

SOUTH ELEMENTARY
EARLY LEARNING CENTER
PARENT HANDBOOK
2010-2011



Mission Statement

We, the staff of South Elementary Early Learning Center, promise to open the doors of education for all students, staff, and families to generate an ambitious learning environment that will move the students to challenge themselves to become passionate and joyful learners.

Complete District 508 Board Policy Book available in the office.

August 2010

Dear Parents and Students;

Welcome to South Elementary Early Learning Center!

South Elementary School is a primary learning site that serves St. Peter area students, who are in kindergarten, first, and second grades. We also have the Early Childhood Special Education (ECSE) preschool classes here. The staff of South Elementary, take great pride in the care and education we offer our students. Each child, as they enter our school, brings with them special gifts that directly influence their learning process. We believe that our responsibility is to recognize these gifts and provide the guidance necessary for your child to develop and flourish as they begin their journey through the world of education. As educators, we are prepared to work closely with you to create and deliver a quality educational program for your child.

At South, we continuously plan and work together trying to develop and improve the school climate and the academic programming for our students. This year we will continue our focus on safety and success.

This handbook is intended to guide you and your child through the year. You may have questions about items that are not included in this handbook. Please feel free to call the school office at 934-2754. Our office hours are 7:30 – 4:00, Monday through Fridays during the regular school year.

Come join us as we open the doors of learning for your children. We strive to generate an ambitious learning environment that moves students to challenge themselves to become passionate and joyful learners.

Mrs Kluck and the staff at South Elementary Early Learning Center.





**SAINT PETER PUBLIC SCHOOLS
VISION STATEMENT, MISSION STATEMENT,
AND GOAL STATEMENT**

VISION STATEMENT: LEARNING MATTERS

MISSION STATEMENT: TO INSPIRE A PASSION FOR LEARNING THAT ENCOURAGES AND ENABLES ALL INDIVIDUALS TO REALIZE THEIR HIGHEST POTENTIAL.

GOAL STATEMENT: TO ENSURE THAT THE DISTRICT VISION OF *LEARNING MATTERS* IS IN PLACE THROUGH A GUARANTEED AND VIABLE CURRICULUM, ONE WHICH IS TAUGHT BY SKILLED TEACHERS IN A SAFE, ORDERLY, AND CARING ENVIRONMENT, WITH ALL PARTS OF THE SYSTEM FOCUSED ON STUDENT LEARNING.

**SAINT PETER PUBLIC SCHOOLS
BOARD OF EDUCATION GOALS FOR THE DISTRICT**

GOAL ONE: It is a Board goal that the District collect, analyze, and use data to strengthen the present curriculum resulting in increased student learning, test performance, and overall achievement.

GOAL TWO: It is a Board goal that the percentage of students meeting individual growth targets on the measures of academic progress will increase on an annual basis.

GOAL THREE: It is a Board goal to continue to recruit, retain, and reward outstanding employees and to support and encourage professional development.

GOAL FOUR: It is a Board goal to provide the best possible opportunities for all learners in a fiscally responsible manner.

GOAL FIVE: It is a Board goal to foster a climate where individuals of all backgrounds and cultures are respected and valued.

GOAL SIX: It is a Board goal for the School District to communicate effectively with the community.

**SOUTH ELEMENTARY SCHOOL
EARLY LEARNING CENTER
2010-2011 SCHOOL IMPROVEMENT PLAN**

School Improvement Goals: In order to improve student achievement, South Elementary will prepare all students to enter third grade with appropriate literacy and numeracy skills.

We will achieve this by:

1. **Rapidly improving student learning** through the implementation of innovative and effective instructional strategies.
Some Action Items may include: Professional Learning Communities, SMART learning, Literacy Blocks, Numeracy Blocks, Examining student work, Instructional Rounds Protocol, Academic Enrichment, Differentiation of learning, Looping classrooms, Multi-tiered Interventions program for Reading and Behavior (PBIS).
2. **Rapidly improving student achievement through analysis and utilization of research and best practices.**
Some Action Items may include: Activity breaks, Play centers, SMART program fully implemented, Creative Curriculum for Early Childhood, DIBELS implementation, Standard based grade level check lists updated and improved Academic Enrichment for all learners, Annual reevaluation and update of entry level Kindergarten expectations, Multi-tiered Intervention program for Reading and Behavior (PBIS).
3. **Providing appropriate assessments** to support the needs of all learners as we prepare them for third grade.
Some Action Items may include: Professional Learning Communities, On-going evaluation of program success through parent and student surveys, Formative and Summative Assessments, Examining student work, DIBELS literacy assessment, NWEA MAP testing, MCA II action planning, Multi-tiered Intervention program for Reading and Behavior (PBIS).
4. **Creating transitions** in programming that are designed to support students as they move between programs with ease.
Some Action Items may include: Collaboration between Preschool and Elementary, Creating transitions between programming PreK – K and 2 – 3, Entry level Kindergarten checklist, Creating new experiences for parents to gain information about changes, and Transition meetings from ECSE to Kindergarten.
5. **Create a safe and caring environment** for students to learn.
Some Action Items may include: Behavior expectations for all settings (School Matrix), safety plans and drills (Code Red, fire, severe weather drills), Active Supervision by all staff, school visitor policy and practices reinforced.

South Elementary Personnel 2010-11

Nancy Kluck Principal
Lois Warren Secretary/Receptionist
Marlene Willson Reception/Nurse'sAsst

ECSE

Nick Moeller, Room 25
Kellie Satrom Room 26
Mariah Myhra Room 16
Rebecca Connor Sp Ed Speech
Becky Byrn-Schmid Com Based Teacher

ECSE Paraprofessionals:

Katie Connor, Darla Sykes Kim Burg

Kindergarten

PLAYROOM Room 13
Lynda Koppelman Room 10
Tarilyn Rushing Room 12
Joyce Harvey Room 14
Sarah Hartfiel Room 15
Janet Wettergren Room 17
Nancy Sizer Room 18
Kim Depuydt Room 9

Grade One

Lori Pierret Room 4
Mollie Meyer Room 11
Terry Pedersen Room 8
Heidi Schultz Room 7
Kim Borgstahl Room 6
Corie Walters Room 20
Carri Borchert Room 5

Grade Two

Jodi Nixon Room 19
Kaari Bly Room 3
Tom Francis Room 24
Elizabeth Bakalyar Room 23
Candi Moelter Room 22
Dawna Van Otterloo Room 21

Special Education

Beth Kallaus Room 1
Isabel Sehe LD
Julie Carlblom EBD

Sp Ed Paraprofessionals:

Marcy Weber Karla Shepard Deb Hunt
Cindy Bruce Paul Johnson Carol Glass
Anita Tuomala Missy Terpstra

Gifted/Talented

Linda Roth

SAC Sarah Jamieson

Media

Ytive Prafke Special Programs Coordinator
Media Clerical: Althea Leonard

Title I-Reading

Heidi Wenner Reading Teacher

Paraprofessionals

Brenda Davis Robin Ouren Cindy Wegscheid
Fran Henrich Ann Braun Jean Baca
Lynette Idso Gina Evenson
Barb Franchino Cheryl Peterson

Speech/Language

Ann Schimmel Speech Room

Social Worker

Rebecca Arsenault and Kathy Woyda

School Psychologist

Nancy Christiansen

OT

Charley Chouanard

Physical Education/Adpt P.E.

Christi Maloney Gym
Bill Stuewe

Music

Robyn Woods

Art

Becca Thompson

School Health Service

Mary Powers Nurse's office
Kari Peterson

Cooks

Mary Thompson Head Cook
Shireen Olmanson
Gayla Rodning

Custodians

Ron Reid, Head Custodian
Dave Peters

SMART ROOM Room 2 & theater

SOUTH ELEMENTARY EXT 2010-11**Staff**

Arsenault, Rebecca	237
Bakalyar, Elizabeth	268
Bly, Kaari	264
Borchert, Carri	252
Borgstahl, Kim	253
Byrne-Schmid, Becki	243
Carlblom, Julie	267
Christiansen, Nancy	247
Connor, Rebecca	227
Custodians	244
Depuydt, Kim	256
Francis, Tom	269
Hartfiel, Sarah	262
Harvey, Joyce	261
Kallaus, Beth	241
Kitchen	233
Kluck, Nancy	223
Koppelman, Lynda	270
Leonard, Althea	273
Maloney, Christi	245
Meyer, Mollie	250
Moeller, Nick	258
Moelter, Candi	260
Myhra, Mariah	248
Nixon, Jodi	229
Pedersen, Terry	234
Pierret, Lori	251
Powers, Mary	238
Prafke, Ytive	230
Reading Office	265
Roth, Linda	240
Rushing, Tarilyn	255
SAC	272
Satrom, Kellie	259
Schimmel, Ann	235
Schultz, Heidi	257
Sehe, Isabel	231
Sizer, Nancy	271
Stuwe, Bill	246
Thompson, Becca	236
VanOtterloo, Dawna	266
Walters, Corie	254
Warren, Lois	221
Wenner, Heidi	274
Wettergren, Janet	263
Willson, Marlene	222
Woods, Robyn	228
Woyda, Kathy	275

SOUTH ELEMENTARY SCHOOL YEAR 2010-2011

August

16-19 Sign Up for Conferences 8-3:00
30 District Day
31 Teacher Workday

September

1 Curriculum Day
2 Curriculum Day
6 NO SCHOOL pre K-12 – Labor Day
7 & 8 K-2 Parent Conferences 8:00 a.m.- 4:00 p.m.
(STUDENT PHOTOS WILL BE TAKEN DURING CONFERENCES)
9 1st day of classes gr K-2
20 Parent Council meeting 6:30

October

11 Parent Council meeting 6:30
20 Early Release Day 12:40
21 & 22 NO SCHOOL Pre K-12 MEA

November

5 End of 1st quarter
8 NO SCHOOL – pre K-12 Teacher Workday
12 Report cards go home
15 Parent Council meeting 6:30
18 K-2 Parent conferences 4:00-8:00 p.m.
23 K-2 Parent conferences 4:00-8:00 p.m.
24 NO SCHOOL – pre K-2 Parent conf 8-3:00
25 & 26 NO SCHOOL - pre K-12
Thanksgiving vacation

December

1 Early Release Day 12:40
24 - Jan 1 NO SCHOOL pre K-12 Winter Holiday break

January

3 Classes resume
10 Parent Council meeting 6:30
12 Early Release Day 12:40
13 & 14 Music Programs
20 End of 2nd quarter
21 NO SCHOOL pre K-12 Teacher Workday
28 Report Cards go home

February

14 Parent Council meeting 6:30
21 NO SCHOOL pre K-12 President's Day

March

3 Parent conferences K-6 4:00 - 8:00 p.m.
10 Parent conferences K-6 4:00 - 8:00 p.m.
11 NO SCHOOL pre K-2 only
Conferences 8 am- 3 pm
14 Parent Council meeting 6:30
25 End of 3rd Quarter
28 NO SCHOOL pre K-12 Teacher Workday
31 Kindergarten Round-Up 5:45-7:30

April

1 Report Cards Go Home
11 Parent Council meeting 6:30
21,22,25 Spring Break No School pre K-12

May

9 Parent Council meeting 6:30
19& 20 Music Programs
30 NO SCHOOL pre K-12 Memorial Day

June

2 Field Day AM only
End of 4th quarter - report cards go home
Last Day K-12
3 Teacher Workday - H S Graduation

From the Nurse's Office

If a child becomes ill at school and would need to go home, school personnel will call the parent at home or work. If the parent cannot be reached, the person you have designated, as your child's emergency alternate will be called. Transportation arrangements for the ill child are the responsibility of the parent. Until the child is picked up, he/she will be cared for in the nurse's office. If there is a change of telephone numbers for either you or the emergency alternate, please notify the school.

When Should A Child Stay Home?

If a child is vomiting or has diarrhea, he/she should stay home for 24 hours after the vomiting or diarrhea has stopped. If a child has a temperature 100 degrees or greater, he/she should remain at home. Students should remain at home for 24 hours without fever reducing medication, such as Tylenol, before returning to school. Schools are not properly staffed or equipped to tend to the clinical needs of sick children. Our school can only temporarily provide for your child's medical needs if they are ill. Parents should arrive promptly following a phone call from school.

Emergency Care Policy

In the event of emergency or serious illness, it is the policy of the school district to provide appropriate medical response and to contact the parent/guardian in as quickly as possible. In the event of a serious emergency, the school will call 911, emergency response personnel immediately. The parent/guardian or designee will be contacted at the same time. If the situation is not life threatening but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport (or call 911) the student to the nearest clinic or hospital. It is the responsibility of the parent/guardian to pay an incurred medical expense.

Medication

Parents/guardians requesting that medication (either prescription or non-prescription) be administered during school hours by school staff are required to provide the following:

- A statement from the physician for the administration of medication
- A parent release for the administration of medication
- The medication in the original, properly labeled, pharmacy container

Immunization Law

Minnesota State law requires all children attending public schools to be fully immunized against diphtheria, tetanus, pertussis (DPT), polio, and measles, mumps and rubella (MMR). A student entering grades K - 6 should have had 5 DPT, 4 polio, 2 MMR immunizations, and 3 Hepatitis B vaccines, and two varicella (chicken pox) vaccines. Parents who hold conscientious beliefs contrary to the immunizations law need to submit the conscientious objection form to the school. Students who are not fully immunized will need to update their vaccinations to remain in school. The school nurse will assist families in identifying vaccines needed and local resources available to meet those needs.

Communicable Disease

In the event that your child develops a communicable disease during the school year, please notify the school so we can then observe other students for signs of illness. Examples of common childhood communicable diseases are chicken pox, pink eye, strep throat, head lice, impetigo, flu, and the common cold. Please call the nurse if you have questions regarding your child's illness or when your child can return to school.

Any question or concerns call our school nurse, Mary Powers, RN or Kari Peterson, RN at ext 238. If you are unable to reach the nurse, please contact one of the building secretaries and they will have the nurse return your call ASAP.

2010-11
Positive Behavior Interventions and Supports

South Stars' Pledge

At South, we treat each other with respect, take responsibility for our learning, and strive for a safe school for all.

School Wide Expectations



**BE
RESPONSIBLE**

**BE
SAFE**

**BE
RESPECTFUL**

We believe that a well-disciplined school climate is essential to enhance student pride and care for themselves, others, and the learning environment. The way children feel about themselves, classmates, and school, definitely affects their attitude and ability to learn. With your help, a healthy, positive attitude can be developed about school and the value of learning.

Our goal is to guide students to work for positive behavior choices. We want students who leave South Elementary Early Learning Center to possess academic and social skills that will prepare them to function as responsible citizens.

As an Early Learning Center, our faculty and staff understand that students are learning what it means to be responsible, respectful and safe. Learning these skills is a normal part of childhood development. A number of services are in place at South Elementary Early Learning Center to provide students with assistance when needed to address behavioral and/or academic needs.

* Classroom

- Behavior expectations and modeling begin here
- Classroom management strategies are in place

*Thinking Room

- Purpose is to support the child both academically and behaviorally in a calm, quiet environment
- A plan will be developed with your child and sent home for your review

*Individual/ Group Counseling

- Available upon referral with parent permission
- Student will work with a licensed professional

*Crisis Prevention Intervention (CPI)

- Program is a safe, non-harmful behavior management system designed to help staff provide the best possible care, welfare, safety, and security for children in crisis

The School Day

School begins at 8:00 a.m. and begins dismissing at 2:40 p.m., buses leave the grounds at 2:50 p.m. Adult supervision is available from 7:30 a.m. to 2:50 p.m. Parents who drop off/pick up their children are reminded that there is an area reserved for the buses. DO NOT ENTER THAT AREA! The playground area is restricted for children only. PLEASE DO NOT DRIVE IN THAT AREA. There are parking spaces in the upper parking lot so you may park your car and enter the building. Another option is to wait in your vehicle, pull up along the curb by the building and drop off/wait there for your child. Crossing guards will direct you to a safe zone for pick up.

A

Absences

When a student is absent, parents are required to phone the school office and report the illness. The phone number for reporting absences is 934-2754 ext. 226. We will contact the families of absent students that have not notified us.

We believe that all students in our school must be in attendance on a regular basis in order for us to provide the best possible educational program. We expect all of our students to attend school every day unless they are home sick or there is a family emergency. If either of these is the case with your child, we ask that you call the attendance extension #226.

We understand that scheduling doctors and dentist appointments takes coordination and availability of openings. Whenever possible, we encourage you to make doctor and dentist appointments after school hours.

Four-step process for attendance reporting

Step 1 Teachers report attendance to the office on a daily basis. Teachers maintain regular contact with parents of students with repeat absences. Any chronic absences are reported to the social worker and school principal. The school office monitors attendance via a monthly report.

Step 2 After six (6) absences (unexcused or excused without proper reason or apparent medical condition) the principal and social workers review the case and send a letter to the parents notifying them of an upcoming contact from the (principal, school nurse, social worker, other.) This contact will be made within two (2) weeks of the initial letter. **Minnesota Statutes mandating school attendance and the long-range effects of chronic absences will be discussed with the parents.**

Step 3 After seven (7) absences the attendance team will meet to determine the next intervention to be made. Individual cases will vary. Team members may include the parent, principal, teacher, school social worker, nurse, county social service representative, school psychologist, and others relevant to the individual situation.

Step 4

If attendance has not improved after the team conference, reporting educational neglect or truancy to the appropriate agencies may happen.

B

Behavior Plan

Problem Solving Team

This is a team of teachers representing all aspects of the school program. This team meets to initiate and direct the intervention process for at risk student. The team consults with the teacher to provide support and documentation of two research based and scientifically tested interventions for students prior to diagnosis as Learning Disabled or Special Education.

Student Thinking Room

The purpose of the Student Thinking Room (STR) is to support the learning environment for South Elementary ELC students and teachers when educational and disciplinary measures used in the classroom have proven to be ineffective.

Crisis Prevention Intervention

CPI is a team of certified staff members trained in non-violent crisis intervention. The program is a safe, nonharmful behavior management system designed to help staff provide for the best possible Care, Welfare, Safety, and Security of disruptive children.

Care -- showing compassion and empathy

Welfare -- supporting emotional and physical well-being

Safety -- preventing danger, risk, and injury

Security -- ensuring harmony not harm

Building Security

- ◇ The doors at the main entrance will be unlocked until 8:05 a.m. at which time they will be locked for the remainder of the day. All other doors are locked whenever there are students in our care.
- ◇ There is a buzzer at the front main entrance door that visitors must push to gain entrance. The office will open the door remotely from the office.
- ◇ Signs are posted by all doors that all visitors must report to the office and sign in. Name badges are provided to visitors in the building.
- ◇ Leaving School Early: for the safety of student's leaving the building during the school day, parents/guardians must stop in the school office BEFORE they pick up their child. You will need to sign out your child in the notebook located in the school office. You will receive a pass from the school secretary. This pass is to be given to the teacher who is dismissing your child. All early dismissals are reported and recorded in the office.

Bus Service

Saints Bus Service – Mike Hennek/Rhonda Kenyon at 934-4690

Students at South and all other schools in the state, receive extensive school bus safety training during the first weeks of school. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of seven competencies for riding the bus. The School District may deny transportation to students who fail to demonstrate the competencies.

Riding the school bus is a privilege, not a right. *Students are expected to follow the same behavioral standards while riding the school buses as are expected on school property or at school activities, functions, or events.*

The State of Minnesota provides school districts guidelines for creating Rules at the Bus Stop and On the Bus. Make note that School Bus Safety begins and ends At the Bus Stop. Here at school, we continually refer to Bus Safety in both respects.

Please help reinforce the importance of safety for all riders on the bus.

At the Bus Stop

Get to the bus stop 5 min before your pick up time.

Respect the property of others.

Keep your arms, legs, and property to yourself.

Use appropriate language.

No fighting, teasing, bullying, playing at the bus stop.

Stay away from the street.

This is a “waiting place” not a “playing place.”



On the Bus

This is a place that must be orderly and safe for all riders.

Always listen to the bus driver.

Sit in your seat facing forward.

Talk quietly and use appropriate language.

Keep all parts of your body in the bus.

Keep your arms, legs and belongings to yourself.

No fighting, teasing, bullying or playing around on the bus.

Do not throw any objects.

No eating or drinking on the bus.

No sharp objects on the bus.

Do not damage the bus

Consequences for school bus/bus stop misconduct will apply to all regular and late routes.

Parents will be notified of any misconduct by your child.

Discipline procedure for misconduct:

First offence: Student will be warned, parent will receive a notice, and students may spend time with the principal reviewing the bus safety rules.

Second offence: Student will spend a second session with the principal, rules will be reviewed again, student may have an in-school time-out, or removal from bus for up to five days (parents will be notified).

Third Offense: Removal for five or more days. Parents will be notified. Transportation provided by parent.

Fourth Offense: Removal for the remainder of the year. Transportation provided by parent. Any infraction serious enough in nature may be cause for immediate removal.

More bus notes

Bus transportation will be provided for students who meet one of the following requirements:

- Students who live 1 mile or more from the school they attend,
- Students who live within the city limits east of Highway 169 or south of Highway 99 and are without the benefits of crossing signals, and/or students who live within the city limits east of Highway 22 and north of St. Julian St. Parents are permitted to designate a licensed day care facility or the home of a relative, as the home of a student for transportation.

Birthday Parties

Please do not hand out party invitations at school. State law prohibits homemade food from being brought to school to serve as treats for parties, birthdays, etc.

Bicycles and Skateboards

Bike racks are provided for parking bikes. For safety reasons, we do not allow skateboards, scooters, rollerblades, or Healis.

C

Child Abuse & Neglect Laws

In accordance with the State Law (statute # 626.556) all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, shall be reported immediately to the local child protection agency. As mandated reporters, teachers must report all such cases directly to the local welfare agency. Reports are made by telephone. Information in the report is confidential.

CONFERENCES (North & South schedule are different)

Sept conferences **Students should attend this conference with their parents**
Sept 7 & 8 Parent/Teacher Conferences 8:00-4:00 NO SCHOOL K-2
Sept 9 1st day of class K-2

Nov conferences **Students are asked NOT to attend this conference**
Nov 18 & 23 Parent/Teacher Conferences 4:00-8:00
Nov 24 Parent/Teacher Conferences 8:00-3:00 NO SCHOOL K-6
Nov 25 & 26 NO SCHOOL K-12 Vacation

March conferences **Students should attend this conference with their parents**
Mar 3 & 10 Parent/Teacher Conferences 4:00-8:00
Mar 11 Parent/Teacher Conferences 8:00-3:00 NO SCHOOL K-2 only

NORTH INTERMEDIATE CONFERENCES

Oct 14 & 19 Parent/Teacher Conferences 4:00-8:00
Oct 16 Parent/Teacher Conferences 8:00-3:00 NO SCHOOL K-6
Mar 3 & 10 Parent/Teacher Conferences 4:00-8:00

D

Dress Code

The dress code is a very important element of our campus. It helps us maintain a safe, orderly, and academically focused environment. The following are suggestions for proper school dress attire: Shoes must be worn at all times. Socks help protect the feet against scrapes and cuts, even when wearing sandals. Flip flops are not acceptable. Gym Shoes: Each student should have a separate pair of gym shoes for PE class. This pair of shoes may be left at school and should be used only in the gym. Only shoes with non-marking soles can be used in the gym.

Jackets, sweaters, sweatshirts, and other clothing of the same nature are to be worn whenever weather indicates. Hats, scarves, visors, or any other head attire are not allowed during the school day. Students should plan to keep all hats, etc in their locker throughout the day.

Directory Information

It shall be the policy of #508 to designate the following personal identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent:

1. The student's name
2. The student's grade level
3. The student's weight and height, if a member of an athletic team.
4. Pictures of students participating in or attending extra-curricular activities, school events, and High School league activities/events.

E

Early Dismissal Times

Early Release Dismissal time for South Elementary School is 12:40 p.m. Students will have lunch before they go home. *The following days are Early Dismissal Days: Oct 20, Dec 1, 2010 and January 12, 2011*

Emergency Information

***School Forms** Each child is required to have an emergency information form on file. Please notify the school office in writing when any information has changed.

*** Fire, Emergency, and Weather** Minnesota State Regulations require that emergency drills be conducted during the school year. We participate in nine practice drills throughout the year. Talk with your child about the "why" of these drills. When the alarm sounds, each class follows a prearranged plan for evacuation.

***School Closings** In the event of extreme weather conditions or emergency circumstances, it may be necessary to close school. Connect Ed (a new program for emergency communication with families) will place phone calls to all families with a recorded announcement regarding any changes in the school day. Announcements will also be on the local radio and television stations. It may be necessary to send students home in the middle of the day so you need to discuss with your child what they should do and where they should go, in the event no one is home. All teachers will have this information at their desks to better assist students. This should limit the number of calls it is necessary to make in a snow emergency situation and keep the phone lines open for emergency calls. Our phone system makes it possible for parents to call 934-2754 ext. 400 to receive any weather related emergency information. Our concern is for the welfare and safety of all students. Your cooperation and understanding is appreciated.

F

Field Trips

During the school year, field trips are taken to various locations. Permission slips are sent home to be signed and returned before the child can participate in these trips. In the event that you do not want your child to go on a trip, the child should attend school on that day.

H

Hiring Policies

District 508 requires a criminal history background check on employees and others individuals who provide service to the school, including individuals identified as regularly scheduled volunteers.

Homeless families

Our school recognizes that maintaining the school of origin and a regular, mainstream environment has a positive impact on the academic achievement of students in homeless situations. Therefore, we will make every effort to eliminate barriers that limit equal access to educational programs and services, or limit the opportunity for students in homeless situations to learn.

Services: Children and youth in homeless situations will be provided services comparable to those received by other students including transportation to and from their school of origin to the extent **possible**.

Enrollment: Immunization, guardianship, residential status or other documentation will not be barriers to immediate enrollment of students in homeless situations. When possible, the enrolling school or office will refer the parent or guardian to the district homeless liaison for assistance in obtaining appropriate documentation.

Placement: To the extent feasible, students in homeless situations will remain in their school of origin and transportation will be provided for the entire time they are homeless, or until the end of any academic year in which they move into permanent housing, unless a parent or guardian chooses otherwise.

Dispute Resolution: Disputes regarding the educational placement of a student in a homeless situation will be expeditiously addressed through a dispute resolution process.

L

Lost & Found

The lost & found table is near the gymnasium. Parents & students are encouraged to check this area often.

Locker, Vehicle and Personal Searches

School Administration retains control over lockers and desk space loaned to students and regulated admission and parking of vehicles on school grounds. School administration will conduct periodic inspections of the school lockers areas and/or parking lots on district premises. Searches and inspections may be carried out without notice, without consent and without a search warrant. (see district policy book)

M

MEALS

Milk \$0.35

Student Breakfast \$1.50 Student Lunch \$2.20

Adult Breakfast \$2.15 Adult Lunch \$3.25

To be the most alert, energetic, and productive EVERY CHILD and ADULT should have a good breakfast before school each day. Although children may not be hungry when they first wake up, a good breakfast is essential to the demands of work. If your child does not prefer eating before they leave for school, we can offer a nutritious breakfast. We have a full service kitchen that provides us with breakfast and lunch. Both meals and milk are available through the food service. The students are assigned an account number and parents are to put money in the account periodically. Reminder notices are sent out when the account is getting low. Forms are available for parents/guardians to fill out for free and reduced meals. These forms will be made available all year.

Lunch Schedule	
<u>Kindergarten</u>	
Out	11:00-11:20
In	11:20 - 11:40
<u>Grade 2</u>	
Out	11:30 - 11:50
In	11:50 - 12:10
<u>Grade 1</u>	
Out	12:00 - 12:20
In	12:20 - 12:40

If your child had a balance due at the end of the previous year, the same balance will be due at the beginning of the next year. This will need to be paid. If you are having difficulty keeping up with your account balance, please talk to someone in the office.

P

Parent Council

Parent Council serves in a number of ways to help enhance and support education and programming at South. Parents meet to share ideas, support each other, network with each other, and provide special programs for the students. Special meetings are announced in the monthly newsletter and take home notices. You may contact a parent representative on the St. Peter web site at www.stpeterschools.org.

Pets

Students may not bring pets to school for “show and tell” purposes. Pets may **only** be brought to school for a short visit with parent supervision. The student must receive prior approval from the teacher. Animals are not allowed on the school buses. (see district policy book)

Principal

The principal will be involved in all facets of the operation and maintenance of our excellent school facility and instructional program. This includes working closely with teachers, administrators, students, parents and community patrons. There may be occasions for parent principal, or parent, teacher, principal conferences. The principal is always anxious to participate in a conference that will benefit a child and his/her school environment.

Parents should always discuss classroom academic or behavioral problems with the teacher before contacting the principal. This can alleviate confusion or misunderstanding. It is difficult for a principal to discuss a situation with a parent before the teacher has been contacted.

Pledge of Allegiance

All public schools will recite the Pledge of Allegiance to the United States of America one or more times each week. This will occur in individual classrooms. Anyone who does not wish to participate in reciting the Pledge may elect not to do so.

R

Recess

Students are taken outdoors and supervised by paraprofessionals for 20 minutes before lunch. The lunch recess period will be inside during inclement weather or if the temperature or wind chill is -10 degrees F or colder. We encourage you to support our policy of an outdoors-fresh air break. It may be necessary, on occasion, for a student to stay indoors for health reasons. A parent's written request is needed for a child to stay indoors, and a doctor's excuse will be needed if a student needs to stay in for more than three consecutive days.

Report Cards

Parents will receive report cards at the end of each quarter of school.

S

School Age Care (SAC)

Community Ed sponsors SAC. This program provides quality after school care for children grades K - 6. It is open on school days and runs from 2:40 - 5:45 p.m. Children enrolled in the program will participate in a variety of planned and supervised activities. The staff allows time for play, study, and encourages creative and social growth. A nutritious snack is served each day, and weather permitting; children spend a part of each day in outside play. The program is located at South Elementary. Students from North Intermediate can ride the bus to South Elementary. Registration and information is available at Community Ed, call 934-3048.

Student Records

The school district maintains select information necessary to carry out an effective educational program for each child. Parents have the right to examine the contents of their child's records. Others having access to the records include school staff that have a legitimate educational purpose, another school district, a college or educational institution in which the student may enroll, and the courts when a record is requested by judicial subpoena. Only with written parental consent will a student's record be available to any other party. (see district policy book)

T

Toys

Toys should not be brought to school except with teacher permission. Besides being distracting to classroom instruction, toys are often lost at school. Toys include trading cards, game cards, electronic games and skateboards, or anything that interrupts the teaching-learning process.

V

Volunteers

Community members interested in donating time to the school should call the office to get information. PARENT VOLUNTEERS – contact Heidi Rimstad. You may reach Heidi at hrimstad@stpetersschools.org or (507) 304-3224 (cell). Heidi is here to try and find volunteers to help accomplish school district tasks.