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# Elementary Handbook

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*2019 - 2020*

**Independent School District 728**

*To educate, inspire and empower*

*Hassan Elementary  
Lincoln Elementary  
Meadowvale Elementary  
Otsego Elementary  
Parker Elementary  
Prairie View Elementary  
Rogers STEM Magnet Elementary  
Twin Lakes Elementary  
Westwood Elementary  
Zimmerman Elementary*



# ***Independent School District 728***

## ***Mission Statement***

*To **educate**, **inspire** and **empower** our **diverse** learners,  
to shape their **futures**,  
to accomplish their **dreams** and  
to contribute **positively** to our local and global **communities**.*

Our goal is to provide a safe, caring, positive environment where students feel a sense of belonging with teachers and staff who care about them. The information in this handbook has been carefully prepared to help students succeed at all elementary schools. Our policies are compliant with the ISD 728 Board of Education Policies.

We ask students and their parent/guardian to review all the policies and procedures included in this handbook. Please contact an administrator at your child's school if you would like more information concerning any school policy or procedure.

### **This handbook includes two sections:**

#### **[Section 1](#)**

Elementary School Procedures are used in all ISD 728 schools and have been agreed upon by all elementary principals and the School Board.

#### **[Section 2](#)**

Procedures and expectations specific to your child's school.

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## **Contact Information**

### **ISD 728 Office**

11500 -193rd Ave NW  
Elk River, MN 55330  
Phone: 763-241-3400  
Fax: 763-241-3407  
Website:  
[www.isd728.org](http://www.isd728.org)

### **Hassan Elementary**

Principal: Heidi Adamson-Baer  
14055 Orchid Avenue  
Rogers, MN 55374  
763-274-7230  
[heidi.adamson-baer@isd728.org](mailto:heidi.adamson-baer@isd728.org)  
Website:  
[www.isd728.org/HES](http://www.isd728.org/HES)

### **Lincoln Elementary**

Principal: Justin Sperling  
600 School Street  
Elk River, MN 55330  
763-241-3480  
[justin.sperling@isd728.org](mailto:justin.sperling@isd728.org)  
Website:  
[www.isd728.org/LES](http://www.isd728.org/LES)

### **Meadowvale Elementary**

Principal: Karen Maschler  
12701 Elk Lake Road  
Elk River, MN 55330  
763-241-3470  
[karen.maschler@isd728.org](mailto:karen.maschler@isd728.org)  
Website:  
[www.isd728.org/MES](http://www.isd728.org/MES)

### **Otsego Elementary**

Principal: Kelly Corbett  
8125 River Road NE  
Otsego, MN 55330  
763-241-3494  
[kelly.corbett@isd728.org](mailto:kelly.corbett@isd728.org)  
Website:  
[www.isd728.org/OES](http://www.isd728.org/OES)

### **Parker Elementary**

Principal: Scott Lempka  
500 School Street  
Elk River, MN 55330  
763-241-3500  
[scott.lempka@isd728.org](mailto:scott.lempka@isd728.org)  
Website:  
[www.isd728.org/PES](http://www.isd728.org/PES)

### **Prairie View Elementary**

Principal: Kari Sampson  
Asst. Principal: Nicole Rittenour  
12220 80<sup>th</sup> St NE  
Otsego, MN 55330  
763.274.6270  
[kari.sampson@isd728.org](mailto:kari.sampson@isd728.org)  
[nicole.rittenour@isd728.org](mailto:nicole.rittenour@isd728.org)  
Website:  
[www.isd728.org/PVEMS](http://www.isd728.org/PVEMS)

### **Rogers STEM Magnet Elementary**

Principal: Phil Schreifels  
12521 Main Street  
Rogers, MN 55374  
763-241-3462  
[philip.schreifels@isd728.org](mailto:philip.schreifels@isd728.org)  
Website:  
[www.isd728.org/RES](http://www.isd728.org/RES)

### **Twin Lakes Elementary**

Principal: Daniel Collins  
10051 191st Avenue NW  
Elk River, MN 55330  
763-274-7242  
[daniel.collins@isd728.org](mailto:daniel.collins@isd728.org)  
Website:  
[www.isd728.org/TLES](http://www.isd728.org/TLES)

### **Westwood Elementary**

Principal: Tim Stowe  
13651 - 4th Avenue S  
Zimmerman, MN 55398  
763-274-3180  
[timothy.stowe@isd728.org](mailto:timothy.stowe@isd728.org)  
Website:  
[www.isd728.org/WES](http://www.isd728.org/WES)

### **Zimmerman Elementary**

Principal: Gretchen Fisher  
25959 West 4th Street  
Zimmerman, MN 55398  
763-241-3475  
[gretchen.fisher@isd728.org](mailto:gretchen.fisher@isd728.org)  
Website:  
[www.isd728.org/ZES](http://www.isd728.org/ZES)

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## **COMMUNITY EDUCATION**

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### *Contact Information*

EdVenture Club, Before & After School Childcare, Theresa Antinozzi, Coordinator 241-3400 ext 5523

Early Childhood Family Education & School Readiness, Kristen Nelson, Mgr 241-3400 ext 5580

Cory Franson, Director of Community Education/Community Engagement

1170 Main Street, Elk River MN 55330

Phone: 763-241-3522

Fax: 763-241-3521

Website:

[www.isd728.org/CommunityEducation](http://www.isd728.org/CommunityEducation)

### *Attendance*

#### Absent or late to school

If your child was scheduled to attend morning or afternoon EdVenture Club, please contact their office at 763-241-3400 ext 5508.

#### Release of students

If students are staying after school to attend EdVenture Club or a Community Education class, a written note must be sent with your child in the morning indicating they are staying after school for a class.

## **SECTION 1**

### **ELEMENTARY SCHOOL DISTRICT PROCEDURES**

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## **COMMUNICATION**

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### *Parent Communication / Parent Access Systems*

ISD 728 has expanded the communication tools to improve the communication between school and home. Below is detailed information that describes each system as well as specific registration direction. Parents are encouraged to contact their child's homeroom teacher if they have any questions regarding a grade or a situation that occurred in the classroom. If, after you have contacted the classroom teacher, you still need further assistance, please contact the school administrator. See individual school section for specific communication procedures.

### *Campus Parent Portal (Grades E-12)*



Parent Portal is a web-based tool that allows parents to use their Internet connected devices to connect with district teachers and schools. Parent Portal offers options for receiving communications and notifications, access to student information (such as class schedule, assignments, attendance, and report cards), and viewing assigned school fees which are payable through the linked RevTrak payment systems. (There is no charge to use this service.) You will need an authorization key to access your personal parent account. The authorization key is provided during new student online registrations or can be obtained after registration by visiting [www.isd728.org/parentportal](http://www.isd728.org/parentportal) for help or by calling 763-241-3548. Once you receive your authorization key by email, you can choose to activate your account and login to access to your information.

### *SeeSaw Parent Access (Grades E-2)*



Seesaw is utilized in grades E-2. Seesaw gives your child creative tools to capture and reflect on their learning - in real time. Your child's work can then be shared with you through the parent app, giving you a window into each of our classrooms and into your student's learning process. You can download Seesaw's Parent App for iOS, Android, or use the web to view your student's learning artifacts. When your child adds new work, you will receive a notification to see, hear and respond to your child's learning item. You only have access to your own child's work and all of the content is stored securely. We are happy to announce this new opportunity for our students. With your help, we can continue building our school community of lifelong learners. When your child's teacher sets up Seesaw for his or her classroom, you will receive a handout with directions and an access code (and QR code) for signing up for your child's unique Seesaw journal. Directions available at [www.isd728.org/seesaw](http://www.isd728.org/seesaw).

### *Schoology Parent Access (Grades 3-12)*



Schoology Parent Access allows parents to view specific digital resources being used in the classroom. Schoology is available to students in grades 3-12. Once logged into Schoology Parent Access, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families. In order to access Schoology Parent Access, please follow the directions that will describe how to gain access to your Parent Access Code from the Parent Portal. Directions available at [www.isd728.org/schoology](http://www.isd728.org/schoology).

### *Fees*

Fee payments can be made through RevTrak online via the Campus Parent Portal or the school or district website. Any fee payments that have not been made may be sent to our collection agency, ACS. Thank you for your consideration and understanding.

### *Parent – Teacher Conferences and Report Cards*

In an effort to promote communication between home and school, your child's progress will be reported to you by means of Parent-Teacher Conferences and report cards. You will receive information about conferences in the fall and spring. Report cards should be viewed on Parent Portal at the end of each trimester. If you do not have internet access or you are unable to view your child's report card, please call your child's school office.

**Your attention to the following will help us make your child’s conference meaningful and successful:**

- Please be on time for your child’s conference. If one person is late, this sets everyone behind.
- We ask that if you are divorced/separated that you attend the scheduled conference together. If for some reason this is not possible, please let us know. This helps to keep the communication consistent between the classroom teacher and both parents.
- Schedules are tight so please mark your calendars. If you miss your conference, it will be difficult to reschedule.

There may be other times during the school year when a conference is necessary. You may call the school and leave a message for your child's teacher. At that time, further arrangements can be made for a conference.

*Withdrawing from School*

Please notify the school’s principal or secretary as soon as you know you will be moving to another school. Your child’s records will be forwarded when the new school requests them.

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**SCHOOL CLOSING ANNOUNCEMENTS (EARLY DISMISSAL)**

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**School closing is announced before the normal school start time or following a previous delay announcement:**

- All K-12 schools will be closed for the entire day.
- All K-12 activities and athletics will be cancelled for the day.
- All Early Childhood and Family Education (ECFE) screening and Early Childhood Special Education (ECSE) classes will be cancelled for the day.
- All daytime and evening Community Ed activities are cancelled, including EdVenture Club and community groups/rentals; buildings are closed.

**School is delayed (typically a two hour late start):**

- All K-12 schools will open two hours later than regular start times.
- All K-12 activities and athletics will be held.
- Buses will pick up students 2 hours later than the normal pick up time.
- All morning Early Childhood screenings, ECFE and ECSE classes will be cancelled.
- All Community Ed morning activities are cancelled. EdVenture Club will be delayed with the same late start.
- All afterschool and evening Community Ed activities will meet, including community groups/rentals.

**School is dismissed early due to weather:**

- All K-12 schools will close early and students will be sent home.
- All K-12 activities and athletics are cancelled for the remainder of the day.
- All Early Childhood screenings, ECFE and ECSE classes will be cancelled for the remainder of the day.
- All afterschool and evening Community Ed activities are cancelled, including EdVenture Club and community groups/rentals.



**Weather emergency when school is not in session:**

- On days when K-12 schools are not in session and there are community education programs scheduled, check the Community Ed Weather Hotline at (612) 253-5109 for closure information.

If the ISD 728 schools are to be closed (early dismissal) because of storms or other emergencies, the ISD 728's school cancellation announcements will be communicated in the following methods:

- **ParentLink:** All parents/guardians who have telephone numbers listed with the school district will receive a pre-recorded call at the primary residence only.
- **Campus Messenger:** All parents/guardians who have e-mails on file will receive a message at the primary residence only.
- **Websites:** All district and school websites are updated.
- **TV/radio news stations:** The ISD 728's school cancellation announcements will be on WCCO Channel 4, WCCO 830 AM, KSTP TV Channels, KARE TV Channel 11, KMSP/FOX Channel 9 and provided to WQPM radio (106 FM or 1300 AM), and BOB FM radio.
- **District phone message:** The district's pre-recorded message is updated.
- **Announcements will also be posted on the front page of the District's Website:** [www.isd728.org](http://www.isd728.org), Facebook, Twitter and recorded on the district's main phone greeting at (763) 241-3400.

Students will be transported to their regular bus stop or as close to home as possible, depending on conditions and circumstances. During extremely bad weather, parents should listen for these broadcasts to insure the child's safety from bus to home. Each family should have an emergency plan which a child can follow if an early dismissal occurs (key at the neighbors, go to the neighbors, etc.). A child should always feel secure in knowing alternative plans have been made.

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## ATTENDANCE

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### *Definition*

Regular attendance is essential if students are to be successful in school. Chronic absences interrupt the education of your child. School personnel will make every effort to encourage regular attendance, but the ultimate responsibility lies with the students and their parents/guardians. The complete Attendance Policy is available for your review at your school, the District Office and the [District's Website](#).

### *Absent or Late to School*

If your child will be absent, arrive late or leave early, please call the school attendance line (763)241-3555. You may call 24 hours a day and leave a message. If your child is not at school, and the school has not received notice of absence, the school will call the parent or guardian.

When reporting an absence, please include the following information:

- Child's name
- Date of absence
- Reason for absence
- Name of person reporting the absence

### *Grade K-5 Absence Procedures*

- A student is considered tardy if he/she arrives within 45 minutes after the start of the school day.
- A student is considered absent for half a day if he/she misses more than 45 minutes at the start or end of a school day.
- A student is considered absent for a full day if he/she misses four or more hours of the school day.
- A student is also considered absent for a full day if he/she arrives at school but is picked up within 45 minutes.
- A student is considered absent if he/she does not attend a field trip or if a parent brings the student but does not participate in the regularly scheduled field trip activities with his/her classmates.

### *Truancy/ Unexcused Absences*

There are consequences when students are continually absent from school without a valid excuse. If an elementary student is absent three days within a single school year without a lawful excuse, that student is considered "continuing truant," according to state law (statute 260A.02). The school is required to notify a parent when a child is a continuing truant. If the child continues to be truant, schools are mandated to report the truant behavior to the county. A student is considered "educationally neglected" if he/she is absent from school seven or more days without lawful excuse. The complete Attendance Policy is available for your review at your school, the District Office and the District's Website.

### *Dropping off Items for Students during the School Day*

If your child has left something at home and you need to drop it off at school, please bring it to the office and leave it with the office staff. They will make the delivery to the classroom and will make sure your child receives it on time. This will help eliminate interruptions in the classroom during teaching time. Building procedures will be followed including such practices as the use of office “runners” to deliver necessary materials.

### *Early Dismissal*

**Early dismissals are discouraged.** Students leaving a few minutes early often miss important last minute instructions and/or reminders. Interrupting classes to call students to the office also distracts other students and interrupts the end of the day classroom routines. Early dismissals should occur only in rare circumstances. Please make every effort to schedule appointments outside of school hours.

Students leaving early will be marked as early out. This is considered the same as a tardy.

### *Release of Students*

#### **Late arrival/ Leaving early and checking in/out of school**

Students will only be released to persons listed on the emergency form unless a note is given to the office from the parent. Verbal requests and phone calls to release the student to someone other than those listed on the emergency form **will not** be honored without written or verbal communication with the parent to verify the request. If a student arrives late or leaves early, parents must sign their student(s) in or out at the office.

If a student needs to be released early for an appointment, a note should be sent with your child in the morning. The parents/guardians should **report to the office to sign out and wait** for your child. The child will be released at the time requested. If you arrive early, you may need to wait for your child to be dismissed.

If a student returns to school after his/her appointment, he/she should report back to the office and be signed in by his/her parent.

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## **BUILDING SECURITY AND STUDENT SAFETY**

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### *School Visitors*

Visitors are welcome! During the school day, all visitors entering the school will only be able to do so through the main entrance via a secure video intercom system. If the main door is locked, please use the intercom system to request access to the building. Instructions will be clearly posted at the front doors. All visitors must sign-in at the main office and secure a badge, which must be worn while in the building. Please remember to sign out when leaving the building. Only visitors that have registered in the office will be allowed access to the classrooms. This is for the safety and protection of all students in the school.

The school visitor policy is not meant to discourage parents from visiting school, but to assist officials in knowing who is in the building. We are very happy to have parents visit school. You are welcome to observe in the classroom in which your child is participating. We do ask, however, that you do not send other children to school as visitors. This would include students who do not have school and wish to return to their elementary school to visit or volunteer for the day without prearranged agreements from the teacher.

### *Guidelines for Visiting and Communication with School Personnel*

It is also a goal of the school district to ensure a safe and orderly environment in all schools. In the interest of these objectives the following guidelines are provided to assist in ensuring a safe environment through appropriate security practices and an orderly environment that supports orderly and uninterrupted educational processes.

#### Classroom Visits

1. Parents or a representative of the parent who would like to observe their child in the classroom setting must contact the school principal to request a visit to a classroom. Requests by any other individual or group will be addressed by the principal on a case by case basis.
2. The principal will determine if a visit outweighs the concerns above, and if so, will make arrangements as to the time and date of the visit.
3. Visits which, intentionally or unintentionally, have an adverse impact upon the educational environment in a classroom are unacceptable. *Examples:*
  - a. Asking questions or demanding attention that diverts a teacher's attention from teaching.
  - b. Distracting any student's attention from tasks a teacher expects the student to carry out.

#### Impromptu Meeting Requests

If a parent comes to the school to request an impromptu meeting, the above procedures for classroom visits still apply.

#### Email and Phone Contacts

1. Any questions, concerns, or requests about general education classes must be directed to the specific general education teacher.
2. Any questions, concern, or requests about special education must be directed to the student's IEP case manager.
3. General questions will be responded to by an individual staff member within two school days.
4. More complex questions and/or those that may require consultation with other staff members will be acknowledged within two school days, and an answer or plan to address the issues within five school days.

### *Volunteers*

Volunteers are a vital part of our school district! When volunteering, remember that you must sign in at the office and wear a visitor's badge at all times. All new volunteers must complete a criminal background check before they begin volunteering. Criminal background checks are good for three school years. Please check with your child's school for more details on how you can volunteer.

### *Safety Patrols*

Safety Patrols are here to assist students in safely going to and from school. Please help us to teach the school children that Safety Patrols must be respected and obeyed. Check with your child's school regarding specific procedures for school crossing zones.

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## **PERSONAL SAFETY/BULLYING**

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ISD 728 strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. The Bullying Prohibition policy protects students against bullying and retaliation by other students.

It's important to understand the DEFINITION of bullying. "Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs. Simply put, bullying is behavior that is unfair and one-sided (imbalance of power). It happens when someone keeps (repeated over time) hurting, frightening, threatening or leaving someone out on purpose (intended to harm).

"Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum. Cyberbullying that takes place off school property may be subject to disciplinary action if it substantially and materially disrupts the student learning or school environment.

Bullying behavior is prohibited:

1. On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
2. During any school-sponsored or school-sanctioned program, activity, event or trip.
3. Using school computers, electronic technology, networks, forums or mailing lists.
4. Using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment.

Retaliation is prohibited by any student. Filing a false accusation of bullying is also prohibited. It is important to REPORT bullying!

Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee but may bring their concerns to any school employee.

Anonymous reports may be made via the school's Bully Box or on-line via the school's website. However, no disciplinary action will be determined solely on the basis of an anonymous report.

## **DISTRICT 728 PROCEDURES AGAINST HARASSMENT OF SEXUAL ORIENTATION, DISABILITIES, RELIGION, RACIAL, NATIONAL ORIGIN, SEXUAL HARASSMENT AND VIOLENCE**

Everyone in District 728 has a right to be respected and feel safe. The following procedures support harassment policy with regard to sexual orientation, disabilities, religious, racial or sexual harassment and violence of any kind on the school property, school functions and on the school bus.

1. Harasser may be a student or staff member. Harasser may also be a child or an adult. Harassment may include the following when related to SEXUAL ORIENTATION, DISABILITIES, RELIGION, RACE, NATIONAL ORIGIN, SEXUAL HARASSMENT OR VIOLENCE.
  - a. Name calling, joke or rumor;
  - b. Physical or verbal threat or intimidations; pulling on clothing;
  - c. Writing or graffiti;
  - d. Notes or cartoons; designs, drawings, posters;
  - e. Unwelcome touching of a person or clothing;
  - f. Offensive, graphic, or suggestive gestures; or posters, clothing, book covers, etc.;
  - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel fearful (to include electronic media; cyber bullying).
2. If any words or actions make you feel uncomfortable or fearful, you need to tell a trusted adult (teacher, counselor, principal, paraprofessional or the diversity coordinator.) You are encouraged to make a written report of the incident or seek assistance in writing the incident.
3. The person you tell will also make a written report and give it to the principal or building administrator. To the extent possible all reports of harassment are kept confidential.
4. Your right of privacy will be respected as much as possible.
5. Staff members are obligated and students are encouraged to report any incident of harassment or abuse to the principals, building administrator, superintendent or the human rights officer. All staff members are mandated reporters.
6. Administration is to communicate and assure the student who is reporting the incident that the concern will be addressed. If the behavior continues be sure to return to administration and report the issue.

7. The school will also take action against anyone who tried to intimidate you or take action to harm you because you have reported an incident. That person will also be in violation of this policy.
8. This is a summary of the School District policy against sexual orientation, disabilities, religious, racial and sexual harassment and violence. Complete policies are available in the building and/or District Office upon request.

### *Behavioral Expectations*

In order to provide a safe and equitable learning environment for all students, the administration is responsible for implementing a fair and consistent process that ensures the health, safety, and well-being of each student.

The maintenance of discipline is the responsibility of all school staff with which the children have contact; this includes teachers, support staff, and volunteers. Any member of the school staff can initiate the disciplinary process as a result of behavior that is inappropriate or dangerous.

We ask that parents become familiar with statutes, regulations, policies, and procedures that govern and safeguard their child while in the educational setting. Parent and school staff cooperation can often have a very positive influence on student behavior.

A student is responsible for his/her own behavior. The following guidelines of student responsibility will help ensure a safe, pleasant, and productive learning environment:

### **Behavioral Expectations**

- Respect other students and staff.
- Cooperate and participate in the learning process.
- Complete assigned work in a timely manner.
- Attend regularly.
- Respect school and personal property.
- Dress appropriately.
- Avoid indecent, offensive language.
- Be aware of all school rules and comply with them.

Check with your child's school regarding specific behavior expectations and consequences.

Administrators will address discipline situations not covered in the policies on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included.

### *Fighting*

Schools should be a safe environment for all. Fighting does threaten this belief in safe schools. Therefore, any involvement in a fight is not an acceptable method to deal with disagreements. Each student will receive appropriate consequences, from problem solving to expulsion. Fighting is not tolerated. If your child is involved or even helps to promote a fight, consequences may result in some form of suspension no matter who starts the fight.

### *Weapons*

It is a violation of the policy of Independent School District 728 for any individual to knowingly or voluntarily possess, store, in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or destructive device or a "look-like" weapon or destructive device in school, on school grounds, at school activities, at bus stops, in school vehicles, or entering upon or departing from premises, property, or events. Weapons and destructive devices will not be tolerated. The complete Weapons Policy is available for your review at your school, the District Office and the District's Website.

### *Search and Seizure*

School officials may conduct a search of a student if they believe the student has any materials in violation of school or state law. The search may also include the inspection of clothing, purses, wallets, book bags, and other personal property. The search may include an inspection of school property including, but not limited to: student lockers, desks, and other areas in which items may be kept.

### *Academic Dishonesty/Plagiarism*

Academic dishonesty includes, but is not limited to, cheating, plagiarism, misrepresentation of student status and tampering with the school's databases (i.e. Campus). Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of material prepared by another person or agency engaged in selling or otherwise providing papers, products, or other academic materials turned in under the student's own name. Doing so may result in any of the following: a zero on the assignment, a failing grade, detention or suspension.

### *Student Dress*

Clothing worn by students shall be neat, clean, and in good repair for the personal health and safety of the students. Any clothing or grooming practices that disrupts or threatens to disrupt the education process, or is threatening to health, is a violation of school policy. The following are not permitted, but not limited to:

- Students may not wear jackets or coats in the classrooms. When the weather is cool, students are encouraged to wear sweaters or appropriate sweatshirts.
- Students must take off hats, caps, bandanas, and hoods upon entering the building, except in extenuating circumstances and approved by a school administrator.
  - Shorts, skirts, and tops that expose the midriff, expose undergarments, or are deemed, by the administration, to be excessively revealing.
  - Clothing that bears a message that is lewd, vulgar, obscene, or otherwise distasteful to the standards of the school.
  - Any apparel or footwear that would damage school property or create an obvious threat to the safety of the student and others.
  - Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; evidences of gang membership, affiliation, or activities; or provokes harassment or violence against other individuals.
  - Apparel promoting products or activities that are illegal for use by minors are unacceptable for the school environment.
  - Jewelry shall not be worn if it presents safety hazards to self and/or others (i.e. chains on billfolds), or if it has a disruptive impact on the discipline or education functions of the school.



We ask that you observe the clothing your child wears to school to see that it is appropriate and in good taste for our community. Students who are inappropriately dressed will be asked to contact their parent(s) to bring them more appropriate clothing for school wear or asked to turn their shirt inside out. Clothing that is fashionable may not be acceptable in school.

#### *Cell Phones and Internet Devices*

Cell phones are not allowed to be used during school hours. If you need to contact your child during the school day, please call the office to make arrangements. If your child needs to get in touch with you during the school day, he/she should ask his/her classroom teacher if it is appropriate to call home. He/she would be allowed to use a school phone if it is necessary to call home.

Cell phones or other electronic devices which go off in the building (and/or the school bus) may be confiscated if they are disruptive to the school or the classroom environment. They may be returned to the students at the discretion of the administration.

#### *Nuisance Items*

Any item that disrupts the learning environment will not be tolerated and may be confiscated. Confiscated items may be turned in to an administrator in the office. The first time this occurs an item may be returned to students at the end of the school day. Repeated offenses may result in the items being returned to parents only or the item being held by administration for the remainder of the school year for return to parents at that time. Electronics should not be brought to school unless part of bring your own devices (BYOD) classroom or approved by classroom teacher. Students are reminded that these items are easily stolen and rarely recovered. The school has no responsibility to provide a secure location for these items and/or to provide assistance if these items are lost or stolen.

#### *Animals*

Animals may be used in the classroom as an educational tool if they are directly related to the instructional process and district curriculum. Students, their parents, and employees are prohibited from bringing animals into the school (workplace) for any non-instructional purposes. A "Request for Animals in the Classroom" form must be submitted to, and authorized by, an administrator prior to any animal being brought into District facilities.

#### *Acceptable Internet Use Policy*

The purpose of District-provided Internet access is to facilitate communication and information gathering in support of research and education. The Internet, an information resource of thousands of computers and networks worldwide, will be subject to all provisions of the District Resource Selection policy.

#### *Student Access*

In making decisions regarding student access to the Internet, the teachers of the ISD 728 will consider the District mission, goals, curriculum outcomes, and the Minnesota State Standards. It is expected that the staff will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways which point students to those sites which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suitable to learning objectives.

### *Proper Utilization*

Students utilizing District provided Internet access must be instructed on the proper use and etiquette of the Internet. The Internet will be used via teacher direction for classroom instruction. They must sign an agreement that they will use the Internet in an acceptable and responsible manner. Every attempt will be made to provide staff supervision when students are accessing the Internet. These procedures are to be implemented each school year and be provided for all new students entering school during the year.

Students utilizing Internet access on their personal electronic devices or school provided equipment on school grounds are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

To remain eligible as Internet users, students' use must be in support of and consistent with the educational objectives of the ISD 728. Access is a privilege, not a right. Inappropriate use of the Internet will result in disciplinary measures according to the school established discipline guidelines and may include complete loss of Internet privileges or other disciplinary actions. Each school will be responsible for setting up specific guidelines and procedures for student use of the Internet; however, these guidelines and procedures will be as consistent as possible throughout the District.

### *Agreement Policy Guidelines*

Parents or guardians of students in the ISD 728 will need to sign a statement understanding and accepting the responsibilities and liabilities that are placed on them and their child should their child violate the rules as stated in the Internet Safety Agreement Policy. This will occur during the following grades: kindergarten, sixth grade and ninth grade as well as to any new students who enter the district outside of those grades. Parents or guardians are expected to provide the same guidance to their children concerning appropriate Internet usage just as they do with all media and information resources.

The student will also be required to sign a statement agreeing to the appropriate use of the Internet before they are allowed to use it. This will occur during the following grades: kindergarten, sixth grade and ninth grade as well as for any new students who enter the district outside of those grades.

Before any student work, information and/or photographs are electronically published in the Internet, parents or guardians will need to sign a release form.

This is a summary of the School District's Internet Acceptable Use Policy. The complete policy is available for your review at your child's school, the District Office and the District's Website.

### *Network Responsible Use Guidelines*

- I understand that proper use of the district's electronic resources, network, approved personal devices and Internet access is my responsibility as an individual user. The use of these resources is a privilege, not a right. I acknowledge that inappropriate behavior may lead to disciplinary action such as loss of internet/network privileges, payments for damages, suspension or discipline under other school or district policies.
- I understand that the primary use of the school district's computer systems and internet connection both on and off campus will be limited to work related or educational purposes. While using approved personal devices and systems within district schools, I will limit my usage to educational

purposes. This includes the use of personal networks, such as mobile internet or hotspots while in the educational setting.

- I understand that the use of personal devices in the classroom is at the discretion of the classroom teacher. I will not use my personal device in the classroom setting unless directed by my teacher and for the specific use of educational purposes.
- I understand I should not share private, confidential or non-public information about myself or other persons. I agree not to reveal my password to any other person. I will not use others' passwords or knowingly post, transmit or distribute false or defamatory information about a person or organization. This includes the use of social networking systems for educational or work purposes.
- I understand I cannot access, upload, download or distribute violent, pornographic, obscene or sexually explicit material for any purpose. This also includes language or images that advocate violence, or discrimination towards other people, including prejudicial or discriminatory attacks that may constitute harassment, bullying or intimidation.
- I understand that all of my documents, files, or emails are property of the school district. When using the district's network/internet resources I can delete only those files that I have personally created or added. These electronic mediums may be searched and read for inappropriate materials just as school lockers can be searched.
- I understand I must follow copyright laws or usage licensing agreements. I cannot download or install any software onto the district's computer systems.
- I understand ISD 728 is not responsible for any damages users suffer as a result of their use of the District's electronic resources or work performed on district approved personal devices. These damages may include, but are not limited to loss, damage or unavailability of data stored on hard drives, web-based services or interruptions in network connectivity. Additionally, ISD 728 does not assume responsibility for the accuracy, nature, or quality of information gathered from the Internet or district electronic resources.

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## HEALTH AND WELLNESS

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### *Food Brought to School*

Food brought to school for treats to share with classmates must be commercially prepared and in a sealed, unopened package; an ingredient list must be available if needed. Please be aware that we have students in our district with food allergies, such as peanut allergies. Homemade food cannot be handed out to children. Food provided should be consistent with our District's Wellness Policy.

### *Providing Healthy Options*

The district wellness policy is part of an effort by the federal government to encourage more healthy eating and physical activity during the school day. The district recognizes that students need access to healthy foods and opportunities, support and encouragement to be physically active in order to grow, learn and thrive. To meet the goals of the district's wellness policy, parents and guardians are asked to consider healthy options when they want to bring food to a classroom. For a list of healthy snack suggestions or more information about the district's wellness policy, please visit the district website at <http://www.isd728.org/Page/3217>.

## **ISD 728 School Lunch & Breakfast Program** [Link to Webpage](#)

### Nutrition

The National School Lunch Act of 1946 established the National School Lunch Program to safeguard the health and well being of our children. The program is designed by Congress as a means of:

- Providing nutritious, reasonably priced lunches to school children;
- Contributing to a better understanding of good nutrition;
- Fostering good food habits.

### Offer Versus Serve

Congress passed a law in 1981 that was intended to help reduce the amount of food wasted by students in school lunch. No longer are children required to take the entire lunch that is served at school. The entire lunch will be offered, but children will be able to refuse one or two items - those which they are not going to eat and would normally end up in the garbage.

Lunches consist of five (5) food groups: meat, bread, two or more servings of fruits and/or vegetables, and milk. These five food items provide about one-third of a child's daily nutritional needs. Under the law, children may refuse to take two (2) of the five items.

Because young children are still learning to make good choices, they may need help in choosing what to eat. Parents are asked to review the lunch menu and help them to decide what to eat. If there is an item on the menu that is unfamiliar or unpopular, teach them to take a taste portion rather than refusing it completely. This will help introduce young children to new foods and help give the variety of nutrients offered by the lunch program.

### Paying For School Lunch

Lunch money will be placed in a student computer account and lunch cost will be deducted from your child's account daily. Lunch is on a pre-pay program. We encourage families (if they can) to pay for longer periods of time, such as monthly, quarterly, etc.

### Milk/Juice

Milk/juice consumed at "break time" in the classroom or with a bag lunch during noon lunch will also be deducted from your child's account.

### Breakfast

Breakfast is offered at all elementary schools. Check with your child's school for more information regarding the breakfast program. There is no charge for students qualifying for free or reduced price meals. State laws provides for a free breakfast for all kindergartners who choose to eat.

### Field Trip Lunches

When on a field trip or off campus, students who choose school lunch will be given a sunbutter and jelly sandwich, apple, fresh baby carrots and milk. This reduces allergen exposure for our students who are allergic to nuts.

### Free/Reduced Lunch

We encourage families to apply for Free/Reduced Breakfast and Lunch Benefits. Families qualifying under Free status will receive free breakfast and lunch. Families qualifying under Reduced status will receive breakfast free and lunch for \$.40. **There are no free/reduced prices for “break time” milk.**

If you are interested in applying for benefits, you may apply online at [www.isd728.org](http://www.isd728.org), print a copy from the district website or request a copy from the school office. All information you provide on the form is confidential.

Specific questions about the school lunch program may be directed to the Manager of Food Services at 763-241-3409.

### *Physical Education*

Physical Education is part of the elementary curriculum. There are many positive benefits of physical activity for students. To be excused from physical education for more than one day, a person must present a doctor's note stating the reason for and period of time covered by the excuse. For safety and enjoyment of physical education, students are expected to wear tennis shoes.

### Health Services

The model of Health Services in ISD728 is a combination of Licensed School Nurses and Health Services Secretaries. A licensed school nurse within the district is on duty as the coordinator and supervisor of each school's Health Services office. Health Services personnel maintain each school's Health Services office.

If a student becomes ill or injured at school, he/she needs to report to the Health Services office. We expect you, as parents/guardians, to make arrangements to pick up your child, if the need occurs.

**Note:** It is very important to keep up-to-date emergency information on file in the Health Services office. The online emergency form should include emergency contacts other than parents/ guardians as a back-up, if they cannot be reached.

We invite you to refer to the following for more Health Services information:

- ISD 728 Calendar for information regarding immunization and medication laws.
- [ISD 728 Website - Health Services](#) is located under the “Departments” tab. General information is posted along with guidelines regarding “When to stay home” and current downloadable Health Services forms.

### Medication Law

The Minnesota Medication Law emphasizes that Health Services personnel will give medication at school only in exceptional circumstances when your child's health may be jeopardized without it. If your child needs to take medication at school, the law states we can give medication only under the following conditions:

- Written order from your child's physician/licensed prescriber.
- Written authorization from parents or guardians.

- Medication must be kept in the Health Services office in a currently labeled pharmacy bottle/original packaging. You need to ask your pharmacist to provide duplicate bottles of the prescription. One bottle is to be kept at home and the other at school.
- Authorization forms for giving medication in school are available in the Health Services Office or on the district website under Health Services. If you have any questions, ask or call Health Services personnel.
- Inquire through the Health Services office about current laws regarding self-carry medications and school requirements.
- We encourage parents/guardians to bring the medication to the School Health Services office. If this is not possible, please contact us as to when your child will bring it to us and how many capsules/tablets you are sending.

**SPECIAL NOTE:** You are in violation of this state law if your child takes medication outside of the School Health Services office that has not been processed through that office. This includes all nonprescription medications such as aspirin, acetaminophen and ibuprofen.

**We care about your child’s safety:** Narcotic pain medications will not be given at school, i.e. Tylenol with Codeine, etc. **If your child needs narcotic pain medication at school, he/she is not ready to return to school.**

**ALLERGY AWARE: ISD 728 is an allergy aware district.** Please be aware that latex balloons are not allowed in any of our schools. We recognize the growing number of students with potentially life-threatening allergies and have a collaborative partnership between the school and family to keep students safe. Visit our district website for more information.

[Immunization Law](#)

To protect children from specific communicable diseases, Minnesota state law (M.S. 123.70) requires that all school children be vaccinated, allowing for certain exemptions\*. Upon entering school, each student must provide proof that the immunization schedule is in process or has been completed. The school may accept immunization information submitted by a parent/guardian in lieu of a statement from a physician or public clinic if the full immunization dates are given. Immunization forms are available in each School Health Services office or can be downloaded on the ISD 728 Website. Your child’s current school immunization record can be found on your parent portal account.

**\*Exemptions:** No student is required to receive an immunization if he/she has a medical contraindication or that laboratory evidence of immunity exists. A medical waiver must be signed by a physician. No student is required to have an immunization which is contrary to the conscientiously held beliefs of his/her parent or guardian. A conscientious objection form must be notarized and signed by the parent stating the immunizations excluded.

*Outdoor Play*

Children will go outside for recess in suitable weather. Please help your child(ren) with appropriate dress for outside. This includes boots, scarves, jackets, mittens/gloves, snowpants and other clothing that is suitable to the season and the weather for that particular day.

Our general guideline for inside recess during the winter is zero degree temperature or 10 degrees below zero wind chill. Weather conditions will vary from building to building and sometimes from one minute to the next, therefore, the building principal (or designee) will ultimately be responsible for determining outside or inside recess.

Accommodations for children with special medical needs can be made with the Health Services Personnel. Written documentation from your child's physician may be required.

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## PUPIL TRANSPORTATION INFORMATION

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### *Contact Information*

#### **Vision of Elk River, Inc.**

12508 Elk Lake Road

Elk River, MN 55330

763-441-4420

763-241-0896 (Fax)

Email: [info@visionmidwest.com](mailto:info@visionmidwest.com)

### *Bus Rules*

School bus transportation is provided for students who live more than one mile from school or live in an area determined to be hazardous for walking due to traffic patterns. Bus safety is a team effort. The following are some **expectations** we have of our students to ensure that all students are provided with a safe and comfortable bus ride:

- Wait for bus driver's signal. Cross 10 feet in front of bus.
- Get on or off only at designated stop or school.
- Follow instructions and cooperate with the bus driver.
- Stay seated in assigned seat at all times.
- Eating or drinking on the bus is prohibited.
- Keep the bus litter-free. Throwing of any items on the bus is a safety hazard.
- Keep prohibited items off the bus (i.e. weapons, live animals or insects, glass items, large recreational items). Keep the bus aisle and exits clear.
- Talk quietly using your "inside voice." Use appropriate language.
- Respect the bus and equipment. Student will be responsible for cost of damages. Bus riding privileges will be withheld until plan of restitution is made.
- Respect other students and their personal belongings.
- Make the bus ride an enjoyable part of the day for all students.

Our goal is to provide appropriate transportation for our students. **We will not allow students to harass or jeopardize the safety of others on the bus.** Discipline or suspension of bus riding privileges will occur for students who do not cooperate. If suspension occurs, students are still required to attend school. Parents will then be responsible for transporting to and from school. Transportation by school bus is a privilege, not a right, for an eligible student. (Minnesota Statutes, Sec. 4 123.801).



The complete Transportation Policy is available for your review at your school, the District Office and the District's Website: [www.isd728.org/domain/129](http://www.isd728.org/domain/129).

#### *Walker and Bicycle Rider Rules*

Those students who use a bicycle as their means of transportation need to observe "rules-of-the-road" safety and School Safety Patrols. When a student arrives on the school grounds, he/she should immediately walk the bike to the parking racks provided for them. Each student is responsible for the security of his/her own bicycle.

Check with your child's school about specific restrictions for riding a bike or walking to and from school.

#### *Scooters, Skateboards, In-line skates, Roller-skates, and Roller tennis shoes*

Students may not use in-line skates (roller blades), roller-skates, skateboards, or scooters on school property. If a student uses any of these to travel to school he/she must not use them once they reach school property. Students are encouraged to use a helmet.

Students wearing roller shoes (tennis shoes with wheels) cannot use the wheels on school property during the school day and at school events after school hours because of the safety hazard they pose to the wearer and to other students. Students will be asked to remove the wheels from their shoes while on school property.

#### *After School Hours and Activities*

Students are to leave the building immediately after dismissal unless they are under the direct supervision of a staff person or part of an after-school activity.

Many students participate in community sponsored youth activities after school hours. No student will be allowed to wait in school for activities that start more than 15 minutes after school dismissal. The school cannot assume the responsibility for supervising students who are waiting for these activities to start. It is the responsibility of the parent or activity supervisor to provide the required supervision.

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## **FIELD TRIPS**

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### *Definition*

ISD 728 may provide opportunities for field trips (local walking field trips and trips requiring busing). Students are expected to ride the bus for all school sponsored field trips. Fees may be collected for optional trips (i.e. Children's Museum, Children's Theater, Science Museum). Optional field trips are those that students can choose to go or not to go on the trip. The fee is determined by the costs involved (i.e. transportation, ticket costs, rental of special facilities). Parent permission slips will be provided prior to field trips.



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## STATEWIDE TESTING

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The Minnesota Comprehensive Assessments (MCAs) are administered to students in grades 3 through 8, 10, and 11. The MCAs are the state's accountability tests that meet the federal requirements and are used to determine if schools and districts are making adequate yearly progress. Students in grades 3 through 8 and 10 are assessed in reading and students in grades 3 through 8 and 11 are assessed in math. An additional MCA in science is administered in grades 5 and 8, as well as at the end of a student's biology course in high school. The MCA tests are based on the new standards adopted by the State of Minnesota and are rigorous tests that determine how well a student has mastered the standards developed by the State of Minnesota. For information on how the MCAs are used in college course placement, click [here](#).

Most students take the MCAs, but students who receive special education services and meet alternate assessment eligibility criteria may take the Minnesota Test of Academic Skills (MTAS). For more information on the MCAs, MTAS, and ACCESS for ELLs assessments please click [here](#).

See appendix A for the [Parent/Guardian Guide to Statewide Testing and Refusal to Test Form](#)

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### TOBACCO FREE

In an effort to promote a safe and healthy learning environment for students, staff and visitors, the use of tobacco, including electronic cigarettes (e-cigs), is prohibited on all school district property. This includes all school buildings, grounds and in all school vehicles.

## **SECTION 2**

### **LINKS TO INDIVIDUAL ELEMENTARY SCHOOL PROCEDURES AND INFORMATION**

[\*\*Hassan Elementary School\*\*](#), Rogers, MN

[\*\*Lincoln Elementary School\*\*](#), Elk River, MN

[\*\*Meadowvale Elementary School\*\*](#), Elk River, MN

[\*\*Otsego Elementary School\*\*](#), Otsego, MN

[\*\*Parker Elementary School\*\*](#), Elk River, MN

[\*\*Prairie View Elementary Middle School\*\*](#), Otsego, MN

[\*\*Rogers STEM Magnet Elementary School\*\*](#), Rogers, MN

[\*\*Twin Lakes Elementary School\*\*](#), Elk River, MN

[\*\*Westwood Elementary School\*\*](#), Zimmerman, MN

[\*\*Zimmerman Elementary School\*\*](#), Zimmerman, MN