

Annandale Elementary School

Student Handbook

2016-2017



A Rich and Challenging Tradition of Excellence Empowering Students to Achieve Success

Independent School District #876

Dear Families,

This handbook has been developed to help answer questions you may have regarding procedures at Annandale Elementary School. Please take some time to read it carefully and keep it as a reference.

Children need ample attention and guidance from adults to ensure full growth and development. For this reason, it is essential the parents of Annandale Elementary Students and educators establish a positive rapport and open communication. Elementary staff members want to work as a team with you to meet the academic, social, and emotional needs of your child. Please feel free to contact us as questions or concerns arise. You are welcome to visit the classroom to become familiar with your child's learning environment.

I am looking forward to a wonderful year filled with rewarding experiences!

Sincerely,

Jon Klippenes, Principal

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AFTER SCHOOL ACTIVITIES

Any child remaining after school for Scouts, Community Education Classes, etc. will receive advance notice of when and where these activities will be held. Parents are responsible for transportation. Parents should obtain the name and phone number of the person who is sponsoring the activity. Be sure to notify your child's teacher of participation in after school activities.

ALERT SYSTEM - MESSENGER

Messenger is a rapid communication system used by the Annandale School District to relay important information to district families. Annandale Elementary requests emergency and nonemergency contact information each fall. Phone messages and emails are released to communicate important updates such as late school starts due to weather and reminders of school events such as picture day. In addition, Messenger is used to disperse the monthly school newsletter, Cardinal Capers.

ATTENDANCE

The importance of regular attendance cannot be overemphasized. School attendance is mandatory unless a valid reason warrants absenteeism. If attendance becomes a concern it will be handled according to MN Statute 260.015 as it applies to truancy.

Absences

District 876 requires a written or verbal notification, by the parent or guardian, stating the reason for a student's absence. All absences are marked unexcused by the classroom teacher. The elementary office staff is responsible for changing an absence to being excused based on a written or verbal notification. Without a verbal or written notification, the absence will remain unexcused. Please call the school at 320-274-8218 by 8:00 a.m. if your child will be absent that day or send a written excuse with your child after each absence. If a child is absent for three or more days due to an illness, a doctor's note is required for the absences to be excused.

The following are acceptable excuses for absence from Annandale Elementary School:

1. Illness
2. Family emergency or death in the family
3. A medical, dental or counseling appointment which must be made during the school day
4. Observance of religious activities which must be made during the school day
5. Advance requests made by the parent or guardian for vacations (please see Annandale Elementary's vacation policy on page 11)

Please allow teachers 24 hours to compile homework assignments. Some teachers may prefer students complete missed work when they return to school.

Following Wright County guidelines, three unexcused absences meets criteria for continually truant and seven unexcused absences meets criteria for habitually truant. School districts are required by law to notify Wright County Social Services if a student is continually and/or habitually truant.

Early Pick-up

Parents picking up their child early from school will need to visit the elementary office to sign out their child. If someone other than the parent/guardian is picking up your child, please notify the office in writing prior to the release. We cannot release children if prior notification is not given by the parent/guardian. Due to safety, we cannot have your child wait by an exit door prior to your arrival.

Tardiness

The school day begins at 8:00 a.m. If a student is not in his/her classroom at 8:15 a.m., he/she will be marked tardy. Any student arriving late must report to the office to receive a tardy slip. Tardiness of more than one hour (arrival after 9:00 a.m.) will be considered a half-day absence as defined by law. The school excuses late arrivals or early dismissals for medical appointments and other emergencies. Three unexcused tardies will convert to one unexcused absence and be subject to continual and habitual truancy.

ARRIVAL TIME

Students may enter their classrooms at 8:00 a.m. Parents should not drop off their child until 7:45 a.m., when supervision is provided. Please refer to Cardinal Kids Club for before school care.

BEHAVIOR EXPECTATIONS

Annandale Elementary has five core values: **Cooperation, Assertion, Respect, Empathy, and Self-Control**. These core values are identified in our school slogan “Annandale Elementary C.A.R.E.S.” These core values will enable students to reach their hopes and dreams for the school year.

It is our philosophy that if a child displays inappropriate behaviors, he/she will be responsible for restoring the relationship with an individual or making the situation right.

If significant behavior issues arise, an individualized plan may be implemented for a student. This plan may include detention, in-school suspension, or out-of-school suspension.

BIKE RIDING

Students are permitted to ride bikes to and from school. All bikes should be placed in the bike racks located next to Cardinal Kingdom. We recommend that each student lock his/her bike. Students must walk their bikes when they are on the sidewalk where other students are walking and getting on/off their buses. Students will not be allowed to ride their bikes during school hours.

BULLY PREVENTION

Annandale Elementary strives to be proactive in developing C.A.R.E.S. values within students. Annandale does not allow bullying or hazing activities. School district discipline policies are also part of our policies and procedures. The district policy is available at www.annandale.k12.mn.us. Students and families should report bullying behavior to the elementary principal, school social worker, or classroom teacher.

BUS SAFETY EXPECTATIONS

School bus transportation via M & M Bus Company is a privilege that may be withdrawn for inappropriate behavior. The bus driver works to ensure safety on the bus and passengers must comply with all reasonable requests of the driver. To minimize bus conflicts, students will be assigned seating areas based on their grade levels. High school students will be in the back area, middle school students in the middle area, and elementary students in the front area. When the bus driver writes an incident report, the information is relayed to the elementary C.A.R.E.S. facilitator. Staff will meet with the student as soon as possible to gather information about the incident that may be helpful in determining what appropriate action should follow.

The purpose of consequences (listed below) is to help each student understand the need for safe behavior on the bus. Should a bus violation occur, a letter would be sent home, explaining what happened and the related consequence. Parent support is requested in teaching your child to display safe behavior on the bus as they ride to and from school.

Bus Violations

Out of Seat	Fighting
Disrespectful to Others	Spitting
Use/Possession of Unauthorized Items	Excessive Noise
Having Body or Objects Outside the Bus	Throwing Objects
Possession of Glass Objects	Swearing
Obscene Language/Gestures/Materials	Use or Display of Knives/Weapons
Harassment of Other Students	Littering/Vandalizing Buses
Not Following Bus Driver's Directions	Eating/Drinking While Riding Bus
Unauthorized Use of Emergency Door	Other as noted by driver

The following quarterly consequences will apply if a student chooses to break any of these rules:

- First offense: Warning and letter sent home to parents
- Second offense: Five (5) days off the bus, parents notified by mail
- Third offense: Ten (10) days off the bus, conference with parent, student, principal, and bus company representative
- Fourth offense: Loss of bus privilege for the remainder of the year

The school reserves the right to use this scale of consequences as it sees fit in order to ensure reasonable, effective, and timely consequences are applied to ensure safe ridership for all passengers.

A student is to ride the bus that he/she is assigned. M&M requests a letter two days in advance if a student is riding a different bus. The letter can be given to the bus driver or brought to the elementary office. The office staff will fax the letter to M&M.

CARDINAL KIDS CLUB

School age childcare is offered to the students and parents of our school. Specific times and dates are available by calling Cardinal Kids Club Coordinator, at 274-0625 (direct line) or Community Education at 274-3058. If the start of the school day is late due to weather, Cardinal Kids Club will not be open in the morning. When school is dismissed early due to weather, Cardinal Kids Club is open for one hour past school closing time.

CELEBRATIONS / SPECIAL EVENTS

Classroom celebrations or holiday celebrations vary by grade level and classroom teacher. Any school-wide events will be posted to the Annandale District Website main page. If you or your child has a question about how they should dress or what to expect during a celebration day, please contact the classroom teacher or watch for communication from your classroom connection links (i.e. newsletter, email, web link etc.)

CELL PHONE USE

The use of cell phones by students is becoming more prevalent in the elementary school. To have a cell phone in case of an emergency or to have available to call for rides home after school or an activity are good reasons for a student to have a cell phone.

However, cell phone use during the school day is prohibited. We expect no cell phone use by students without staff permission during school hours of 8:00 a.m. to 3:00 p.m.

If a student is caught using a cell phone without staff permission the following will occur:

- First Offense - student can pick up phone from office at the end of the school day.
- Second Offense – Parents will be contacted and phone can be picked up the following day by student, or parent can pick phone up from school that day or later.
- Any further offenses will result in a meeting with parents, student, and school administrations to determine appropriate action.

CLASS PLACEMENT

Administration and classroom teachers collaborate to create classes that encompass parent recommendations and balance students' academic and behavior needs. Parents are encouraged to share with the principal any special needs or considerations for their child. In early August, teacher assignment will be given to families at the Back to School registration event.

CRISIS PLANNING

Annandale Elementary School has a Crisis Management Plan, which is practiced annually. In the case of an emergency, all students must follow instructions from the staff.

CURRICULUM REVIEW

Annandale Public Schools has a policy regarding the review of curriculum by interested parents. Guidelines for this are available through the district's website or elementary office.

DISMISSAL

The school day ends at 3:00 p.m. Parents arriving at school to transport their own child may park in the main lot and wait outside the school or in the pickup lane. Students must be picked up from school by 3:15 p.m. Please refer to Cardinal Kids Club for after school care if you are unable to pick your child up by this time.

DISTRICT POLICIES

ISD 876 policies are available on the school district's website www.annandale.k12.mn.us under District Information.

DRESS CODE

We believe that neat and proper dress contributes to desirable attitudes and behavior. Captions, slogans, and pictures on students' clothing that are disrespectful will not be allowed. Wearing hats is not allowed in class. Shoes must be worn at all times at school. Shorts are not recommended unless the outside temperature is suitable.

DROPPING OFF ITEMS

If your child forgets to bring something to school, please drop the item off in the school office. The item will be delivered to your child.

FACEBOOK PAGE

Annandale Elementary has a fan page titled Annandale Elementary School. Building office staff members post upcoming important dates and information. Community members can access the posts by "liking" the Annandale Elementary School Facebook page.

FOOD SERVICE

Students may deposit money in their account at any time. Personal lunch account codes are provided for each student. You can do this in the school office or online through the parent portal. To get registered for the parent portal, please contact the district office.

Students can buy breakfast and/or lunch each day at school. Breakfast is served from 7:50-8:15 a.m. Approximate lunch times are listed below. Students may stay in the lunchroom until they are done eating. There is not a 25 minute limit.

AES Lunch Schedule –* Recess Prior

Kindergarten – A	11:10-11:35 a.m.
Kindergarten - B	11:25–11:50 a.m.
First Grade	11:45-12:10 a.m.
Second Grade	12:40-1:05 p.m.
Third Grade	12:20-12:45 p.m.
Fourth Grade	12:00-12:25 p.m.
Fifth Grade	12:55-1:20 p.m.

FOOD SERVICE CONTINUED

Students may bring cold lunch to school for their meal. Healthy lunch choices are encouraged. Please do not pack pop as a beverage. Milk is available for students who prefer to bring a lunch from home.

2016-2017 Elementary Food Services Prices

	<u>Student</u>	<u>Adult</u>
Lunch	\$2.60	\$3.65
Extra Milk	\$.40	\$.40
Extra Entrée	\$1.65	\$1.65
Breakfast	\$1.65	\$1.95

FUND RAISING

Students may not sell items or solicit funds for outside organizations during the school day.

HEALTH SERVICE

A school nurse provides health services to students in all three buildings. Annandale has a full-time health assistant. The school needs to know if your child has a need for specific medication or restrictions. Please call the school nurse to communicate this information.

1. New students and incoming kindergartners need to show evidence that they meet the school immunization law. Please be sure that the Health Office has all of the dates of your child's immunizations.
2. All incoming kindergartners must meet the state law requiring Early Childhood Screening. If your child has not been screened and you have not been contacted about a screening time, please contact Community Education at 320-274-3058. If your child has been screened in another Minnesota school district, arrangements can be made to request the record.
3. Students requiring medication during the school day must bring a signed permission slip from the parent and the medication in the original prescription container before the medication will be given. Substitute containers will not be allowed. The school is not authorized to give any non-prescribed items such as aspirin, cough syrup, Tylenol, or other common household drugs.

A 24-hour, fever-free period (below 100 degrees F) without the use of medication, is required prior to returning your child to school.

Emergencies occur when you least expect them. Please return the emergency form to your child's teacher.

INFORMATION/CONCERN

When you need information or have a concern about your child's academic progress, the first person to contact is your child's teacher. Teachers welcome calls from parents. Please remember that teaching is his/her first priority. Please understand if the teacher does not respond until the school day has ended. If after talking to the teacher you still have questions, feel free to contact Jon Klippenes, our school principal at 320-274-8218 x 1

INTERNET ACCEPTABLE USE AND SAFETY

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. The district policy is available at www.annandale.k12.mn.us.

LOST AND FOUND

Each year many items find their way to our Lost and Found box. You can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps, and boots with their full name and grade.
- Trying to locate the item immediately upon discovering it is lost.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

LOST OR DAMAGED SCHOOL PROPERTY

Students will be charged an appropriate fee for any lost, damaged, or destroyed school property. Examples include textbooks, calculators, workbooks, library materials as well as general school property.

MOVING

Please notify the school by phone, note, or personal visit when you move from the school district. A week advance notice is most helpful. The office needs to know your new address, school to be attended, and date you will be leaving. Open enrollment is a possibility, please contact the elementary office if interested.

RECESS

Please dress children for outside play. Students participate in outdoor physical education class and play outside at noon recess and should be dressed appropriately. Noon recess is approximately 30 minutes. Students will go outside for recess when the temperature is at or above 0 degrees and wind chill is at or above -10 degrees. During the winter, snow pants and boots are necessary along with other appropriate winter clothing.

A student may stay in for up to two days with a note from home. Beyond that length of time a note should be obtained from a physician if participating in these activities would be harmful to

the student's health and/or safety. Students staying inside for recess will be supervised in the C.A.R.E.S. room.

We do not allow rough games, fighting, hardballs, snowballs, in line skates, skateboards, roller shoes, or other objects that may cause injury. Personal electronic devices, motorized vehicles, and trading cards should not be brought to school. Please discuss the importance of following our playground safety rules with your child.

PARENT STAFF ADVISORY COMMITTEE

The Annandale Parent Staff Advisory Committee (PSAC) consists of grade level parent representatives, grade level/department teacher representatives, a paraprofessional representative, an early childhood education representative, School Board member, and building principal. Each community representative serves a one-year term. Community members may serve two consecutive terms. District personnel reevaluate membership yearly. The committee meets monthly September through May. The meetings are open to the public.

PSAC has three main purposes:

Communication - preview upcoming events, summarize past events, and share different perspectives that add value

Advocates for Annandale Elementary School - striving to build strong ties between Annandale Elementary and the community

Concerns & Questions - address questions from committee members and the community

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled in November and March. Conferences are one of our most important channels of communication between school and home. We're happy that so many parents attend conferences each year. You'll get the most out of your conference if you

- 1) arrive on time;
- 2) make a list before you come of items you want to discuss or questions you'd like answered;
- 3) ask for clarification of any information the teacher gives that you don't understand;
- 4) follow-up with the teacher in the weeks to come.

Watch for notices from your child's teacher for information about conferences.

PARENT VISITATION/SECURITY PROCEDURES

Parents are always welcome to visit the school. We want all students and staff to feel safe while at Annandale Elementary. To meet these needs we have established security procedures. Any visitor to the building must check in at the office and receive a "visitor badge". Upon completion of the visit the badge is removed and you sign out. This enables us to know who is in the building and to help with questions or directions that visitors may need.

REPORT CARDS

Students receive four report cards, one at the end of each quarter – November, January, March, and May/June.

Parents are encouraged to ask questions they may have about their child's education whenever they arise. Good communication between home and school is essential for each child's success.

RELIGIOUS, RACIAL OR SEXUAL HARASSMENT, DISCRIMINATION, AND VIOLENCE

The Annandale School District has adopted a Religious, Racial or Sexual Harassment, Discrimination, and Violence policy. This is to maintain a learning environment free from harassment, discrimination, or violence of any kind in accordance with State law.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, or sex:

1. Name-calling, jokes, or rumors
2. Graffiti, notes, or cartoons
3. Unwelcome touching of a person or clothing
4. Offensive or graphic posters or book covers
5. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel fearful.

Any person who believes he or she has been the victim of harassment, discrimination, or violence by a student or an employee of the school district should report the alleged acts immediately to any of the following: 320-274-8218

- Annandale Public School District Teacher – Ext. 0
- Annandale Elementary School Principal - Jon Klippenes, Ext. 1
- Annandale Elementary School Social Worker, Amy Miller – Ext. 3
- Annandale Elementary School Dean of Students, Nathan Woodford – Ext. 4
- Human Rights Officer, Supt. Steve Niklaus, District Office - 320-274-5602
- Human Rights Officer, Julie Bronder, School Social Worker, 320-274-8226

Appropriate action will be taken on your behalf and your right to privacy will be respected as much as possible.

RESPONSIVE CLASSROOM

Annandale Staff has received Responsive Classroom training and is implementing the approach. The Responsive Classroom is an approach to teaching and learning that seeks to balance the teaching of academic skills with the teaching of social skills as an integral part of everyday school life. It is an approach to curriculum, classroom organization and management, and parental involvement grounded in the rich theory of child development, learning theory and developmental psychology.

SCHOOL CLOSING

Emergency school closing due to severe weather or for any other reason will be announced over WCCO 830 AM, KRWC 1360 AM, and basic television stations. A Messenger alert will be sent via phone and email. Please remember to contact school to update your contact information.

SCHOOL LOCKERS

School 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. School authorities for any reason, may conduct inspection of the interior of the lockers, 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. Soon after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

SCHOOL SOCIAL WORKER

School social workers are a part of the school system to support students in their educational and personal growth to help create the best learning opportunity possible. The social worker provides a variety of services to students, parents, and staff and works with individuals, groups, and classrooms. A variety of support groups are offered throughout the year, topics include, but are not limited to: friendship, problem solving, and self-esteem. The social worker is also on-hand to provide parents with consultation, support, and community resource information. School social workers serve as a link between school, home, and community.

SPECIALISTS

Specialists teach vocal music, visual arts, and physical education. Students receive instruction in music, and art, for approximately 45 minutes weekly. Students receive instruction in physical education for approximately 45 minutes every other day. Physical education is outdoors when weather permits. Please have your child dressed accordingly. It is recommended that children wear tennis shoes to physical education. Parents may write a note for their child not to participate in physical education for one class period. If a child should not participate in future periods, a doctor's note is needed.

STUDENT COUNCIL

Students practice democratic skills through our student council in grades three, four and five. The student council promotes school spirit, cooperation among students to achieve common goals, and service or civic projects. Student representatives are elected at the classroom level. Meetings are held on a regular schedule with projects and activities selected and implemented by elected representatives and the student council supervisor.

STUDENT RECORDS

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

The district policy regarding the privacy and protection of pupil records is available at www.annandale.k12.mn.us.

TREATS

The Minnesota Department of Health mandates, "Only commercially packaged items prepared by a licensed manufacturer can be served." To protect the health of children within our school, it

is our policy to prohibit any distribution of food or treats outside the school lunch program, except individually, commercially wrapped food.

Annandale policy excludes a number of foods to be distributed including jellybeans and bags of candies because a common, collective container holds them. If these foods are in individual commercial wrappers, holding single pieces or items, they are acceptable.

Annandale policy excludes any foods made at home from being distributed within classrooms for parties or treats because professional, qualified food handlers, within a commercially supervised setting, do not make them. We also encourage students to select healthy snacks. Foods may be prepared by qualified kitchen personnel within the school who volunteer on special occasions, provided this is cleared with the building principal.

This policy is concerned with foods involved in classroom parties or treats for students and is not meant to limit the preparation of foods or treats related directly to the school curriculum. This policy is subject to change due to federal wellness mandates.

VACATION

We encourage you to schedule family vacations during school breaks (please see the district calendar for those dates). However, if a parent wishes to keep a child out of school for a special family vacation, the teacher, as well as the office must be contacted. Many school activities cannot be made up. Parents must contact their child's homeroom teacher regarding any assignments that could be completed prior to or during the time absent from class. Please note that some assignments can only be completed upon returning to school.

VOLUNTEERS

Volunteers are sought to help with many classroom and school-wide activities. A volunteer registration form is available in our school office and at our Back to School Event in August. Please contact Anne Otto, administrative assistant, at 274-8218 if you are interested. Volunteers are subject to a background check per district policy.

WEAPONS POLICY

In the interest and welfare of all students and staff, the district has adopted a policy regarding weapons at school. This policy spells out the consequences for students found in violation of this. Complete details are available from any of the school offices or the district website.

WEBSITE

The Annandale Public Schools district website address is www.annandale.k12.mn.us.

YEARBOOK

Each spring, students at Annandale Elementary are given an opportunity to purchase yearbooks. Our special memory book brings smiles to children, parents, and staff members.