

East Central Elementary



2017-2018 Handbook

East Central Elementary School

Handbook

This handbook is designed to communicate information about East Central Elementary School. Included you will find information about the school year, teachers, phone numbers and behavior expectations/consequences. Please review the Behavior Expectations and Consequences section with your students and return the **signed acknowledgement receipt page** to your student's teacher. Please keep this handbook for a reference throughout the school year.

Thank you for your continued support and help as we look forward to a great year!

Kristen Chryst, Principal
Telephone: 320-245-2931
kchryst@eastcentral.k12.mn.us



East Central Elementary School

Independent School District #2580

61085 State Highway 23

Finlayson, MN 55735

School Hours: 8:15 am – 3:17 pm (M, T, Th, Fr) & (Wed. 8:15 am – 2:28pm)

Office: 320-245-2931, ext. 6400

Health Office: 320-245-2931, ext. 6407

Attendance: 320-245-6012

Transportation Coordinator/Bus Garage: 320-245-6008

East Central Public Schools Staff Directory

Board of Education

Chairperson	Jeannette Kester
Vice Chairperson	Doug Ecklund
Clerk	Julie Domogalla
Treasurer	Rich Thomsen
Director	Judy Loken
Director	Rich Thomsen
Director	Peter Brown

District Office

Superintendent	Andrew Almos
Administrative Assistant	Kristi Zemke
Business Manager	Jenny Nelson
Payroll/Accounts Payable	Kari Priske
Director Buildings/Grounds	Gerry Klocke
Transportation Coordinator	Char Davis
Director of Technology	Bill Groskreutz

East Central Elementary Faculty

Principal - Kristen Chryst	6405
Administrative Assistant - Yulonda Feist	6400

Extensions

Community Education

Kathy Gutknecht	6414
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Early Childhood

Coordinator - Pam Kolker	6164
Family Education - Casey Fornengo	6105
Special Education - Melissa Johnsen	6104
Family Education – Brianna Nelson	6101

Kindergarten

Martha Diggan	6102
Saralyn Andres	6103

Grade 1

Megan Nelson	6112
Stephanie Sunderman	6113
Stephanie Skalicky	6114

Grade 2

Lynn Miller	6121
Renee Willour	6122
Jennifer Klocke	6123

<u>Grade 3</u>	
JacLynn Cavallin	6132
Scott Peterson	6133
<u>Grade 4</u>	
Beth Dinger	6141
Makala Jensen	6142
Sarah Klocke	6143
<u>Grade 5</u>	
Scott Henn	6144
Mary VonReuden	6154
<u>Grade 6</u>	
Erik Ecklund	6152
Rod Erickson	6153
<u>Special Education</u>	
Marki Nelson	6165
Elizabeth Anderson	6167
Wendy Ecklund	6167
Deanna Sikkink	6161
Secretary - Jenny Thomsen	6162
<u>Music</u>	
Instrumental - Dan Kolker	6510
Vocal - Jamie Stone	6509
<u>Physical Education</u>	
Eric Ganske	6516
Alyssa Linge	6417
<u>Title I</u>	
Darrin Kvam (ADSIS)	6168
Beth Hillerns	6131
Polly Melhus	6155
Barb Kunelius	6111
Keith Yehlik	6124
<u>Media/Literacy Enrichment</u>	
Laurie Schmidt	6171
Counselor/DAC - Eric Johnson	6403
Psychologist - Katie Goulet	6411
Nurse - Carrie Sura	6409
Nurse's Aide - Dawn Faymerville	6407

All email addresses: First initial and last name @eastcentral.k12.mn.us
 Example: kchryst@eastcentral.k12.mn.us

SECTION 1: GENERAL INFORMATION

Mission Statement

East Central Public School, in partnership with families and community, is dedicated to achieving educational excellence by developing in all students the confidence, knowledge, and responsibility to succeed.

Absences and attendance

Our changing society has demanded that we closely monitor the whereabouts of young children at all times. Therefore:

1. If your child is **not** going to be in school, please call the school **between 7:15 -8:30 a.m.** to inform us that he or she is going to be absent. **Call the Attendance Line directly at 320-245-6012**
 - a. This will save us time calling your house or work number.
 - b. You do not have to write a note if you previously called. Otherwise a written note stating the reason for the absence is required.
2. If your child is tardy, an adult must come into the building with the child to check him/her in.
3. If your child will be out for more than one day, you can contact your child's teacher directly about homework. Your child's teacher will assist you with your concerns and questions regarding homework.
4. Regular school attendance is very important. Missing school can never be made up! Today, "classroom hands-on activities" do not allow a child make up work if absent.

Independent School District #2580 adopted a new attendance policy in 1999-2000. **(Appendix H)**

Accidents

You will be notified as soon as possible if a serious accident occurs involving your child. First aid will be administered and any other appropriate emergency procedures will be followed. Insurance data will also be taken. In the case of minor cuts, scrapes, bruises, etc., your child will be instructed to let you know about it when he/she gets home. **East Central Independent School District #2580 does not provide liability insurance for its students.**

Birth Certificate

All elementary students entering East Central Elementary School for the first time will be requested to furnish a birth certificate to verify their age. The office will make a copy of the birth certificate and include it with the student's permanent record.

Birthday Parties

If parents/guardians want to bring a treat for a class in honor of their child's birthday, make arrangements with your child's homeroom teacher. Remember to send commercially prepared treats only and check with the student's teacher on food allergies. We encourage you to consider a healthy treat such as fruit and/or juice. Please do not send invitations to school for a few members of the class to attend an after-school party. **Students attending birthday parties will not be able to ride another bus. Our bus routes are full and cannot safely handle several additional riders.**

Breakfast and Lunch Program

Breakfast and hot lunch will be served each school day. These are excellent programs designed to provide well- balanced nutrition for your child. Menus are available on our website. They will also be published in the local newspapers and posted in each classroom. You will note a variety of foods are offered so that the students may learn to eat and experience new and different foods. Supervision is provided in the cafeteria. The supervisor encourages children to at least sample all food that is on the menu each day. The cost for the elementary hot lunch program will be \$2.60 daily or \$52.00 for 20 meals. Reduced price is .40 cents per meal or \$8.00 for 20 meals. Breakfast will be \$1.50 for full-pay students and free for reduced and free students. **All Kindergartener's will receive free breakfast.** It will be served in the elementary cafeteria. One (1) milk will be served with a meal. Additional milk may be purchased for .35 cents.

****Food Allergies****

Food Services must have a completed dietary substitution form signed by your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program. Forms are available from the health office or food services.

Severe Allergies requiring an EpiPen: Please contact the School Nurse to discuss and plan for any special needs that your student has related to allergies.

Lactose Free Milk

With a written request from a child's parent or guardian, accommodations will be made for milk for any lactose intolerant student. Juice cannot be substituted for milk. The school does not charge for milk. East Central Schools have the lunch program on computer. In order to assure accuracy and efficiency, the following procedures have been developed:

1. Students are assigned a lunch account (PIN) number and are asked to memorize it.
2. Student PIN numbers may not be shared with other students.
3. All cash must be placed in an envelope with the student's name, account number, and the amount paid written on the envelope. This should be handed in to your student's homeroom teacher who will forward it to the office each morning. No change will be given. All money received will be placed on the student's account.
4. When paying by check, it is extremely helpful to have the student's name and account number written on your check.
5. The school does not allow milk to be charged.

District policy states: Parents/students are notified when the account is low on funds. Your child may bring a bag lunch if he/she so desires. Milk is available for 35 cents per carton. Federal Law prohibits the sale of carbonated beverages other than milk while school lunches are being served. Please do not send pop or other carbonated beverages, to school with your child. They will not be allowed to have these beverages in the cafeteria. Information and forms for free or reduced priced meals will be sent to each family in the fall before school begins or you may obtain one through the elementary office.

PLEASE BE SURE TO APPLY FOR FREE AND REDUCED PRICE MEALS EVEN IF YOU DO NOT PLAN TO TAKE IT. The reason for this is that we receive federal dollars based on the number of students that are eligible. All programs of the U. S. Department of Agriculture are available to everyone without regard to race, color, national origin, age, sex, or handicap. If anyone believes that they have been discriminated against, they should write to the Secretary of Agriculture, Washington D. C. 20250.

Building Hours

Children arrive at school between 7:45 am - 8:10 am. The tardy bell will sound at 8:13 am. The school day begins at 8:15 am. From 8:00 am to 8:15 am, breakfast will be served to students in the elementary cafeteria. Dismissal time will be 3:17 pm and buses will depart at 3:25 pm on Monday, Tuesday, Thursday and Friday. Dismissal time on Wednesdays will be at 2:28 pm and buses will depart at 2:35 pm. Licensed staff will be meeting in their Professional Learning Communities at this time on Wednesdays.

Bus Routes

Please refer to the transportation policy. There will be **one** primary and **one** alternate bus stop for all students. If you need a bus change that is different from your primary and alternate stop, please contact the transportation coordinator, Char Davis at 320.245.6008. If there is no answer, please leave a message. **The Elementary Office will not authorize such changes.**

Clothing

Parents/guardians should provide clothing that is adequate for the weather conditions. Elementary students are taken outdoors every day to play except in the case of inclement weather. We do require boots, mittens and hats on the playground in the winter. Tennis shoes are required for safety reasons for physical education classes or playing in the gym.

All students will be required to remove caps, hats, hoods, and scarves upon entering building; they are not to be worn during the school day. They are not to be placed back on until after leaving the building.

FACULTY AND STAFF HAVE THE RIGHT TO DETERMINE INAPPROPRIATE ATTIRE!

Each year many articles of clothing are turned in to the "Lost and Found" and are never claimed. We recommend that all pieces of outdoor clothing, sweaters and tennis shoes **be marked with your child's name**. Outside jackets and hats are not to be worn inside of the school. **During conferences in the fall and spring, parents/guardians are encouraged to check the "lost and found" area. Anything not claimed will be donated or taken to a local thrift store.** Student's clothing must adequately cover their bodies and should not contain bias, sexually slanted, racial, inappropriate sayings, or advertising for alcohol or tobacco products. **(Appendix A)**

iPad Technology/Chromebooks

East Central Schools are committed to educating with the most modern technologies. Students in Grades K-3 will each have an iPad for educational purposes. Grades 4-6 will have Chromebooks. The use of iPads and Chromebooks are a great resource to our students and community. Please note that, access to technology and iPads can be revoked at any time if it is used inappropriately. The school district reserves the right to make the decision of appropriate and inappropriate use. Students will also learn about online safety and responsibility through digital citizenship curriculum, Common Sense Media.

Kids Club and Targeted Services

East Central offers an after school educational program on Tuesdays & Thursdays from 3:20 p.m. —5:00 p.m. Students work on reading, math and social activities in a small group setting. This program is offered to students grades K-6 and taught by a licensed teacher. The program starts in October and runs until the end of April, please stop by the office for more information.

Entrance Age for Kindergarten and First Grade

To be eligible to enter kindergarten, a child must have attained the age of five years on or before September first of the year in which the child enrolls.

To be eligible to enter first grade, a child must have attained the age of six years on or before September first of the year in which the child enrolls.

A kindergarten or first grade child moving into this school district from another state that does not have identical entrance requirements may be allowed to continue the child's educational experience in this school district.

New Resident Students

Grade placement shall be the responsibility of the principal and shall be based on general achievement. Consideration will be given to the mental, physical, emotional and social maturity of the child in general.

Pupils transferring into the school will be placed in the same grade level of the school from which they transferred. But children transferring, as continuing pupils, may be retained or advanced in grade at the principal's discretion.

Non-Discrimination Policy

East Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy/Girl Scouts and other designated youth groups. All classes or programs are available to all students regardless of sex, race, color, national origin or handicap.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

East Central Schools Superintendent
61085 State Highway 23
Finlayson, MN 55735
Office Phone: (320) 245-2289 x6001

Alternate: East Central Schools Board Chair
61085 State Highway 23
Finlayson, MN 55735
Office Phone: (320) 245-2289 x6000

District policies regarding discrimination, including grievance procedures, are available on the website and in the district office.

Parent – Teacher Conferences

Parents and guardians are invited and encouraged to attend conferences with their child's teacher two times per year. The purpose of these conferences will be to review grades, successes, and/or possible issues. Report cards will be handed out at the conferences. Parents/Guardians are encouraged to play an active role in their student's education.

Parent/Guardian and School Communications

Communication between parents and/or guardians and school personnel is very important. If a parent/guardian has a question or problem, it is important that this question or problem be discussed with the school personnel involved first. If the parent does not feel satisfied, he or she should involve the principal.

Parent Teacher Organization (PTO)

All parents/guardians are encouraged to become involved in our parent-teacher organization. Without parent support, our school would not have all of the extra benefits that have been provided to us. Parents and guardians are an integral part of the school system. The purpose of the organization is to:

1. Advise and recommend
2. Identify concerns from the community
3. Act as a liaison between the school and community
4. Promote parent involvement in the school.

East Central Elementary School's PTO elects the positions of chairperson, vice chairperson and secretary by membership vote in September of each year. Meetings are held on the second Thursday of each month at 3:45pm.

If you want to learn more about your child's school and contribute your talents, call 320-245-2931. Everyone is welcome!

Notice concerning the Use of Pest Control Materials

Our School District personnel may apply pest control materials inside or on school grounds as needed. On occasion, our District may also utilize a professional pest control services firm for the prevention and control of rodents, insects, and other pests in and around the district's building. Pests can sting, bite, cause contamination, damage property, and/or spread disease; therefore, we must prevent and control them. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents/guardians of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Pets

If you would like to "share" your pet with the class, please contact the teacher and arrange for the best day to visit. Then, when you come, be sure that you have control over it, as a large group of excited children can cause many strange reactions in pets. We ask that the parents/guardians bring the pet in to share and return it home again in the same trip. All animals that visit school must be current with vaccinations. This also pertains to Science Fair animals.

Playground Supervision

The playground is supervised by classroom teachers. Students need to follow playground expectations; show respect, keep yourself and others safe, dress for the weather, follow staff directions and include others. If students do not follow playground rules, a student may receive a major or a minor report and lose recess privileges.

Pledge of allegiance

The Pledge of Allegiance will be said once a week. Any student who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Resident Students Defined

Students whose residence is located within the boundaries of Independent School District #2580 will be permitted to attend the schools of said district tuition free. Students who live in other districts may attend school here under the State's Open Enrollment Law. Parents/guardians must apply for this by December 31 for enrollment for the next school year. The question of residence is one of fact, i.e., the student must actually be living within the district, receiving all personal care, attention, supervision and nurture such as is provided in the home.

School Closing / Severe Weather

In case of heavy snow or other conditions that would impact school times and bus routes, tune into one of the following radio/television station for important information:

WBEC AM (560)	KKCM FM (B-105)	KLDJ FM (101.7)
KDAL AM (610)	96 LITE FM (95.7)	KARE TV (CH. 11)
KDLH TV (CH. 3)	WCCO AM (830)	WCMP AM (1350)
92 Country FM (92.1)	KBK FM (95.5)	KBJR TV (CH. 6)
KSTP TV (CH. 5)	FOX TV (CH.9)	WDIO TV (CH.10)

Students will be taken to their regular bus stop unless we have been given alternative instructions for early closings. Leave the instruction with the child's teacher and inform the child of the alternate plan. You may also call the school with the instructions for the child. **Remember, it is ultimately a caregiver's decision to send a student to school when the weather is severe.**

School supplies

PTO supplies some of the K-6 student supplies. Please refer to grade level lists for other supplies needed. Children are furnished with all the necessary textbooks and workbooks. **Remember that pencils, glue and crayons will need replacing throughout the year. Please "LABEL" all of your child's possessions — especially backpacks and clothing**

Smoking and the Use of Alcohol or Drugs

In accordance with the regulations of District 2580 and the Minnesota School Laws, smoking and drinking by students, regardless of age or parental consent, will result in suspension from school. **(Appendix E)**

Solicitation

Solicitation is prohibited.

Telephone Use

All telephones are to be used by staff only. In case of emergencies or sickness, the school nurse or other staff members will call a parent or guardian. With permission, telephones in the classrooms can be used if necessary. Phone use is **only permitted with the teacher's permission** and for **emergency use**. Student's cell phones should be kept in their lockers. Cell phone usage is not permitted between 8 am and 3:17 pm without teacher permission.

Truancy

Unauthorized absence from school is considered to be truancy. This includes absences from any class, study hall, or activity during the school day for which the student is scheduled. If the student is truant for 3 days during the school year, procedures identified in the state law will be followed. (See Minnesota Statutes 260A.02 and 260A.03 in **Appendix H** for further detail.)

Visitor Passes/Guests

Parent, guardian and family visitors are welcome at East Central Elementary School. However, students may not bring other children with them to school. **All visitors must sign in at the front door security check-in and bring their drivers' license or other state issued ID to check-in. Issued name tag must be worn to identify visitor.**

Stop by the Elementary Office when picking up students prior to 3:00 p.m.

Volunteers

Volunteers are needed — and welcome — for assisting in classrooms, in the lunchroom and on the playground. Volunteers are also needed for classroom parents, hearing and vision clinics, preschool screening, and field trips as well as to serve as resource persons. You may sign up at any time by speaking to your child's teacher. Volunteers will receive a name tag to wear while they are in the building. Please consider volunteering, we would like to have your help!

SECTION 2: ACADEMIC INFORMATION

Internet Use Policy

(Appendix Q)

Student's School Records

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

The student and/or student's parents or guardians may see the contents of these records by making an appointment to do so with the principal or counselor. The student or parents/guardians may place any statements or item in the record that he/she wishes to, if it pertains to the student's schoolwork.

A student's records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of the student's parent or guardian with the exception of another public school in the state in which the student has already enrolled after transferring from this school.

This means that the school will not and cannot by law, without first receiving written consent from the student's parents or guardian, send records to another school or outside agency.

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 provision of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

SECTION 3: ATTENDANCE INFORMATION

General Attendance Policy

Students are expected to have regular attendance. Any student knowing in advance of an absence must bring a note signed by their parent/guardian stating the reason for the absence. The student must present the note to the office. Any personal or family emergency will be reviewed and may be excused by the principal.

Consequences of Excused Absences

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Unexcused Absences

The following are examples of absences that will not be excused:

1. Truancy — an absence by a student that was not approved by the guardian and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

Late Arrival

If a student is late arriving to school, the student must present an excuse signed by the parent or guardian stating the reason for late arrival. The student must sign in at the front check-in and present the note to the teacher or school office.

Leaving the Building

Once a student arrives in the building, they are not permitted to leave unless approved by the principal or the attendance representative. Parents/guardians who expect their child to leave during the school day must send a signed statement to the principal stating the reason and time of dismissal. The student then can be picked up at the office. All visitors to the school must report to the office before picking up any student.

Required Reporting

- A. Continuing Truant-Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat 120.101 and is absent from instruction in a school, as defined in Minn. Stat. 120.05, without valid excuse within a single school year for:
- Three days if the child is in elementary school; or
 - Three or more class periods on three days if the child is in middle school, junior high school, or high school.

Required Reporting (continued)

- B. Reporting Responsibility – When a student is initially classified as a continuing truant, Minn. Stat 260A.03 provides that the school attendance officer or other designated school official shall notify the student’s parent or legal guardian, by first class mail or other reasonable means, of the following:
- That the child is truant
 - That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 - That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat 127.20;
 - That this notification serves as the notification required by Minn. Stat 127.20;
 - That alternative education programs and services may be available in the district;
 - That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child’s truancy;
 - That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 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 Minn. Stat 260.191; and
 - That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.
- C. Habitual Truant
- A habitual truant is a child under age the of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school.
 - A school district administrator shall refer a habitual truant child and the child’s parent or legal guardian to the appropriate services and procedures under Minn. Stat. Ch. 260A.

Tardy Policy

When a student is in the office or is retained by a teacher, it is the student’s responsibility to get a pass to have the tardy excused.

SECTION 4: SAFETY INFORMATION

Drug-free and Weapon Free School

Minnesota law designates the area beginning at the boundaries of the property and extending 300 feet from that point or one city block, whichever is greater as Drug-free and Weapons-free school park and housing zones. The law is tough on anyone caught selling or possessing illegal drugs within this zone. It is equally tough on anyone caught possessing or using a dangerous weapon in these areas.

East Central Elementary School has a zero tolerance for the possession of drugs or weapons on school property. Anyone found to be in the possession of drugs or weapons will be turned over to the appropriate authorities immediately.

The Gun-Free Schools Act of 1994 requires students to be expelled from school for a period of not less than one year in the event that they bring a gun to school.

Chemical Health Policy

The East Central Schools are committed to the support and enforcement of the Chemical Health Policy as developed by the Pine County Consortium of Schools.

Procedures:

- A. Procedures to be used when a student is observed in the possession of or visibly using or selling a Mood Altering Chemical:
- Staff members will notify the Elementary or Secondary Administrator.
 - Administration or designee will escort the student to the office.
 - Administration will detain the student in the office under close supervision.
 - Administration will immediately have the student's locker secured and placed under supervision.
 - Administration will notify the student's parents/guardians.

Administration will also notify the School Resource Officer or the Pine County Sheriff's Officer that there is a suspicion that a crime has been committed and request immediate assistance.

- B. Procedures to be used when a student is suspected to be under the influence of chemicals:
1. During school hours
 - The student will be removed to the office by Administration or designee. The student will not be left without professional supervision.
 - The parents/guardians will be notified and the student suspended for up to five (5) days.
 2. After school hours
 - Supervising staff will report the incident to the principal or designee.
 - Parents/guardians will be notified.
 - Sheriff's Department will be contacted and a report filed.

Eye Protective Devices (Safety)

Every person shall wear industrial quality eye protective devices when participating in, observing or performing any function in connection with any classes or activities taking place in eye protection areas. Any student failing to comply with such requirements may be temporarily suspended from participation. Eye protection areas shall include, but not be limited to science or other school laboratories or school or institutional facilities in which activities are taking place.

Fire Drill Procedure

1. At the sound of the fire buzzer, all pupils must leave the building in an orderly fashion by the designated exit, single file.
2. Fire exits and routes to be used will be posted throughout the school and in all classrooms.
3. No crowding will be tolerated.
4. Departure from the building should be at a fast walk, with no running or pushing allowed.
5. The first pupil in each line to reach the door should hold it open.
6. No one should stop to pick up books, wraps or other belongings.
7. Teachers must also leave the building and should take their class roster and verify that all their students are accounted for after leaving the building.
8. All students should return to their rooms on the all-clear bell after the drill.

Illness

In case of illness during the school day, students have to report to Health Services. The teacher from the class the student is leaving is to notify Health Services. Parents/guardians will be contacted when it appears the student should go home or have medical attention. Health Services staff will notify the appropriate teacher if the student is staying in Health Services, going home, or returning to class. Any student not immediately reporting to Health Services or back to class will be considered truant. In no case should a student stay in a bathroom or other part of the building if not feeling well enough to be in class.

Lice Control in the School Setting

Parents have the primary responsibility of monitoring for lice and reporting known or suspected cases to the Health Office. Entire classroom screenings will occur if there are three confirmed cases of lice in a particular classroom within a two-week time period.

The stigma of lice can sometimes cause parents to overreact. Lice do not carry disease nor do they cause illness; lice are a nuisance. Overreacting and/or the misuse of lice treatments can impair your student's health. Please use caution. To the best extent possible, focus on educating your student to avoid getting lice and only treat your student's head for lice if you are certain they have lice. As a parent you are asked to:

1. Teach students not to share combs, brushes, hats or other headgear
2. Teach students to keep their caps and scarves in the sleeves and coats away from others as much as possible
3. Check your student's head throughout the school year, particularly if their head is itching or you are informed of a known case of lice in the classroom
4. Contact the Health Office if your student has lice or if you have concerns or questions regarding lice
5. A parent or guardian will be contacted and given the option to pick their student up from school if they are found to have live lice. A checklist to guide them through effective lice treatment will be sent home with the parent or guardian when their student is picked up or the checklist will be sent home in an envelope for the students that choose to stay in school or if a parent or guardian is unable to be reached.

Immunizations

According to the school Immunization Laws, students must be completely immunized to enroll or remain enrolled in public or private schools. Transfer students have 30 days to provide for the transfer of records. It is the school's responsibility to exclude students from school if the child lacks or cannot verify the required immunizations. If a student is excluded because of inadequate immunizations, the days missed are considered unexcused. A student may be legally exempt to one or more of the required immunizations, as evidenced by either a statement of medical exemption signed by a physician or a notarized statement of conscientious exemption.

To be completely immunized a PreK – 6th grade student needs:

1. Diphtheria, tetanus, and pertussis (DTP): at least 3 doses
2. Polio: at least 3 doses
3. Measles, Mumps and Rubella (MMR): 2 doses
4. Hepatitis B (HBV): 3 doses
5. Tetanus and diphtheria (TD) at age 11 or older: 1 dose
6. Documentation of chicken pox disease or chicken pox vaccine (Varicella): 1 dose for 7th graders only starting 2004-2005.

Administration of Medication

When at all possible, medications should be given at home. For the times when medication does need to be given at school the following procedure should be used:

1. Both parent and physician will complete the Medication Administration Permission form that provides the name of the medication, the dose, time to be given, duration of treatment, possible side effects and the reason the medication is being given.
2. **ALL MEDICINES BROUGHT TO SCHOOL MUST BE IN THE ORIGINAL CONTAINER AND TAKEN IMMEDIATELY TO THE NURSE'S OFFICE.** The Medication Administration Permission form is to be completed each year and each time the medication changes and returned to school. Non-prescription medication, such as Tylenol, will be given as needed if this form is completed by a parent or guardian. The State of Minnesota has adopted legislation which sets parameters for the administration of medication by school personnel.

Remember: All prescription and non-prescription medication must be turned into the Health Office.

SECTION 5: STUDENT RESPONSIBILITIES

Attire Guidelines

(Appendix P)

All students will be required to remove caps, hats, hoods, and scarves upon entering building; they are not to be worn during the school day. They are not to be placed back on until after leaving the building.

1. Students shall not wear clothing or possess paraphernalia that:
 - a. Creates or may create a disruption of the learning process. This includes gang attire or related symbols, sagging pants, chains or wallet chains. Bandanas are not to be worn at any time. Wearing abbreviated or revealing clothing including shirts leaving bare midriffs, shoulders, or backs (straps must have a width of at least two inches), short shorts or skirts (skirts must be no more than three inches above the knee and shorts must be no more than five inches above the knee), excessively low cut or open blouses or shirts will not be allowed. Cleavage, of any kind, is not acceptable at school.
 - b. Creates or may create a health or safety hazard in various school activities such as industrial arts, laboratories, athletics, physical education, or art.
 - c. Are lewd, vulgar, and obscene, have profanity, are sexually suggestive or promote sexual activity.
 - d. Contains anything promoting drugs, tobacco or alcoholic products or the use of.
 - e. Results in undue school maintenance problems such as heavy boots or shoes that cause floor marking.
 - f. Hats are to be removed prior to entering school buildings and put directly into lockers.
 - g. Jackets are not to be worn during the course of the school day. They are permitted to be worn to student lockers and then as students leave the building. They are not allowed in classrooms at any time. **(See Safe School Policy)**
 - h. Backpacks and duffel bags are not to be carried around through the course of the school hour day. They are to be stored in lockers. The exception are duffels bags to be carried to lockers for PE classes and then returned as needed. **(See Safe School Policy)**
2. Students wearing or possessing clothing items listed above will be required to:
 - a. Call parents/guardians to bring different clothing.
 - b. Refusal to comply or if unable to get different clothing, student will spend the day in the detention room.
 - c. Chains are considered a weapon; therefore, they must be removed immediately and given to the office.
They will be allowed to be picked up after school. The second time will result in immediate removal and will not be returned.
3. The principal may make some exceptions to the dress code for religious, health or appropriate reasons.
4. All attire guidelines apply during Physical Education. Students need to make sure that their gym clothes are appropriate.

Code of Classroom Conduct

Adopted from the Appleton Area School District; Middle School Policy Manual for Families. *Appleton WI 2010-2011.*

Discipline Policy

(Appendix F)

1. **ATTENDANCE:** All students are to be in class on time. Students must have a pass to leave class, the building, or school grounds.
 - a. If a student skips one or more classes, they will serve double the time missed in detention.
 - b. If a student leaves school without permission, or fails to sign out in the office, the offense will be treated as skipping.
2. **FIGHTING:** Fighting will not be tolerated. For fighting, pushing, severe teasing, intimidation, or harassment the student will serve up to 5 days ISS or OSS.

(Appendix A)

Personal Electronics Guidelines

Please be respectful with your electronics. School is first and foremost a place of education. All classroom policies regarding electronics will be supported by administration. No electronics will be allowed in restrooms or locker rooms.

Locker and Desk Searches

School and desk lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Lost or Damaged Textbooks

1. All books are the property of the school. It is the student's responsibility to treat his or her textbooks so that they will not show more than normal wear and usage.
2. Soiling and damaging books will bring about an assessment of fines.
3. Do not jam books into the locker or throw them carelessly to the bottom of the locker.
4. All books should be covered. Do not remove covers unless they are torn or badly soiled.
5. Textbooks are to be stored in the locker when not in use.

Playthings

School is a place for learning. Please keep things of distraction at home. Any item which is distracting class may be taken away.

SECTION 6: STUDENT SERVICES AND ACTIVITIES

Field Trips, Parties/Celebrations and Movie Guidelines

Time on task and engagement in meaningful learning experiences are crucial elements in a successful learning experience for young adolescents. These guidelines are developed to protect instructional time. The field trip and celebration guidelines do not impact those activities conducted before and after school or during the lunch period.

Complete Legal Notification of Student and Parental Rights:
All of the items below are available online for more information

Sexual Violence/Harassment/Abuse
Dangerous Weapons in the Schools
Title IX Grievance Procedure
Minnesota State High School League Rules Regarding Chemicals
Chemical Health Policy
Elementary Code of Conduct and School Board Discipline Policy
Student Transportation and Safety Policy
Attendance Policy Appendix I
Searches of Students
Interrogation of Students
Pupil Fair Dismissal Act
Annual Public Notice/Release of Directory Information
Road Conditions and Transportation
Student Library Rules
Hazing Prohibition Policy
Student Dress Code
Internet Acceptable Use and Safety Policy
Bullying Prohibition Policy

Eagle Pride

East Central Elementary School

Kristen Chryst, Principal
61085 State Highway 23
Finlayson, MN 55735
320-245-2931 ext. 6400



Eagle Pride is the positive behavior program in our school.

Below are the school-wide expectations that will be taught, visible and reinforced to help our students succeed.

Be Respectful

Be Responsible

Be Ready

	Classroom	Hallway	Bathroom	Lunch	Recess	Programs
Be Respectful	<ul style="list-style-type: none"> ▪ Use appropriate voice level ▪ Use body basics ▪ Treat property with care ▪ Be kind 	<ul style="list-style-type: none"> ▪ Use appropriate voice level ▪ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ▪ Use appropriate voice level ▪ Respect other's privacy ▪ Keep eyes, hands and feet to yourself 	<ul style="list-style-type: none"> ▪ Use appropriate voice level ▪ Use body basics ▪ Say "Please" and "Thank you" 	<ul style="list-style-type: none"> ▪ Play safe ▪ Play fair ▪ Include others ▪ Treat others the way you want to be treated 	<ul style="list-style-type: none"> ▪ Respond appropriately ▪ Listen to the speaker
Be Responsible	<ul style="list-style-type: none"> ▪ Be on time ▪ Complete daily jobs/work ▪ Clean up ▪ Work well in groups ▪ Tell the truth 	<ul style="list-style-type: none"> ▪ Keep hallways clean ▪ Keep shoes tied ▪ Start and stop together 	<ul style="list-style-type: none"> ▪ Flush the toilet ▪ Wash your hands using one pump of soap ▪ Clean up after yourself 	<ul style="list-style-type: none"> ▪ Wait your turn in line ▪ Eat your own lunch ▪ Stay seated until excused ▪ Clean up your mess 	<ul style="list-style-type: none"> ▪ Dress appropriately ▪ Listen for the whistle and line up right away ▪ Play within the boundaries ▪ Use equipment safely 	<ul style="list-style-type: none"> ▪ Stay seated in your seat ▪ Keep hands and feet to yourself
Be Ready	<ul style="list-style-type: none"> ▪ Follow directions ▪ Be prepared ▪ Take turns 	<ul style="list-style-type: none"> ▪ Follow directions ▪ Walk facing forward ▪ Line up in a single file line ▪ Go to your destination right away 	<ul style="list-style-type: none"> ▪ Use the bathroom quickly ▪ Return immediately to class 	<ul style="list-style-type: none"> ▪ Raise your hand if you need something ▪ Practice good table manners ▪ Listen to the adult in charge 	<ul style="list-style-type: none"> ▪ Listen to adults ▪ Line up in a single file line ▪ Take turns 	<ul style="list-style-type: none"> ▪ Follow entering and exiting directions ▪ Eyes forward ▪ Listen quietly ▪ Use body basics



East Central Schools

INDEPENDENT SCHOOL DISTRICT #2580

Andrew Almos, Superintendent
Kristen Chryst, Elementary Principal
Stefanie Youngberg, High School Principal

61085 STATE HWY 23
FINLAYSON, MN 55735
PHONE: 320-245-2289
FAX: 320-245-5453

East Central Elementary Student Expectations

Expectations regarding articles prohibited in school:

Problems arise each year because students bring articles that are hazardous to the safety of others, or that interfere with school procedures. Examples are water pistols, sling shots, and knives. Even if intended as a play item, at school, these items are prohibited. Additionally, any clothing that advertises chemicals, has inappropriate language, or is suggestive in any way will not be allowed.

Consequences:

The articles will be taken from the student, turned over to the principal and will be returned to the parent (at their request).

Expectations regarding care and use of school property:

We are very proud of our school. We should show respect through the care and use of school property. Activity leaving markings, carvings or defacing the walls, desks or other equipment is prohibited. Throwing paper or other garbage in the halls or on student grounds is also discouraged. Finally, do not attach stickers or decals to school property.

Consequences:

Students who cause damage will be referred to the principal who will determine a charge for damage caused and notify the parents. A billing notice will be sent home. Alternatively, a corrective course of action may be required for the student to correct the damage.

Substitute Teachers and Student Expectations:

Students are expected to follow the direction of substitute teachers and show respect to substitute teachers at all times.

Consequences:

Students who cause problems in the classroom while a substitute teacher is directing the class activities will be subject to discipline up to and including suspension from the classroom.

Bullying Prohibition Policy:

East Central Elementary fully complies and goes beyond expectations for anti-bullying legislations updated in 2014 through the Safe and Supported Schools Act. A full copy of guidelines can be found online. If you have questions, please contact the Elementary Office.



East Central Schools

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East Central Elementary School Definitions of Major Behaviors

Abusive/inappropriate language	Verbal messages that include swearing or using words in an inappropriate way in such a manner that the learning environment is significantly disrupted. *Different from harassment/discrimination.*
Fighting	At least two students mutually engaged in serious physical contact (punching, kicking, scratching, hair pulling, hitting with an object).
Physical aggression	One student making serious physical contact upon another (hitting, punching, kicking, scratching, hair pulling, hitting with an object).
Insubordination, defiance, disrespect and/or non-compliance	Complete refusal to follow staff directions in such a manner that the learning environment is significantly disrupted and/or the student places his/herself or others in a dangerous situation.
Lying and/or cheating	Student delivers message that is untrue and/or deliberately violates rules.
Harassment, discrimination and/or bullying	Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Repeated teasing, name calling, or other actions, as well as activities or statements intended to be offensive of one's religion, race, heritage, color, and disability — including sexual harassment.
Disruption	Behavior causing a sustained and significant interruption of a class or activity.
Tardy	Student is late (as defined by the school) to class or the startup of the school day and has become a repeated behavior.
Skipping class and/or truancy	Student leaves class/school without permission or stays out of class/school without permission. This includes noon study hall.
Property damage to school Property damage to others	Deliberately impairing the usefulness of school property (different from vandalism). Deliberately

Vandalism	impairing the usefulness of another student's or staff member's personal property. Participating in an activity that results in substantial destruction or disfigurement of property.
Theft	Possession of, having passed on, or the removal of someone else's property.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district and refuses to comply.
Other	Student engages in any other major behavior problems that do not fall within the above categories.

East Central Elementary School Definitions of Minor Behaviors

Inappropriate language	Student engages in low intensity instance of inappropriate language.
Physical contact and/or physical aggression	Student engages in non-serious, but inappropriate physical contact.
Defiance, disrespect and/or non-compliance	Student engages in brief or low-intensity failure to respond to an adult request.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Tardy	Student arrives at class after the bell (or signal that class has started).
Other	Student engages in any other minor problem behaviors that do not fall with the above categories.



East Central Schools

Incident Number: _____

East Central Elementary School MINOR Office Discipline Referral Form

Name: _____ Grade: _____ Date: _____

Referring Person: _____ Time: _____ Hour: _____

Others involved: No one Peers Teacher Staff Substitute Other / Unknown

Issue of Concern:

Minor Problem Behaviors

(Only mark primary offense)

- Abusive/inappropriate language
- Physical contact/aggression
- Defiance/Disrespect/Non-compliance
- Disruption
- Tardy
- Other:

Actions Taken by Teacher:

- Warning
- Parent contacted
- Take a break
- Loss of privilege
- Parent conference
- Restitution
- Teacher/student meeting
- Other:

Possible Motivation:

- Attention from peer(s)
- Attention from adult(s)
- Avoid work
- Avoid peer(s)
- Avoid adult(s)
- Obtain items
- Other:

Comments:

Admin Notes:

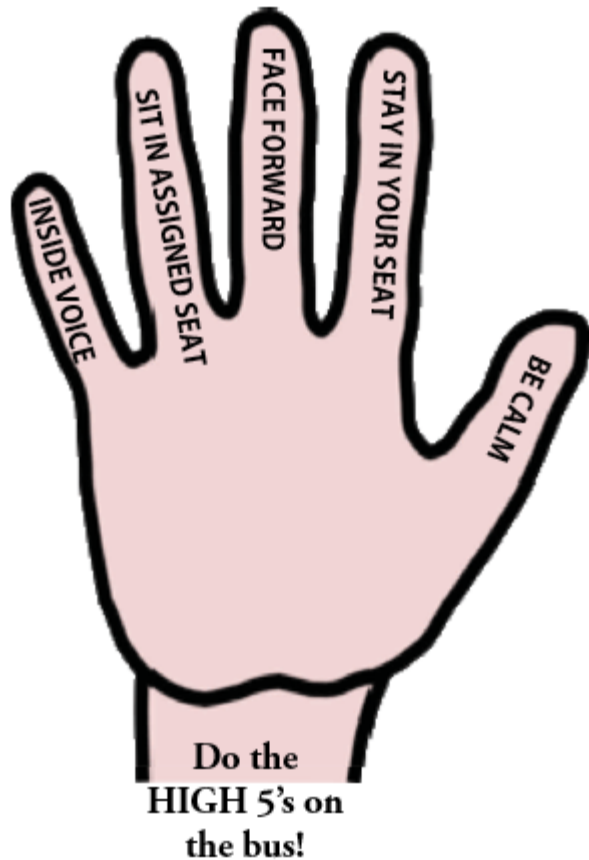
Admin: _____ Date: _____

Copies: Office / file

Parent / Guardian

Reporting Staff / Teacher

Don't lose your bus riding privilege!



1. Treat everyone with dignity and respect
2. Cooperate with the driver and follow all rules
3. Keep head, hands and feet inside the bus
4. Sit in your seat. Face forward
5. Bus driver is authorized to assign seats
6. Do not be destructive

Consequences:

First offense

- Meet with school personnel
- Call home
- Possible detention

Second offense

- Three days suspension from riding the bus
- Parent, Bus Supervisor, Principal and Driver meeting

Third offense

- Five days suspension from riding the bus
- Parent, Bus Supervisor, Principal and Driver meeting



East Central Schools

INDEPENDENT SCHOOL DISTRICT #2580

East Central Elementary Attendance Procedures

What to do if your student is absent from school:

If your child is absent from or late to school for any reason,
please call the Attendance Line at 320-245-6012, by 8:30 a.m.
each day the student is absent.

Leave a message if there is no answer.

Please give the student's name, grade, and reason for absence,
Also, leave homework request and whether you wish to be called back.

If no call is received at the number listed above by 8:30 a.m.,
a call will be made to you per the Student Handbook and District policy.

A note should be sent upon the student's return.



East Central Schools

INDEPENDENT SCHOOL DISTRICT #2580

Student Information Technology Use Agreement

We have read and agree to comply with the terms of the East Central ISD #2850 Information Technology Use Policy. We understand that if a student user violates the terms of that policy or the directives of a teacher or administrator, he or she may be subject to discipline, up to and including expulsion, as well as civil or criminal penalties that may be imposed by law. Access to the School District's information resources may be revoked at any time.

We understand that modern information technologies offer a wealth of resources for learning, but like any tool, they may be misused. We agree that the benefits of access outweigh the potential risks and responsibility for appropriate use falls on the individual user. We agree to hold the School District harmless for any misuse of its computer systems or any information that may be accessed through the School District's information technology resources.

We understand that in order to administer its information technology resources, the School District can and will monitor use of those resources without notice to users.

Student's name (please print):

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

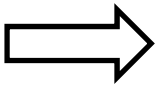
East Central Elementary School Handbook Page

Parents/Guardians:

Each family will receive one East Central Elementary School Handbook sent home with every student. Please review and discuss the Behavior/Consequences section of the handbook with your student, sign it and have your child sign it also.

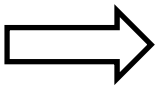
Please return this slip to your child's teacher and keep the handbook for future reference.

We have read and discussed the Behavior/Consequences section of this handbook:



Parent/Guardian signature

Date



Student's signature

Grade

Homeroom Teacher