

Message from the Principal

Dear Parents and Guardians:

What an exciting time in the life of Pine Island Elementary! We are entering our fourth year in our new (and amazing!) facility, and we continue to explore innovative opportunities for students through things like makerspace, STEM classes, a Panther Prep program, and a Spanish Immersion program. We are very grateful for the community support that makes all of this possible.

In Pine Island Schools, we believe that a high-quality educational program starts with a team effort. It takes all of us working together—parents, community, and staff—to provide the best education for all our students. We are pleased to have you as a key member of our team, and we encourage you to be an active member of the district's PTO (parent teacher organization) and of your child's classroom volunteer program.

This handbook was designed for you. The policies and procedures in this handbook have been carefully prepared to help you understand how the elementary school operates so that you can become an integral part of it. Please take the time to familiarize yourself with our building rules and policies.

The Pine Island Elementary School staff is highly qualified, and all members work very hard to ensure that your child will receive the best possible education. We are committed to providing an educational experience that will meet the needs of all students. Above all, we are here to assist you.

Welcome to your school!

Sincerely,

Cindy Hansen, Principal
Pine Island Elementary School



Table of Contents

District Directory.....	4	CONFERENCES.....	11
Pine Island Elementary Staff.....	5	CURRICULUM.....	11
ACCIDENTS AND ILLNESSES.....	6	DATA PRIVACY ACT.....	12
ACCIDENT INSURANCE.....	6	DETENTION.....	12
ARRIVAL AT SCHOOL.....	6	DISCIPLINE.....	12
ASSEMBLIES.....	6	K-4 Panther STARR Program.....	12
ATHLETIC PASSES.....	6	DISMISSAL POLICY PRIOR TO THE END	
ATTENDANCE POLICY.....	7	OF THE REGULAR SCHOOL DAY.....	13
Unexcused Tardies and Absences.....	7	DRESS CODE.....	14
Family Vacations & Homework in Advance...8		DRESS FOR WINTER WEATHER.....	14
Reporting Absences.....	8	EMERGENCY CLOSINGS.....	14
Attendance Recording.....	8	EMERGENCY DRILLS.....	14
BALLOONS.....	9	FAMILY EDUCATION RIGHTS AND	
BICYCLES.....	9	PRIVACY ACT (FERPA).....	14
BIRTHDAY OBSERVANCES.....	9	FEES.....	14
BUILDING USE.....	9	FOOD SERVICE.....	14
BULLYING.....	9	Free and Reduced Price Lunches.....	15
BUS SERVICE.....	9	Lunchroom Expectations.....	15
CANDY AND POP.....	9	Cold Lunch Expectations.....	16
CARDS, COLLECTIBLES, AND OTHER		FUNDRAISING.....	16
POSSIBLE DISTRACTIONS.....	10	GRADE REPORTING.....	16
CELL PHONES AND OTHER ELECTRONIC		HEALTH SERVICES.....	16
DEVICES.....	10	Guidelines for Keeping Children Home from	
General Considerations.....	10	School.....	17
Special Considerations.....	10	Children May Return to School After Being Ill	
CHANGES IN CONTACT INFORMATION..10		When:.....	17
CHILDCARE - PANTHER CUBS AND COOL		Head Lice Procedure.....	17
PANTHERS.....	10	Latex Limited.....	18
Panther Cubs (PreK-K).....	11	Medication Administration Process.....	18
Cool Panthers (K-up).....	11	Automated External Defibrillators (AEDs)...18	
CLOSINGS.....	11	HEALTHY SNACKS.....	18

HOMework.....	18	PSYCHOLOGIST	22
Homework Consequences	19	RACIAL/SEXUAL HARASSMENT POLICY .	22
Homework Following Excused Absences.....	19	REASONABLE FORCE	22
INFORMATIONAL FLYERS	19	RECESS.....	22
INSURANCE.....	19	REGISTRATION	22
INTERRUPTIONS.....	19	REHABILITATION ACT: SECTION 504	22
ITEMS FROM HOME	20	REPORT CARDS	22
LIBRARY	20	RETENTION	22
LOST AND FOUND	20	SCHEDULE.....	23
LUNCH	20	SCHOOL MESSENGER	23
MILK PROGRAM	20	SPECIAL EDUCATION SERVICES.....	23
NON-DISCRIMINATION.....	21	SPECIALIST CLASSES	23
OPEN ENROLLMENT/NON-RESIDENT		STUDENT FEES	23
AGREEMENT	21	SUBSTITUTE TEACHERS.....	24
PARTIES	21	TARGET TIME	24
PASS PROGRAM (Panther Academic Support		TELEPHONES FOR STUDENT USE	24
System).....	21	TESTING	24
PERMISSION SLIPS	21	TEXTBOOKS	24
PETS	21	TITLE ONE.....	25
PROFESSIONAL LEARNING		TRESPASSING.....	25
COMMUNITIES	21	VISITORS	25
PROMOTION, ACCELERATION,		VOLUNTEERS.....	25
RETENTION AND EDUCATIONAL		WEAPONS	25
PROGRAM DESIGN	21		

District Directory

District Office
Superintendent, Tammy Berg
507-356-4849

High School
Principal, Mitchel Schiltz
507-356-8326

Middle School
Principal, Josh Westphal
507-356-8326

Elementary School
Principal, Cindy Hansen
507-356-8581

Special Education Coordinator
Jill Petersen
507-356-8326

Elementary 504 and McKinney-Vento
Coordinator
Lincoln Gergen
507-356-8581

Food Service Director (Chartwells)
Sandy Stefl-Reese
507-356-8875 (5-12)
507-356-3221 (PreK-4)

Elementary Health Office
Krista Despina, School Nurse
507-356-3225

Custodial Services
Rollie Sessions
507-356-4849

Transportation Director
Jason Lindahl
507-356-4849

Community Education
Kelly Barker, Director
507-356-8876
Cool School - 507-272-7140
Panther Pals - 507-696-2813

*Contact Community Ed. For additional
staff contact information and
extensions

Pine Island Board of Education District #255

Jeff Leland, Chair
Kim Fall, Director
Kerry Hayden, Director
Patrick Johnston, Director
Adam Miller, Director
Emily Miller, Director
Rob Warneke, Director

Note: The Board of Education meets
the second Thursday of every month
at **6:00PM in the Forum Room**. The
public is welcome to attend.

Pine Island Elementary Staff

Office

Cindy Hansen, Principal
Kara Cordes, Admin. Asst.
Teri Carlson, Admin. Asst. (A.M.)
Jeff Sjoblom, Resource Officer

Kindergarten

Jessica Bjick, Spanish Immersion
Kelli English/Kelly Yolch
Jodi Giesen
Megan Kennedy
Kelly Matera
Liz Nehring, Primary Panther Prep

1st Grade

Paco Casero, Spanish Immersion
Stacie Dallmann
Catherine Eayrs
Kate Holcomb
Tim Nehring
Amy Nielsen

2nd Grade

Traci Bauer
Becky Collins
Shari Ellingsen
Kristina Pikula, Spanish Immersion

3rd Grade

Derrick Brandt
Jane Erickson
Molly Fernholz
Melissa Gergen
Carrie O'Reilly

4th Grade

Megan Larsen
Jennifer Slowinski
Kelsey Smith
Kelli Williams

Student Success Coach & Counselor Intern

Lincoln Gergen

Specialists

Music - Rikka Erickson
PE - Jacob Bastyr
Library/Tech - Kahla Jourdan
Art - Krista Flaig
Title I - Kari Nichols
ADSI - Missy Prange
Reading Corps -
Talented & Gifted - Kiah Solberg
Q-Comp - Jackie Walter

Special Education

Tammy Bettermann
Abbie Broich
Lisa Daak
Jessica Konik
Michelle Roberts
Kathy Sessions
Mary Smith
Jennifer Spencer

ECFE

Liz Boehmke
Chloe Cropsey

A

ACCIDENTS AND ILLNESSES

The school must be able to reach parents quickly should an emergency arise involving their child. We ask all parents to fill out and return a student update form each year to ensure parent contact accuracy. Parents will be notified when their child is injured or becomes ill. We will contact the emergency contact person listed on the student form if we cannot reach parents at the telephone numbers provided.

ACCIDENT INSURANCE

THE SCHOOL DOES NOT COVER ANY STUDENT FOR ACCIDENTS THAT OCCUR WHILE THE STUDENT IS IN SCHOOL, GOING TO AND FROM SCHOOL, OR PARTICIPATING IN A SCHOOL-SPONSORED ACTIVITY.

ARRIVAL AT SCHOOL

Students are not to arrive at school before 7:30AM due to limited adult supervision. Students will remain in the front foyer until approximately 8:00AM. School starts at 8:10AM for all students.

ASSEMBLIES

Assemblies are planned periodically as part of our school curriculum. Typical assembly themes include science, the arts, cultural presentations, athletics, and other professional speakers. Student attendance is a requirement unless parents request that their child not participate. Exemplary etiquette and good citizenship is expected of all students who attend.

When attending an assembly, parents are asked to sit in the designated area for guests so that classrooms of children may sit together.

When gathered for large group assemblies, everyone needs to help out by following the guidelines listed below:

- No talking when performers are speaking or performing
- When talking is allowed, do so in quiet voices
- Sit flat on your seat to permit others to see
- Clap respectfully (no whistling, booing, or stomping of feet)

ATHLETIC PASSES

Athletic passes are for sale for both students and adults. An athletic pass enables the person to whom the ticket is sold to attend all athletic events throughout the year. The holder of the pass should always have the pass available and not assume that the ticket taker will "know" that he or she has a pass.

ATTENDANCE POLICY

See Policy 503 on the school district [website](#).

Unexcused Tardies and Absences

Unexcused Tardies

A student is considered tardy who is not in class when the bell rings at 8:10AM.

Three (3) tardies are equivalent to one unexcused absence and will follow the steps outlined in unexcused absences.

Unexcused Absences

All unauthorized absences are unexcused. Work missed during unexcused absences must be made up. Unexcused absences will result in parent notification and school disciplinary action may be taken.

Sample of absences and tardiness considered being unexcused:

visiting	hunting	helping at home
overslept	shopping	unapproved vacation
caring for others	missing the bus	not going to bed on time
no clothing for inclement weather		

Unexcused absence or truancy action:

Step 1: When a student has had ten (10) total absences, the school will send a letter to the student's parents. Please realize that this letter is automatically generated based on absences.

Step 2: When a student has had four (4) unexcused absences, the school may utilize all available resources to help eliminate the problem. Those resources may include home contact from the school social worker, a meeting or phone call from the principal, and any other interventions found to be appropriate.

Step 3: When a student has had five (5) full days unexcused absences or shows a pattern of continual absences without a significant reason, County Social Services will be contacted.

Step 4: If absences continue, County Social Service agency will again be notified. If a child has been truant for more than seven (7) full days, a truancy petition or child protection claim will be filed.

Family Vacations & Homework in Advance

Family vacations or trips will be considered on an individual basis. Note: **Family vacations are deemed as unexcused without prior approval.**

We have had an increase in requests for homework in advance for absences due to vacation. Because of the changing nature of schoolwork, this has become challenging for both students and teachers. Students used to spend a lot of time filling in worksheets and workbook pages using just rote memorization. Today's students are being asked not only to memorize important information, but also to experience, analyze, and apply their learning in a more comprehensive manner. It has become increasingly difficult for teachers to translate these active learning experiences into simple paper/pencil activities which do not need further explanation or classroom experience.

As a result of these changes, the staff believes that it is in the student's best interest not to assign homework in advance of the vacation. Teachers may ask that a child keep a journal of vacation experiences or read a book while on vacation. Upon the student's return, the classroom teacher, knowing what the rest of the class has experienced during the student's absence, will assign work or experiences to help the student acquire necessary skills. By using this method, we believe teachers can provide the best learning opportunities for our students.

Reporting Absences

When an absence or tardy is necessary, please contact the school as early as possible. We encourage you to provide attendance information electronically. Please go to our website and click on Report an Absence. The web page can be found at <http://www.pineisland.k12.mn.us>. If you do not have web access, please call or e-mail the office at **356-8581**.

Parents/Guardians of students who fail to report an absence/tardy will be called at home or work.

If parent or guardian has not called or used the direct link on the website, a note from home will be required explaining student's absence. If tardy, the parent must report to the office with the student before the student will be admitted to class.

Attendance Recording

Each classroom teacher shall take daily attendance electronically, which is automatically reported to the office. Elementary classrooms take AM and PM attendance.

B

BALLOONS

Due to allergies, latex balloons are not allowed in the building. Latex balloons are dangerous because if they are popped, they can spray potentially deadly latex proteins into the air. Questions regarding latex can be directed to the health office.

BICYCLES

Students are permitted to ride bicycles to school. However, the practice is NOT encouraged. The school cannot be responsible for damage that is done to bicycles while they are parked in the racks. Bicycles should be locked at all times and may not be used between morning arrival and afternoon dismissal. Pine Island Schools recommend always wearing a helmet.

BIRTHDAY OBSERVANCES

Please let the teachers know ahead of time if you would like to send treats to the class to celebrate your child's birthday. Your child's teacher will also make you aware of any classroom allergies. **State rules and regulations prohibit us from allowing treats that are made at home.** Please no chewing gum as treats. It is recommended that parents not have balloons delivered to school for birthdays or other special occasions. We also encourage you not to send party invitations to school to be passed out. As you can imagine, this practice causes hard feelings for some students.

BUILDING USE

See Policy 902 on the school district [website](#).

Anyone who desires to use the building after school hours must contact Teri Carlson at 356-8581.

BULLYING

See Policy 514 on the school district [website](#).

BUS SERVICE

See Policy 709 on the school district [website](#)

C

CANDY AND POP

Candy, pop, and gum consumed in school should not cause a mess in the building. If this becomes a problem, this privilege will be revoked. No food or pop will be allowed in the classrooms unless it has been approved by the teacher.

*See food service for cold lunch expectations.

CARDS, COLLECTIBLES, AND OTHER POSSIBLE DISTRACTIONS

Collectible cards, games, and other toys are not permitted at school except for special circumstances determined by the teacher. We ask for parental cooperation in this matter to ensure that they do not become lost or interfere with the education process.

CELL PHONES AND OTHER ELECTRONIC DEVICES

General Considerations

The use of electronic devices by students has become commonplace; however the classroom is a controlled environment. If these devices become a distraction from the education process, the student will be referred to the building principal. No image capturing device may be used in the restrooms or locker rooms without special permission from the administration.

Special Considerations

Any class or curriculum that includes the study of, reference to, or use of electronic devices is permitted.

Cell phones and other electronic devices are only permissible during the instructional day with teacher or administration permission. The following consequences will be followed for unacceptable use as determined by the supervising adult:

First occurrence - student may pick up the device at the end of the day
(This is considered a red ticket violation following our positive behavior school-wide plan.)

Second occurrence - a parent will be called to pick up the device.

PLEASE DO NOT SEND MESSAGES TO ELECTRONIC DEVICES. In the event that a message needs to be relayed to a student prior to the end of the day, please call the office prior to 2:30pm.

CHANGES IN CONTACT INFORMATION

Please notify the district office immediately if there are any changes in your address or phone number. Parents are responsible for ensuring that the school always has a working phone number with which to contact you in case of emergency or other related school business.

CHILDCARE - PANTHER CUBS AND COOL PANTHERS

Community Education offers childcare with many fun activities including board games, puzzles, books, manipulative objects, group games, brain games, simple crafts, and experiments.

The Panther Cubs and Cool Panthers programs are able to accommodate children on either a full-time or part-time basis. All children must be pre-registered to participate in the program. Slots

are limited, and enrollment is subject to availability. For registration information, contact Darla or Kelly in the Community Education Office at 507-356-8876.

Panther Cubs (PreK-K)

The Panther Cubs daycare believes that all children deserve a safe, nurturing, educational and fun environment to be in at all times. Panther Cubs provides rich, enhancing activities while also emphasizing socialization.

Panther Cubs is here to meet the needs of children enrolled in Pine Island Preschool Programs, including School Readiness and ECSE.

Care is available from 6:00AM-6:00PM. For registration information, contact Darla or Kelly in the Community Education Office at 507-356-8876.

Cool Panthers (K-up)

The Pine Island School-Age Childcare Program believes that all children deserve a safe, nurturing, educational, and fun environment at all times. Cool Panthers provides rich, enhancing activities while also emphasizing homework and reading.

School-age childcare is provided:

Monday through Friday before school:	6:00AM-8:00AM
Monday through Friday after school:	3:00PM-6:00PM
Non-school days:	6:00AM-6:00PM
Monday through Friday summer care:	6:00AM-6:00PM
Scheduled Early Dismissals:	Dismissal time - 6:00PM
Early Dismissals due to weather:	2 hrs. after dismissal time
Pine Island Schools are closed due to weather - COOL PANTHERS CLOSED	

CLOSINGS - See School Messenger

CONFERENCES

Conferences are designed and scheduled to serve as a very important component of your child's education. We take great pride in our level of communication at the elementary school and view parent-teacher conferences as an essential component of the process. We strongly encourage all parents to attend these sessions.

*Due to time constraints with conference scheduling, only one conference will be scheduled per child.

CURRICULUM

See Policy 603 on the school district [website](#)

D

DATA PRIVACY ACT

See Policy 515 on the school district [website](#).

DETENTION

An administrator will assign all behavior-related detentions. Detentions usually occur during lunch or recess but can be assigned after school at the discretion of the administrator.

DISCIPLINE

See Policy 506 on the school district [website](#).

We use a system called SW-PBIS (School Wide Positive Behavioral Interventions and Supports). The school-wide approach to discipline focuses on positive behavior while incorporating the teaching of school-wide behavior expectations. A systematic approach ensures that behavior that is not acceptable in our schools is attended to in a consistent and efficient manner.

The program is structured to promote personal responsibility while recognizing students for success. The following information is a quick overview of the program.

K-4 Panther STARR Program

Preparing students to stop, think, act respectfully, and responsibly

All students will kick-off the school year with behavior passports. After learning about the expectations of the playground, cafeteria, hallways, etc., students will sign that they have learned about the expectations for each area.

Positive Recognition

Panther PRIDE slips will be submitted for students demonstrating positive character. Students will be recognized for their positive behavior with end of quarter celebrations and monthly prize drawings.

Infractions

Stop and Think Tickets will be issued for minor behavior offenses. Parents will receive an email forwarded from the homeroom teacher regarding minor behavior infractions.

Red Tickets - The accumulation of THREE stop and think tickets OR a more serious offense will lead to a red ticket. When a red ticket is given, the student will have a meeting in the office, parents will be notified, and a consequence will be served. Typical consequences are outlined below.

- 1 Red Ticket = Office conference, phone call home, and one in-school consequence.
- 2 Red Tickets = Office conference, phone call home, and two in-school consequences.
- 3 Red Tickets = Office conference, phone call home, and three in-school consequences or other consequence as determined by teachers and administrator.

This process may re-start each quarter based on teacher/administrator discretion.

Stop and Think

- Rude Noises
- Name Calling
- Talking Back/Negative Attitude
- Distracting Others
- Refusing to Cooperate
- Spreading Rumors/Gossip
- Disrespecting Personal Space
- Running
- Disrespecting Property
- Repeated Interruptions
- Recurring Off-Task Behavior
- Other: _____

Red Ticket

***Same Day Office Referral**

- Inappropriate Language
- Fighting
- Physical aggression
- Defiance/Disrespect/Disruption
- Harassment/Bullying
- Stealing
- Property Damage
- Lying/Cheating
- 3 Stop and Think Tickets
- Other: _____

If the principal determines that further disciplinary procedures are necessary, action will be taken including, but not limited to, any combination of the following:

- | | |
|---|-------------------------------|
| Telephone call | After-school detention |
| Student contract | Lunch or recess detention |
| Parent/guardian conference | Student placed on work detail |
| Assignment of written report or apology | Restricted privileges |
| Revised class schedule | Removal from class |
| Referral to community resources | Counselor/coach referral |
| Referral to behavior support team | In-school suspension |
| Out-of-school suspension | No trespass notice issued |
| Revocation of bus privileges | Referral to law enforcement |
| Recommendation for expulsion | Saturday school |
| Other disciplinary actions deemed fair and reasonable | |

DISMISSAL POLICY PRIOR TO THE END OF THE REGULAR SCHOOL DAY

Parents wishing to pick their children up early from school must do so through the office. Parents are encouraged to send a note to their child's teacher and contact the office indicating that they will be picking their child up early from school. This practice allows the teacher adequate time to

prepare materials that need to be sent home. Parents are asked to not interrupt the classroom prior to the end of the day unless there is an emergency.

Please notify the office by 2:30 PM any changes about where your child needs to go after school.

DRESS CODE

See Policy 504 on the school district [website](#).

DRESS FOR WINTER WEATHER

Snow....wonderful Minnesota snow! With 500+ students on the school grounds during snowy conditions, it is imperative that the following rules are adhered to:

- Students must wear boots and snow pants to play in the snow.
- If a child does not wear the appropriate gear, he or she will be required to play on blacktop only. If a child does not stay on the blacktop, he or she may be asked to stand by the wall or other location so as to stay dry and out of the wind.

E

EMERGENCY CLOSINGS - see School Messenger

EMERGENCY DRILLS

See Policy 806 on the school district [website](#)

F

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

See Policy 515 on the school district [website](#)

FEES

Please pay fees on the [online fee payment website](#).

FOOD SERVICE

Pine Island Schools contract with Chartwells for meal services. Chartwells has a reputation of providing meals with fresh, high-quality ingredients. Plenty of health options will be provided and supplemented with nutrition information and education.

Fees are listed on the [online fee payment website](#).

Breakfast:

- Service begins at 7:30 AM at the 5-12 site and 8:00 AM at the elementary site.
- Elementary students who walk or ride in a car to school are encouraged to eat breakfast starting at 7:30 AM at the 5-12 site. They will ride the district shuttle to the elementary site at 7:45 AM.
- Breakfast is free for all kindergarten students.

Parents are welcome to join their child for lunch. Please contact your child's teacher about the daily schedule and lunch time. Just sign into the office upon arrival.

The food service department in the Pine Island Schools uses a computerized accounting system. Each family has an account. These accounts will be used like bank accounts where deposits are advance meal payments and withdrawals are lunch, breakfast, and extra-milk items.

Each student is assigned a unique account number, which they enter each time they purchase a meal or extra milk. All payments must be "deposited" in advance. Students with a negative account balance will be provided a cheese sandwich rather than the regular hot meal. Minimum payments to cover lunch costs for ten school days will be accepted; however, larger amounts (up to a full year) are encouraged. Each student **must** have money in their account.

Parents may request a statement of all purchases at any time through the cafeteria at 356-8875.

Free and Reduced Price Lunches

Guidelines and applications are mailed to each home in the August Newsletter. They are also available in the district office during the year. If you plan to apply for free or reduced price meals, please do so at least two weeks before the beginning of the school year to ensure that your application is processed and your child(ren) can begin receiving their meal benefits the first day of school. Free and reduced price meal benefits include breakfast and lunch but do not include milk or snacks for breaks.

Lunchroom Expectations

The cafeteria must be kept neat and clean in order for lunch to be pleasant. Every student must do his/her part to clean up after eating. The lunchroom management and other students will appreciate your cooperation in the following:

- Be orderly in the serving line
- Be courteous and respectful to food servers and cafeteria supervisors
- Eat all food in the cafeteria
- Return trays and utensils to proper place in an orderly manner
- Cooperate with supervisors
- Use an inside voice at all times in the cafeteria

Cold Lunch Expectations

Please feel free to pack a nutritious cold lunch on a regular or occasional basis. Please note that soda pop will **not** be allowed during lunch.

FUNDRAISING

The Pine Island Elementary School may engage in one school fundraiser annually. Many individual groups including service organizations such as FCCLA and student council in addition to athletic teams may sponsor fundraisers. **Please know that participation is not expected and is completely voluntary.**

We realize that there are many other groups raise money for a variety of reasons; however, children are not to bring merchandise to school for the purpose of fund raising. The school will not be responsible for any money or fund raising product stolen at the school. Students who participate in any fundraisers are discouraged from selling to staff while in school.

G

GRADE REPORTING - see Report Cards

H

HEALTH SERVICES

Pine Island Elementary employs a full-time school nurse during the school year. The health office hours are from 8:00AM - 2:55PM whenever school is in session. The health office personnel are responsible for the administration and/or supervision of the following health related activities that occur in our district:

- first aid for injuries or accidents
- health screening, including vision, hearing, and early childhood screening
- health and safety prevention for students and staff
- health assessment and consultation for individual education plans
- monitoring health records and immunizations and similar requirements related to state law
- coordination of public health services with county and regional services
- classroom consultation regarding maturation and health education

In order to function well in school, children need adequate rest and nutrition. Please ensure that your child has an early enough bed time routine to guarantee enough sleep. Breakfast is an important part of your child's day. Without it, he/she will not have enough fuel for the brain to think properly. If your child comes to the health office complaining of illness and a small rest doesn't help, we will call you and ask you to pick up your child. Fever, vomiting, diarrhea, or other communicable diseases are cause for immediate exclusion of your child. If, however, your child

gets home and no longer seems ill, it is up to you to ensure that the child is not rewarded for this behavior. A full day in bed without privileges (Nintendo, TV, outdoor play, etc.) usually provides a permanent cure. If your child has a lot of somatic complaints (headache, stomach ache, etc.), please work with us in an effort to determine the cause of the problem.

Guidelines for Keeping Children Home from School

Many parents are unsure about when students should stay home from school. Staying home and resting permits the body to combat illness more quickly. If your child is coming down with a communicable disease, remaining at home may prevent spreading the infection to other children. The following guidelines are adapted from recommendations made by Olmsted County Public Health to help parents determine if a child should attend school or remain at home. It is recommended that children should remain home if they have the following conditions:

- severe cold, cough, or sore throat
- eye infections, especially if discharge is present
- new skin rashes, especially if draining, unless medical opinion states rash is non-communicable
- temperature of 100 or more, with or without symptoms
- nausea, vomiting, diarrhea, or abdominal pain
- any other sign of acute illness
- until result of throat culture is known

Children May Return to School After Being Ill When:

- temperature remains normal for 24 hours **without** using a fever reducing medication such as Tylenol
- no vomiting or diarrhea occurs for 24 hours
- taking prescribed antibiotics for 24 hours
- they are symptom free for 24 hours
- advised by a physician to do so

Head Lice Procedure

If a student is found to have live lice, his/her parents will be notified and asked to pick the child up from school. The student may return to school after treatment with a pediculicide (lice killing product). If a student is found to have only nits, he/she may remain in school until the end of the school day but must be treated before returning to school the next day.

Upon returning to school following treatment, the student should report to the health office to have his or her hair rechecked for live lice. At one and two weeks following the initial identification of lice, the student will be called back to the health office for a recheck to ensure the lice have been effectively eradicated.

To prevent treatment failure, parents are strongly encouraged to follow all instruction on the lice killing product carefully. Most over-the-counter treatments call for a second treatment in 7-10 days. Because these treatments do not kill all the nits, it is important to remove all nits from the child's hair.

Parents should report all cases of head lice to the health office. Notification of head lice, including individual classroom notifications, will occur as necessary. If parents receive notification that there are head lice in the student's classroom, they should check their child's hair carefully for several weeks.

If parents have difficulty getting rid of head lice, they should call the health office.

Latex Limited

As a school district, we attempt to balance two needs: maximum inclusion of students in school life and activities, versus avoidance of potentially life threatening allergic reactions. For some students, exposure to natural rubber latex can cause a potentially life threatening allergic reaction. Two of the more obvious sources of latex are gloves and balloons. Latex gloves have not been used in the building for several years. Vinyl is used instead.

Medication Administration Process

See Policy 516 on the school district [website](#).

Automated External Defibrillators (AEDs)

Pine Island Elementary School has one AED. It is located near the gym.

HEALTHY SNACKS

See Policy 533 on the school district [website](#).

Chartwells Food Services will offer a healthy snack cart.

When packing snacks, consider the following healthy options:

Crackers	Baby carrots	Fruit	Jell-O	Dried fruit	Yogurt
Trail mix	Cheese sticks	Raisins	Pretzels	Popcorn	Cereal
Cheese and crackers	Single-serve pudding				

NOTE: Peanut items are discouraged if there are students with peanut and/or tree nut allergies in a classroom.

HOMEWORK

Each teacher is responsible for giving only as much homework as he/she considers reasonable to expect of children at a particular grade level. All teachers at each grade level where students

see more than one teacher will plan together to help ensure that students do not receive more than an appropriate amount that is due on a given day. Homework is a child's responsibility. However, we believe that a parent can help develop "responsibility" in a child. When homework is assigned, we ask for your cooperation in these ways:

- Provide a quiet, well-lit place to work.
- Provide guidance, but do not do the work.
- Make sure assignments are completed and returned to school.
- Be aware and interested in what your children do at school.

Projects and reports are normally assigned so that ample time is available without the need of a child "burning the midnight oil". If your child does seem to be bringing a lot of homework home regularly, it may indicate a need for a conference with the teacher. If your child is not in school and you want to pick up his/her homework, please call the office by 8:15AM so the teacher can have it ready at the end of the day.

Homework Consequences

Each grade level tracks homework and issues consequences when necessary. Please make sure that you are aware of grade-level expectations.

Homework Following Excused Absences

If your child is absent more than one day, call the school office by 8:15AM and we will arrange to send schoolwork home. Please do not interrupt learning for other children by going to the classroom during instructional time to pick up assignments.

Students have 2 days for every **excused** absence day to make up their work without grade penalty.

I

INFORMATIONAL FLYERS

Flyers to be distributed for students and staff must be approved by the principal. Approved flyers need to be copied, counted, and ready for distribution. Classroom teachers and office personnel are not responsible for the collection and return of materials.

INSURANCE - see Accident Insurance

INTERRUPTIONS

Once the school day begins, it is our policy not to interrupt classroom instruction. Here's where you can help: Please do not telephone the school with messages for your children, except in an emergency. These are best handled at home before your child leaves for school. A message that

arrives before a student's lunch break can be delivered during the noon hour without interrupting instruction. We know that occasionally an emergency arises where classroom interruption cannot be avoided, but we would like to keep it to a minimum.

ITEMS FROM HOME

Parents should ensure that their children do not make a habit of bringing money or any other item that is valuable to school. Items that are brought for specific purposes and with the approval of the teacher should be returned home as soon as they have served their purpose. All reasonable steps are taken to avoid theft, but the effort requires the cooperation of all employees, students, and parents.

Also See: Cards and Collectibles

L

LIBRARY

See the elementary library website for details about the use of the library and policies regarding overdue materials, lost or damaged materials, fines and fees, students' responsibilities, and parent rights.

LOST AND FOUND

Lost items will be placed in the lost and found bins in the foyer of the elementary building. Parents and students are encouraged to look for lost items as soon as they are missed. On a regular basis, items not claimed will be donated to charity.

LUNCH - see Food Services

M

MILK PROGRAM

The milk program will service students in grades K-4. All K-4 grade students will have an opportunity to buy milk for use during milk break time. The cost for participation is listed on the [online fee payment website](#) for grades 1-4 and is free for kindergarten children. We urge parents of students in grades K-4 to encourage their children to take advantage of this excellent, nutritional program. If any parents want their children to purchase milk, but feel that the cost is beyond what they can afford, please contact the office and we will help you make arrangements.

N

NON-DISCRIMINATION

See Policy 102 on the school district [website](#).

O

OPEN ENROLLMENT/NON-RESIDENT AGREEMENT

See Policy 509 on the school district [website](#).

P

PARTIES

Elementary classrooms enjoy several planned classroom events/parties each year. Look for additional information from your child's classroom teacher.

PASS PROGRAM (Panther Academic Support System)

Pine Island Schools have initiated the PASS Program to help provide additional academic support beyond the school day. Students in grades 3 and 4 may be assigned to attend, or they may sign-up voluntarily. The PASS Program operates after school 2 days per week.

PERMISSION SLIPS

You must provide a written note that is signed and dated granting permission for any of the following:

- You want your child to stay in during recess or to miss physical education (requests will not be honored for more than one day without a doctor's note).
- You want your child to leave school early or will leave and return during the day.
- You want your child to ride a different bus either before or after school.

PETS

Usually, pets are not allowed at school. Check with your child's teacher before bringing any animal to school for any reason. The appropriate form must be filled out and permission must be granted prior to any pet visits.

PROFESSIONAL LEARNING COMMUNITIES

In order to enhance the educational experiences for our students, teachers meet weekly as a grade-level team to ensure high levels of learning for all.

PROMOTION, ACCELERATION, RETENTION, AND EDUCATIONAL PROGRAM DESIGN

See Policy 513 on the school district [website](#).

PSYCHOLOGIST

The school psychologist assists teachers in meeting the individual needs of students. The psychologist might perform testing to determine whether or not a child is eligible for special education services. No testing can be done without the parent's written permission in advance.

R

RACIAL/SEXUAL HARASSMENT POLICY

See Policy 413 on the school district [website](#).

REASONABLE FORCE

Students and parents should be aware that teachers and principals may use reasonable force to restrain a student when the situation warrants.

RECESS

Weather permitting and at teacher discretion, students will have an outside recess each day. During cold weather, the decision to have outside recess depends upon the temperature and the wind chill factor. The guideline is 0 degrees, wind chill taken into consideration. Weatherbug.com is used to determine temperature and wind chill. Parents are asked to watch the weather daily and send their children dressed for the conditions. During the winter season, this includes boots, hats, jackets, mittens/gloves, and snow pants. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building. Students will have supervised free time on days when bad weather prevents outside recess.

REGISTRATION

Parents can register their children in the school district office anytime during the year. Please contact the district office (356-4849) for registration forms. If you know of any new families in your neighborhood, please encourage them to register before the first day of school. In order to get materials and classrooms ready for new students, students will not begin classes until the day after registration is complete.

REHABILITATION ACT: SECTION 504

See Policy 521 on the school district [website](#).

REPORT CARDS

We encourage you to enroll to use Skyward to allow continuous access to your child's grades and attendance. If you have not signed up for the service, please stop by the office.

RETENTION

See Policy 513 on the school district [website](#).

S

SCHEDULE

7:30AM	Office opens
8:00AM	Doors open
8:10AM	School day begins - Attendance is taken
11:15AM	First lunch rotation begins
12:45PM	Lunch rotation completed
2:55PM	Students dismissed
2:57PM	Buses leave

For the safety of students, after 3:00 all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.

4:00PM	Office closes
--------	---------------

SCHOOL MESSENGER

It is our goal to provide the best possible and most current communication with all our families. Upon registration at Pine Island Schools, your contact numbers are automatically recorded in our electronic communication system. This allows us to communicate emergencies, special events and reminders. If there are changes in your contact information, please contact the office as soon as possible.

SPECIAL EDUCATION SERVICES

Special education is instruction designed to meet the needs of children requiring additional services. Either a parent or school staff member can ask that a child be evaluated to see if she/he needs special education services. No testing or service can be given without the parent's permission.

SPECIALIST CLASSES

Students receive instruction in PE, music, STEM, techsploration, library, art, and guidance.

STUDENT FEES

No student of the Pine Island School may be charged a fee for books or supplies necessary to complete the educational requirements for graduation. However, fees may be charged under the following circumstances:

- A planner will be required for students in grades 3-4, and a take-home folder will be required for students in grades K-2. Fees may be paid for prior to the beginning of the school year.
- Costs of field trips that are made available from time to time but are not required as part of a course, should the student elect to participate in the field trip.

- Admission fees for concerts, plays, athletic events, or other programs or activities which the student may attend at their own option.
- Students are required to furnish their own paper, pencils, pens, notebooks, gym clothing, tennis and athletic shoes and other items or personal equipment.

Fees may be waived in case of undue hardship as determined by the Superintendent of Schools and as requested by parents or guardians on a form to be provided.

SUBSTITUTE TEACHERS

Our school is fortunate in having very capable people to help us whenever our regular teachers are ill or attending a conference. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. The respect shown to our substitutes needs to be the same as the respect given to your regular teacher.

T

TARGET TIME

The daily schedule has been designed to include a segment of time for each grade level titled as Target Time. During this time, the goal is to offer Title One services, targeted instruction, or other support so as not to interrupt daily instruction. Students who do not leave the room for any services are engaged in an enrichment activity.

TELEPHONES FOR STUDENT USE - also see cell phones

The school telephones are maintained for school business and students are asked not to use these telephones.

The office will only accept emergency calls from parents for students during the school day. The student will be notified of messages received by the office.

TESTING

FastBridge - All students are assessed three times each year (fall, winter, spring) to ensure that the needs of all students are being met.

Minnesota Comprehensive Assessments (MCA) - Students in grades 3-4 take the Minnesota Comprehensive Assessments in the spring.

TEXTBOOKS

All textbooks are furnished by the school district. Students are to exercise care in using them in order to ensure that they do not become soiled or damaged. **A replacement fee must be paid for lost or damaged books.**

TITLE ONE

Title One is a federally funded program that is designed to meet the needs of at-risk students. The goal of Title One is to provide instructional services and activities to help K-4 students who are in need of additional support. These students are possibly in danger of not meeting the state standards in reading and math. Students who are not making the expected gains in the Title One program may be referred for more intensive instruction in what is called Tier 3 Title Services.

TRESPASSING

Students who are suspended, expelled, or otherwise excluded from school are not permitted on school grounds or at school events for the duration of the suspension, expulsion, or exclusion, and will be issued an official trespass notice. If the student is found to be on school grounds following the issuance of this notice, he/she will be referred to law enforcement and a citation will be issued.

V

VISITORS

See Policy 903 on the school district [website](#)

VOLUNTEERS

Parents and grandparents are encouraged to assist in a variety of classroom activities. This may include reading to a small group, assisting with a special project, or providing a helping hand with a class party. Parents and grandparents who wish to help out are asked to make arrangements with the classroom teacher first and then sign in at the office each day upon arriving at school.

W

WEAPONS

See Policy 501 on the school district [website](#).

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Posted May 2018

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Posted May 2018