school and picked up from school by an adult. For safety reasons, medications should never be transported by a child. All medications must be picked up by an adult by the last day of school. Medications left at school will be disposed of.

## **VISION AND HEARING SCREENING**

This program, scheduled during the school year, is a screening (not diagnostic) procedure to identify children with hearing or vision deficits. The grades included are first and third. Parents who question their children's hearing or vision may individually refer them to the school nurse for screening.

## **COMMUNICABLE DISEASES**

It is the policy of the School Board that students with communicable diseases not be excluded from attending school in their regular classrooms so long as their attendance does not create a substantial risk of the transmission of illness to children or employees of the school district. A procedure for minimizing interruptions to learning, resulting from communicable diseases, will be established by the school district in consultation with community health and private health care providers. Procedures for the inclusion or exclusion of students with communicable diseases from school will consider the educational implications for the student and others with whom he or she comes into contact. Recommendations from the County Public Health Agency, the Minnesota Department of Education, and the United States Public Health Services Center for Disease Control will be considered.

## **SPECIAL EDUCATION**

Minnesota Public Schools are required by law to provide a free, appropriate education to all children with handicaps birth through their school years. As part of our district's commitment to this law, we encourage parents who have questions regarding special needs of their children to contact: Heather Harms, Director of Special Education, at (507) 835-5046.

The services available range from assessment, consultation, to full day resource room programs. Students with handicaps from birth through their school years are eligible for these services. Even though a student with a handicap may not be attending a public school or is not currently enrolled in school, he/she may still be eligible for special education instruction and services.

The following handicaps are eligible for special education services: Deaf/Hard of Hearing, Blind/Visually Impaired, Speech/Language Impaired, Developmental Cognitive Disability, Emotionally/Behavioral Disabled, Learning Disabled, Physically Impaired, Other Health Impaired, Autistic, Traumatic Brain Injury, and Early Childhood:Special Education.

Each year, the district attempts to locate all children with handicaps through various methods such as articles in the local newspaper, radio spots, census takers, and an annual Early Childhood screening program which screens children ages three and one-half (3 1/2) to four and one half (4 1/2) years old. The district also works very closely with the county social and nursing agencies through the Interagency Early Intervention Committee.

Parents and students 18 years old or older have a right to inspect the student's records and can do so by making either a verbal or written request at the principal's or superintendent's office. A small fee may be charged if the parent desires copies. However, if the parent cannot pay this fee, the fee will not prevent the parent from receiving copies.

Parents may file a complaint if they feel a disagreement has not been satisfactorily resolved. This complaint must be in writing and should be addressed to the principal of the building the student attends. It should then be sent to the superintendent if still unresolved at this level. It should be sent to the chairperson of the School Board if still unresolved.

The school district's Data Privacy Policy, 504 Policy, and the applications, evaluation, and report of Federal Law, Public Law 101-476, is available to parents and the general public in the superintendent's office and in each principal's office. A copy may be obtained upon request.



Auxiliary aides and services are available for school sponsored events. Please contact Heather Harms, Director of Special Education prior to the event to make a request. Examples of auxiliary aids or services may include: sign language interpreter, assisted listening kit, accessible meeting location, large print or Braille materials, etc.

The Special Education Program in the Waseca Elementary Schools offers services in two main areas: instructional and support services.

Instructional services include a complete offering of all Special Education Program disability areas, including learning impairment, visual impairment, and speech and language communication disorders.

Program support services include guidance, physical therapy, occupational therapy, specially designed physical education, art, and music.

Students who may need service in Special Education classes may be referred by teachers, administrators, parents, or any concerned adult.

After referrals are made, and parental permission for assessment is secured, an evaluation by members of a multi-disciplinary team takes place. When it is the determination of this team that a handicapping condition resulting in exceptional educational needs does exist, an individual education plan may be developed and the student placed in the appropriate Special Education program.

## **TITLE I**

Title I is a program designed to provide supplemental assistance, as identified by a Needs Assessment, to children who are having difficulty in the areas of math and/or reading. It is not a general aid program.

Word-attack skills and vocabulary development correlate with the basic series provided by classroom teachers. The math skills concepts correlate with the program taught in the regular classroom.

Parental involvement is actively encouraged and provides a significant contribution to the success of our program.

## **RESPONSE TO INTERVENTION (RTI)**

Students who are considered at-risk in reading, math or have specific behavior needs may be referred to the Hartley Problem Solving Team. This team will develop a specific intervention plan to best meet the student's academic or behavioral needs. Progress will be measured through a variety of tools.

## **SECTION 504**

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment

In order to fulfill its obligation under Section 504 the Waseca Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's right; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Director of Special Education, 504 coordinator for the school district, at (507) 835-5046

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) requires educational institutions to annually notify parents and eligible students of their rights relating to student records. The Federal Regulations require the annual FERPA notification to inform parents and eligible students that they have the following rights:

1. The right to inspect and review the student's educational records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of "personally identifiable information" in the student's education records except to the extent that the law allows disclosure without consent; and
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

The notice must also specify the procedure for exercising their right to inspect and review education records, as well as the procedure for requesting the amendment of records. In addition, if the school district has a policy which permits the disclosure of data to school officials who have a legitimate educational interest, then the annual notification must include a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

A school district may provide the required notice "by any means that are reasonably likely to inform the parents or eligible students of their rights." This provision includes the requirement that effective notice be given even if the parents do not speak or understand the English language. Additionally, school districts are required to give effective notice to "parents or eligible students who are disabled."

To comply with FERPA's notice requirements, districts should publish their data practices notices in student handbooks and in the official newspaper of the school district. Notices should be made available in alternative formats, such as Braille. School districts that serve non-English speaking parents should have the required notice translated into languages other than English to ensure that parents who have a primary language other than English receive proper notice.

## **CURRICULUM**

It is the schools philosophy that each child is very unique and that all children have varied interests, abilities, strengths and weaknesses. The curriculum program is structured so that students continuously progress at individual rates of learning. Each student is treated as an individual and programs are tailored to strive for assurance of mastery.

Curriculum at the elementary level is broad and varied in an attempt to develop the whole child. The basic components of study during the school year are: reading, language arts, spelling, penmanship, arithmetic, social studies, science, health, physical education and the fine arts. These areas are complementary to the Graduation Rule.

## **READING**

All students use the McGraw Hill “Reading Wonders”. The reading program stresses a literature-based, sequential reading, skill- building approach, Wonders integrates spelling, writing, language arts and reading. Objectives correlate with the goals and standards of Hartley Elementary and of District #829.

The reading philosophy at the Waseca Elementary Schools stresses the continuous program mastery approach along with daily reading at home. Children progress from one level to the next as they master the sequential concepts.

## **MATHEMATICS**

Everyday Mathematics is the name of the math program used at Hartley. The program stresses a combination of problem solving and skills. Students use multiple strategies to solve real world mathematical problems. We also use IXL, a web based Math program as a home and school enrichment program

## **MEDIA CENTER**

Library instruction and the enjoyment of materials and books are goals of the elementary school media curriculum.

Students are allowed to use the media center during the school day with permission of their classroom teacher. They may read, check out books, return books, use audio-visual materials, do reference work or work on special projects. Each student may check out one or two books for a period of up to two weeks. There is no fine for overdue books, but lost or damaged books shall require reimbursement.

The media collection is constantly updated and expanded. Books are chosen for their educational and/or recreational value and a variety of audio-visual materials are available for use by teachers and students. Movies are also available and are integrated into the curriculum when appropriate.

## **S.M.A.R.T.**

S.M.A.R.T. (Stimulating Maturity through Accelerated Readiness Training) is a multi-sensory approach to learning designed to develop and enhance physiological and neurological readiness skills students need to be successful.

## **HOMEBOUND INSTRUCTION**

Please call the principal for information regarding homebound instruction if/when your child will be, or has been, absent from school for a period of five consecutive days.

## **COUNSELING**

Counseling services at Waseca Elementary Schools are based on known developmental needs and existing conditions. The counselor's functions include:

1. planning and leading developmental guidance experiences
2. providing classroom teachers with guidance materials and activities
3. consulting with teachers
4. counseling a child and/or small groups of children
5. professional evaluation

## **FAMILY SERVICES COORDINATOR**

A Family Services Coordinator (FSC) is available to all students and families in the Waseca School District. The FSC works with students individually and in small group settings to address family change issues, social skills, and various other needs. The FSC works with families by making home visits, connecting families with resources within the community, and improving communication between home and the school. Please contact the school at 835-2248 if you feel your child or family would benefit from the FSC services.

## **PHYSICAL EDUCATION**

The staff at Waseca Elementary Schools believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through our physical education program.

To be excused from physical education a student must present a doctor's certificate stating the reason for, and period of time covered by, the excuse.

## **TEXTBOOKS, WORKBOOKS**

Textbooks and library books are furnished to each student. The school will charge an appropriate replacement fee for textbooks or workbooks books lost or destroyed by students.

## **HOMEWORK**

Homework is assigned by each individual teacher according to need. Occasionally, a child may have special work which is necessary due to neglect, absence, extra drill, or high interest on the part of the student in a unit, etc.

Textbooks and workbooks are taught in a sequential manner with pupil interaction necessary for optimal results.

In addition, daily reading time is anticipated.

## **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include music concerts, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Student attendance is a requirement, not an option. Special attention to good citizenship is expected of all students.

## **ATHLETIC EVENTS**

We encourage students to attend Waseca High School athletic events. Students must be accompanied by an adult. Parental cooperation regarding this matter is appreciated.

## **BIRTHDAY OBSERVANCES**

Parents wishing to observe a child's birthday should notify the classroom teacher in advance. However, because of district and state regulations, homemade treats may not be served. Invitations to parties will not be allowed to be delivered at school. Balloon or flower deliveries will not be made until the end of the day to avoid classroom disruption and possible allergic reactions to the products.

## **BICYCLES, SKATEBOARDS, ROLLERBLADES**

Children may ride bicycles to school and store them in the provided bike racks. Students assume responsibility for their own property. For safety reasons, the following rules shall be enforced:

1. All bicycles must be parked in the bike racks.
2. Students may not ride their bicycles during the school day.
3. Students may not ride a bicycle belonging to another student.
4. Bicycles may not be ridden on the playground blacktop area or on path when people are present.
5. Bicycles may not be used as a weapon.

It is recommended that bicycles be locked and that all safety rules be obeyed.

Rollerblades, skateboards, heeleys, and in-line skates may not be on school property as per district policy.

## **CELL PHONES**

We strongly encourage students NOT to bring cell phones and other electronic devices to school. Cell phones must be shut off and out of sight for the school day. The school is not responsible for lost or stolen cell phones or electronic devices. If you do send a cell phone or mobile device with your child, please notify the classroom teacher.

## **CHANGES IN SCHOOL PROCEDURES**

It is our goal to keep parents informed of any changes which take place at school during the school year. Announcements may be sent via the Infinite Campus phone system, sent home, the local news media may be utilized, or our school newsletter may provide information.

Please call the school office (835-2248) with questions which may arise.

## **REASONABLE FORCE**

A teacher, school employee, school bus driver, or other district agent may use reasonable force to discipline a student, consistent with requirements. The School Board does not support or approve the use of corporal punishment as a means of discipline.

## **DISRUPTIVE BEHAVIOR**

The following disciplinary infractions may result in the filling out of a Behavior communication tool, in-school, out of school suspension, or expulsion:

1. Fighting
2. Endangering the safety of self and others
3. Showing disrespect
4. Damaging school property
5. Use of improper language
6. Stealing
7. Cheating

Disciplinary Actions of a Major Infraction may include, but not be limited to, a conference, in-school suspension, referral to the police, out-of-school suspension, and/or expulsion.

Major disruptive behavior shall include, but not limited to:

1. Weapon possession
2. Gang related activity: graffiti, emblems, symbolism, hand signs, slang, jewelry, discussions and/or clothing

3. Harassment (subsequent)
4. Obscenity toward a staff member (verbal or written)
5. Hostile bodily contact
6. Physical attack of a student or staff member
7. Theft
8. Tobacco/chemical abuse
9. Vandalism
10. Arson
11. Trespassing

### **TENNESSON NOTICE**

An individual asked to supply private or confidential data concerning an individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting state agency, political subdivision, or statewide system; (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. The requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 5, to a law enforcement officer.

### **DRESS CODE**

Students are expected to be dressed in an appropriate and socially approved manner in accordance with the health, safety and learning activity requirements. We ask that students be dressed in accordance with cleanliness and good grooming and that the dress styles do not create a disruption or safety hazard within the classroom or school. Students whose dress and grooming do not conform to these standards shall be referred to the principal. Students may be asked to correct their dress before they will be allowed to return to class. The following guidelines will be enforced:

We believe that neat and proper dress contributes to a student's safety as well as fostering desirable attitudes and behavior. Please help us by sending your children to school properly attired. Clothing bearing the names of alcohol or tobacco products or any profanity is not acceptable. Students should wear tops that extend past their belt line. (Midriffs should not be exposed). Spaghetti strap tops should not be worn.

Boots and warm clothing are especially important in cold weather. Students go outside at noon recess unless the temperature/wind chill is below zero degrees. Students who are not dressed appropriately for the weather will still go outside.

Students may wear regular length shorts on days when the weather is hot and on special event days (Field trips, picnic days, etc.) We ask that hats not be worn in school. Flip-flop sandals should not be worn due to safety concerns.

Check our Lost & Found periodically if your child has misplaced a piece of clothing or outerwear. Parents are asked to label their children's' clothing and school supplies with indelible ink or securely sewn tape. We are not responsible for lost or stolen items.

At no time is spray painting of the hair or face painting allowed. A phone call home will be made and the paint will need to be removed. This causes a disruption to the classroom environment and we appreciate your understanding with this request. Hats are not to be worn unless it is a school-wide or classroom reward for the day.

We ask that parents discuss these guidelines with their children and observe the clothing worn to school to see that it is appropriate and in good taste for our community.

## **FIELD TRIPS**

Class field trips provide concrete learning experiences, provide pupil planning in real life situations, provide an opportunity for training in courtesy, safety, and good citizenship, and help stimulate children's interest in the community.

Field trips are taken by various classes during the school year. Permission slips are sent home for parent/guardian signatures at the beginning of the year. The child should not be in attendance at school on the excursion day when the parent/guardian does not want their child to attend the activity. **REMINDER for 2018-19** All volunteers for field trips, who chaperone groups of students will complete a BCA background check at a cost of \$11.95. This background check will be good for 4 years. Classroom volunteers will continue to complete the free BCA background check yearly.

## **INSURANCE**

The school district does not provide student accident insurance. Families may purchase individual coverage. Insurance information is available in the building principal's office.

## **LOST AND FOUND**

A Lost and Found area exists in the office area. Parents and students are welcome to check for items which need to be found. At the completion of each trimester unclaimed clothing is donated to the local neighborhood service center.

Parents are requested to label their childrens' clothing and school supplies with indelible ink or securely sewn tape.

## **FIRE, EMERGENCY, AND CODE LOCKDOWN DRILLS**

State regulations require that emergency fire and tornado drills be conducted during the school year.

When the fire alarm sounds, each class shall follow the directions outlined and posted in their room. Each class has an escape route to an outside area which is considered a safe distance from the building. Children are conducted to these designated areas in a quiet and orderly manner by their supervisors.

During tornado drills children take shelter in a designated area within the building. All children kneel with heads covered and facing toward an interior wall.

Code lock down drills are held to protect students from intruders who may jeopardize safety. During the drills, teachers lock classroom doors and students are asked to remain quiet.

The purpose of the drills is to practice emergency procedures before they arise.

## **PETS**

Pets, for the purpose of "Show and Tell", must be brought to the building by the parent/guardian and removed at the conclusion of the presentation. Classroom teachers and/or the principal shall determine whether a pet may be brought into the building. School Board Policy discourages visiting animals.

## SEASONAL OBSERVANCES

Seasonal observances will be held each year by all grades.

## TELEPHONES

Parents are encouraged to call teachers when they have questions. It is best to call between 7:30 and 8:00 a.m. or between 3:00 and 3:30 p.m. if you wish to speak to a teacher. It is also possible to call the school, leave your telephone number, and the teacher will return your call when they have planning time.

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone. Since office telephones are constantly being used for school business, students may not use an office telephone to call home unless there is an emergency. Please make special arrangements necessary for your child before he/she leaves home.

*Messages for students need to be at each school before 2:15 p.m. to insure that they are delivered.*

## TRAFFIC AROUND SCHOOL BUILDINGS

Parents who transport their children to or from Hartley are reminded that designated areas are reserved for school buses and/or restricted parking. Absolutely no cars are to enter the Main Parking lot in the morning for drop off. Morning drop off locations are the lower parking lot, or at the football field (yellow Path), hockey rink (Blue Path), or the Faith United Methodist Church parking lot. After school pick-up will be limited to the hockey rink (blue path), or football field (yellow path). Students may also walk up to 8<sup>th</sup> St., 1 block east of Hartley and be picked up there. Please adhere to these new guidelines as many more students will be driven to school with the change in busing qualifications.

Parents of children who ride buses, and who change to another bus at the Intermediate School for transportation to their homes, are encouraged to meet their child at Hartley rather than the Intermediate School building on days when bus transportation is not utilized.

## VISITING SCHOOL

The staff of the Waseca Elementary School encourages parents to visit school anytime during the school year. Please call school and stop at the office before proceeding to the classrooms. **All visitors must enter through the secure vestibule on the Northwest side of the school. You will be buzzed in and at that point you will be allowed in and then are required to sign in and wear a visitor sticker obtained in the office. Please bring your driver's license for use in creating the visitor badge.**

Occasionally we have requests by pupils to bring other children, relatives and/or preschool brothers or sisters to visit school. We do not allow this type of visit which may cause a disruption to the normal classroom routine and the process of learning.

## VOLUNTEERS

We continue to support the importance of involving parents in their child's education. Our parent volunteer program provides a variety of opportunities in the elementary schools for parents to become actively involved such as:

1. Parent-Teacher Organization
2. Media Center volunteer
3. Field Trip Chaperones
4. Hartley Helper Reading and Math Assistance



## **PTO (Parent Teacher Organization)**

The Hartley PTO will serve as a partner in your child's educational experience. PTO sponsored programs include lyceums, family carnivals, book fairs, and other student enrichment activities. Volunteering, fund raising and appreciation events are additional ways in which the PTO promotes educational opportunities for students at Hartley. All parents are invited to attend the PTO meetings in the Hartley Library. Please plan to attend one of the four PTO meetings held during the school year.

## **DISCIPLINE**

We, at Hartley, believe that children learn to practice responsible behavior just as they learn to read and write, do mathematics, play an instrument, or participate in sports. All members of our staff will be involved in a behavior program that teaches children to be responsible. The goal is to create a safe, respectful, and responsible school environment conducive to learning for all. Hartley's school-wide discipline program is called WCRB (Work – Cooperate – Respect —Belong).

The chart below shows the behaviors that we value at Hartley, the behaviors that we need to work on, as well as, behaviors that are bottom line and not tolerated. "Above the Line" behaviors are acceptable and expected behaviors at school. "Below the Line" behaviors are unacceptable behaviors and may result in communication home and working with students on fixing the problem. This will include a plan and an action the child will take to insure the behavior will not continue. We try to incorporate logical consequences that follow the 3 R's: Related to the behavior, delivered Respectfully, and Reasonable.

"Bottom Line" behaviors are behaviors that are considered totally inappropriate for school. "Bottom Line" behaviors may result in or may include, but not be limited to, a conference, detention, in-school suspension, referral to the police, out-of-school suspension, and/or expulsion.

## **WCRB EXPECTATIONS**

**W**ork—We will come to school prepared and put forth our best effort.

**C**ooperate—We will work together to create a positive and productive environment.

**R**espect—We will treat each other's feelings, space, and belongings with kindness.

**B**elong—We will share, listen, and accept people's differences. Everyone is an important part of our school.

# Above the Line

Be Respectful	Be Safe
Be Responsible	Be cooperative
Be Polite	Be a Worker
Be a Listener	Be Honest
Be Kind	Be Tolerant

# Below the Line

Not Listening	Late Assignments
Unproductive	Uncooperative
Budging in Line	Name Calling
Disrespectful	Dishonest
	Unkind

# Bottom Line

Swearing	Fighting
Vandalism	Weapons
Harassment	Stealing
Serious disruption to the learning environment	Bullying

## THEFT

Students are responsible for school materials, supplies and issued equipment as well as personal items brought to school. The Board of Education and or school is not liable for stolen items.

## LAW

The violation of any local, state, or federal law is unacceptable behavior.

## STUDENT RIGHTS

Students shall have the right to:

- \* an environment free from distraction and disturbances from fellow students.
- \* an equal educational opportunity and to freedom from discrimination.
- \* due process of law.
- \* freedom of inquiry and expression.
- \* protection of personal property.
- \* be informed of school rules and consequences of breaking those rules.
- \* be free from verbal and physical abuse.

## **STUDENT RESPONSIBILITIES**

1. Act in a Safe and Healthy Way  
Be kind with words and actions.

Weapons and look-alike weapons, (guns, knives, sharp toys) body contact, (karate, wrestling) violence, (kicking, hitting, pinching, biting) are not allowed. Skateboards, rollerblades, and in-line skates are not permitted on school property. Bicycles, scooters, hard balls, bats, snowballs, sand, mud and sticks may not be used on the playground. Use playground equipment appropriately (jump ropes, etc.). Wear suitable clothing for weather conditions.

2. Respect Property  
Take care of school property and equipment. Respect and care for the personal property of yourself and others. Borrow property of others only after receiving permission. If you break someone's property, fix or replace it.

3. Respect the Rights and Needs of Others  
Work and play without disrupting others, show courtesy toward others, and cooperate to help others learn.

Use positive words and actions. Name-calling is disrespectful and unacceptable.

4. Be a Responsible Learner - Work Toward the Educational Purpose in Each Task. Work hard, come to school prepared to learn, be a good listener, turn in your assignments on time, do your homework, have necessary materials, set a good example for others, be on time.

Go outdoors prepared with equipment and proper clothing. Return the equipment on time.

We use an educational approach to discipline, where students learn and practice taking responsibility for their behavior. We teach problem-solving and decision-making skills.

Students are taught their rights and responsibilities as citizens, secured for them by the Constitution of the United States. They are taught that they lose their individual rights when they take away the rights of others.

## **STUDENT RESPONSIBILITIES--TRANSPORTATION**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Do not lower the windows more than halfway down.
12. Do not open the back door without authorization.
13. Do not extend any part of your body out the window.

## Consequences

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

### Potential consequences Elementary (K-3)

- 1st offense -- warning
- 2nd offense -- 3 school day suspension from riding the bus
- 3rd offense -- 5 school day suspension from riding the bus
- 4th offense -- 10 school day suspension from riding the bus/meeting with parent

## Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct. Suspension from riding the bus does not relieve students or parents/guardians of compulsory school attendance.

## **PARENT/GUARDIAN RESPONSIBILITIES**

The parents/guardians of students have the responsibility:

- \* to know the rules of behavior required of students in their school and to encourage their children to abide by those rules.
- \* to work cooperatively with school officials and teachers in assuring a learning environment that is free from unnecessary distraction or disruption.
- \* to inform the school when a student is to be absent or tardy.
- \* to work cooperatively with the schools in the enforcement of district and/or building rules or regulations.

## **SEARCH OF STUDENT POSSESSIONS**

School desks are the property of the school district. Inspection of the interior of desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

It shall be a violation of this policy for students to use desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

## **ABUSE/NEGLECT**

It is the policy of Independent School District #829 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect; and to do this in compliance with Minnesota Statute requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.

## DEFINITIONS

1. Physical: Any physical injury inflicted by a parent, guardian or person responsible for the child's care, on a child other than by accidental means; or any physical injury that cannot be reasonably explained by the history of injuries provided by a parent, guardian or other person responsible for the child's care.

Such injuries may include:

- a. bruises and/or welts
- b. burns and/or scaldings

- c. abrasions and/or lacerations
  - d. wounds and/or cuts
  - e. bites and/or punctures
  - f. bone fractures, dislocations
  - g. concussions
  - h. soft-tissue swelling, etc.
2. Sexual Abuse: The subjection by the child's parents, guardian, or person responsible for the child's care, to any act of incest, rape, sodomy, intercourse, indecent liberties and/or sexual contact or sexual penetration. Sexual abuse also includes any acts of sexual exploitation involving a minor child in prostitution.
  3. Emotional Abuse: This is an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
  4. Neglect (both physical and mental): The failure by a parent, guardian or other person responsible for a child's care to provide a child with necessary food, clothing, shelter or medical care when reasonably able to do so may be considered as neglect. Neglect also includes the failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical and mental health when reasonably able to do so.

Neglectful conditions may include:

- a. abandonment
- b. lack of special care for a physical or mental condition
- c. inadequate parental care or supervision
- d. inadequate foster care or illegal child placement
- e. failure to provide necessary subsistence or education
- f. threats of physical harm
- g. malnutrition

## PROCEDURE

The State of Minnesota has, by law, mandated that professional educators who have knowledge of, or reasonable cause to believe that a child is being physically, sexually or emotionally abused or neglected should immediately report such information to appropriate authorities.

A report is not an accusation. It is a request for an investigation to begin. A question has been raised. Reporting is the beginning of a process that can help parents protect their own children. The intent of the words "reason to believe" in the law are clear, waiting for proof may involve grave danger for the child. The burden of proof rests with Social Services. They are mandated to investigate and school personnel are mandated to report.

The reporting process shall consist of:

1. An oral report made by the employee to the appropriate authorities.  
NOTE: If, in consultation, the team and authorities believe that the child's immediate health or welfare are jeopardized, the police must be called. The police are the only community agents who have the authority to remove a child, short of a court order.
2. School staff members may initially question the child to determine if the child's injuries resulted from cruel and inhumane treatment, sexual abuse or malicious acts by the child's caretaker. The interview will be done with sensitivity by someone the child trusts and in no case will the child be subjected to undue pressure in order to validate the suspicion of abuse. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.
3. The responsibility for notifying the parents of the report will be assumed by the mandated agency.

4. Members of the staff will cooperate with authorized community agencies in providing follow-up services to the child and family and maintaining a safe and supportive environment for the child which includes reporting all subsequent case concerns.

An educator who reports is standing on firm legal ground and is backed by the following provision of Minnesota Statute:

**IMMUNITY FROM LIABILITY** - Any person acting in good faith and exercising due care in making a report pursuant to this law shall have immunity from any liability, civil or criminal, that otherwise might result by reason of his/her actions.

**FALSIFIED REPORT** - Any person who willfully or recklessly makes a false report under the provisions of this act shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury.

**FAILURE TO REPORT** - Any person, required by this law to report suspected physical or sexual abuse or neglect, who willfully fails to do so may be found guilty of a misdemeanor.

### **POLICY TO PROHIBIT DISCRIMINATION**

It is the intent of the School Board Policy of Independent School District No. 829 to comply with federal and state law prohibiting discrimination to the end that no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration or selection therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

Inquiries regarding compliance with the Policy to Prohibit Discrimination may be directed to Tom Lee, Superintendent, Waseca Public School District, Waseca, Minnesota, telephone 507-835-2500.

### **SEXUAL HARASSMENT AND VIOLENCE POLICY**

Sexual harassment is a form of sex discrimination which violates section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200e, et seq., Minnesota Statute, and the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 829 to maintain a learning and working environment that is free from sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 829 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 829 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment, or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

### **TREATMENT OF STUDENTS**

It is the policy of School District #829 to allow participation in any educational program and activity without regard to race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or

disability. Further, no person shall, on the basis of the above, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any academic, extra-curricular, research, occupational training, or other education program or activity operated by School District #829.

### **TOBACCO USE POLICY**

It is the policy of the Board of Education that all buildings and vehicles of I.S.D. #829 are tobacco free areas for all persons at all times. Further, it shall be requested of all persons attending school functions to refrain from using tobacco products on school grounds. Students are prohibited from using or possessing tobacco products on school grounds at all times.

### **WEAPONS, EXPLOSIVES, AND DANGEROUS OBJECTS**

Possession of a weapon can result in:

1. initial suspension of five days
2. confiscation of the weapon
3. referral to criminal justice or juvenile justice authorities
4. a recommendation to the Superintendent that the student be expelled

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property; at a school activity or on a school bus.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stunguns, ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. This rule does not apply to normal school supplies like pencils, or compasses, but does apply to any firearm, any explosive including firecrackers, any knife, and other dangerous objects of not reasonable use to the pupil at school.

Minnesota Statutes mandates that a school board must expel for one year a pupil who is determined to have brought a firearm to school. The expulsion may, however, be modified on a case by case basis.

If the pupil withdraws or transfers after expulsion proceedings are started, or if a student is in fact expelled, the school may disclose this to another school district in connection with the possible admission of the student to school. (This is an exception to the Data Practices Act.)

### **PLAGIARISM**

Definition: Plagiarism is "the act of presenting someone else's ideas as your own" (Writers Inc. 179).

According to MLA Documentation [<http://webster.comnet.edu/mla/plagiarism.htm>], "Ignorance of the rules about plagiarism is no excuse, and carelessness is just as bad as purposeful violation. At the very least, however, students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy."

Types of plagiarism that will not be tolerated:

- A. Word-for-word plagiarism – the direct copying of another's material without giving credit (cutting and pasting from the internet is an example).
- B. Paraphrase plagiarism – using another's ideas without crediting the source of the material or idea.
- C. Spot plagiarism – using another's key words or phrases without giving credit.

Penalties for plagiarizing:

High School – Student will receive a score of zero for the assignment and the student must redo the assignment to pass the class.

Junior High – Student will receive a score of zero for the assignment with the option of redoing the assignment for partial credit.

WIS – Student will redo the assignment. A student’s score will be reduced at teacher discretion.

Hartley – Student will redo the assignment. A student’s score will be reduced at teacher discretion.

### **ACCEPTABLE USE OF TECHNOLOGY**

Presented to all students in the district. Overview of unacceptable uses:

1. Disclosure of personal information or electronic “real-time” discussions.
2. By-passing the district filter system or downloading music, videos, software or games for personal use.
3. Deliberate attempts to disrupt the computer system.
4. Spread of obscene, vulgar, or harassing material (cyber bullying) via the computer.
5. Accessing inappropriate material
6. Falsifying your identity with use of computer.

Violation of the policy could result in discipline.

1. 1st Violation – Loss of access for 5-30 calendar days.
2. 2nd Violation – Loss of access for a trimester or up to a year,
3. Severe Violations – Loss of access for school year and any legal consequences.

### **STUDENT TRANSPORTATION POLICY**

The Waseca Board of Education supports and insists on safe transportation for students who attend the Waseca Public Schools. The Board of Education believes that safe transportation can only be assured if cooperation between students, parents, administration and our contractors is the norm that guides the transporting of students in this district. The following guidelines will be used to notify everyone what is expected on Waseca School buses:

1. The district and their contractors will conduct bus safety training during the first three weeks of school each year and reinforce that training periodically during the school year to inform students of the need for proper conduct.
2. Expected conduct of students on the buses will be prominently displayed for all students to see and bus drivers will be expected to require students to adhere to these rules.
3. Parents are responsible for student appropriate behavior on buses as well as in the school buildings and on school grounds. Parents may be required to attend conferences with contractors and administrators to discuss concerns about student behavior on buses.
4. Misconduct on the buses will be recorded the same as misconduct within the school building and classrooms. Discipline for bus misconduct can result in the same consequences as discipline during the school day.
5. Riding a school bus to and from school is a privilege, not a right. Students who cannot follow the rules will not be allowed to ride district buses and the parents will be responsible for their transportation. Students need to realize that inappropriate behavior on buses endangers the safety of all students on the bus. Situations of this type do not relieve parents and students of compulsory school attendance.
6. The procedure for excluding a student from riding the bus may include the following. The first offense will result in a telephone conference with parent and, depending upon severity of infraction of the rules, may result in exclusion from the bus for a short period of time. A conference with the contractor and principal may be requested by the parent. The second offense will result in a student/parent/contractor/principal conference with suspension from riding the bus for three (3) school days. A third offense will result in a conference, and suspension from riding the bus for five (5) school days. Repeated offenses will result in the student being suspended for an extended period of time.
7. The bus driver is in complete charge of the bus and as such needs to expect appropriate student conduct to assure safety of all students in his or her charge. We do not expect drivers to tolerate any misbehavior by students riding district buses.
8. Bus drivers are governed by the rules of their employer and it is understood that district contractors have reviewed procedures for operating school buses with their respective bus operators.



9. All bus drivers employed by Waseca School District contractors are required to have proper inservice training each school year.
10. All violations on buses are to be reported to the principal of the school where the student is attending to allow the infraction to be recorded appropriately with his or her school record.
11. All buses operating for the Waseca School District will be inspected annually by the State Highway Department to assure compliance with State Operating Codes.

The Board of Education expects parents to support the district in their effort to assure safe transportation for all students. The Board will not tolerate misconduct by students on buses which create distractions and can result in a serious accident. This policy will be reviewed annually during July and will be sent to all parents prior to the start of the school year.