Welcome to the 2016-2017 School Year!

www.sac.k12.mn.us

Stephen/Argyle Central Elementary

Stephen/Argyle Central is committed to providing an educational system that is focused on the growth and development of each student as an individual. The commitment to our students requires that we focus on engaging our students with technology, problem solving, and hands on learning experiences. These learning experiences prepare students for the challenges that will be presented in their future learning opportunities.

A commitment to the future of Stephen/Argyle Central is very visible to all of our stakeholders. We continue to upgrade our facilities by updating windows, roofing, lighting, and our security systems at both sites. Flooring has been replaced in several areas of the buildings, security lighting has been added to parking lot areas, and our custodial/cleaning staff have done a great job of cleaning and refreshing the building for the school year. We believe that providing a safe, secure, and clean facility are key elements to student learning.

The faculty of Stephen/Argyle Central Elementary has been involved in training throughout the summer to improve curriculum integration, mental health and wellness, technology usage, and instructional development. We are working with programs in peer observation and professional learning communities to improve educational approaches to learning for all students.

All transportation schedules were reviewed and will be published in the Messenger and SAC website – www.sac.k12.mn.us. Please review the schedules to ensure proper bus times. Winter busing schedules will be published in early December. Please contact the school office if there are any questions regarding the transportation schedules.

We continue to work toward strong levels of communication with parents and the communities. We encourage all community members to use the school district website www.sac.k12.mn.us as a method of following STORM activities and communication with SAC staff. The scrolling calendar will be updated daily and used as a main communication of events and activities. In addition, many of the school forms that were once mailed will be posted on the website. Please access these forms on the website and if there are any questions, call the office.

Attached to this handbook is a Handbook Signature/Student Acceptable Use Form that must be signed and returned to school. We ask that both parent and student sign these forms.

Thank you for your support of Stephen/Argyle Central!

Chris Mills
Elementary Principal/Superintendent

Stephen/Argyle Central Elementary
School Personnel 2016-2017

Administration

Dr. Christopher E. Mills, Superintendent/Elementary Principal

Faculty

Mrs. Jane Jensen ……. Kindergarten
Mrs. Nichole Groven ……. First Grade
Mrs. Karen Evans……..……Second Grade
Mrs. Jackie Chwialkowski ……..……..……. Third Grade
Mr. Renae Lindgren……..……..……Fourth Grade/RTI
Mrs. Heidi Carlson ……..……..Fifth Grade
Mr. Dan Lindgren ……..……. Sixth Grade
Mr. James Parker ……..……..……..... Sixth Grade
Mr. Scott Groven…….……. P.E. K-6 – Title I
Mrs. Tammi Anderson ……..……. Special Education
Ms. Eile Berg…..……...……..……Speech Therapist
Mrs. Renee Jensen …….……. Music
Mr. Nathan Dalager ……..……. Music, Band

Early Childhood Family Education

Mrs. Kallie Lubarski…...……ECFE/School Readiness Teacher /Coordinator
Mrs. Kelsey Anderson……..…ECFE/School Readiness Teacher

Community Education

Dr. Christopher E. Mills……..……. Community Ed. Director
Mr. Kevin Kuznia ……..…. Community Ed./Student Activities Coordinator
Mrs. Karen Gunderson…….……...SACC Coordinator/Provider
Mrs. Debbie Nowacki ……..…….. SACC Provider
Technology Coordinator ……..……. Ethan Marquis
School Nurse – Julie Dahlman **School Social Worker** – TBA
Classroom Aides – Drue Beaudry, Linda Laudal, Sheryl Lubarski, Brittney Kuznia, Shelly Safranski, Kim Johnson, Kelly Jacobson and Alana McGlynn
Elementary Secretary – Annette Kuznia **Cooks** –Bethany Westman, Jenny Hancock & Chris Ann St. Germain
Secretary/ Lunch Program – Drue Beaudry
Custodial Staff – Jason Hoeper & Mike Borowicz
Bus Drivers – Scott Groven, Jerry Kuznia, Jeff Keller, Dan Lindgren, Angie Mills, Tim Tulibaski, Tim Paulson, Dan Lindgren, Tom Tulibaski, Ethan Marquis, Sherry Donarski

Reminders

- ALL parents and guests who come to the Stephen/Argyle School must first stop in the main office.

- Parents are asked NOT to go directly to their child's classroom. We want to limit class disruptions and maintain optimum safety and security in our building.

- We ask that children not arrive at school prior to 7:45 a.m. We do not have staff on duty to supervise children prior to this time.
  (Breakfast is first served at 7:45. Note the arrival, dismissal, and serving times identified later in this handbook.)

* We ask that children not be in the building after 4:00 p.m. unless they are directly supervised by a teacher or are involved in the SACC program.

- Please feel free to stop in the office or call us with any questions you may have 437-6615.

Thank you for your cooperation!

ARRIVAL AND DISMISSAL TIME

Stephen/Argyle Central Elementary School starts at 8:25 a.m. and is dismissed at 3:25 p.m. There is no supervised play period in the morning before school, so students are required to come directly to the school building when they arrive. If your child is involved in the breakfast program, they may come to eat beginning at 7:55 a.m. If they are not going to eat breakfast at school, please do not have them arrive at school until 8:00 a.m.

Breakfast Schedule – Serving Times

7:30 a.m. (Stephen site)	K-6 walk-in students
7:45 a.m. (Argyle site)	Grades 7-12 shuttle bus students
7:55 a.m. (Argyle site)	K-6 walk-in and route bus students
7:55 a.m. (Stephen site)	Grades 7-12 walk-in and route bus students
8:15 a.m. (Argyle site)	K-6 Stephen route & shuttle bus students

Transportation Schedule

Route pick-ups begin at 7:00 a.m.
Morning shuttle leaves Stephen at 7:50 a.m./ Argyle at 8:05 a.m.
Afternoon shuttle leaves Argyle at 3:30 p.m. / Stephen at 3:15 p.m.

Occasionally students are asked to remain after school for special help or to work on special projects. However, students should not be in the school building after school hours unless they are working directly with a teacher or staff member.

K-4 elementary students are asked to use the south door when entering the school in the morning. Please drop off and pick up students on the south side of the building thereby avoiding heavy traffic on the street in front of the school where buses are loading. 5th, and 6th grade students may enter the school through the main entrance on the east side of the school.

K-6 Stephen students waiting to board the morning shuttle should wait in the lobby area of the new gymnasium

ATTENDANCE AND STUDENT ABSENCES

State school attendance laws require pupils between 7-18 years of age to be in daily attendance unless they are ill.

Students who have been absent from school MUST bring a written excuse, signed by their parent, which states the reason for the absence and how many days the student was absent. Students having doctor, dental, or other such appointments must return with an excuse slip from the doctor's office in order for the absence to be excused.

Excused absences are defined as those caused by illness, injury, emergency, or those granted in advance by the administration for reasons of family or individual needs. All absences due to appointments must have a note returned from the appointment in order to be considered excused. All other absences could be considered unexcused absences.

Parents are encouraged to plan their annual vacations so as not to conflict with school attendance. However, should this not be possible, the principal and teachers should be informed in advance so that other study arrangements can be made.

Stephen/Argyle Elementary awards certificates of attendance at the end of the school year to pupils who have missed three days or less of school and for perfect attendance.

If it appears a student will miss more than one or two days of school, parents should call the school and inform us regarding the absence and when they may be expected to return. This information assists teachers in preparing make-up work.

If your child becomes ill at school or for some other reason needs medical attention, the school will make a sincere effort to contact the home or if necessary, the parent's place of employment.

When a parent picks up a child before regular dismissal, they must stop in the office to have the child called from the classroom. This alerts the office the student is leaving and is also much less disruptive when class is in session.

Students who are absent from school during the day are not allowed to attend any school functions during the same evening, unless the absence is considered "excused" and proper notification has been given to the office prior to the student's arrival at the event.

CONDUCT AT BASKETBALL/VOLLEYBALL GAMES

Students are welcome to attend all home volleyball and basketball games. Because a number of these events are held on school nights, parents will need to make decisions on the effects attending will have on the elementary student's ability to complete homework and get the proper amount of rest necessary to be productive in school.

Because of the large number of people at these events, we expect our students to follow the rules listed below:

1. Trips to the concession stand and restrooms should only occur at halftime and between games. Students should only leave the auditorium when the game is in progress for urgent reasons.
2. No walking or running on the playing area of the floor.
3. No rough-housing in the lobby, auditorium, or restrooms.
4. No loitering in the lobby after the game has started.
5. Once a student has entered a building, they should not leave and re-enter without prior permission.
6. No unsportsmanlike conduct will be allowed.
7. During the National Anthem, students will face the flag and put their right hand over their heart. Students may sing the anthem or stand quietly as a way of demonstrating proper respect.

ALTHOUGH THE SCHOOL HAS SUPERVISION AT HOME GAMES. PARENTS MUST ASSUME RESPONSIBILITY FOR THE BEHAVIOR OF THEIR CHILDREN AT THESE EVENTS.

CONDUCT AT FOOTBALL GAMES

Students are welcome to attend all home Storm football games to support our team. The following list identifies expectations of student behavior.

1. Stay off all football practice equipment: tires, blocking sleds, etc.
2. No horseplay, wrestling, or tag.
3. Students should always stay behind the fence surrounding the field.
4. Students should not be in the area where the band plays.
5. Students should watch the game and support our Storm team.
6. During the National Anthem, students will face the flag and put their right hand over their heart. Students may sing the anthem or stand quietly as a way of demonstrating proper respect. It is important for parents to review this expectation with their children to reinforce the importance of respect for our country.

ATTENDING GAMES AS A FAMILY CAN BE A POSITIVE BONDING EXPERIENCE BEST COMPLETED WHEN THE CHILD WATCHES THE GAME WITH THE PARENT.

CONTACTING A STUDENT DURING SCHOOL HOURS – PHONE CALLS

At times it is necessary for a child to be contacted during school hours. This should be done through the office. Students are then called to the office to receive the message. Since calling a student from class is an interruption for other students as well as your own, we ask that you use this privilege sparingly.

School phones are for business purposes, not for use by students unless a specific need arises. Students must receive permission from their teacher or office personnel prior to using a school phone.

CRISIS PLAN – SCHOOL-WIDE SAFETY PLAN

Our school has developed a comprehensive crisis plan to deal with a wide variety of possible emergency situations including fire, severe weather, bomb threats, gas leaks, hazardous material exposures, dangerous intruders, etc.

Each year we have five fire drill practices, a two practice evacuation, five lock-down drills, and a tornado drill practice. All serious events include cooperating support of law enforcement, rescue squads, and fire departments.

Should an evacuation of our building be necessary, our students would move in an orderly fashion to St. Rose Catholic Church. Parents would be informed via the Global Connect call system and the television (note the list near the end of this handbook). Parents would be able to pick their child(ren) up from this evacuation site, using the north entrance to St. Rose.

DISCIPLINE

The first step in creating a positive school environment is ensuring that reasonable rules are established and enforced. Good discipline ensures that all children feel safe and secure in a predictable environment thereby optimizing their opportunity to learn. It is important that teachers be able to devote their time to teaching, not to reprimanding. Children want and need a well-disciplined environment. Our school works to provide every precaution to safeguard and control pupils while on the school premises and school-related activities away from the school grounds.

District-wide Discipline Policy

I. Statement of Policy:

It is the position of Independent School District #2856 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who in dealing with students on disciplinary matters, act within state statute, state board of education regulations, and this policy.

The following school board policies apply district-wide:

II. Rules of Conduct:

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district:

A. Truancy and Unauthorized Absences:

1. As required by current statutes, regulations of the Minnesota Dept.

of Education, and school board of this district; students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building administrator. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

2. Truancy, for the purposes of this policy, is the absenting of one's self from school or class without the approval of the school.
3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. Damage to School or Personal Property:
   1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.
   2. Theft: Theft is the act of intentionally depriving the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault: Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another.

D. Verbal Assault: Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student, including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats or Disruptions:
   1. Dangerous Threats: Threats to normal school operations or school activities including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.

F. Sexual Harassment and Sexual Violence Policy: The enforcement of this policy will follow the guidelines of the Stephen/Argyle Public School's policy. The school policy is outlined in Section 703 of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Sections 363.01.14, the Minnesota Human Rights Act. This policy is also outlined in Minnesota Statutes dealing with sexual abuse and violence. – (**Policy - 413 HARASSMENT AND VIOLENCE)**

G. Dangerous, Harmful & Nuisance Substances and Articles:
   1. Alcohol: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.
   2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, on school grounds, or at school-sponsored activities.
   3. Tobacco: Tobacco use or possession by students is prohibited at school, on school grounds, or at school-sponsored activities.
   4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property are prohibited at school, on school grounds, or at school-sponsored activities.

H. Weapons: It will be the policy of Independent School District #2856 to refer to the local law enforcement agency, any person who brings a weapon to school in violation of the "Gun-Free School Act of 1994." Minnesota Statute 127.282 mandates that a school board must expel for

one year a pupil who is determined to have brought a firearm or weapon to school. The expulsion may, however, be modified on a case by case basis, on the recommendation of the school administration. This complete policy is available in the superintendent's office.

I. BULLYING PROHIBITION – (Updated 2014)

District Policy #514 expressly prohibits any act of bullying by an individual or group of students on school district property, at school related functions or on school transportation. This policy also applies to acts of cyber bullying, regardless of whether such acts are committed on or off school property and/or with or without the use of school district property resources. By definition "bullying" includes any and all behaviors that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students or materially or substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Bullying includes intimidating, threatening, abusive, harming conduct, reprisal, or retaliation and other similar disruptive and detrimental behavior. This policy applies not only to students who directly engage in an act of bullying but also to students who by their indirect behavior, condone or support another student's act of bullying. Any person who believes he or she has been a target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official.

Bullying shall not be tolerated and consequences for behaviors) as outlined in the district-wide discipline policy) shall be determined by the administration. Persons wanting a full copy of Policy #514 can receive a copy at the district office or review this policy on our school web-site.

Unacceptable behavior is:

1. Willful conduct, which materially and substantially disrupts the right of others to an education.
2. Willful conduct, which endangers school district employees, the pupil or other pupils, or the property of the school.
3. Willful violation of any rule of conduct specified in this discipline policy.

STUDENT BEHAVIOR EXPECTATIONS

Above the Line Behavior:

1. Be prompt and prepared for learning.
2. Listen and show respect to staff and other students.
3. Respect property.
4. Speak with respectful language and tone of voice.
5. Be on task in class.

Below the Line Behavior:

1. Being late or unprepared for class. Homework not completed.
2. Talking or acting disrespectfully to others.
3. Using items inappropriately or without permission.
4. Speaking in a disrespectful way.
5. Off task.

Bottom Line Behavior:

1. Bullying
2. Fighting
3. Vandalism
4. Stealing
5. Weapons

STUDENT BEHAVIOR CONSEQUENCES

Below the Line Behavior:

1. Verbal warning
2. Written warning
3. Written warning – parent contact
4. Detention
5. Detention – parent meeting

Bottom Line Behavior:

1. Detention – parent contact
2. Detention – parent meeting
3. In-school suspension – parent meeting

**** All consequences are subject to the discretion of the administration and staff based on the level of the student behavior severity. Consequences listed are the minimum level of accountability for students.**

DRESS CODE

The dress code at Stephen/Argyle Elementary is based on three basic ideals: safety, modesty, and respect. We want all students to wear clothes that will protect them during the various activities that occur during the school day, including noon recess and physical education. Secondly, we want our students to wear clothing that will not be distracting to the other students. Thirdly, we feel strongly that students act and feel the way they dress. Neat, clean clothes often make a child feel better and act more appropriately.

With these factors in mind, students will be expected to follow these guidelines:

- Caps shall not be worn in the school building.
- Clothing with alcohol, tobacco, or inappropriate slogans will not be allowed.

- Skirts and shorts are fine, but the length should be appropriate to the activities in the school setting. Shirt length should not expose the midriff area. Pants must fit appropriately at the waist.
- Tank tops or mesh shirts should not be worn unless worn with another sleeved shirt.
- Students are prohibited from wearing any attire including: jewelry, chains, symbols or "colors" which signify membership in gangs or offensive clubs.

The Stephen/Argyle Central dress code is in effect during school and at all school sponsored events, i.e.: dances, athletic events, field trips, concerts, etc.

Willful dress which materially and substantially disrupts the right of others to an education or dress which endangers the student or other students, or school property will not be allowed. Students who violate this policy may be sent home to change into appropriate clothing or to correct their grooming. They may also be subject to disciplinary actions.

DIRECTORY INFORMATION – DATA PRIVACY

Directory information is governed by state and federal law and is public information which must be disclosed upon request from any individual and is defined in federal law as information "which would not generally be considered harmful, or an invasion of privacy if disclosed." Directory information includes such items as: name, address, phone number, date and place of birth, participation in activities, height and weight of athletic teams, dates of attendance, and degrees or awards received.

Parents have the right to refuse to let the school release any or all directory data about a student. Parents can also indicate they do not want their child's name included on athletic rosters, news releases (including Honor Roll, Attendance Awards, etc.) or other public information releases generated from the school. Parents choosing not to include their child on directory information must send a written request to the school indicating which information areas they do not want released on their child. Feel free to contact our office for additional information.

EARLY DISMISSAL

Because of serious weather or other reasons, school is occasionally cancelled, has a delayed start, or is dismissed early. When this occurs, announcements will made thru the Global Connect system and television stations listed elsewhere in this handbook.

If it seems necessary to close school and send students home, parents are urged to watch for their children. Should weather become so severe that the buses cannot get children home safely, students will be taken to their emergency storm homes.

Forms for all elementary students (in-town, shuttle, and rural) should be returned to the school office indicating homes where they may stay in the event of a storm or another emergency. (In-town elementary students should list an alternate home in case parents are not home in the event of a storm or other emergency.)

FIELD TRIPS

During the school year, field trips may be taken by various classes. Permission slips are sent home for most out-of-town field trips. Parents are to sign and return the forms, thus giving permission for the child to go on the field trip. In the event that the parent does not want his/her child to go on a trip, the child would be expected to attend school that day.

ANNOUNCEMENTS MADE TO STUDENTS

Groups who wish announcements be made to the students, should contact the school office. Announcements will be made from the office at an appropriate time.

INSTRUCTIONAL MATERIALS

According to Minnesota state law, students attending the elementary school are furnished with all necessary textbooks and workbooks without charge. Personal items such as: tablets, pencils, colors, pens, etc. are the responsibility of the individual student. In many cases, the student's teacher will provide a list of the additional supplies the student would find useful during the school year. An amendment to Minnesota Statutes 120.01 provides that schools may charge for lost or destroyed textbooks, workbooks, or library books. The school will charge an appropriate replacement fee based on the cost of repair or replacement.

ACCIDENTS

If and when accidents occur, first aid is administered at the school in the case of minor injuries. If necessary, the school nurse or office staff will contact a parent to discuss further arrangements. If no parent or guardian can be reached and medical care is necessary, appropriate measures will be taken. Be sure to list your family physician on your Emergency Care Form to assist us in this process.

ASSEMBLIES, ATHLETIC CONTESTS, SCHOOL PROGRAMS/CONCERTS

Students should take pride in themselves and their school by being courteous at all times during assemblies, concerts, and programs and by showing positive sportsmanship at athletic events. We expect our students to demonstrate their best manners. Students should always stand quietly and show the proper respect during the playing of The National Anthem. Students not behaving appropriately at these events may not be allowed to attend.

Program/Concert Courtesy:

1. Students are expected to maintain a high standard of courtesy.
2. There should be no talking or horseplay during the program.
3. Appreciation for the performers should be shown in a proper manner – no booing, whistling, or shouting.
4. At the end of the program, students are to remain seated until their teacher takes them back to the classroom.
5. Students seated in the balcony should not lean over the railing.
6. Feet should not be put on the backs or cushions of seats in front of them.

BICYCLES

Students may ride bicycles to and from school. Bicycles should be parked in the designated bike racks. Since the school cannot assume responsibility for the loss of bicycles, they should always be locked to the rack. We also ask that students not ride their bicycles in the bus loading area while buses are loading or unloading.

BREAKFAST – HOT LUNCH PRICES AND LUNCHROOM RULES

Breakfast and hot lunch meal prices are listed in the local newspaper each fall prior to the school opening. Payments to your hot lunch account may be made in the Argyle School office. You will be notified when your account is running low so you can keep your balance in the positive. Applications for "free" and "reduced" price meals will be available to all families through either site's school office. Eligible families are encouraged to make use of this program.

Breakfast and lunch should be a comfortable and enjoyable part of our school day. The children are expected to demonstrate "good manners" and to have courtesy and respect in the lunchroom so that all persons can enjoy their meal.

We expect students to be responsible, respectful, and to demonstrate proper cafeteria manners:

1. Speak softly.
2. Never play with food or throw food.
3. Keep your hands and feet to yourself.
4. Remain seated at your table.
5. Listen to the lunchroom supervisor and always show proper respect for authority.
6. Pick up and clean up after yourself.

BUILDING AND GROUNDS

During the summer months, our school building and grounds have been thoroughly cleaned and repaired. We appreciate your cooperation in keeping our school clean and free from vandalism. Help us teach your children to respect the school building and its property by reporting promptly any information you may acquire concerning damage to the building or other forms of vandalism. We are proud of our school and the cost of vandalism is needless expense to our school district.

CUSTODIAL ARRANGEMENTS – FAMILY

Our school district is aware that certain family situations may result in "custodial" arrangements regarding children. We will assume that in these situations, parents share "custodial rights and responsibilities", and we shall attempt to share school-related information with each parent. If a parent is not receiving necessary school information, we ask that they contact our office so we can make the necessary mailing corrections. If restricted conditions exist in the custodial arrangements, it is the responsibility of the parent(s) to provide the school with the "legal documentation" indicating the "rights, restrictions, and responsibilities" of the parents involved. Please feel free to contact our school office if you have any questions regarding these issues.

INVITATIONS – PARTY

The school requests that any invitations for birthday parties, sleepovers, or any other activity that does not include the entire class be sent through the mail and NOT handed out in school. The reason for this policy is two-fold:

1. Not all the invitations that are handed out in school make it home, resulting in parents not always sure of the date, time, etc.
2. When only certain students are invited, it can cause hurt feelings with the remainder of the students in the class.

LEAVING SCHOOL GROUNDS

No child is permitted to leave the school grounds without a written note from the parent to the classroom teacher. The lone exception is "in-town" students who go home for lunch on a regular basis. These students should bring a note from their parents indicating their intentions at the start of the school year.

LIBRARY BOOKS

We ask your special cooperation in making sure that our library books are returned on a timely basis. Each year some books are lost or misplaced. We have a well-

stocked library and are confident that with everyone's cooperation we will be able to operate the library without having to use fines to enforce returning of books.

LOCKERS

Hallway lockers will be available for students in grades 4-6. Students should always keep their lockers neat and clean. Students are responsible for the contents of their lockers. Since these lockers will not lock, it is important not to keep valuables in them. School lockers are the property of the district and at no time does the district relinquish its exclusive control of the lockers, which are provided for the convenience of the students. Inspection of the interior of lockers may be conducted by school authorities for reasons where reasonable cause for a search has been established.

LOST AND FOUND

Please encourage students not to bring valuables to school. Each year, many lost and found articles are turned in to the office and are never claimed. We urge you to mark all clothing with your child's name. Permanent ink or a marking pencil on tape and sewed on is a good method. Lost articles may be picked up at the office. Please remind your child to check with the office for lost items or feel free to call and inquire.

BUS TRANSPORTATION

Bus routes are published each fall in "The Messenger". Extremes in weather conditions and poor roads do occasionally cause minor deviations from the schedule. Safety is the number one concern. Riding the school bus is a "privilege", not a right, and students unwilling to obey the common sense rules of safety will be asked to find alternate transportation. General bus rules are as follows:

A. School Bus and Bus Stop Rules:

The district school bus safety rules are posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's transportation office/school office.

B. Rules at the Bus Stop:

1. Get to your bus stop at your schedule pick-up time. The bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Always use acceptable language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. After getting off the bus, move away from the bus as quickly as possible.
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 before you cross the street or road.
8. No fighting, harassment, intimidation, or horseplay is allowed.
9. The use of alcohol, tobacco, or drugs is prohibited.

C. Rules on the Bus:

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 hands, arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any objects.
8. No eating, drinking, or use of tobacco or drugs is allowed.
9. Do not bring any weapon or dangerous object on the bus.
10. Do not damage the bus in any way.

D. Consequences:

Consequences for school bus/bus stop misconduct will apply to all regular, shuttle and late bus route. Decisions regarding a student's ability to ride the bus in connection with these routes or in connection with co-curricular and extra-curricular events will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

K-6 Guidelines:

1st offense: Warning

2nd offense: Three school-day suspension from riding the bus.

3rd offense: Five school-day suspension from riding the bus.

4th offense: Ten school-day suspension from riding the bus.

Additional offenses: Individually considered. Students' bus privileges may be suspended for longer periods of time, possibly the remainder of the school year.

Note: When a student goes 60 calendar days without the report of a bus incident, the student's consequences may start over at the first offense. More serious offenses may carry consequences beyond the first offense "warning". Students damaging school buses will be responsible for the damages. Failure to pay such damages (or making arrangements to pay) within two weeks may result in the loss of bus privileges until the damages are paid.

COMPUTERS

At the conclusion of this handbook is the Stephen/Argyle Central Computer Acceptable Use Policy. This outlines the terms and conditions under which students may use the networking and internet services provided for by the district. Please familiarize yourself with the policy if your student(s) will be involved with using the internet within our schools.

MUSICAL PERFORMANCES

Students in grades K-6 attend music class as a part of their regular curriculum. Musical concerts are performed during the Christmas season and in the spring. Concerts are intended to teach students about performing in public and to show parents what has been taught throughout the year. Parents are strongly encouraged to make this educational experience a priority. Students not attending a concert should have a written excuse from their parent.

SCHOOL RECORDS

The school has a file with your child's grades, attendance, and standardized test scores that have resulted from his/her work since he/she began school. If the student has attended several different schools, these records have followed him/her to our school and are on file here.

Students and parents or guardians may see the contests of these records by making an appointment to do so with the principal. Students and parents or guardians may place any statements or items in the file that you wish, as long as it pertains to school work.

Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you or your guardian, with the exception of another Minnesota public school where you have transferred. Student files will be mailed to a new school district. Files will not be given to parents when moving to a new school district. This means that your school will not, and cannot by law, without first receiving written consent from you or your parent/guardian:

a. Send a transcript of your school record to a college, vocational school, or university
b. Give information from your school records to a prospective employer

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

All student records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures previously described also apply to the records of all graduates of this school.

STEPHEN/ARGYLE CENTRAL SCHOOL-AGED CHILD CARE - SACC

The SACC program at Stephen/Argyle Central Elementary is an after-school child care program that is offered to all students/parents during the school year. The SACC program meets after school each day school is in session until a MAXIMUM of 6:00 p.m. Participants are provided a snack, a variety of indoor and outdoor activities, and positive supervision at our school site. SACC services cost $2.50 per hour or $8.00 per day. Bills are sent monthly and checks should be made payable to SAC Community Education. If you would like additional information or would like to register your child for the program, please contact the SAC Elementary office for detailed information.

SPECIAL SERVICES

Our school offers a variety of special services to our students. These services include: speech and language, educational psychology, counseling and guidance, learning disabilities, and services for the educationally mentally handicapped. We also have vision and hearing services and occupational and physical therapy services available. If anyone has a concern about a student, please contact the administration.

STUDENT VISITORS

We have occasional requests from pupils to bring friends, relatives, or even preschool brothers and/or sisters to school. If you have what you consider to be a valid request of this type, please contact the teacher involved. No visitors will be allowed without a prior teacher approval.

SUSPENSION AND EXPULSION

Occasionally it becomes necessary to suspend or expel students from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as the Minnesota Fair Pupil Dismissal Act. Under provisions of this law, students may be suspended from school for any of the following:

1. Willful violation of any reasonable school board regulation.
2. Willful conduct, which materially and substantially disrupts the rights of

others to an education.

3. Willful conduct, which endangers the student, or other students, or school property.

Suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten (10) school days. If a suspension is longer than five (5) days, the suspending administrator must provide the superintendent with a reason for the longer suspension.

Expulsion may be for the remainder of the school year or less, and may occur after the school board has held a hearing in accordance with the law. Expulsions may be imposed by the school board upon recommendation of the administration. Students should refer to the District-wide Discipline Policy cited earlier in this handbook.

MEDICAL CONDITIONS – MEDICATION – MEDICAL APPOINTMENTS

Personnel at our school will only administer medication to students following completion of the Authorization for the Administration of Medication Form. This form is available in the school office or on the school website. The purpose of this policy is to inform and protect the student, parent/guardian, and the school. We want to make sure that parents are always aware of any medication their child may be taking; that students receive their medication properly; and that the school knows why the student is taking the medication.

Prescription medication must be brought to the office in the original prescription container. In all cases we will work closely with our school nurse.

For all dental and medical appointments, please try to arrange for an after-school appointment whenever possible. If your appointment is during the school day, please send a note to school with your child indicating the date and time of the appointment. Your child will then be excused and his/her work can be made up in a timely manner.

PARENT – TEACHER COMMUNICATION

If you wish to speak with your child's teacher over the phone or in person, please contact the office so that arrangements can be made for a time convenient for both teacher and parent(s). All staff have e-mail addresses that are available at www.sac.k12.mn.us, we encourage parents to e-mail staff with questions or concerns. We encourage all efforts by teachers and parents to work together in the effort to improve a child's educational progress.

Parent/Teacher Conferences are formally organized twice each year. If you would like a conference with a teacher before or after the regular conferences, feel free to do so. If a problem has developed that a teacher should know about, it makes good sense to solve it as soon as possible. Please call the school office to make arrangements for a conference.

PETS

Children who bring pets to school must do so with the teacher's approval in advance. Pets brought to school must be accompanied with an up-to-date shot record. An adult should bring the pet and take it home after it has been shown to the students.

PHYSICAL EDUCATION

All students are expected to participate in daily physical education classes unless they bring a note from home or a physician stating they should be excused. All children are required to wear gym shoes for P.E. class that have not been used outdoors. Students must wear a separate pair of gym shoes for P.E. and another pair for recess outdoors.

This will help to keep excess dirt from being tacked on the floor, reduce scuffing, and keep the gym cleaner for other activities.

PLAYGROUND AND GYM RULES

Recess is an ideal time for students to play cooperatively with their classmates in a safe and healthy environment. To make sure recess time is enjoyed by all students, we feel it is essential that "rules" be followed:

1. The supervisor on duty has complete authority and must be contacted before students may leave the playground or gym. Also, any injury, inappropriate behavior, or unsafe situations should be reported to them immediately.
2. Students will not be allowed to be disrespectful to staff, classmates, or any other students in the gym or on the playground. This included fighting, wrestling, hitting, profane language, teasing, or any other type of behavior that is deemed unacceptable.
3. When a situation arises and the staff feels it is not appropriate, the student will not be allowed in the gym or outside for a specified period of time.

Playground Rules:

1. No playing on top of the playground equipment.
2. No balls on the playground equipment.
3. Use the slides properly. No standing while going down or climbing up the slide.
4. Students are expected to wear appropriate clothing – caps, gloves, etc. when the weather is cold.
5. Absolutely no throwing of sand, rocks, or snowballs.
6. Students are not to play on the streets at the end of school property.
7. Unacceptable language on the playground will not be tolerated.
8. Toys from home are often broken or cause conflicts, and should not be used at recess time.

Gym Rules:

1. No climbing on the bleachers.
2. No kicking of balls unless in an organized game.
3. No sitting in the auditorium seats unless given prior permission.
4. Toys, other than school owned, should not be used at recess time as they are often broken or cause unnecessary conflicts.
5. Appropriate shoes shall be worn to ensure maintenance of the gym floor.

REPORTING STUDENT PROGRESS

Student progress is reported in the form of a report card every quarter (approximately every nine weeks). Report cards will be emailed out following completion of the grading period to all families, except those families that do not provide an email address. Mid-term progress reports are emailed out approximately four to five weeks into each grading period to all families, except those families that do not provide an email address..

CLASSROOM PARTIES

Room parties may be held for special events or special occasions during the school year. Classroom teachers are in charge of the activities and details of these parties. Due to state regulations, students are not allowed to bring homemade food with the intent to share with the rest of the class. All food brought to school to be shared must

be prepared at a commercial food processor, such as a store, bakery, etc. This rule does not apply to food brought from home to be consumed by an individual student.

SAFETY

Students need to be reminded frequently not to accept rides or gifts from strangers. Children who walk directly home from school rarely get into trouble. The cooperation of parents is essential in continuously reminding children of the importance of safety rules and respecting the rights of others while going to and from school.

SCHOOL INSURANCE

Our school district does not provide free accident or dental insurance coverage for students. Insurance may be obtained by parents at the beginning of the school year. The forms for obtaining this insurance will be available in August along with a waiver form indicating that you do not wish to purchase additional insurance. Each student must return a signed waiver form or order the insurance by returning the insurance purchase envelope.

SCHOOL POLICIES

There are several other policies that the Stephen/Argyle Public School have adopted and are carried out by the staff. Due to the length of these policies, they will not be reprinted in this handbook, but are on file in the office. These policies include Multi-culture/Gender Fair, Sexual Harassment, Fair Pupil Dismissal Act, Title I, Section 504 of the Rehabilitation Act, Weapons Policy, and Data Privacy Policy. Copies of each are available upon request.

TESTING

The Northwest Evaluation Testing provides for comprehensive and continuous measurement of growth in the fundamental skills: vocabulary, ready, total language, and mathematics. These skills are crucial to current day-to-day learning activities as well as to future individual development. These tests are given in the spring in grades K-6. In addition to this, students in grades 3-6 will complete the Minnesota Comprehensive Assessments in reading, math, and science to assess their progress in completing Minnesota's High Standards. Student results for the NWEA are available in the school office and parents are invited to make an appointment to go over these results with the principal.

Use of test results: The tests provide a measurement of the development of skills. However, test results are interpreted with wisdom, ingenuity, and caution. Test results are used to supplement, not replace, teacher judgment. They are used in conjunction with everything else the teacher knows about the student to meet individual instructional needs.

Title I/Response to Intervention

In an effort to provide intervention services in reading and math to students, the classroom teachers will be providing direct intervention services to students during the school day. Students will be assessed through NWEA and MCA scores to identify if they qualify for intervention services. All staff are highly qualified and the program development will be reviewed annually for ways to improve services for students. A letter will be sent home to parents to identify if their child qualifies for RTI services.

VALUABLES AND MONEY

Normally students have no reason to carry large amounts of money in their billfolds or purses. However, students sometimes will carry some cash to cover the cost of things they want or need. Please limit the amount of cash or valuables children bring to school as we are not responsible for lost or stolen articles.

VISITING SCHOOL

We cordially invite you to visit our school. We believe you will be amazed at everything going on in our school and you will be proud of what you see happening in the classrooms. However, we do ask that you call the school office or your child's teacher to make arrangements in advance.

STATIONS FOR SCHOOL DELAY/CLOSINGS

Television Stations: WDAZ – Channel 8**,** KVLY – Channel 11**, &** KXJB – Channel 4

SchoolMessenger automated messages concerning school-related delays or early dismissals will be sent to all families with current telephone & cell-phone numbers and email addresses.

Stephen/Argyle Central School District # 2856
Student Acceptable Use Policy

Internet access is available to students and teachers in our school district. The access is being offered as part of a collaborative effort between Stephen/Argyle School District and our Internet service provider. The Internet is an "electronic highway" that connects millions of computers all over the world and millions of individual users. Your student will be using it to gain access to whole new worlds of information and resources from around the globe.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We have taken precautions to restrict access to controversial materials by utilizing the Sonic Firewall Security System. Access to the internet is a privilege, not a right, and inappropriate use will be subject to school district rules. Penalties will be enforced through the classroom teacher, technology coordinator, and district administration. Penalties will follow the district policy and will be assessed for infractions. Cancellation of privileges will also result. Inappropriate use includes, but is not limited to, the following:

- Using the information network system without permission/supervision.
- Private or commercial business use.
- Any illegal activity.
- Sending, receiving, or displaying objectionable, offensive, discriminatory, pornographic, sexually explicit, or inaccurate information.
- Subscribing to any service which results in membership or line charges or joining a mailing list.
- Giving out your home phone number of address over the internet.
- Accessing or attempting to access any part of the system for which the user does not have access privileges.
- Degrading or disrupting system performance including creating or uploading computer viruses.
- Accessing or altering the electronic mail of another system user.
- Accessing electronic mail without direct supervision.
- Any act of vandalism including damaging equipment whether deliberate or through careless use.
- Installing or loading any software on district equipment, especially games, without permission.
- Violating copyright laws.
- Digital media usage for appropriate school use as assigned by the teacher. Respect and care for all technology media in the school district.

Please sign and return <u>one form per student</u> to their classroom teacher.

Student Acceptable Use Agreement

I understand and will abide by the Acceptable Use Policy as listed in the SAC Student/Parent Handbook. I further understand that not following these rules will result in penalty and revocation of technology privileges, which could include exclusion from any computer class offered at Stephen/Argyle Central that utilizes computers on a regular basis.

_____ _____

Student Signature Parent Signature

Handbook Signature Form

The purpose of this handbook is to provide relevant and current information related to policies and procedures to students and parents. It will be helpful to students and parents to become familiar with the contents of this handbook. Take time to read it. Be informed.

Student Name _____ Grade _____

I have read the 2016-2017 SAC Elementary School Student/Parent Handbook.

_____ _____

Student Signature Parent Signature

_____

Date