Elementary and Preschool Student / Family Handbook

2011-2012

Early Childhood Education

St. Cloud Area School District

742! for you

isd742.org

EARLY CHILDHOOD INFORMATION

Roosevelt Early Childhood Center
Phone: (320) 253-5828
Fax: (320) 529-4320
9:15-11:45 a.m.; 1:00-3:30 p.m.

Alicia Jepsen, Director of Early Childhood Services
E-mail address: alicia.jepsen@isd742.org

Clearview Elementary School
Phone: (320) 743-2241
Time: 7:50 - 10:20 a.m.

Discovery Elementary School
Phone: (320) 251-7770
Time: 7:40 - 10:10 a.m.

Kennedy Community School
Phone: (320) 363-7791
Time: 7:50 - 10:20 a.m.; 11:40 a.m. - 2:10 p.m.

Madison Elementary School
Phone: (320) 252-4665
Time: 8:30 - 11:00 a.m.; 12:25 - 2:55 p.m.

Oak Hill Elementary School
Phone: (320) 251-7936

District Administration Office: (320) 253-9333 / E-mail: info@isd742.org
District Services (Transportation): (320) 253-9370 / E-mail: dsb@isd742.org

Guardian Bus Service: (320) 259-8225
Spanier Bus Service: (320) 251-3313
Trobec Bus Service: (320) 251-1202
Voigt Bus Service: (320) 252-1807

A voice mail message system is available in the building.
Messages will be returned in a timely fashion.

District 742 Mission Statement

The mission of District 742 is to prepare all learners, in partnership with their families and the community, to live and contribute within a changing and diverse world.

School Day

Classes run from September through the first week in June, and follow the District 742 Calendar. Children in the three year old program meet twice a week for 2 1/2 hours. Four and five year old children meet 3 or 4 days a week for 2 1/2 hours. School hours are listed above. Early Childhood Family Education parent-child programs are scheduled throughout the day time and evening hours. When students need to be picked up during the school day or at dismissal (and it is not the routine procedure), a note should be sent to teacher. If students are to go home with another child, a note needs to be sent to the teacher. If there is a question as to where your child should go at the end of the school day and a note has not been received, your child will go home on the bus or wait for the parents whichever is the routine procedure.

Parking

Non-bused children - Please do your best to pick up and drop off your child as near to scheduled time as possible. For safety, walk your child to and from his/her classroom. It is against the law to leave children unattended in parked vehicles.

to efficiently schedule these visits, please review the following guidelines.

- In order to make the classroom visit meaningful and rewarding for everyone, please coordinate your school visit with the school principal. Advance notice of one day would be greatly appreciated. This, of course, does not apply to scheduled school events or incidentlal visits.
- We need to know who is in the building at all times. Before visiting your child's classroom, you must obtain a Visitor's badge from the school office.
- Please try to arrive before the class period starts and remain until the class is over. Alternate arrangements can be made with your child's teacher if this is not possible.
- Please respect the classroom environment and refrain from conversation with your child or other students while the teacher is instructing students.
- If you wish to photograph or tape (audio/video) your child during class, please make arrangements with the principal before your visit.
- All of us are role models for our children — we ask you to be respectful and tolerant of differing views.
- We believe in open communication among parents, staff, teachers and principal.

Please schedule an appointment before or after school to discuss any education issue of importance to you. Respectful behavior considering all circumstances is expected. The building administration retains the right to develop specific requirements and guidelines, as needed.

Volunteers

Volunteers are an important part of our school programs. Volunteers assist us with classroom activities, playground supervision, computer lab supervision, office duties, special events, and MUCH more! Volunteers sign in at the school office and receive an identification badge before assuming their duties. We invite you to consider volunteering in District 742 schools. Please contact your child's school for further information. Volunteers will be asked to fill out a volunteer form that details the program.

Weapons Policy

The complete weapons policy is available from your building principal or on the District 742 web page at: *isd742.org* (See Board of Education Policy 501)

Weather

Students in grades PK-6 will not go outside if the wind chill temperatures are below 0 degrees fahrenheit.

Wellness

District 742 attempts to ensure a school environment that promotes and protects student's health, well-being and ability to learn by supporting healthy eating and physical activity. Parents are asked to help the district promote wellness by providing healthy lunches and snacks and refraining from including beverages and food without nutritional value.

It is our belief that children need to be properly clothed for the weather conditions, but they do not get sick from going outside. There are certain health conditions that can be aggravated by cold air, damp moist air, or seasonal allergies. It is because of these concerns that we ask for a physician's guidance if a student needs to remain indoors. If a child needs to remain indoors due to illness for 2 or more consecutive days, a physician's note will also be required.

Withdrawals from School

If you are planning to relocate your family, your child's school should be notified at least 24 hours in advance. This allows time for necessary signatures to facilitate student record transfer.

District 742 is neither responsible nor liable for student actions while using these resources. The privilege to use district technology will be provided to those students who act in an ethical, responsible and considerate manner. Willful or intentional misuse will lead to further disciplinary actions and/or criminal penalties under appropriate local, state and federal laws.

Student Terms and Conditions:
Students are responsible for their own actions and behavior at school. District 742 is not liable for student's actions when connecting to the Internet through the school's computers. Students assume full liability, legal, financial, or otherwise for their actions. Using the Internet is a privilege, not a right. Access to the Internet may be removed if abused. Information obtained from the Internet should be examined for reliability, authority and relevance.

General Guidelines for Students:
- You are expected to use the Internet as an educational resource. Games and other activities, unless assigned by a teacher, are prohibited.
- You are responsible for your exploration on the Internet. Abuse of the Internet may lead to removal of access privileges and/or a failing grade for the project on which you were working.

Student Expectations:
- You will assume that all the information on the Internet is private property.
- You may use only legal material and follow all copyright laws.
- You will not vandalize the network or Internet resources.
- You may find material that is inappropriate; it is your responsibility to leave that site and report it to your teacher.
- You will not attempt to buy anything using the school network.
- You will not share your password with others.
- You will not attempt to access another user's account.

Student Online Safety Rules:
- You will not give out personal information such as telephone number, address, and family information.
- You will not give out the name and location of the school.
- You will tell your teacher right away if you come across inappropriate information.
- You will tell your teacher immediately if someone online attempts to meet with you.
- You will follow the District social media guidelines.

If you have questions or need additional information on student technology use, please contact the school office.

Telephone Calls

To maximize learning time, only **urgent** telephone calls can be accepted in the classroom. Teachers will be notified of other calls and return them as soon as possible. Students may use the phone for emergencies. Please assist us by making every attempt to make arrangements for after school activities prior to the school day. Learning time is most beneficial when students are not concerned with pre-arrangements, party invitations, or requests to use the telephone to clarify after school plans.

Violent Student Notification

Staff have the right to feel safe in the school in which they work. Information regarding students that have exhibited violent behavior known to the school authorities and/or for which they have been suspended should be shared with the adults who work with them. This information should be shared in the following situations: 1) the student has posed a significant and genuine threat to school 2) the student has been assaultive, 3) the student poses a significant and genuine threat to school staff or student's safety.

Visitors

District 742 believes that involvement by parents and family members in education is very important to the success of our students. We encourage family visits to our schools. In order

Programs

Early Childhood Family Education (ECFE) Programs are for parents and their children from birth to kindergarten entry. The programs focus on the development of caring, competent, and confident parents and children. The goal is to help families develop healthy parent-child relationships that positively shape children's futures and bring personal growth and fulfillment for parents. For more information about the many classes available for You and Your CHILD through ECFE call 253-5828.

District 742 Preschool Classes are available to children of all ability levels and are staffed by licensed preschool teachers and paraprofessionals. Children must be 3 or 4 years of age (and toilet trained) by September 1 to participate. All classes begin in the fall and follow the school district calendar. Limited financial assistance is available for families who qualify. For more information about District 742 Preschool classes call 253-5828 ext. 5750.

Early Childhood Special Education: Parents who have a concern about their child (birth to five, but not yet in kindergarten) may call the Early Childhood Special Education Program at 253-5828 ext.5703. Concerns can be in the areas of how their child talks (communication), moves (gross motor), uses hands (fine motor), understands (thinking), social development (behavior), or any other areas that seem different or more difficult for your child.

Registration

Registration for the next school year starts in early spring and continues through the summer. Registration forms may be found in the ***District 742 ECFE & Preschool Catalog*** that is delivered to children on the census list in early February. The forms are also available on line at *isd742.org/roosevelt*. For more information call 253-5828 ext.5750.

Parent Involvement

Family involvement is one of the keys to your child's success in school. There are a number of ways to make this valuable connection between home and school. It may be as simple as sending a note in your child's folder, dropping in for a visit to the classroom, attending a Parent-Friend Day, teaching a game or sharing your hobby with the class, helping on a field trip, or talking to your child about his or her day.

- **Early Learning Council:** This Council is an advisory council for early childhood programs and services. The council is a group with parent and staff represention, and meets 4 times a year. Individuals interested in serving on the Early Learning Council should contact the director at 253-5828.
- **Involved Parents Team:** This group of volunteer parents help plan and coordinate early childhood special events...Book Fair, Spring & Fall Events, Library Help, Special Fundraising Projects (t-shirt sales, silent auctions, etc.) and Special Classroom projects. Interested? Call 253-5828 ext. 5752.
- **Parent Conferences:** Two conferences will be scheduled during the school year. This is a special time for parents and teachers to meet and talk about the program and report on the child's experiences in the classroom. This information will be shared with families at conferences.
- **Communication** regarding Early Childhood happenings will come from your child's teachers, program coordinators, building administrator, and through our website.
- **Super Saturdays** are for Dads and their young children. They meet 12 times a year at Roosevelt Early Childhood Center.
- **Home Visiting** is a way for parents to receive one-on-one parent education and support for their parenting concerns. These visits are provided by an early childhood family education teacher. To request a home visit call 253-5828 ext. 5750.
- **Time Out for Family, Friends and Fun** offers support for families of children with special needs (IEP/IFSP). For more information contact, Early Childhood Special Education at 253-5828 ext. 5703.
- **Run and Read** is for parents and children 2-5 years old. Sessions are held three times per year at Roosevelt Early Childhood Center.

DISTRICT 742 GENERAL INFORMATION

Absences - Excused

An excused absence is a legal absence from school and requires parent/guardian verification and permission from school staff. The following are situations that constitute an "Excused" absence:

- Student illness
- Serious illness or death in the student's family
- Medical or dental appointments
- Court appearance
- Recognized religious holiday observance
- Religious instruction (not to exceed 3 hours/week)

Absences – Unexcused

Unexcused absences are recorded when:

- the school has not been notified of an absence, or
- an absence could have been avoided or delayed, or
- prior arrangements and/or approval have not been made through the principal's office.

Minnesota State Law concerning educational neglect states that parents or guardians of a child, under 12 years of age enrolled in school, are held accountable for any unexcused absences. Every child, regardless of age enrolled in school, must follow the compulsory attendance law. Consequences of unexcused absences are as follows:

- After 3 unexcused absences – parents notified by letter
- After 5 unexcused absences – second letter sent to parents and county attorney's office notified
- After 7 unexcused absences – school administration requests to file a truancy/educational neglect petition with the county attorney. (See Board of Education Policy 503.)

Students more than 1 hour late will be recorded as absent. The school principal will determine if the absence is excused or unexcused.

Academic Achievement

The purpose of the Academic Achievement/Talent Development Program is to foster the development of students with outstanding ability and/or performance. This is done by assisting them in achieving and attaining the highest possible skill levels in the areas of reading, writing, problem solving, creative and critical thinking. The program's aim is to assist students to be creators and producers rather than merely consumers of information. The Academic Achievement/Talent Development program is committed to:

- Assisting principals, teachers and guidance personnel in efforts to meet the needs of high potential students.
- Providing programs and resources that enable these students to reach high performance levels.

Acceleration

Acceleration of a student may be considered when licensed staff and parents/guardians feel that it is in the best interest of the student. Prior knowledge/progression in the attainment of skill, knowledge, objectives and concepts will be considered as well as the student's level of proficiency in reading, language arts and math. The student's physical development, maturity and emotional factors shall be considered, but are not to be the determining factor in the decision to accelerate.

School Board

The Board of Education meets regularly twice monthly on the second Wednesday (work session) and fourth Thursday (business meeting) unless otherwise noted. A brief Board of Education meeting (consent agenda) will be held prior to the start of the monthly work sessions, if needed. The monthly work sessions are held at 6:30 p.m. at the District 742 Administration office, 1000 North 44th Avenue, St. Cloud. Monthly business meetings are held at 7:00 p.m. at the St. Cloud City Hall Council Chambers, 400 2nd Street South, St. Cloud.

School Counselors

Licensed school counselors are available at each school to foster the educational development, personal growth and emotional well-being of all students. Students and parents may access services.

School Trips and Outings

Field trips are a valuable, real-life extension of our curriculum. Parents/Guardians will be notified in advance of all trips. A Field Trip Permission slip is part of the District 742 Elementary Parent Response Form or Preschool Form that parents complete during the first week of school in the fall. Your child's school activity calendar can also be found on the District 742 web page at *isd742.org* (See Board of Education Policy 610)

Security Procedures

At each school, a specific door is designated as an entrance for parents and visitors and is to remain open during the school day. All others will remain locked. Please check the front page of this handbook to locate the appropriate door for your child's building. Upon entering the building, sign in at the welcome desk or school office and obtain a visitor's badge.

Solicitation

All solicitation must have prior approval by administration and meet school district guidelines.

Student Progress Reporting

Progress reports of children's individual growth and development in all school activities are sent home to parents. Growth in health, social adjustments, work habits and attitudes are considered as well as progress in reading, writing, mathematics and other subjects. Parent-Teacher conferences are held for all students. The conferences provide parents and teachers with an opportunity to discuss student growth and plan cooperatively to meet their needs. We encourage you to request additional consultation at any time.

Technology

District 742 provides students access to Internet resources, wireless access systems, computers, networked printers and other peripheral devices widely available in all district locations. Staff blend thoughtful use of these resources with the curriculum. Guidance and instruction is provided to students in the appropriate uses of these technologies.

District 742 is in compliance with the Federal Children's Internet Protection Act (CIPA) which restricts possible access to inappropriate material. All school computers with Internet access and availability are filtered to restrict material that is obscene, pornographic or harmful to minors. District 742 reserves the right to monitor the use of these technologies so as to maintain the integrity of these resources. Complete policy details can be found in Board Policy 106 (*isd742.org/schoolboard/Policies/ap106a.pdf*)

Responsibility:
Students are responsible for their behavior while using district technology. All school rules apply for behavior and communication as per district policy and student handbooks.

who fails to present a signed document indicating that the student is in compliance with the law.

Parent/Guardian/ Student Rights to see Students Records

Federal regulations require that parents/guardians and students must be informed of the right to see their educational records. You are hereby informed that you have free access to these educational records. If you are interested in reviewing these records, please contact the building principal's office in the school your child attends. (See Board of Education Policy 515)

Parental Custody

Parents sometimes request that one parent or another not be allowed to visit school, talk to their child/children, or pick their child/children up at school.

In order for District 742 to honor restrictions of this nature, the custodial parent must present a court order or other legal document to the building principal. In most cases, such restrictions are set through legal proceedings. The information allows the principal to respond promptly to your request and be in conformance with the law, while recognizing the rights of both parents. (See Board of Education Policy 515)

Peanut Allergies

District 742 has adopted a policy for children who have peanut allergies. Please contact your school principal or school nurse with questions pertaining to this policy or view it at *isd742.org/schoolboard/policies/ap751a.pdf*

Pets

For the safety of all students, pet animals should not be allowed in school. This includes pets being brought for "show and tell." Animals that are part of the curriculum will be used after consulting with the school nurse to determine if any health concerns exist with students in the classroom. Exceptions may be considered by your school's principal.

Pledge of Allegiance

Minnesota statute requires that all public and charter school students recite the United States Pledge of Allegiance at least once each week. The statute allows the recitation to be conducted by a classroom teacher or over the school intercom system by the principal or other administrator. Teachers and students who object to the Pledge requirement are excused. Schools are required to provide instruction in proper flag etiquette and patriotic exercises unless the school board annually waives the requirement.

PTA/PTSA

The Parent, Teacher and Student Association provides support to academic and social programs. PTA/PTSA membership is voluntary, and members pay a membership fee. The Association is governed by an Executive Board and holds monthly business meetings. The PTA/PTSA currently provides financial support for various student activities. The PTA/PTSA is the primary source of family activities and events after school hours. Membership information and Executive Board information are available through your child's school.

Retention

Retention of students may be considered when licensed staff and parents/guardians feel it is in the best interest of the student. Attainment of grade level skills, knowledge, objectives and concepts will be considered as well as the student's level of proficiency in reading, language arts and math. The student's physical development, maturity and emotional factors shall be considered.

Assessments - State Testing

February 6 - March 23	ACCESS for English Learners (ELs): Grades K-12 (This assessment takes the place of TEAE/MN-SOLOM)
March 26 - May 18	Testing for MCA **Science** (on-line): Grades 5, 8 and High School Testing for MTAS (MN Test of Academic Skills): individually administered to students who qualify
April 17 - April 18	Testing for MCA **Reading** (paper/pencil): Grades 3-8
March 12 - April 5	Testing for MCA **Math** (on-line): Grade 3-8

Attendance

The State of Minnesota requires that every child entering kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted into the military or at an institution of higher learning can leave school before they are 18 years old.

Because attendance records are an important part of your child's permanent school file, District 742 Policy requires parents/guardians to call the school office when their child will be absent or arrive late AND to state the reason for the absence or late arrival. If you do not notify the school, the school will contact you. Students who arrive late should report to the office before going to their classrooms.

Regular attendance is directly related to successful academic achievement and consistent school attendance is the way a student develops responsibility and self-discipline. For this reason, student absence from school should be limited to those instances in which absence is genuinely unavoidable. Please make every attempt to make medical and dental appointments after school hours or during vacation days. If it is necessary to take a child out of school, parents will be required to sign an early release in the office. (See Board of Education Policy 503.)

Parents must also contact the school principal prior to a student leaving on extended family trips or vacations during days in which school is in session. In these instances, the educational value of the trip will be considered on an individual basis to determine if the absence is marked as excused or unexcused.

If your child is unable to participate in physical education activities, we must have a doctor's statement requesting non-participation. Excuses from physical education for religious or temporary physical reasons are handled on an individual basis.

Students are dismissed only from the main office at your child's school during the school day. **If you must take your child out of school, a written request should be sent to the building principal with the date and time of dismissal. Please come to the office to meet your child. Children will not be released to waiting cars or to anyone who cannot identify themselves to the satisfaction of school personnel.**

Breakfast/Milk/Lunch Program and Food at School

The Breakfast/Milk/Lunch Program records are computerized. All students, with the exception of preschool, are given a PIN number to access their account. All breakfast/milk/lunch money sent to school is deposited into one account. It is, however, more efficient if breakfast/milk/lunches are purchased in blocks of one week, two weeks, one month, etc. Parents can use their child's PIN number to access food account balances at: *isd742.org/foodaccounts*

2011-2012 Breakfast/Milk/Lunch Prices:

Meal Type	Breakfast	Lunch
Elementary	$1.50	$2.20
Secondary	$1.55	$2.40
Reduced for those who qualify	No Charge	$0.40
Adult	$2.30	$3.65

Information regarding free or reduced meals is available in school offices or at isd742.org/nutrition.html (Please note: Milk/Juice (for snack) is not a part of the Free/Reduced Program.)

If students are allergic to milk, juice can be provided. Please provide your child's school nurse a notice from your doctor's office. (See Board of Education Policy 751)

Parents/guardians/visitors are always welcome to join students for lunch. We ask that you call your child's school by 9:00 a.m. of that day to order your lunch(es).

Water bottles: Water bottles and plastic screw top bottles are discouraged at school.

Treats in School: Food Ordinance N.857 requires that food items used in schools need to be commercially packages or prepared at the school. Home-prepared food is NOT allowed in public schools. (If your child is planning a party or celebration, we encourage you to make those arrangements and deliver invitations outside of the school day.)

Bullying

"Bullying" means: repeated behavior by an individual or group that is intended to cause the victim to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying substantially disrupts the right of others to an education and is unacceptable in the educational environment. Bullying is prohibited on school grounds, at school-sponsored activities, on school-sponsored transportation, and school bus stops. This policy applies not only to students who directly engage in an act of bullying but may also apply to students who condone or support another student bullying.

Bus Regulations

Elementary students who live more than one mile from school are eligible for regular transportation service to and from school. School bus transportation may also be provided for students who may have to cross heavily traveled roads or encounter other hazardous boundaries as determined by the Transportation Advisory Committee.

For the safety of all children, bus drivers **cannot** honor student/parent requests for students to ride buses other than their assigned buses. **If your child does <u>not</u> arrive home on the bus as expected, please call the Transportation Department immediately at (320) 253-9370.**

Riding the bus is a **privilege,** not a right. Students who jeopardize the safety of themselves or other passengers, may lose their riding privileges. All students in grades Pre K-10 are provided with the ridership rules and a comprehensive school bus safety training curriculum during the first few weeks of school. A copy of these rules and expectations are also sent home with students in the fall of each year.

<u>Class 1 Offenses:</u>

1. Standing
2. Yelling/excessive noise
3. Eating/drinking/littering on the bus
4. "Play fighting", horseplay
5. Minor pushing/shoving
6. Minor teasing/mild profanity
7. Minor forms of insubordination (and complies within a short time)
8. Radios, boom boxes
9. Other offenses as reported by the bus driver

<u>Class 2 Offenses:</u>

1. Hanging out windows
2. Throwing of any object
3. Fighting/physical aggressions/assault
4. Harassment/threats
5. Serious insubordination (will not comply)
6. Possession/use/distribution of chemicals or mood altering substances, including tobacco
7. Vandalism to bus
8. Weapon possession/use
9. Lighting of matches or flames, fire works, etc.
10. Unauthorized entrance/exit through emergency door
11. Illegal acts
12. Other offenses as reported by the driver

Consequences of class1 offenses rang from written warnings to not riding the bus for 1 or more days.Consequences of calss 2 offenses range from not riding the bus for 1 or more day to suspension from riding the bus.

-damage school property (lockers, desks, chairs, etc.)
-damage/lose texts or library books
-damage personal property of other students/staff

Fees must be paid to the school before the end of the school year.

Lost & Found

Numerous articles of clothing are lost and never found each year. This number can be **greatly reduced** when children are reminded that it is important to be responsible for one's possessions and to check the "Lost & Found" on a regular basis. Students' names should be placed on mittens, jackets, lunch boxes, etc. Clothing not claimed by the end of each month is donated to a charitable organization.

Parental discretion is advised when allowing children to bring valuable items to school. Expensive items such as headsets, handheld electronics, ipods, cell phones, video games, toys, collective cards, or other valuables should not be brought to school. District 742 does not carry insurance for such items, so please be aware of the risks involved.

Mandated Reporting

District 742 school personnel are mandated by law to report all incidences of abuse or suspected abuse or neglect of children. This includes physical, sexual or emotional abuse. Abuses of child custody arrangements are also included. (See Board of Education Policy 414)

Medication in School

Students may require medication and/or other medical treatment at school in order to benefit from their educational experience. The following procedures shall guide parents and designated school personnel when dealing with students needing medication.

- Parents/guardians will complete "Authorization for the Administration of Medication and/or Treatment" form (NS13.3) when a medication is brought to school, or within one school day.
- Medication must be brought to school by a parent or responsible adult.
- Prescribed medication can be administered at school only if there is no alternative.
- Non-prescription (over-the-counter) medication may only be administered at school when accompanied by a physician's order and in a pharmacy labeled container.
- Administration of drugs and medicine is to be done only by the licensed school nurse or delegated personnel.
- Dietary supplements and non-FDA approved alternative medications will not be administered at schools.
- It is the parent's/guardian's responsibility to provide school personnel with medication that is pharmacy labeled. The containers must have the same name of the student, the name of the physician, the name of the drug, directions for administering the medication at school and the date filled. Parents/guardians will be contacted if labeling is inadequate or the prescription is outdated. (See Board of Education Policy 516)

Minnesota's Immunization Law

Minnesota Statutes, Section 121A.15 require that all children, prior to enrolling in a Minnesota school, must be immunized against diphtheria, tetanus, pertussis (whopping cough), polio, measles, mumps and rubella, Hepatitis B, Varicella (chickenpox) and (Hib for all preschoolers) or meet one of the allowable alternatives. The law allows for these exemptions:

- A signed statement from a doctor exempting the person from the required vaccine because of medical reasons.
- A notarized statement that immunization goes against personal beliefs.

The law states that the school administration will exclude any student from school attendance

Head Lice (Pediculosis) Procedure:

- If you have found head lice on your child, please treat your child's head, remove nits and notify the school. Please do not send your child to school with head lice.
- When a case of head lice is suspected, the student will be evaluated by school staff.
- If the case is confirmed, the parent/guardian will be notified to arrange for the student's exclusion from school.
- Students with head lice shall be excluded from school until they have received the proper treatment (no live lice, removed nits), in accordance with State and Local Health requirements.
- No students will be allowed to remain in school with known active cases of head lice.
- Schools will review and/or adjust practices within their building to assist in limiting the incidences of head lice as necessary.

Human Bites/Exposure to Body Fluids:

On occasion, episodes of biting occur in the school setting. Because of the potential of exposure to contagious illnesses, the school plan is to notify the parents of the students involved. When a biting incident occurs, the school may recommend contacting your child's physician for his/her input. The potential exists for exposure to blood and body fluids by all students, and particularly those in contact sports. The school nurse may recommend parents contact their physician for follow-up care in the event of such exposure.

Fifth Disease:

Fifth Disease is a very common childhood viral illness. Symptoms are a low grade fever and a very characteristic rash on the cheeks. It looks as if someone slapped the child's cheeks. A fine, lacy rash may appear on the arms and legs also. The illness is most contagious before the onset of the symptoms, and is unlikely to be contagious after the rash appears. If the child does not have a fever and feels OK, he/she may stay in school.

Kindergarten

District 742 provides all-day, everyday kindergarten to every family in each elementary school. Register your child for kindergarten at the District Schoolinnk Welcome Center located at the Roosevelt Education Center, 3015 3rd St. N. All registration forms and attendance boundary maps may be found on the District's website: *isd742.org.*

Language Immersion Programs

District 742 offers two language Immersion Programs: Spanish and Mandarin Chinese. Students attending these programs acquire a 2nd language through their daily instruction in core academic areas. Children enroll in the Immersion classes in either Kindergarten or 1st grade unless already bilingual in the program's 2nd language.

For more information about these programs, call the principal of the school where the program is located or the District Schoolink Welcome Center at 202-6897.

Chinese Immersion	Madison Elementary	252-4665
Spanish Immersion	Clearview Elementary	743-2241

Latex

District 742 schools are latex safe. Latex balloons, gloves or other items containing latex are not allowed on District 742 property. (See Board of Education Policy 750)

Lost/Damaged Property

Students must report damage enacted by someone else (to their lockers/other school property assigned to them) within 2 school days or they will be assessed for the damage. A fee will be charged to students/families that reflects the replacement/repair costs when students:

Please contact the Transportation Department at (320) 253-9370 with your questions and concerns about your child's transportation services.

Conferences for Parents/Teachers

Classroom teachers will meet with all parents during two scheduled Parent/Teacher Conferences. Communication between school and parents is critical, and this is an excellent time to work together in the best interest of your child. Academic progress will be shared three times during the year in Progress Reports.

Data Privacy

Due to data privacy laws, class lists or student phone numbers and addresses cannot be shared for any reason.

District 742 Elementary Discipline Policy

MN state law requires that each public school district have a comprehensive discipline policy. All students have the right to attend school. With that right comes the responsibility to respect others. The right and the responsibility are interrelated. Behaviors that are hazardous to student or adult safety will not be tolerated. Our programs focus on teaching and supporting positive social behaviors in all children. Positive relationships, appropriate classroom practices, teaching of social strategies, individual interventions, and family education and involvement support students in learning their responsibility to respect themselves and others.

District Policies

Copies of all complete school policies are available from the building principal or at our District 742 web page at: *isd742.org/schoolboard/policies*

Dress and Appearance

Proper student dress and grooming is basically the responsibility of the student and his/her parents. However, to sustain a focused learning environment for ALL students, children's clothing and appearance must be in the best interest of the school with respect to the health, welfare and safety of the individual and the student body.

- Types of clothing NOT permitted: slogans and/or pictures that are profane, vulgar, demeaning to others, or contain inappropriate connotations (i.e. alcohol, tobacco, drug, gender.)
- Clothing should cover the midriff and most of the thigh. Spaghetti straps and "muscle" shirts are NOT acceptable unless an over-top is worn. Lower cut tops may not be worn.
- Underwear should NOT be showing; pants should NOT be sagging.
- Hats, do-rags, caps, bandanas, hoods, etc. are NOT allowed in the school except on designated "dress-up" days or under special circumstances.
- Except for unusual situations, outerwear should not be worn in classrooms. However, students should bring a sweater/sweatshirt to leave at school for days when the building feels cold.
- On most days, students will be going outside. Children need to come to school dressed appropriately for weather conditions (jackets, mittens, boots, etc.)

In addition:

- Hair must not cover the eyes.
- Excessive writing on hands, arms, face, etc. is NOT permitted at school and will be washed off.
- Billfolds with chains are NOT allowed (chain wallets.)
- Gum is NOT permitted.
- Students must wear rubber-soled shoes in the gym. Flip-flops are NOT appropriate

footwear for phy ed classes. Flip flops can increase the risk of injury and long term foot problems. Shoes with wheels in the soles (known as Heelies) are considered unsafe for wear in the school buildings and will not be allowed.

Students not conforming to appropriate dress will be advised by school staff as to what adjustment(s) need(s) to be made. If the student fails to remedy the problem, appropriate actions will be determined.

Parents, staff and visitors are also expected to follow the District 742 expectations for appropriate school dress and appearance.

Early Childhood Screening

The early childhood years from birth to the start of kindergarten are an important time of rapid learning and growth. Early Childhood Screening is a quick and simple check of how children are doing at the ages 3 1/2 or 4 years old. It identifies, at an early stage, possible learning or health concerns so that children can get needed help before starting school. **Early Childhood Screening is required for entrance in Minnesota's public school and is offered throughout the year by our district.** For further information, contact Jackie Lee at Community Ed: 529-6500.

Electronic Devices, Toys, Etc.

School District 742 discourages student possession of personal electronic devices while students are on school property (school buildings, buses, playgrounds and other property owned by the district). Student-owned personal electronic devices, including cell phones, i-pods, MP3 players and handheld computers are not allowed to be visible on school property, including buses. For health and safety reasons, and to maintain an appropriate environment for learning, the possession or use of additional items judged by administration to be hazardous or a nuisance are not allowed on school property and at school-sponsored events. Examples of such items vary by school, but may include and are not limited to: portable radio, CD and MP3 players, beepers, Giga Pets, cell phones, toys, squirt guns, in-the-shell sunflower seeds, martial arts equipment, and trading, gaming and collector cards. If you have a question about whether an item should be brought to school, contact school administration. The school is not responsible for lost, traded, stolen or damaged items that should not be in school according to this guideline. Items that pose a nuisance may be confiscated and returned at a later time. There may be additional discipline as determined by school administration.

Emergency School Closing

Please complete "Winter Plan" cards, which outline early dismissal plans for all students. "Winter Plan" cards will be distributed to the families of our students in October and need to be returned to classroom teachers as soon as possible.

In the event it is necessary to close schools for all day or any portion of the day, announcements will be made over radio stations WCCO, WJON, WWJO, KMKX, KLJM, KCLD, KNSI, KZPK, KKSR, KISS, KXSS, and KASM; as well as television stations WCCO-4, KSTP-5, and KARE-11. Information will be posted on local cable Channel 6 and the District 742 web site at: *isd742.org* (for immediate information).

Food Allergies

District 742 has adopted a policy for children who have peanut allergies (Please see page 12). For food allergy procedures, please see ***Breakfast/Milk/Lunch Program*** on page 6. (See Board of Education Policy 751) or view at *isd742.org/schoolboard/policlies/ap751a.pdf*

Harassment

District 742 makes every effort to create a caring and respectful environment for all of our students. Any form of religious, racial or sexual harassment or discrimination that deprives

individual students or staff members of their human dignity is prohibited. Students need to immediately report any form of harassment to their teachers or any other staff member. This policy is posted in your child's school or is available from your school's principal.

In addition, your school's principal can also provide you with the following resources: 1) Guidelines for Policy Implementation, and 2) A Basic Guide for Minnesota District 742 Parents and Students. (This document is also available in Spanish, Somali, Vietnamese and Laotian languages.)

Hazing

"Hazing" means to subject someone to abusive or humiliating tricks or ridicule. Pursuant to MN Statute 121A.69 and Board Policy 526, "Hazing activities of any type are inconsistent with the education goals of St. Cloud Area School District 742 and are prohibited at all times."

Health Emergency Information

It is the responsibility of parents/guardians to provide current emergency information to your child's school during the first week of classes and throughout the school year when information changes. When students become ill or are involved in an accident during the school day, parents/guardians will be notified so suitable arrangements can be made. If it is necessary to take a child out of school, parents/guardians will be required to sign an early release in the building office.

Help Me Grow Program (formerly Child Link Program)

Is there a new baby or a child in your life that you have concerns about? Your concerns may be related to how a child is walking, talking, acting, playing, growing or behaving. ***Help Me Grow*** is a community resource providing information to families about child development, developmental delays and community resources for children birth to age seven. There is no cost for the assistance. For more information call: (320) 252-8427.

Homework

Homework assignments will vary, depending on the grade level of students. Parents/guardians can encourage good study habits and practices by providing a **quiet study area** and establishing a **consistent time** each night for homework/reading.

Illnesses

Many parents are frequently concerned about when students should stay home. The following recommendations are intended to help with this decision.

- If your child has had a fever (elevated temperature above 99.8), your child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, your child should stay home until 24 hours after the last episode.
- If your child has any rash that may be disease related or you do not know the cause, check with your family physician before sending your child to school. A physician's note should accompany your child upon their return.
- If your child shows signs of an eye infection (pink or reddened eyes), keep them home and please check with your family physician. If medication is prescribed, your child should stay home for 24 hours after medication is started.
- Children placed on antibiotics (strep throat, for instance) should stay home for 24 hours after medication is started.

If you have any questions regarding your child's health, please contact the school nurse who visits your child's school.