Paynesville Area Elementary School

2011-2012

PARENT AND STUDENT HANDBOOK/CALENDAR

Mr. David Oehrlein, Principal
doehrlein@paynesville.k12.mn.us
(320) 243-3725
SCHOOL WEBSITE: www.paynesvilleschools.com

Dear Families,

Welcome to Paynesville Area Elementary School! We hope this handbook/calendar answers many of your questions about the life at PAES. Please save your copy to refer to throughout the year. We invite you to share in your child's education. Open communication and trust are important factors in building strong, positive home and school relationships. We send a monthly newsletter home with the youngest child. Current information and changes to this handbook/calendar are listed. The PAES Press is also posted on the district's website (www.paynesvilleschools.com). We encourage you to talk with your child about school experiences and inquire about homework assignments. Please feel free to contact your child's teacher about any concerns you may have or to express your thanks and support. We ask that you attend conferences, discover opportunities for involvement within our Parent Involvement Committee and consider volunteering in any capacity within our school. We value our parents and appreciate your contributions of ideas, time and efforts.

Sincerely,

Mr. Oehrlein, PAES Principal

Paynesville Area Elementary School Faculty

Principal-Mr. David Oehrlein (doehrlein@paynesville.k12.mn.us)
Administrative Assistant-Polly Jaeger (pjaeger@paynesville.k12.mn.us)

You may email staff using their first initial and last name @paynesville.k12.mn.us

Early Childhood
Amy Eisenbraun
Pam Pfeifer

Kindergarten
Amy Ellefson
Connie Ludwig
Becki Quade

Multiage K-1
Rachel Nelson
Leah Pfeifer

Grade 1
Colleen Pelton
Becky Hecht
Diane Schultz

Grade 2
Dina Hengel
Karlin Jacoby
Tammy Meagher
Robyn Spaeth

Grade 3
Bill Hesse
Marlys Sorenson
Colin Wolf

Grade 4
Connie Backes
AnnMarie Stevens
Jane Ruprecht

Grade 5
Brooke Leikvoll
Mary Kiebel
Barb Werlinger

Media Specialist-Chad Campbell
Title 1-Cheryl Colbert
Reading Specialist-Ed Gardner
Social Worker-Dave Mutschelknaus
School Patrol Advisor-Bill Virant

Physical Education-Bill Virant, John Kuefler
Music-Charlene Strand, Cheryl Bungum, Jeanne Virant (Kdgn. Music)
Deaf and Hard of Hearing Teacher-Michele Thorsten

Special Education Staff

Amy Eisenbraun
Sarah Goelz
Sarah Hadtrath
Michelle Hesse-Cremers
Kimberly Jones
Diane Miller-Gertken
Karen Mumm-Thompson
Jessica Pentz
Pam Pfeifer
Jennifer Wirz

School Nurses

Christine Kodet
Nandra Looman

Paraprofessionals

Joan Blonigen
Sue Teicher
Denise Rien
Lori Schmidt
Diane Gilk
Megan Brick
Susan Vanderpool
Rita Garding
Mary Kottke
Jeanne Haag
Terry Davidson
Virginia McCloud
Julie Smith
Jill Lahr
Wanda Haase
Krista Gunderson
Mary Heinen
Kris Lang
Jeanne Olmscheid

Food Service

Deb Bennett
Deb Bengtson
Ann Larson
Michaela Mattson-Koppel
Stephanie Sartwell

Custodians

Kirk Athmann
Mary Hedtke
Mike Kascht
Karen Hecimovich

Problem Solving Issues - "Chain of Command"

From time to time there may be a frustration with something a teacher or the school does. What follows is a step by step process that will allow all persons involved a chance to express what may be the frustration and find a professional way to solve the problem. You start by trying to resolve the problem at its origin, and you don't go to the next person in charge until all possibilities have been exhausted at that level.

1. Students and/or parents should make an appointment with the teacher, or person responsible, and try to solve the problem. It should not be a telephone conversation if at all possible. Privacy is important! A solution to a problem is always easier to attain when the conversation is face to face in a quiet environment. If the problem is not resolved, then proceed to the next step.

2. An appointment should be made for the parent/student, teacher and principal to sit down in a quiet, private environment to have a conversation to seek to resolve the problem. If that is not achieved, then proceed to the next step.

3. The next step is to follow the chain of command and set an appointment for the persons involved to all meet with the superintendent. If the problem is still not resolved, then the next step is taken.

4. The school board is the last step to be taken. If no solution has been found, then the parties involved may ask for an appointment with the school board.

So, if you call a principal and are asked whether or not you have tried to solve the problem or conflict at its origin, please don't take offense. Set up an appointment to talk to the teacher or the person responsible and follow the steps above. No action will be taken until those steps have been pursued. Experience has shown that the "chain of command" model is the best way to resolve problems and conflicts.

School Board Policies

Copies of all School Board Policies are available on the district's website (www.paynesvilleschools.com) or in each office. Policies of interest include Student Rights & Responsibilities, Discipline, Attendance, Harassment, and Weapons.

PAYNESVILLE AREA PUBLIC SCHOOLS

MISSION STATEMENT-----"SUCCESS FOR EVERYONE THROUGH QUALITY LEARNING"

BELIEF STATEMENTS WE BELIEVE THAT:

- Education is a shared responsibility of the student, home, school, and community.
- Each person is unique and has individual worth.
- Practical lifelong skills need to be developed.
- Academics include knowledge, understanding, and application.
- All students are capable of improvement.
- Each person needs to be a responsible, global citizen.
- People, their beliefs, and their ideas deserve respect.
- Learning is a lifelong process.

DESIRED STUDENT EXIT BEHAVIORS

Positive Self-Concept

Practical Lifelong Skills: Thinking, Decision-making, Cooperating, Creating, Communicating, Independent Learning

Academics: Knowledge, Understanding, Application, Responsible, Global Citizen

Board Approved: April 27, 1993

* * * ATTENTION * * *

DISTRICT 741 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE

1. Everyone at District 741 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.
   a. name calling, jokes, or rumors;
   b. pulling on clothing;
   c. graffiti;
   d. notes or cartoons;
   e. unwelcome touching of a person or clothing;
   f. offensive or graphic posters or book covers; or
   g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Todd Burlingame.

4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.

5. Your right to privacy will be respected as much as possible.

6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

8. This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in each office upon request.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

CONTACT: TODD BURLINGAME
HUMAN RIGHTS OFFICER
DISTRICT OFFICE
217 WEST MILL STREET
PAYNESVILLE, MN 56362 PHONE: 243-3410

INDEPENDENT SCHOOL DISTRICT NO. 741
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District No. 741 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

Complainant _____
Home Phone #:_____ Cell Phone #: _____
Home Address _____
Work Address _____
Work Phone #:_____

Date of Alleged Incident (s) _____ Circle as appropriate **sexual / racial / religious / other**

Name of person you believe harassed or was violent toward you or another person.
_____

If the alleged harassment or violence was toward another person, identify that person.
_____
Describe the incident (s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (Attach additional page, if necessary).
_____

_____

_____

Where and when did the incident (s) occur?_____

_____

List any witnesses who were present_____

_____

This complaint is filed based on my honest belief that _____has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief:

_____ _____

(Complainant Signature) (Date)

Received by _____ _____

(Date)

Attendance

All students are expected to be in school on time unless 1) prevented by illness, or, 2) excused by the principal. We appreciate receiving a phone call or an email to let us know when your child is absent. We would like to have that call or email by 8:10 a.m. if possible. Please send a note when your child returns. Include the child's first and last name, date(s) of absence, the reason, and your signature. Students arriving after the 8:15 bell will be considered tardy. You may email our administrative assistant (pjaeger@paynesville.k12.mn.us) to report absences/tardies. Children must be in school to learn. A letter from the principal will be a reminder of excessive absences. A referral to social services for truancy is the next step.

Bicycles/Skateboards/Roller blades

Because of safety concerns, urge your children to walk to school if you live within four blocks. Students may ride to school, but once at school, they must walk their bike/skateboard/roller blades on school property. Bikes should be placed in the stands on the west side of our school. Students are not allowed to ride during the school day.

Birthday Parties

Birthday party invitations should not be sent to school with students to be passed out. Other students experience hurt feelings when not receiving an invitation. When sending treats for birthdays or for designated holiday parties, the state health department requires that only commercially packaged foods be used in schools. Our school follows this procedure.

Breakfast

Our school does provide breakfast for the PAES students beginning at 7:45 a.m. Breakfast is free for students who qualify for the free and reduced lunch program. I would encourage everyone to fill out the free and reduced application. Applications are available in the elementary office.

Bus Service/Safety

Our transportation is provided by Paynesville Motor & Transfer, owned and operated by Phyllis Nielsen. If you have any questions regarding transportation issues contact her at 243-4455. The district's transportation policy currently allows one additional pick-up/drop off point, other than home that is expected to remain the same throughout the year (i.e. daycare). A rider may bring one guest on the bus with a note. Parents will need to transport students for parties and other gatherings.

Parent/Guardian Responsibilities for Transportation Safety

1. Become familiar with District rules, policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4 Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedure for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops if possible.

Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep you arms, legs and belongings to yourself.
4. Use appropriate language.

5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off bus, immediately move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

Follow These Bus Rules:

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous object on the school bus.
10. Do not damage the school bus.
11. No lighting of any fire.

Children and Their Homeroom Placement

The placement of students is a lengthy process begun in the spring of the year and finalized around August 1. Student information is received from parents, teachers, counselors, social workers, Title I staff, special education staff, and administrators. Student placement is individually determined by many factors: learning style, teacher style, educational needs, boy/girl ratio and class size. Current classroom teachers carefully consider homeroom placement for the next year. Heterogeneous groupings provide a positive classroom climate for all students and teachers. If you have information that would be helpful in the placement of your child, please share that with us by completing a "TEACHER REQUEST" form,

available in the office at Paynesville Area Elementary School on **April 2, 2012**. It must be returned to the office **no later than April 30, 2012.**

Church Night

Wednesday evenings are designated as church night in our community. Our school rule is - no assigned homework activities that infringe on the intent of this evening.

Conferences

Formal Parent-Teacher Conferences are held twice per year, once in the fall and once in the winter. I would encourage parents to be active in their child's education. Feel free to contact the teacher or principal any time. All teachers have e-mail accounts.

Communication

We have various lines of communication. Telephones are available in classrooms and other locations. If you need to contact your child or teacher, please call and leave a voice mail message with the teacher. If calls are received that are emergency in nature, we'll make every attempt to follow through for you. Each staff member has an email account. You may email staff with the 1st initial of their first name followed by the last name and then @paynesville.k12.mn.us (example: to email our principal, Mr. David Oehrlein you would email doehrlein@paynesville.k12.mn.us) Please do remember though that teachers are teaching class all day and may not be able to check email throughout the day. Many parents also send notes back and forth with their child. **Please call before 12:00 for any changes in family schedules in bussing or picking up your child. Students are dismissed between 2:50 and 2:55 so late calls are difficult to process.**

Cell Phones/Electronics

Students are not allowed to use electronic devices during the school day---this includes cell phones, CD players, MP3 Players, DS and other electronic devices. Please leave these "toys" at home, or they must be turned off and stored in lockers and backpacks.

Detention

Detention is after school hours work time under the homeroom teacher's supervision. It occurs during the time frame of 3:00 p.m. to 3:45 p.m. When detention is going to be used, the homeroom teacher makes that decision and the child is responsible for informing parents or guardians and explaining to them what has occurred. The detention time will begin after school the next school day. If an extreme hardship is apparent, parents or guardians need to contact the homeroom teacher for resolution. Detention may be longer than one day.

Discipline – Classroom

There are three key points around which a teacher's classroom behavior management plan operates:

1. As professional educators, it is our responsibility to teach our students lifelong social skills that will promote respect, responsibility, honesty, and safety. These skills will be taught in ways that nurture and respect the individual dignity of each child.
2. No child will stop a teacher from teaching.
3. No child will stop another child from learning for any reason. Major offenses or repeated offenses will result in more severe action on the part of the administration.

STUDENT DISCIPLINE - Paynesville Area Schools
Adopted: **April 25, 2006 Policy 506**

I. PURPOSE
The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY
The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Students must

conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56. In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
D. To make necessary arrangements for making up work when absent from school;
E. To assist the school staff in maintaining a safe school for all students;
F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
H. To be aware of and comply with federal, state and local laws;
I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
J. To respect and maintain the school's property and the property of others;
K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
M. To conduct themselves in an appropriate physical or verbal manner; and
N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous .objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a
message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
B. Parent contact;
C. Parent conference;
D. Removal from class;
E. In-school suspension;
F. Suspension from extracurricular activities;
G. Detention or restriction of privileges;
H. Loss of school privileges;
I. In-school monitoring or revised class schedule;
J. Referral to in-school support services;
K. Referral to community resources or outside agency services;
L. Financial restitution;
M. Referral to police, other law enforcement agencies, or other appropriate authorities;
N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
O. Out-of-school suspension under the Pupil Fair Dismissal Act;
P. Preparation of an admission or readmission plan;
Q. Saturday school;
R. Expulsion under the Pupil Fair Dismissal Act;
S. Exclusion under the Pupil Fair Dismissal Act;
T. Other disciplinary action as deemed appropriate by the school district and/or
U. All students participating extra-curricular activities must follow Minnesota State High School League rules and regulations.

V. School officials have the right to take possessions of objects either misused, become a distraction or do not belong in school until they see fit to return the item to the parent or student.

Sections VIII through XVI can be found on the district's website

Dress Code

Teaching children to dress appropriately should be an objective of both home and school. Clothing displaying liquor, tobacco and inappropriate language are considered in poor taste, and should not be worn to school. We want to encourage all boys and girls to dress appropriately for the weather. Warm caps, gloves, boots, snow pants and coats are important for winter survival. Shorts are acceptable if they are long enough. Golden Rule: if you stand up straight and place your hands at your side, you should not be touching skin. Common sense does come into play as some have long arms. Also, spaghetti straps or half shirts are not allowed. Please be sure to dress appropriately. Wearing caps during school hours is not permitted. When you arrive at school, and if you are wearing a cap, you are expected to remove it and care for it with other protective clothing if possible. **FLIP FLOPS, OPEN BACK SHOES, AND CROCS WILL NOT BE ALLOWED**. Please do not send your child to school wearing flip flops or crocs. They need to wear shoes appropriate for physical education class and recess.

Emergency Care Cards

Every child enrolled in elementary school needs to have a pink emergency care card filled out **each year**. It is important that this be completed by parents and returned to your child's teacher as quickly as possible. It is our first source of reference should we need to make alternative choices about your child's care with regard to health and weather during school hours. Please keep this information updated with current phone numbers and addresses.

Employment and Services Criminal History Background Checks
NOTICE TO PARENTS AND GUARDIANS

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school

district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Field Trips

Educational field trips may be taken by classes during the school year under the teacher's direction. Parents may be asked to assist with these field trips. Forms for permission need to be completed and returned for children to participate. Generally there is a minimal cost. However, no child will be denied participation in any event for lack of money.

Fire Drills & Lock Downs

State law requires we have five fire drills, five lockdowns, and one tornado drill each school year. Directions for fire drills are posted in each classroom and in the homeroom. It is the student's responsibility to know the directions from the classrooms, lunchroom, and all other parts of the building. Walk quickly and move away from exits after getting outside the building. Assemble outside in the areas assigned to the class; remain quiet and roll will be taken. In a lockdown, students are to remain in their classroom until an all clear is announced. Each classroom has a designated shelter area for tornado drills.

Guardianship

In cases where parents are separated or divorced, and one parent has legal custody, the school must have proof in the form of a copy of the court order that outlines both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order.

Health Services

Good health and good learning go together! To help your child stay healthy, many health services are available.

Immunizations - Minnesota law requires every child entering school must show evidence of immunization against DTP, (Diphtheria, Tetanus, Pertussis or Whooping Cough), Polio, and MMR (Mumps, Measles, Rubella) and Hepatitis B.

Health Screenings- Periodic screenings are conducted for vision, hearing, scoliosis, blood pressure. You will be informed of unusual findings and need for further evaluation. These services are also provided at your request.

Medications- The administration of medications should be done at home whenever possible. Students are not allowed to carry or have medicines on their person. Should your child need to take medication during school hours, we will gladly assist them if you contact the school nurse to make arrangements. Medication sent to school must be in the prescription bottle with the following information on the label:

- student's full name
- name & dosage of medication
- physician's name
- directions for administration
- date

Parents signed permission is required for prescription or over the counter medication. This must be dated and include the amount to be given, time and reason for giving.

Illness - Although regular attendance at school is of the utmost importance, we suggest that you not send your child to school if he/she has a rash, elevated temperature, upset stomach, severe cold or other signs of infection.

When your child becomes ill at school: - If a child has a fever or other signs of illness or injury, the parent first, or person's listed on the emergency care card, will be notified. The child should then be picked up from school as soon as possible both for his/her protection and that of other students. It is imperative that the EMERGENCY CARE CARD be completed and returned to your child's teacher as quickly as possible. This is our source of reference in case we need to contact you regarding your child. Your signed permission is necessary to obtain medical help for your child in case of serious injury or illness. We appreciate being informed of all immunizations and illnesses or injuries your child might have. If you have any questions, please contact Christine Kodet, School Nurse at 243-3725, extension 1134.

Heat/Snow Emergency Closings

Students need to dress for the weather. Children are outside for 30 minutes of recess each day unless it is well below zero. If a bus should become disabled, students need to stay warm until help arrives. Parents will be contacted through

School Reach if we will have a late start or early dismissal. Please be sure to update your phone numbers with the office and on your emergency care cards. Parents and students are asked to listen to radio stations -)Willmar (KWLM - 1340 AM), St. Cloud (KCLD 104 FM), and WCCO (830 AM) Albany (KASM - 1150 AM - on storm days before bus time as any school announcements will be made from these stations on the early morning broadcasts. These radio stations will also announce closing during the day due to extreme heat. The school district has an agreement with Xcel Energy, which involves an energy consumption arrangement called "Peak Control". School could be closed during high energy usage. Please check our web site for up to date information on emergency closings. (www.paynesvilleschools.com)

Leaving School Grounds

Students should not be allowed to leave the school grounds during school hours unless accompanied by a staff member, parent or guardian, or unless some other previously agreed upon arrangement has been made through the elementary office. Returning to the building or leaving the building should always be done through the office. Parents need to stop in the office to sign out their child out and back in when returning.

Lockers

Lockers are available to 4th and 5th grade students and will be assigned by staff. You may secure your locker with a padlock if you wish, however, we suggest that you not keep valuables in your locker. Lockers are school property and may be entered at any time.

Lost and Found

All found articles are placed on the "Lost & Found" table in the cafeteria. Remind your child to report any lost articles promptly, and to check the lost and found. **Please label your child's clothing and other possessions.**

Lost or Destroyed Textbooks

An amendment to Minnesota Statutes SS120.101, provides schools may charge for lost or destroyed textbooks, workbooks, or library books. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students.

Lunches

Breakfast fees: Elementary (PK-5)

$ 1.10 - (includes milk) (Free for students who qualify for free and reduced lunch program)
$ 1.50 - Adults
$ .40 - 1 milk (additional)

Lunch fees: Elementary (K-5)

$ 1.75 - 1 meal (Type A Lunch)
$ .40 - 1 milk (additional)
$ .40 - 1 meal (Reduced Price/Type A Lunch)
$ 3.25 - 1 lunch - Adults
$ .40 - 1 milk (additional)

Board approved: July, 2011

Lunchroom Rules

- Students may not leave the building unless accompanied by a guardian and checking out in the office first.
- Students bringing bag lunches are to eat in the cafeteria. Milk may be purchased.
- Students are responsible for taking their tray to the dishwashing room and seeing that their table is left clean.
- Absolutely no throwing of food or other objects will be tolerated. All students must follow the directions of the lunchroom supervisors.
- No food or drink may be taken out of the cafeteria.
- When adults or guests arrive at the serving counter, they should be allowed to enter the serving line ahead of the next student to be served.

Lunch Account Payment Procedures

1. A lunch account number is assigned to each student.
2. Students must have money in their family account to eat.
3. When a lunch account reaches a balance of $10, a bulldog stamp will be placed on your student's hand and a deposit needs to be made.
4. If there is no response, an overdue account slip is sent home with your student.
5. If a deposit to the account is not made, the parent will be called.
6. **Money to be deposited in accounts is to be taken to the lunchroom before the start of school each morning.**
7. Keep positive account balances.

THE ABOVE PROCEDURES ARE IN COMPLIANCE WITH THE STATE OF MINNESOTA CHILD NUTRITION GUIDELINES.

Money

When sending money, especially in the lower grades (for milk, lunches, etc.), put it in an envelope marked with the child's name, grade, teacher, amount and purpose for which it is sent. Checks should be made payable to**: Paynesville Area Elementary School (PAES)** for one activity only (Example: A check can be made for more than one child for lunch, but please do not include monies for field trips, party money, or book orders in the same check).

Outdoor Play

Children will be outside for noon play whenever possible throughout the school year. Please help your children with appropriate dress for cold weather outside activities. This includes boots, scarves, jackets, mittens, gloves and other clothing that is suitable to the season and the weather for that particular day. Whenever the temperature or wind chill is -5 or below, the children will have a shortened recess. If temperatures are below -5 children will not go outside. We will

judge each day for appropriateness and also for length of stay outside. Generally, notes from parents or guardians requesting that a child be excused from outside noon play will be honored if the child is recuperating from an extended illness that has kept the child home from school.

Parent Access

Our electronic reporting system allows parents to view student attendance, lunch accounts, and some grades. Parents need to provide a password to access this information. Forms are available on line or in the office. This needs to be done only once.

Parent Involvement Committee

Parent Involvement Committee is an organization for parents and teachers of Paynesville Area Elementary School students, preschool through grade 5. P.I.C. emphasizes parental involvement with various Elementary School programs and fundraising events during the school year. For additional information, or if you are interested in being an active member, call Mr. Oehrlein at 243-3725.

Pesticide Notification

The 2011-2012 estimated scheduled dates are as follows: weeks of November 14, February 13, and May 14. If you would like to be notified prior to pesticide applications made on days **other** than those specified in the estimated schedule (excluding emergency applications), please contact Donnie Mayer, our Building and Grounds Supervisor at 243-3410.

Pets

Due to the increase in asthma and allergies pets or any animals are not allowed on school grounds or in the building. This includes bringing animals in for show and tell.

Pledge Of Allegiance

We begin each day with the pledge of allegiance. Any student or teacher may decline to participate in the recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Minn. Stat. 121A.11, Subd. 3

Report Cards

Report cards are received after each nine weeks of school, four times a year for grade K through 5.

Request for Student Social Security Number

All Minnesota school districts are part of a state-wide computer reporting system which uses the student social security number to record information about your child. This information is, in turn, provided to the Minnesota Department Education. This Department is required by law to collect and store information about each pupil, each staff member, and each educational program. Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so. The school district will share this information with the Department of Education. The Department will share the information with the Department of Human Services to allocate additional funding and improve instruction.

School Patrol

School Patrol students are 5th grade boys and girls. They are at strategic locations and intersections before and after school. Everyone, child and adult, is expected to follow their cues about issues of safe pedestrian travel. We do block off the street before and after school as a safety precaution for our students. Mr. Bill Virant is the School Patrol Supervisor.

School Pictures

In early fall we have pictures taken and several different packages are available for purchase. We also use the fall pictures to develop our Memory Book which is made available to purchase in the spring. This year our picture day will be on **Friday, September 30, 2011.** Picture retake day is scheduled for Thursday, November 3, 2011.

School Property

Defacing or misuse of the school building and equipment cannot and will not be tolerated. Students and their parents will be held liable for any needless damage. **NO SMOKING** or consuming alcohol and no drug usage on school grounds.

School Reach

Parents will be contacted if there are weather related announcements. Through our School Reach system you will receive a message from our Superintendent, Todd Burlingame if school will be running late or if we will be dismissing early. **Please be sure to update your phone numbers with staff in the elementary school office.**

School Visitors

Visitors are welcome. Please sign in and get a name tag at the office when coming into the school so that office personnel are aware of your visit. This is for the safety and protection of all students in the school. Playground visitors are also required to stop in at the office to sign in and wear a name tag.

Show and Tell

Many classrooms have show and tell. Upon recommendations from the Minnesota Department of Health---no pets are to be brought into the building or be on school grounds. Many students and staff have pet allergies.

Special Services

A variety of special services are available to meet individual needs of children at Paynesville Area Elementary School.

- Speech/Language Therapy -Comprehensive speech therapy services, including screening, diagnostic evaluations, and therapy are available to those children who are experiencing difficulty with communication.

Enrollment in the class, as well as frequency of the therapy session is based on the student's needs as evaluated by the therapist.

- Special Education Classes-Special classes are available for those children who qualify under state requirements. Eligibility for the class must be established by an approved psychologist before a child may be enrolled. These students are included in the regular classroom for many daily activities.

- Psychological Services-The school system has available on a limited basis the services of a school psychologist. Children who exhibit emotional or intellectual characteristics which indicate the need for diagnostic evaluation by the psychologist, are referred to the child study team who schedules the necessary evaluations.

- Social Work Services-Individual and small group sessions dealing with stress, feelings, self-concept, socialization skills and family change are held throughout the year. Students may be referred regarding these needs.

- Emotional/Behavioral Disorder (E/BD)-Classes for children with special needs who qualify under state requirements.

- Early Childhood Special Education (ECSE)-This program is provided to young children displaying delays in their development. Placement in ECSE is determined through assessments and state guidelines.

- Homebound Instruction-Homebound instruction is available for those children who will be absent for a specified period because of illness or injury. Homebound instruction will be offered after verification by a physician and approval of the Superintendent of Schools.

- Vision & Deaf or Hard of Hearing-Vision & Deaf or Hard of Hearing consultants are available to our district. Please contact your child's teacher if this service is needed.

Student Drop Off Policy

Students arriving at school before 8:00 are to go to the playground until 8:00. Students choosing to eat breakfast are allowed to enter building at 7:45---NO EARLIER!

Student Pick Up

Parents may pick up their children after school **in the cafeteria**. Enter through the main doors #5 or #6. **PLEASE DO NOT USE THE BACK PARKING LOT OR CAFETERIA ENTRANCE. THIS IS RESERVED FOR SPECIAL NEEDS TRANSPORTATION.** Parents need to call before noon if there is a change in their child's pick up schedule.

Substitute Teachers

Substitute teachers have a very difficult job! They are called on short notice and have very little time to plan meaningful classes for students. One thing they don't need, and one thing we will not accept, is having students being disrespectful to them. If students decide to break this rule, they have chosen to stay after school and serve up to five (5) hours of detention. After school activities are no excuse. Students will arrange for their own transportation home on detention days.

Vacation and Family Trips

The principal and staff recognize the educational value of family trips. Absence due to family vacations should be arranged in advance with the classroom teacher and principal, and make up work should be arranged with the teacher before the child leaves school. Please double check Minnesota testing dates for students in grades 3, 4 and 5.

Visitors

On some occasions, students want to bring visitors with them to class. If you do wish to bring a visitor, please get permission from the principal and classroom teachers **at least one day in advance**. No visitors are allowed on the last day of school.

Withdrawals

If you know that your child will be withdrawing from Paynesville Area Elementary School, please inform us at the earliest possible date. This will help in our planning and will allow the forwarding of records so that the transition to the new school can be as smooth as possible.