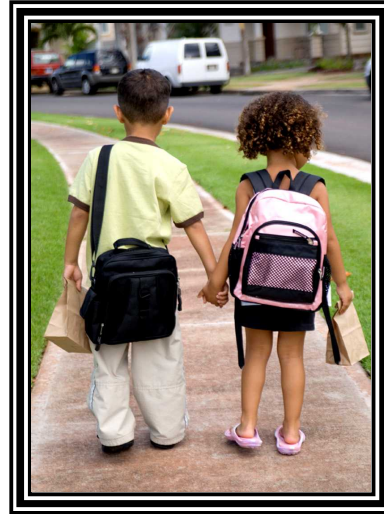


Paynesville Area Elementary School



2009-2010

PARENT AND STUDENT HANDBOOK/CALENDAR

Mrs. Deb Gillman, Principal

dgillman@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-school relationships. 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,

Mrs. Gillman, PAES Principal

Paynesville Area Elementary School Faculty

Principal-Mrs. Debra Gillman
Administrative Assistant-Polly Jaeger

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

Mrs. Hengel
Bill Hesse
Karlin Jacoby
Robyn Spaeth

Grade 3

Mrs. Brossard
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-Tammy Schramel
Social Worker-Dave Mutschelknaus
School Patrol Advisor-Bill Virant

Physical Education-Bill Virant, Diane Dutcher
Music-Charlene Strand, Cheryl Bungum, Jeanne Virant (Kdgn Music)
Deaf and Hard of Hearing Teacher-Michele Nelson
School Psychologist-Mike Young

Special Education Staff

Lori Asche
Karen Mumm-Thompson

Michelle Hesse-Cremers
Gwynne Nichols

Jane Hjelle
Jessica Pentz

Diane Miller-Gertken
Sarah Hadtrath

School Nurses

Leah Atkinson

Nandra Looman

Paraprofessionals

Joan Blonigan
Megan Brick
Terry Davidson
Rita Garding

Diane Gilk
Jeanne Haag
Wanda Haase
Mary Heinen

Mary Kottke
Kris Lang
Virginia McCloud
Tammy Neu

Jeanne Olmscheid
Denise Rien
Bernie Roeser
Lori Schmidt

Julie Smith
Colleen Tabrizi
Sue Teicher
Susan Vanderpool

Food Service

Deb Bennett

Deb Bengtson

Della Anderson

Ann Larson

Michaela Mattson-Koppel

Custodians

Mark Guenther

Sandy Leyendecker

Sandy Sheets

Ron Wienke

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 (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 _____ h as 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)

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.

Disclosure and Release of Information Authorization

I authorize _____ and The McDowell Agency, Inc., a consumer-reporting agency, to retrieve information from all personnel, education institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, or county level, relating to my past activities; and I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand some or all of this information may be transmitted electronically and authorize such transmission. I understand a Consumer Report or Investigative Consumer Report (“Consumer Report”) may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics, and mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required, and I should direct my request to: The McDowell Agency, Inc., 1714 University Avenue West, St. Paul, MN 55104. Phone 1-877-644-3880/651-644-3880.

If currently employed: My current employer may be contacted.

____ YES ____ NO ____ N/A ____ Post Hire Only ____ Applicant’s Initials

Is employment/prospective employment in California? ____ YES ____ NO

If you are applying for employment in the State of California, please note that a new Disclosure and Release of Information

Authorization is required for any subsequent Consumer Report/Investigative Consumer Report.

Are you applying for employment in California, Minnesota, or Oklahoma? YES NO

If so, would you like a copy of any Consumer Report prepared on you? YES NO

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. I am willing that a photocopy of this authorization be accepted with the same authority as the original; and if that employed by the above-named company (except if employed in the State of California), this authorization will remain in effect throughout such employment.

Signature

Social Security Number

Date

NOTE: The following information is provided voluntarily and IS NOT considered as part of your application. It is used only for identification purposes in verifying information on your Employment Application.

PLEASE PRINT CLEARLY.

Last Name

First Name

Middle Name

Street Address

City

State

Zip

Driver's License Number

State of License

Expires On

Date of Birth

List any other CITIES AND STATES in which you have lived during the previous 7 years.

List any other LAST NAMES you have used during the previous 7 years.

List any other LAST NAMES under which you received your GED, high school diploma, or other degrees.

Attendance

All students are expected to be in school on time unless 1) prevented by illness, or, 2) excused by the principal. We really 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. Staff will be updating attendance policy this fall. You may email our secretary (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 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. 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. If we have a student who does not know where they are supposed to go after school, or doesn't have a note, we will place the student in the Bulldog Kids' Club until parents/guardians are reached.

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, 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. Each 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 1, 2010. It must be returned to the office no later than May 1, 2010.

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 myself or staff with the 1st initial of their first name followed by the last name and then @paynesville.k12.mn.us (example: Deb Gillman is dgillman@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.

Electronics/Cell Phones

Students are not allowed to use electronic devices during the school day---this includes cell phones, CD players, MP3 Players, Game Boys 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.

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.

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 call 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 Leah Atkinson, School Nurse at 243-3725.

Heat/Snow Emergency Closings

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

listen to radio stations - Albany (KASM - 1150 AM), Willmar (KWLM - 1340 AM), St. Cloud (KCLD 104 FM), and WCCO (830 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)

\$ 1.70 - 1 meal (Type A Lunch)

\$.40 - 1 milk (additional)

\$.40 - 1 meal (Reduced Price/Type A Lunch)

\$ 3.00 - 1 lunch - Adults

\$.40 - 1 milk (additional)

Board approved: 7/14/09

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 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. 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 grades. Parents need to provide a password to access this information. Forms are available on line or through 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 Deb Gillman at 243-3725.

Pesticide Notification

The 2009-10 estimated scheduled dates are as follows: weeks of November 16, February 15, and May 17. 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 Debra Gillman at 243-3725 or Donnie Mayer 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. 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 available to families in the spring. Pictures will be taken on September 24 with retakes on October 23.

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 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.

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. We thank you for following this.

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 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.

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 of no consequence. 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.

