

Welcome to Maple River Elementary School

Dear Students and Parents,

It is my pleasure to welcome you to Maple River Elementary Schools! The teachers and staff join me in saying we are happy to have you as part of the Maple River family.

The pages of this handbook have information that you will find useful about our school. I suggest that parents and students read the handbook together. Feel free to ask any staff member or myself if you have any questions about the material in the handbook.

Our faculty and support staff is here to help you do your best at Maple River Elementary. We are glad you are here!!

Working together,

Mr. Jon Lewis
Elementary Principal

Arrival and Dismissal Time

SUPERVISED EARLY ARRIVAL: 7:35-8:00 in the gym or outside if weather permits. Children living in town should not arrive at school before 7:45 a.m. unless there is a compelling reason. The bus doors will be locked until 7:30 a.m. Early arrivals will need to wait outside.

SCHOOL DAY: The school day is from 8:15 a.m. to 2:50 p.m. Students that ride the late rural bus (Country Time) will be supervised outside or in the gym. Students that live in town do not have permission to stay for the late bus time unless parents call the office in advance. Plans regarding where your child should go after school should be made with your child prior to leaving home in the morning. If a child has a change in his or her after-school routine, a note to your child's teacher is required. Parents are to pick up their children at the main office. If you call the office with a change of after school plans for your child after 2:00, we cannot guarantee that your child will get the message, it's a busy time of day!

Attendance

It is the philosophy of the Maple River School District that attending school each and every day is very important; we strongly believe that something happens in class every day, and that when you miss class, your education suffers. Students learn something every day from their teachers, their fellow classmates and from the planned interaction that takes place each day in the classroom. You are expected to be in school attending classes every day unless you are ill, there is an emergency in your family, or unless there is some other sound and valid reason for not being there.

An excellent record - the best you can do - in grades, cooperation, citizenship, and character should be your goal. In order to get the very most out of your school years, it is essential that you have the **VERY BEST ATTENDANCE RECORD POSSIBLE**. Attendance is sometimes considered the most important qualification for employment. Look upon coming to school as going to work. The fewer days you work, the less money you can earn; the fewer days you attend school, the less you will learn. Also it is much easier to be in school than to do make-up work.

CALL THE OFFICE: We would appreciate a telephone call when your child is going to be absent or tardy. Unless we hear from you by 9:00 a.m., you will be contacted by the school if your child is absent. Any student who is not in his or her classroom by 8:15 a.m. will be considered tardy.

TRUANCY AND UNAUTHORIZED ABSENCES: It is Minnesota Law that"a child under the age of 16 years old who is absent from school without lawful excuse for three days..." will need contact with professional services through the school. **MS260A.03 NOTICE TO PARENT OR GUARDIAN WHEN CHILD IS A CONTINUING TRUANT.** Upon a child's initial classification as a continuing truant, the school attendance

officer or other designated school official shall notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to section 120.01, and parents or guardians who fail to meet this obligation may be subject to prosecution under section 177.20;
4. that this notification serves as the notification required by section 127.20;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260;
that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260.191;
and
8. that it is recommended that the parent or guardian accompany the child to school for one day.

Bicycles

All bicycles must be parked in the bicycle racks provided. The Maple River School District does not assume responsibility for damaged or stolen bicycles.

Bus Transportation

SCHOOL BUS RULES: The Palmer Bus Service and the Maple River School District have agreed to the following rules and consequences for all bused students so that their safety is not jeopardized:

1. Follow driver's directions the first time they are given.
2. Stay in seats. Face forward.
3. Keep head, hands, feet and objects inside the bus and to yourself.
4. No loud talking, spitting, swearing, obscene gestures or harassment.
5. No possession of harmful objects or illegal objects or substances.

CONSEQUENCES FOR MISCONDUCT: Consequences for school bus or bus stop misconduct will apply to all routes.

1st offense: Student warning. Student meets with principal. Bus driver may assign consequences (example: assigned seat or seating in the front of the bus). Copy of write up is mailed home.

2nd offense: 3 day school suspension from riding the bus. Student meets with principal. School will notify parents and a copy of write up is mailed home.

3rd offense: 5 day school suspension from riding the bus. Student meets with principal. School will notify parents and a copy of write up is mailed home.

4th offense: 10 day school suspension from riding the bus. Student meets with principal. Parent is called and a copy of write up is mailed home. Further offenses will result in a suspension of bus riding privileges for an indefinite period of time to be determined by Palmer Bus Service and school administration.

Severe Clause: Includes violations of law, physical harm or causing a dangerous situation. The severe clause can be invoked for extreme behaviors even if it is the first incident. Invoking the severe clause will result in the suspension of bus riding privileges either temporarily or indefinitely.

Parents are urged to recognize the disciplinary action and to discuss this with their child to prevent further occurrences of inappropriate or misbehavior. Bus riding is a privilege that may be revoked due to misconduct.

Cell phones

At times, parents may feel it is necessary for their elementary student to bring a cell phone to school. However, cell phones may not be used during the school day and must be turned off while in student lockers. Students may check for messages after school is dismissed. If students are found using cell phones, they will be stored in the office until a parent is able to come and get them.

Conferences

Parent-Teacher Conferences are scheduled periodically throughout the school year. Parents or teachers may request special conferences at any other time of the year. Please make every effort to attend scheduled conferences as they are a very important part of your child's education. Conferences help with the important sharing of information between parents, teachers, and students, as well as providing the basis for genuine understanding and support of the school program.

Dress and Appearance

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder/disruption. Good grooming and proper dress ensure safety and set the atmosphere for learning.

GENERAL STATEMENT OF POLICY: The Maple River School District encourages students to be dressed appropriately for school activities and in keeping with community standards.

APPROPRIATE CLOTHING:

Clothing appropriate for the weather.

Clothing that does not create a health or safety hazard.

Clothing appropriate for the activity (i.e., physical education or the classroom).

INAPPROPRIATE CLOTHING:

Some samples of inappropriate clothing are short shorts, skimpy tank tops, or clothing that contains inappropriate or offensive language. Tennis shoes are to be worn outside, no flip flops.

Your child should be dressed according to weather as they will be outside for recess at noon unless the air temperature or wind chill is 0 degrees or below or it is raining. During winter weather, children need to dress appropriately, including snow pants, mittens, boots, and warm headgear. Student not dressed appropriately will go outside for fresh air, but may not play in the snow. Parents will be notified if students are not dressed appropriately after 3 consecutive days. Please contact the office if providing warm clothing is a hardship for your family, we are able to access Sugarplum Funds to pay for such items.

Emergency Notification System Forms

Each year new students coming into the system will be given this form to fill out with updated contact information that is used to contact you via cell phone, text, email or home phone. To make changes or to verify your phone numbers or email that we have on file, log on to Campus Portal or call your child's school office. One form per household is required.

Emergency Plan

The Maple River School District school board members have a written plan regarding tornado, fire or other emergency evacuation of the buildings. School personnel have a specific written plan regarding the complete emergency procedures. Emergency evacuation drills are held throughout the school year for the protection of all people in the building. We are required to have five fire drills and five lockdown drills throughout the school year.

Email

Email is a great way of communicating! You will have an opportunity to give your email address to the school secretary. Teachers are required to check their email on a daily basis. Regarding a change in after school plans for your child, please refrain from using email after 12:00 pm. Teachers are not always able to get those late emails and give that information to your child. Email addresses are available on the district website www.isd2135.k12.mn.us

Electronic games

Game boys/DS, I-pods and other expensive hand held electronics are strongly discouraged. If your child brings them to school, it will be at their own risk. Students are not allowed to take them out of their lockers/backpacks at any time during the day except during inside noon recess.

Fees

Students may need to bring money to school to pay for various things such as milk payments, classroom project supplies, transportation fees, school pictures, misc. supplies, etc. **It works best if separate checks are written for each fee.**

There are many different types of funds that these fees go into, and writing separate checks helps ensure that we credit the correct account. In the memo section on your checks, please write your child's name and what the payment is for whenever you send money to school with your child. We encourage you not to send cash, but if you do, please put the cash in a separate envelope and write on the envelope what the payment is for and your child's name.

Field Trips

At various times during the year, students will take field trips. Details of the trip and notifications of any costs are sent home prior to the trip. Parents can sign a permission slip at the beginning of the year that will cover all out of the building field trips.

Food Service

Students may participate in the hot lunch/breakfast program or bring a sack lunch. Monthly breakfast and lunch menus are posted on the district website www.isd2135.k12.mn.us You can check on your child's lunch account balance online and pay for your child's lunch online. Payments for all meals must be paid in the envelopes provided or paid ONLINE only. They can no longer be sent to school and given to their teacher or the school secretary without an envelope. All meal payments must be in one of the provided food service envelopes. If you want to pay at school, envelopes will be available at

each site's office. You need to fill out the information as to where you would like the payment to go (which students' account), if no information is on the envelope on how to split the money, then it will be split it equally between all the school age children in your family.

Online payment can be done at <http://isd2135.k12.mn.us>

Or Mailing Address is: Maple River Schools ISD 2135

PO Box 515

101 6th Ave NE

Mapleton, MN. 56065

ATTN: Food Service

Any questions call food service at 507-524-3918 Ext 252 or Ext 282

For students that participate in the hot lunch/breakfast program, Maple River Schools use a computer meal accounting system. This is a pre-payment system. Payments from parents will be deposited in the student's account. During mealtime, after the student selects a breakfast or lunch, we will enter a PIN number at the register. The amount of their meal is then subtracted from the account.

It is important to keep a positive balance in your child's lunch account. It is the responsibility of the parent and student to be aware of the amount in the account and when a payment needs to be made, although we will send reminders periodically when your lunch account depletes to less than \$10.00 and needs to be reimbursed. Food service will notify parents through email when accounts run low. We appreciate everyone keeping his or her accounts paid up during the school year. Students are not allowed to charge meals and negative balances on accounts will not be permitted.

Meals are available for free or for a reduced price to students who qualify. All families are encouraged to apply for the free or reduced cost lunch program. The application form is available in the office. Please call if you didn't receive one at the beginning of the school year. Families need to apply each school year. We strongly encourage all families to apply even if you think you don't qualify. Information on the form is strictly confidential, and students receiving free or reduced priced meals are not identified in any way in the serving lines.

MILK/SNACK BREAK: Students may purchase milk for milk breaks. You may send a nutritious snack with your child for these breaks. The milk break is separate from the Lunch-Breakfast program. Please note families will need to pay for the whole year and not by semesters. Payments need to be made by October 1st or your child can no longer receive milk. Reminder: all payments can be made online!

Harassment/Violence Policy

Maple River Schools Harassment and Violence policy 413 states the purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. (Minn. Statute 121A.03 and MHRA Statute 363A)

Health/Medical Policy

ILLNESS: The parent or guardian will be contacted to pick up his or her child from school should the following circumstances occur: injury, fever of at least 100 degrees, vomiting, diarrhea, head lice, rash, pink eye, and coughing and/or sneezing which disrupts class. If your child displays symptoms of illness (i.e., vomiting, running a fever, diarrhea, or stomach or head pain) before coming to school in the morning, keep your child home. Children with communicable conditions and those who are recuperating from an illness should not be in school.

SCREENING: Vision and hearing screenings will be held regularly. Parents will be notified if results are not within normal limits. Routine screenings are not intended to replace medical check-up by your doctor.

Internet Policy

Maple River Schools offer students access to a computer network for Internet and other education purposes. The use of the school district system and Internet access is a privilege. That privilege can be taken away if abused.

General guidelines are:

1. Students must sign on and off the computer station when they enter or exit.
2. The primary use of school resources, including the Internet, is for education purposes. Recreational games or surfing are not permitted.
3. Students should never download or install any software, shareware, or freeware onto a district computer.
4. Students must not access inappropriate, profane, or objectionable material.
5. Students are expected to follow copyright laws, school policies, state and federal law.
6. Email accounts other than those set up by the Network Administrator are prohibited.
7. Students must not tamper with the district hardware or software.
8. Students are responsible for the safety of their own materials.

Medication Policy

PURPOSE: Many children with chronic and/or acute health conditions are able to attend school because of the effectiveness of medications.

GENERAL STATEMENT OF POLICY: Whenever possible, parents should make arrangements so that it is not necessary for school personnel to administer medications to students. However, if the frequency of the dosage requirements of a medication makes it necessary to be administered at school, the following policies must be followed in accordance with Minnesota state law.

REQUIREMENTS:

Students will not be allowed to carry any medication with them during the school day. All medication brought to school must be kept in a locked area located in the nurse's office. The only exception may be for those students who need to carry their medication for emergency reasons, such as in the case of bee-sting allergies or asthma attacks. This will be determined on a case-by-case basis by the school nurse in conjunction with a physician's orders and parental request.

The school nurse, school health assistants, will only administer medication or staff trained in medication administration. All medication authorization consent forms and documentation of medication received, administered, and/or destroyed, is maintained in a medication log located in the health office.

Medication to be given must be supplied, dropped off, and picked up by a parent only. Students may not transport any medication to and from school.

A parent must fill out a medication administration consent form and return it to the health office before any medication is administered at school. Parents are to obtain this form from the school health office, from the school secretary and it is available on the district website.

For prescription medication, a doctor's order and completed medication authorization form is required. The medication must be in its original container, and the label must match the doctor's order.

For non-prescription (over-the-counter) medication, a parent's signature and completed medication authorization form is needed. The medication must come in its original package or container. The school will administer over-the-counter medication as directed on the package only, unless a doctor's order indicates otherwise.

A new authorization form is required at the beginning of each school year, and whenever there is a change in the student's prescription. Parents are to immediately notify the school in writing if medication is no longer to be given.

Medication consent forms may be picked up in the office or are found on the district website.

Materials

Students are expected to be responsible for all textbooks, library books, and school property issued to them. If library books, textbooks, desks, etc., are damaged or lost, students will be responsible for the expense of replacing them. Students who have overdue or lost library books or materials will be given notices and parents will be called during the last two weeks of school.

Minnesota Comprehensive Assessments (MCA's)

The Minnesota Comprehensive Assessments (MCA's) will be given in grade 3,4 and 5 in reading and math. Each student receives a copy of their individual results either at conferences or through a district wide mailing.

Newsletter

Important school news via the Maple River Elementary Newsletter will be emailed. This can also be accessed online. Classroom teachers also send home newsletters periodically. Please impress upon your child the importance of delivering these newsletters to you so you are aware of any upcoming events or changes at school.

Party Invitations

Parents/Students are not to hand out party invitations at school. This helps prevent hurt feelings among the students who may not receive an invitation.

Parent Teacher Organization

Parents are encouraged to get involved in the Maple River Elementary PTO. The PTO meets once a month and organizes many activities for students and staff. They need your help and your involvement!

Parent Portal (also Campus Portal)

Parents may access information regarding their child's grades, schedules, etc... on the parent portal. Parent portal information is on the Maple River website www.isd2135.k12.mn.us under District info and technology department link. An application for a user name and password is available from our district technology specialist dstencil@isd2135.org

Pets

Pets are not allowed inside the school building. There are many students and staff members with allergies to pet dander.

Packaged Food Products Only

OSHA rules require that only pre-packaged commercially prepared food be served to students in schools. This means no treats from home, even on your child's birthday or for classroom parties. This OSHA rule does not apply to your student's own lunch or snack brought from home.

Registration Form

The Student Registration Form that each family is required to fill out at the beginning of the year is a very important form. This form provides the school with parental contact phone numbers and other contact numbers in case parents aren't available by phone in an emergency. The Registration Form, along with other information will be mailed out to all families before the beginning of the school year.

Report Cards

Our school year is divided into 4 quarters.

1st quarter - Midterm reports will be given out at fall conferences. At this time, teachers and parents work on goal setting.

2nd quarter - Full report cards are sent home.

3rd quarter - Midterm reports will be given out at spring conferences. Goals will be reviewed at this conference.

4th quarter - Full report cards are sent home.

Security

To provide a safer environment for all students and staff, all doors will be locked at 8:30 a.m. To enter the secure main doors by the office, just buzz into the secretary and she will allow you to come in. All parents, visitors, and guests will be expected to enter through the main doors and report to the office and sign in. If you are planning to stay, please wear a visitor's badge. Students leaving the building for any reason must be picked up and signed out in the office.

Storms and Emergency Dismissal

Official announcements regarding school closings, late starts or early dismissals are broadcast on the following radio stations: WCCO 830AM, KTOE 1420AM, KEEZ 99FM, KBEW 1560AM, KJLY 104.5FM, KDOG 96.7FM, KFMC 106.5FM, KIMT, KMSP, KXLP

93.1FM, KYSM AM & FM, and the following television stations, KARE 11, KSTP 5 and WCCO 4.

You may also call the Maple River School District Information Line: 524-3918 ext.4 or 462-3600. The Maple River Schools Emergency Notification System will notify you of school building emergency or weather related situation. Please sign up for this service with the school office.

Telephone Use

Classroom teachers have telephones in their classrooms. However, telephone calls to the classroom can be disruptive to the learning process. If you leave a voice mail message during the teaching day, teachers will get back to you in a timely manner. Call the site secretary for any messages regarding your child or call classrooms before or after school if you need to talk to the teacher. Students are allowed to use the telephone in their classroom, but only for limited circumstances as outlined by the individual classroom teacher. Students are not allowed to use the telephone in the main office except in an emergency.

Vandalism

If a student damages any school property due to inappropriate actions or behavior, the principal shall assess the cost against the student and/or parent and will determine any other disciplinary action for the student.

Weapons

WEAPONS POLICY; PURPOSE: The purpose of this policy is to assure a safe school environment for student, staff and the public.

GENERAL POLICY STATEMENT: No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy.

DEFINITIONS: A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or self-injury. These include, but are not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellant, stun guns, ammunition, poisons, chair arrows, or any other objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or

non-functional, look alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for the purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), with the intent to inflict bodily harm and/or intimidate and such use will be treated as a possession and use of weapon.

"School location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school busses or school vehicles, school contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

EXCEPTIONS: A student who finds a weapon on the way to school or in a school location, or a student who discovers he or she accidentally has a weapon in his or her possession and takes the weapon to the principal's office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher, staff or head coach or immediately notifies an administrator, teacher, staff, or head coach of the weapon's location.

It shall not be a violation of this policy if a non-student falls within one of the following categories:

Licensed peace officers, military personnel, or students participating in military training, who are performing official duties;

Persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, Sections 624.714 and 624.713 or other firearms in accordance with Section 97B.045. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms, which are carried or possessed for their historical significance or value." Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is 1) unloaded and in a gun case without any portion of the firearm exposed; or 2) unloaded and in the closed trunk.

Firearm safety or marksmanship courses or activities conducted on school property;

Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

A gun or knife show held on school property; or

Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal.

POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS: While the school district takes a firm "zero tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

CONSEQUENCES FOR STUDENT WEAPON POSSESSION/DISTRIBUTION: The school district and the school take a "zero tolerance" position in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

Immediate out-of-school suspension.

Confiscation of the weapon;

Immediate notification of police;

Parent or guardian notification, and

Recommendation to the superintendent of dismissal for a time not to exceed one year.

Pursuant to the Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

While the school district and the school takes a "zero tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation of lesser discipline.

Website

The district website is www.isd2135.k12.mn.us

You can access important information from this website including:

- Parent Portal
- Activity Schedules
- Lunch menu
- School supply list
- Calendar
- Emergency information
- School and District newsletters
- PTO news
- Individual teacher webpages

Withdrawal or Transfer From School

Please notify the school office prior to your move to ensure that the student does not leave any personal articles at school and to speed up the process of sending student records to the new school district.