



Vandyke Elementary School

2025-26 Student/Parent Handbook

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WELCOME to Vandyke Elementary School

Dear Students and Parent/Guardians,

On behalf of the staff and administration here at Vandyke Elementary, welcome to the 2025-26 school year. We look forward to working with you during these special elementary, formative school years. We believe our curriculum is one that will meet the unique developmental and educational needs of all students. We are fortunate to have many opportunities for learning with a strong core curriculum that includes math, reading social studies, technology, health, cultural education, social emotional learning, arts, music, physical education, and environmental learning right here at our “school by the lake”. Please take time to review the handbook and reach out to our office if you have any questions. The handbook contains rules, policies, procedures, and other important information.

We encourage all of you as students and parents/guardians to become familiar with the information included here throughout the school year.

*If you would like a paper copy of the handbook or any of the linked policies, please submit your request to the school office.

Topics are arranged in the following order and are alphabetical within topic areas.

1. [INFORMATION](#)
2. [ACADEMICS](#)
3. [DISCIPLINE/EXPECTATIONS](#)
4. [HEALTH/SAFETY](#)

1. [INFORMATION](#)

[Vandyke Elementary School Vision Statement](#)

Our vision is to increase student achievement by providing a positive learning environment in order to nurture lifelong learners.

[Vandyke Elementary School Mission Statement](#)

- A. Increase student achievement in all areas by maintaining highly qualified and dedicated educators intentionally teaching to the standards and ensuring all students comprehend the purpose.
- B. Maintaining a positive and safe learning environment for all students by continuing to implement our PBIS program revolving around Readiness, Respect, and Responsibility.
- C. Develop the unique potential of the whole child through environmental, multicultural, technological, differential and inclusive educational opportunities.
- D. The Vandyke community will continue to inspire and nurture positive attitudes, self-worth and creative lifelong learners through collaboration.

Contact Information

Superintendent	245-6501	
Vandyke Elementary	245-2510	Vandyke School Fax: 245-6602
Vandyke Attendance Line	245-6245	
Greenway High School	245-1287	GHS School Fax: 245-6204
Marble Early Childhood Center	247-7306	
Special Education Director	245-6506	
Athletic Department	245-6232	
Middle Level Counselor	245-6806	
GHS Counselor	245-6213	
Community Ed	245-6232	
District Registered Nurse	245-6804	District Nurse fax: 245- 6803
Vandyke LPN	245-6604	Health office fax: 245-6602
Palmer Transportation:	245-2786	

Office telephones are for school business and not for student personal use unless there is a medical or school emergency.

Arrival and Dismissal Hours

The official school day at Vandyke is

8:25 AM – 3:00 PM. (M-F)

Students that arrive after 8:25 AM will be marked tardy.

The official school day at Marble Early Learning center is 8:30-2:30. No early drop offs will be permitted.

Calendar

ISD 316 school calendar is published annually on the Greenway website at www.isd316.org

Vandyke Office Hours

- 7:30 a.m. to 3:30 p.m.
- **Vandyke students should arrive at school no earlier than 7:45 a.m.** Supervision for students is not available until 7:45 a.m.

Drop Off and Pick Up Zones

- All students are to be dropped off in the DROP OFF ZONE directly in front of the main entrance.
THIS IS A DROP OFF ZONE ONLY. No parking is allowed at any time. Violators will be ticketed.
- Parents should enter the DROP OFF ZONE heading east on Cole Avenue. Please do not enter the zone from any other direction. Pull ahead as far as possible to allow for cars to pull up behind you. **Please follow the directions on the red and green signs.**
- Parents who are picking their children up after school may park in the upper Scofield parking area and meet your student at the tunnel door. Your child will be escorted from the school to the parking lot by an adult.

Parent/Guardian Pick Up Permission Note

For all students' safety, any student being picked up after school must have written permission via Parent Square from a parent or guardian or be included on the student's pre-approved pick up list. Without written permission the student will be sent home on their regular bus.

Please state the name of the person picking up your child in your Parent Square note. If staff are unfamiliar with this person they may be required to show a photo ID.

After School Arrangements

Arrangements must be made in the morning before coming to school. Office staff will not be able to take notes over the phone for changes in your child's after school schedule.

In the event of an emergency and a change in after school plans is required please send a Parent Square message to your student's teacher AND Mrs. Linda Hepburn, Vandyke Administrative Assistant BEFORE 1:00 PM.

Messages sent after 1:00 PM **may not** be received in time to make end of day changes.

Class Assignments

Classroom teacher assignments are at the school district's discretion. As the educators of your students we, at all times, attempt to place them in a classroom setting that we feel will best meet their needs. ALL teachers at Vandyke are licensed and highly qualified. Every effort will be made to ensure that your student will be placed in a learning environment that will support their individual needs. Once classroom assignments are released, requests for teacher change will only be considered, but not guaranteed, by completion of the reconsideration form available from the Vandyke office and turned into the Principal by July 1st for grades 1-4.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The administrator will respond in writing to the complaining party regarding the school district's response to the complaint. [Policy #103](#)

Distribution of Non School-sponsored Materials on School Premises

The school district recognizes students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place in a reasonable manner. [Policy #505](#)

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to the student. Students are expected to provide their own backpack, pencils, crayons, markers, glue, notebooks, folders, and other supply items. Students may be required to pay other fees or deposits including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student
- Security deposits for return of materials, supplies, equipment
- Replacement cost for items such as library books, headphones, textbooks, if damaged or lost
- Field trips considered supplementary to the district's educational program

If you need assistance with purchasing school supplies for your student, please contact the Vandyke office. We may have resources to help you.

Data Privacy

Personally identifiable student data will not be disclosed from the student's education records without the parent(s) or student's (if 18 years old or older and thus an "eligible student") consent, except to the extent that FERPA and/or the Minnesota Government Data Practices Act authorizes disclosure without consent. One such exception is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the School District as an administrator, supervisor, instructor or support staff; a person serving on the School Board; a person or company with whom the School District has contracted to perform tasks; or a parent or student serving in an official capacity, such as committees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and/or access educational data/students records in order to fulfill his or her responsibilities. [Policy #505](#)

Directory Information

Independent School District 316, in compliance with the Family Educational Rights and Privacy Act announces that directory-type information on public school students in the district will be disseminated from time to time without further authorization from parents of such students. "Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events." Directory-type information under this policy is defined as:

- The student's name, address & photograph
- The names of the student's parents & phone number
- The student's date of birth & class designation (i.e., 1st Grade)
- The student's participation in officially recognized events, activities, and sports, including extracurricular activities and cocurricular activities
- The student's achievement awards or honors or degrees received
- The student's weight and height if a member of an athletic team
- The school district the student attended before he or she enrolled in Independent School District #316

Any parent wishing to withhold information from distribution must make the request to the Office of the Superintendent of Schools. This legal notice is published annually in August. [Policy #515](#)

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. [Policy #404](#)

Food in the Classroom

Children often bring treats to school on special occasions, such as holidays and birthdays. "Home Baked" goods are not allowed to be brought to school. MN Rule 4625.3201 indicates we can only allow treats that are prepared in a licensed food establishment or purchased in sealed packages.

Please follow the district wellness policy by sending a low/no sugar healthy option when providing treats for your child's class.

Ideas for healthier snacks:

Fresh fruit or veggies	Cheese and crackers	String Cheese	Pretzels
Granola Bars	Animal Crackers	Low fat pudding	Frozen fruit bars
Yogurt parfaits or smoothies	Whole grain chips and salsa	Flavored water	Low fat popcorn

Vandyke teachers have a birthday menu of non-food ideas that students can choose from to celebrate student birthdays. Contact your student's teacher for more detail on the birthday menu. [Policy #533](#)

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, guardian, or other individual or organization of greater than a nominal value. Parents/guardians are encouraged to write notes of appreciation or to give small tokens of gratitude. Classroom gifts of books and other supplies are appreciated. [Policy #421](#)

Grade 4 Graduation

Student participation in Grade 4 graduation is a privilege not a right. Students who have completed the requirements for graduation are allowed to participate unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and discretion of the building principal.

Holiday Celebrations and Parties

Celebrations will be at the discretion of the classroom teacher and building principal.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. [Policy #519](#)

Library

Vandyke students visit the Coleraine Public Library. If your child does not have a library card, we can help them get one.

Locker Policy/Searches/Backpacks

Pursuant to Minnesota statutes, 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 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. As soon as practicable 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. The policy above for lockers also applies equally to students' desks or personal possessions defined herein. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall also be a violation for students to carry contraband on their person or in their personal possessions. Students are assigned a locker and held accountable for all damages (i.e. dents in door, graffiti, tape and sticker removal, painting, etc.). Fines will be assessed accordingly. Students are allowed to use backpacks to bring items to and from school. To assure proper space in all classrooms, lockers are to be utilized during the school day to store any coats or outdoor wear and school materials. [Policy #502](#)

Meals at School

Greenway School District offers healthy meals each day. As began in 2023-24, the district participates in Minnesota's Free School Meals Program. All students can get one breakfast and one lunch, free of charge

each day at school. Ala Carte items or second servings will be charged full price to the student's lunch account.

MEALS			
ALL STUDENTS ARE PROVIDED ONE FREE BREAKFAST AND ONE FREE LUNCH EACH SCHOOL DAY			
2nd Breakfast		Adult	
Elementary	\$2.90	Breakfast	\$2.90
Secondary	\$2.90	Lunch	\$5.00
2nd Lunch			
Elementary	\$5.00		
Secondary	\$5.00		
Add'l Milk	\$0.75	ALA-CARTE	\$.50-\$4.00

Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your student(s) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs. The application is available on the school district website or in the school office.

Breakfast and Lunch menus are available on the district website and will be sent out via Parent Square each month. [Policy #534](#)

For more information on food service meals or the Application for Educational Benefits please contact Carol Barnett at (218)245-6211.

[Media and Photo Release](#)

Our schools are an important part of community life; and as such, the school district and its students receive attention through the media or in conjunction with school district approved web pages and social media.

As a parent/guardian of a student at Vandyke Elementary, you will be asked to sign a photo release form, to be kept on file indicating your preferences for your student. Photo release forms can be obtained in the Vandyke office.

[Messages](#)

Unless it is an emergency situation, students will not be called out of class for reasons such as: messages, assignments, money, etc. These messages can be left in the office and students will be notified at a time that will not disrupt a class session.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The School District does not discriminate in any manner because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in the full utilization of or benefit from the School District, or the services rendered thereby to any person in violation of Minnesota Statutes section 363A.13. The School District will ensure physical and program access for disabled persons in accordance with Minnesota Statutes section 363A.13. Except when based on a bona fide occupational qualification, the School District will not, because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, or age, (1) refuse to hire or to maintain a system of employment which unreasonably excludes a person seeking employment, (2) discharge an employee, or (3) discriminate against a person with respect to hiring, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment, in violation of Minnesota Statutes section 363A.08. The School District does not discriminate on the basis of sex in the educational programs or activities it operates and is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner. 34 C.F.R. § 106.8(b). The School District's obligation not to discriminate in its education programs or activities extends to admission and employment. The Title IX grievance procedure and process can be found in District Policy 522 "Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process" available from the Title IX Coordinator and online at www.isd316.org. [Policy #522](#)

The School District does not discriminate on the basis of disability in violation of Section 504 and 34 C.F.R. Part 104. 34 C.F.R. § 104.8(a). The School District does not discriminate in admission to or access to, or treatment or employment in, its programs or activities on the basis of disability. The School District does not discriminate on the basis of race, color, or national origin (Title VI), disability (Title II), or age (Age Discrimination Act) in its programs and activities and provides equal access to designated youth groups as required by law (Boy Scouts Act). The following persons have been designated to coordinate the School District's efforts to comply with and carry out its responsibilities, and handle inquiries regarding the School District's nondiscrimination policies.

Title IX Coordinators

Sex Nondiscrimination
Sexual Harassment

Dianna Hazelton
Greenway High School Principal
Greenway Public Schools
P. O. Box 520
308 Roosevelt St.
Coleraine, MN 55722
218-245-6208
dhazelton@isd316.org

ADA/Section 504 Coordinator

Disability Nondiscrimination

Katie Heimdal
Special Education Director
Greenway Public Schools
P.O. Box 570
300 Cole Ave.
Coleraine, MN 55722
218-245-6601
kheimdal@isd316.org

Melissa Sutherland (Alternate)
HS Counselor
Greenway Public Schools
P.O Box 520
308 Roosevelt St
Coleraine, MN 55722
218-245-6806
mksutherland@isd316.org

Human Rights Officer

Nondiscrimination related to
other protected classes
identified above (e.g., race, age,
religion, etc.)

David Pace
Superintendent
Greenway Public Schools
P.O. Box 227
499 Powell Ave
Coleraine, MN 55722
218-247-7306
dpace@isd316.org

Further information on this notice can be obtained from the Office for Civil Rights, the Equal Employment Opportunity Commission, or the Minnesota Department of Human Rights. Questions relating solely to Title IX and its regulations may be referred to the School District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Physical Education/Recess

Tennis shoes are needed every day for physical education classes and recess. Shorts or pants must be worn under dresses and skirts. Please label all belongings.

PTC (Parent-Teacher Committee) and Fundraising

The PTC is a parent- teacher organization that enthusiastically involves volunteers to provide fun and educational experiences for the students of the Greenway Elementary Schools. PTC conducts fundraisers during the school year to assist the classes with special projects and field trips. The organization also provides volunteers as needed to help the school in the many activities throughout the school year such as, assisting the nurses for vision and hearing screening, reading with students, and a wide range of other needed services.

PTC is a vital part of our school and we need everyone's involvement to continue to be successful. Parents/Guardians will be notified of PTC meetings via Parent Square. Please join us!

Parent/Guardian Pick Up Permission Note

For all students' safety, any student being picked up after school must have written permission via

Parent square from a parent or guardian or be included on the student's pre-approved pick up list. Without written permission the student will be sent home on their regular bus.

Please state the name of the person picking up your child in your Parent Square note. If staff are unfamiliar with this person they may be required to show a photo ID.

Parent/Teacher Conferences

Parent/Teacher conferences are held three times per year, August, November, and March. Teachers will reach out to parents/guardians through Parent Square to schedule conferences.

Pledge of Allegiance

Students will recite the Pledge of Allegiance in their classroom. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. [Policy #531](#)

Police Liaison Officer

Greenway contracts with the City of Coleraine for services of a Police Liaison for the schools. A Police/School Liaison Officer supports the school district students and staff on a daily basis. In addition to being a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law, the liaison is a positive mentor to students, and a resource person for families.

The School Liaison Officer may serve an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which it operates on the local/state level and how it touches their lives. Policy #507.5

Posters and Notices

Only approved notices and posters may be displayed on bulletin boards or walls. Posters soliciting for businesses will not be allowed. Please contact the Principal's Office for Administration permission and signature to post a notice.

School Visitations/Volunteers

Please call ahead to make arrangements with the teacher so that he/she is aware that you will be visiting. All visitors must sign in at the office, leave their photo ID, and receive a visitor ID badge. ID will be returned when the visitor signs out from the office at the end of the visit. [Policy #903](#)

Tuesday Folders

Parent Square will be used to share Tuesday Folder information with parents and guardians.

School Closing Information

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or after school activities. School closing announcements will be shared through Parent Square, and over radio station KOZY (1320 AM) KMFY (96.9 FM) or television station WDIO (Channel 10 & 13).

If the Superintendent determines that a late start or an early release are necessary, normal bus transportation will be available for students.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students regarding conducting surveys, collection, and use of information for marketing purposes, please refer to the school district's "Student Surveys" Policy. [Policy #520](#)

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For more information on the rights of parents/guardians and eligible students regarding records, see "Protection and Privacy of Student Records". [Policy #515](#)

Technology and Internet Acceptable Use

The responsible use of our technology is an expectation for our students. Provisions in our *Acceptable Use Policy* must be followed and any misuse and/or abuse of equipment will result in disciplinary action. Discipline may include loss of computer/device privileges, restitution, and other measures deemed appropriate by the administration. [Policy #524](#)

Transportation

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from school. Transportation will be provided on all regularly scheduled school days or make up days. The school district will not provide transportation for students whose transportation privileges have been revoked due to disciplinary concerns. For questions regarding transportation, call Tom Hughes at 218-245-2786.

Video and Audio Surveillance

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

2. ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's disciplinary procedures.

Grades

Student grades will be reported on a trimester system (3 times per year). Report card distribution will coincide with Fall and Spring Parent/Teacher conferences. The final report card will be mailed to parents/guardians in June. Report cards may also be viewed electronically on Infinite Campus Parent Portal.

Make-up Work

Every absence requires make-up work, which may be assigned by the teacher. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be made up and is lost education due to absenteeism whether excused or unexcused. Students will be responsible for meeting with their classroom teacher on the day they return to school to make a plan for completing any assignment and/or test given in their class on the day(s) they were absent.

Greenway Parent Involvement Plan

Greenway is committed to the goal of providing quality education for every child in this District. We want to establish partnerships with parents and the community. Everyone gains if school and home work together to promote high achievement for our students. Parents/guardians play an important role as their children's first teachers. Their support for their children and for the school is critical to their child's success every step along the way.

Greenway recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Greenway intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students in the District to succeed.

PART I. SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

- A. Vandyke Elementary will jointly develop/revise with parents and families of Title I students the school parent involvement plan and distribute it to parents of participating students and make available the parent involvement plan to the local community. The plan will be distributed to parents in attendance at the September PTC meeting each year and revised as needed based on input from parents at that meeting. The updated plan will be posted on the Vandyke Elementary website.
- B. Convene an annual meeting, at a convenient time, to which all parents of participating students shall be invited and encouraged to attend, to inform parents of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents to be involved. Since Vandyke Elementary is a school-wide Title 1 program, the annual meeting will be held during the first PTC meeting of the school year.
- C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, transportation, childcare, or home visits, as such services relate to parental involvement.
- The monthly PTC meetings and family activities such as Family Read Night, FRED, will be the format for the parent involvement with respect to our Title I program.
- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, school wide under section 1114 and the process of the school review and improvement under section 1116.
- E. Monthly PTC meetings provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible. The parents will receive information pertinent to the academic program in the Student/Parent Handbook, in Tuesday Folders, at the Fall Welcome Back Conference, November and March conferences and at PTC meetings.
- F. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when Vandyke Elementary makes the plan available to the District. Comments made by parents regarding the school wide program will be addressed by the Vandyke Instructional Leadership Team.
- G. Vandyke Elementary will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN). This information will be placed on the Vandyke Website.

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT

ACADEMIC ACHIEVEMENT

As a component of the school-level parent involvement plan, Vandyke Elementary shall jointly develop with parents for all students served under Title I a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

The compact will describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet the State academic standards, and the ways in which each parent will be responsible for supporting their student's learning; volunteering in their student's classroom; and participating, as appropriate, in decisions relating to the education of their student and positive use of extracurricular time.

The Compact will be presented to parents by classroom teachers at the fall conference. Student progress will be assessed through Fastbridge and MCA testing. Student progress will be reported every trimester, through standards based report cards. Parents are always welcome to observe and/or volunteer in their student's classroom. Parents will be advised of academic program results through the report cards, monthly classroom newsletters and PTC meetings.

Parent/Teacher conferences in the elementary school will be conducted three times annually, during which the compact shall be discussed as the compact relates to the individual student's achievement; frequent reports will be provided to parents on their student's progress; and parents will be provided with reasonable access to staff, opportunities to volunteer and participate in their student's class and observation of classroom activities. Regular two-way, meaningful communication between family members and school staff will occur, and, to the extent practicable, be in a language that family members can understand.

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among Vandyke Elementary, parents, and the community to improve student academic achievement, Vandyke Elementary and the District;

a. Shall provide assistance to the parents of Title I students served by the school or District, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I, and how to monitor a student's progress and work with educators to improve the achievement of their student.

Parents will be informed on statewide standards and testing results through the annual World's Best Workforce Report, the individual student MCA test results, conferences and report cards.

b. Shall provide materials and training to help parents to work with their student to improve their student's achievement, such as literacy and math family activities and training to foster parental involvement.

c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. Vandyke educational outreach will be through the Tuesday Folder, monthly newsletter, classroom newsletters, PTC meetings, ParentSquare App, Facebook, Twitter, Family Read Night, Project Read education/carnival, FRED program and Trout Lake Day.

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Invest Early, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their student. Our parents are encouraged to be involved through programs such as Invest Early; the Red Bookshelf initiative; Project Read; Accelerated Reader; Book It; and the annual Awards Ceremony.

e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand.

The format employed will be classroom newsletters, Facebook, Twitter, Tuesday Folder and ParentSquare.

f. Shall provide such other reasonable support for parental involvement activities under section 1116 as parents may request.

Parents are always welcome and encouraged to participate in their student's academic and enrichment activities.

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of Title I, the District and Vandyke Elementary, to the extent practicable, shall provide full opportunities for the participation of parents with students with limited English proficiency, parents with students with disabilities, and parents of migratory students, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

When the need arises we will make all reasonable attempts to adapt our regular methods of communicating with parents so that we reach all our families in a meaningful way.

PART IV ADOPTION

This Greenway Parent Involvement Plan has been developed/revised jointly with, and agreed on with, parents of students participating in Title I programs at Vandyke, as evidenced by September PTC meeting minutes.

Vandyke Elementary Partnership Pledge

RESPONSIBILITIES FOR LEARNING – A TEAM APPROACH – EDUCATION TAKES EVERYONE

This agreement is a pledge to work together. We believe this agreement can be fulfilled by our team effort. Together we can improve teaching and learning. Please READ, SIGN, and RETURN this Compact

Student - Parent - Teacher - Educational Assistant - Principal Compact

STUDENT AGREEMENT ~ If I am going to have success in school, I must work to the best of my ability. I will strive to do the following:

- Attend school regularly and on time.
- Have a positive attitude towards self, others, school, and learning.
- Know and obey all school and class expectations.
- Be respectful to my schoolmates and the adults who help me learn.
- Ask for help and ask questions when I don't understand something.
- Work as hard as I can to do my best in class and complete all assignments on time.
- Discuss with my parents/guardians what I am learning in school.
- Limit my electronics usage and do quiet learning activities instead.
- Read aloud a minimum of 15 minutes every day.

Signature of student _____

PARENT/GUARDIAN AGREEMENT ~ I want my child to be the best he/she can be and achieve at the level he/she is capable of. I will strive to do the following:

- See that my student attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet study time and encourage good study habits.
- Encourage my student's efforts and be available for questions.
- Stay aware of what my student is learning.
- Find out how my student is progressing by attending conferences and reviewing schoolwork.
- Respond to communications sent home and view the Tuesday Folder weekly.
- Limit my student's electronics usage and encourage quiet learning activities instead.

- Provide reading materials for at home use

Signature(of parent(s)/guardian(s) _____

INSTRUCTIONAL STAFF AGREEMENT ~ We believe that all children can and want to learn. We will strive to do the following:

- Respect, love, and encourage children, their ideas, and their growth.
- Find out what techniques and materials work best for each student.
- Vary techniques, materials, and pace of instruction to ensure all students achieve at the level they are capable of.
- Be available to explain or answer questions about academic intervention strategies used at school.
- Provide necessary assistance to classroom teachers and parents so the students can be successful learners.
- Communicate regularly with students, teachers, and parents regarding progress in learning and behavior.

Signature of Instructional Staff Member _____

PRINCIPAL AGREEMENT ~ I support this form of parent involvement. As a principal, I will strive to do the following:

- Create a welcoming environment for students, staff, and parents.
- Communicate our school's mission and goals to students, staff, and parents.
- Maintain a positive and safe learning environment.
- Reinforce the partnership between parents, students, and staff members.
- Provide appropriate in-service and training for staff members and parents.
- Maintain and foster high standards of academic achievement and behavior.

Signature of principal _____

Parent Right to Know

If a parent/guardian requests it, the school district will provide information regarding the professional qualifications of his/her student's classroom teacher, including at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria has been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by a paraprofessional and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their student in each of the state academic assessments. The school district will provide notice to parents if their student has been assigned to, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Promotion, Retention, Early Kindergarten Entrance

Promotion

All students are expected to achieve at an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level.

Early Kindergarten Entrance

Section A. Procedures

1. Parent/guardian may obtain an Early Entrance Application from the Vandyke school office and submit after March 1st but no later than July 15th .
2. The parent/guardian will schedule an evaluation of their child with a licensed psychologist of their choosing at no cost to the school district.
3. The parent selected psychologist will conduct an assessment as outlined under the required criteria (Section B.) below.
4. The parent selected psychologist will provide a written report of findings and recommendations to the Vandyke Principal.
5. Children who meet the assessment and required criteria in section B. may enroll for a six-week trial period to determine the appropriateness of the placement. After the six-week trial a staffing with the classroom teacher and parent will be held to review student progress and determine if the placement is appropriate for the child.
6. Parent/guardians who disagree with the decision may appeal in writing to the Superintendent of Schools. The final decision will rest with the Superintendent.

Section B. Required Criteria

1. Birth date after September 1 but no later than October 15.
2. Mental Age- assess to be within superior range (I.Q. 130+), using a standardized instrument.

(Stanford-Binet Intelligence Scale, Differential Abilities Scales, or Wechsler Preschool Primary Scales of Intelligence).

3. Superior fine and gross motor coordination as determined by adaptive measures. (Vineland Adaptive Behavior Scales).

4. Superior social/emotional maturity in the 99 th percentile on the adaptive behavior measure (Vineland Adaptive Behavior Scales, Scales of Independent Behavior).

5. Completion of all required health and immunization forms.

6. Completion of Early Childhood Screening

7. Recommendation by the psychologist that completed the evaluation.

Retention

In general, student's will be placed at the grade level to which they are best adjusted academically, socially and emotionally. They will usually progress annually from grade to grade, spending one year in each grade. Some children in grades Kindergarten or 1st Grade may profit by staying another year in the same grade.

This will be determined by all staff working with the child, who shall consider data related to student academic performance as well as social-emotional development in making such determinations.

Parents will be included in this process and will review all the data with the team before making a decision.

Although the final decision shall rest with the school district administration, input from parents and guardians is critical in this process. The principal and the teachers will work toward optimum progress of each student according to his/her ability.

Standards Based Accountability Assessments

The Minnesota Comprehensive Assessments (MCAs) are statewide tests in mathematics, reading, and science that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Parents/guardians have a right to not have their student participate in state-required standardized assessments.

Minnesota Statutes require the Minnesota Department of Education to provide information about statewide assessments to parents/guardians and provide 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. The refusal form must be submitted annually to the building principal and can be found on the [ISD 316 website](#).

3. DISCIPLINE/RULES

Attendance

The School Board of the Greenway District believes that regular school attendance is directly

related to succeeding in academic work, and to forming good habits which help for success in the work world. Absences, whether excused or unexcused, are detrimental to the learning process.

School attendance is the combined responsibility of the student, the parents/guardians, and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced.

Experiences such as class discussion and student-teacher interaction cannot be replicated outside the classroom or at a later time. Additionally, regular attendance develops habits of dependability important to the future of the student. Therefore, for a student to realize their full potential, daily class attendance is important.

Students and parents/guardians should be aware that state law does not allow unexcused absences to exceed seven school days per school year if the child is in elementary school. Any questions can be answered by a school principal. [Policy #503](#)

The building administrator will determine the consequences for unexcused absences and tardiness based upon the building procedures established at each building and could result in detentions, suspensions and referral to the Itasca County Truancy Intervention Program and/or Itasca County Truancy Petition to court.

Absence Reporting Procedure

Absence Reporting Procedures Whenever possible, the school should be contacted the day of the absence. **Absences may be called into the attendance line at 218-245-6245.** If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or phone call from the parent/guardian indicating the reason for the absence is required upon the return of the student to school. The principal shall determine if the absence will be excused or unexcused.

If the school does not receive a note or phone call within 24 hours of when the student returns to school, the absence shall be classified as unexcused and result in disciplinary action.

The administration also reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons, especially if these absences become excessive. The school phones are answered each day beginning at 7:45 A.M. If a student has been absent due to participation in a school-sponsored activity, no note or phone call from parent/guardian is required.

Advance Notice If a family knows that a student will be absent in advance for reasons such as dental or medical appointments, the District requests that the parent/guardian notify the school in writing or by phone call in advance with the reason for the absence

Continuing Truant Students are subject to the compulsory attendance laws of Minnesota. A student who is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods in three days if the child is in middle school or high school may be classified as continuing truant.

Upon classification as a continuing truant, the school attendance officer or other designated

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

- (1) That the student is truant;
- (2) That the parent or guardian should notify the school if there is a valid excuse for the student's absence;
- (3) That the parent or guardian is obligated to compel the attendance of the student at school pursuant to Minnesota Statute §120A.22, and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute §120A.34;
- (4) That this notification serves as notification required by Minnesota Statute §120A.34;
- (5) That alternative educational programs and services may be available in the District;
- (6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
- (7) That if the student continues to be truant, the parent and student may be subject to juvenile court proceedings under chapter 260C;
- (8) That if the student is subject to juvenile court proceedings, the student may be subject to suspension, restriction, or delay of the student's driving privileges pursuant to Minnesota Statute §260C.201; and
- (9) It is recommended that the parent or guardian accompany the student to school and attend classes with the student for one day.

A copy of this letter shall also be sent to county social services. On the tenth unexcused absence, the county attorney will be notified, requesting a petition of truancy will be filed for those students required to be in school by the laws of the State of Minnesota.

Bullying

At Vandyke Elementary, we believe that a safe learning environment is crucial to the highest student achievement. **To report bullying, please use this form [Anonymous Reporting and Suggestions](#)**

Our goal is to provide a safe and positive experience for all students, and our bullying prohibition policy is one facet of that goal. Vandyke Elementary has never tolerated bullying, and our policy is in line with the legislature's Safe and Supportive Schools Act.

The biggest change with the legislation is the definition of bullying. The definition can be broken into four parts:

- Bullying is intimidating, threatening, abusive, or hurtful conduct,
- It is objectively offensive, and
- The conduct involves an imbalance of power and is repeated, or

- The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

Bullying falls into two categories:

- Negative behavior that involves an imbalance of power and pattern, or
- Negative behavior that significantly affects a student's ability to participate in school, classes, or events.

There is a difference between acts of bullying and behavior that is simply rude or mean. All students will receive information on bullying behaviors and our bullying prohibition policy. Students will also receive education on identifying bullying, and problem-solving and social skills will be modeled for all students. Students are encouraged to stand up for each other and to report any instance of bullying.

Parents, we encourage you to get involved. If you suspect your child is bullying or being bullied, talk to your student's teacher or principal. Every student deserves a safe and supportive school.

Below are just some of the ways teachers, social workers, and other staff are teaching kids about bullying:

- Anti-bullying policy reviewed and included in student handbooks
- Open door policies
- Fostering caring and trusting relationships
- Multiple levels of emotional and social support
- Access to school social workers and referrals to mental health services
- Empathy awareness and training for students
- Student-led bullying prevention initiatives
- Classroom lessons
- School assemblies on caring and friendships
- Bullying prevention speakers
- Student interventions
- Supporting and rewarding positive school climates and student character
- Investigations into each report of bullying
- Ongoing bullying prevention training provided to employees

[Bullying Prohibition Policy #514](#)

Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district expectations for waiting at a school bus stop and expectations for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following expectations:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.

- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, vapes or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, vapes or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

School buses and school bus stops are considered an extension of school premises. Violations of school bus rules will be treated in the same way that they would if they happened in the classroom. A copy of the driver's incident report will be sent to the Principal's office. From that office a discipline report will be sent to the parents and the transportation officer. Serious misconduct may be reported to local law enforcement.

Consequences may include, but are not limited to:

First offense report involving a disciplinary incident and the student will be issued a warning. If the misconduct is of a serious nature, the student may be suspended from the school bus.

Second offense will result in a one (1) to five (5) day bus suspension.

Third offense will result in a three (3) to ten (10) day bus suspension.

Fourth offense will result in a five (5) to fifteen (15) day bus suspension.

A fifth offense will result in suspension from the bus for the remainder of the school year.

Major misconduct of a serious nature may result in an immediate suspension from five (5) days to the remainder of the year.

Communication Devices/Cell Phones/Cameras

Students are allowed to use cellular phones before and after school. Students are not allowed to use cell phones during the school day. Use of a device outside of this time will result in staff confiscation and the item being turned in to the office for a parent/guardian to pick up. In accordance with Minnesota State High School League rules, cell phone use will not be permitted in restrooms. Cameras are not allowed in

any place where there is an expectation of privacy during the school day. Phone use during lockdown or fire drills is not allowed.

Students are not permitted to take photographs or video footage of any student and/or staff without expressed written consent of all parties involved. Any such act will result in appropriate disciplinary action as determined by administration. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school district policy, school rule, or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and held in the office are to be picked up by a parent or guardian. [Policy #524](#)

Damage to Property

Damage of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials with restitution being expected.

Discipline Policy

Every attempt will be made to treat discipline situations fairly and consistently; however, the building administrator will review the facts of each situation and has the flexibility to determine when a variation in approach or consequences by staff or principal better meets the needs of an individual student or situation. Each school has expectations and procedures that students are expected to follow and they will be reviewed with the students during the first weeks of school each year.

Students who violate school rules will earn consequences for their conduct. School District policies include a provision that a student must be removed from class immediately for violent behavior, or assault, as defined by Minn. Stat. 609.02, Subd. 10. Local law enforcement will be notified if the student has been involved in physical altercation, has possession of illegal material or committed a crime prohibited by federal, state, or local law.

All students will be held individually responsible for their behavior and for knowing and obeying the Student Discipline Policy, including the Code of Student Conduct therein. [Policy #506](#)

General Expectations for Behavior

We ask that students please do these simple seven things:

- Cooperate with all staff members.
- Be in class, and on time.
- Treat all others with respect.

- Act in a manner which does not negatively affect the education of another student or interrupts a teacher from teaching.
- Always consider the safety of others and yourself.
- Be aware of other school expectations, and follow them.
- Show effort in class and remember that school is a place to learn.

To support student conduct expectations, the Greenway Public schools has implemented a Positive Behavioral Intervention and Support (PBIS) program at all levels. Each building has developed specific strategies that are shared with the students during regular classroom and advisory meetings.

Behavioral Expectations

During 2009-2010, Vandyke adopted a Positive Behavior Intervention and Supports (PBIS) model for behavioral expectations. The focus of PBIS is to teach students how we want them to behave in each of the school areas and celebrate when our students make the right choice. Below is our PBIS matrix which details what is expected behavior of our students:

“Greenway Raiders Rule with the 3 R’s—Readiness, Respect, Responsibility”

Vandyke Elementary Students Follow the 3R’s!

	READINESS	RESPECT	RESPONSIBILITY
GHS Cafeteria/Lunch Room	Use restroom and wash hands before lunch Wait patiently in lunch line Walk safely	Follow adult instructions Use your inside voice Use good manners Keep body to yourself	Keep track of your belongings Clean when done Remember your lunch and/or lunch number
Classroom	Have your materials ready Keep work area clean Be in your seat and ready to learn	Use your inside voice Show kindness to others Keep body to yourself Use materials safely Raise your hand	Ask for help when needed Listen and follow directions Do your best

Gymnasium	Gym shoes on and tied for safety	Treat your classmates kindly	Follow the listening rules
	Walk in line	Speak to your classmates appropriately	Remember your gym shoes
	Line up quietly	Show good sportsmanship	Help set up and clean up equipment
	Seated and quiet in less than one minute	Keep body to yourself	

Hallway/Stairs/ Tunnel	Face Forward	Remain quiet	Use a direct route
	Keep shoes tied for safety	Greet others with a smile or finger wave	Keep to the right
		Hat off inside	Walk directly behind the person in front of you
		Keep body to yourself	
Playground	Wear proper and safe clothing	Keep body to yourself	Feet first on the slides
	Line up as soon as the whistle is blown	Keep voices quiet upon entering building	Keep track of belongings
		Use the buddy bench	Use and return equipment safely
		Follow adult directions	Report unsafe/unkind behavior to an adult
Bathroom	Use at the appropriate time	Keep body to yourself	Keep bathroom clean
	Ask permission	Give others privacy	Use hand dryer appropriately
	Get in-Get out quickly and safely	Remain quiet	Return quickly to class
	Wash your hands with two pumps of soap	Flush the toilet	Report problems to an adult

Bus	Be at the bus stop when the bus arrives Know your bus number Quickly take your seat Younger students sit in the front of bus	Body to self Use appropriate language Use inside voice Wait your turn to exit and enter the bus	Stay seated for safety Listen to the driver Keep the bus clean Report any problems to the driver immediately
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Insubordination or Defiance of Authority

Students are at all times under the authority and supervision of teachers and all school employees. While in school or at a school activity, students will honor all requests made of them by administrators, teachers, custodians, paraprofessionals, and food service staff.

Student's refusal to obey reasonable directions, expectations, requests or instructions of school employees will constitute insubordination. Students must cooperate in all school disciplinary investigations.

Suspension

GRADE 4 ONLY:

Suspension is the temporary removal of a student from the school setting. A student may be suspended for up to ten school days for (1) willful violation of any reasonable School Board regulation, including those found in District policy; (2) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or (3) willful conduct that endangers the student or other students, or surrounding persons, including District employees, or property of the school.

Suspension will be used in accordance with the Pupil Fair Dismissal Act. All students who have an excused absence from school will have the opportunity for making up work they missed during their absence, for credit, by arranging time with each teacher to complete the work.

Length of suspension will be determined by school authorities and will reflect the offense committed and the cumulative number of misconducts. Parents/guardians will be notified of the action taken.

Out-Of-School Suspension: Students suspended out-of-school will be under the complete custody and jurisdiction of their parents during the suspension. A suspended student may not loiter or appear on any School District property or at any school-sponsored activity during the duration of the suspension.

In-School Suspension: Each school has procedures for in school suspension that must be followed or further disciplinary action may be taken.

Dress Code

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

Clothing appropriate for the weather.

Clothing that does not create a health or safety hazard.

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

Inappropriate clothing includes, but is not limited to, the following:

“Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.

Clothing bearing a message that is lewd, vulgar, or obscene.

Apparel promoting products or activities that are illegal for use by minors.

Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.

Any apparel or footwear that would damage school property.

Headgear, including hats or head coverings, is not to be worn in the building except with the building principal’s approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

The possession and use of alcohol, misuse or abuse of prescription medication, and possession and use of controlled substances, toxic substances, and medical cannabis are prohibited at school or in any other school location before, during or after school hours and at any school events or activities. Possession, use and/or being under the influence of herbal substances, synthetic marijuana, spice, dragon, K2 or similar products is prohibited. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance, except medical cannabis, which has a currently accepted medical treatment use in the United States onto a school location for

personal use if the person has a physician's prescription for the substance. All medications of this nature must be taken directly to the school nurse and must be dispensed through the main office. Students are not allowed to maintain personal possession of the medications. Students who have prescriptions must comply with the school district's policy. [Policy #516](#).

Harassment and Violence Policy

Vandyke Elementary strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. [Policy #413](#)

Hazing Prohibition Policy

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's policy. [Policy #526](#)

Non Exclusionary Disciplinary Practices

"Non Exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services.

At Vandyke Elementary School we utilize the following non exclusionary discipline practices:

- PBIS-Positive Behavioral Interventions and Support
- Social and Emotional learning through evidence based curriculum
- Responsive classroom practices
- Restorative practices, circles, fix it plans, think sheets
- Behavior contracts
- Behavior Intervention Room skills teaching
- Meetings with School Social Worker, Principal, Indian Education, Children's Mental Health Staff
- Parent meeting to develop a home/school behavior plan

Non Exclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

Reasonable Force

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws. [Policy #507](#)

Sex Nondiscrimination Policy and Title IX Grievance Procedure and Process

The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.

The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.

Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity.. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity.

The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.

The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.

The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity.

Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other

person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.

In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.

Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are: Dianna Hazelton

The Title IX Coordinators' contact information is:

Dianna Hazelton	GHS Principal	(218) 245-6208	PO Box 520 308 Roosevelt St. Coleraine, MN 55722	dhazelton@isd316.org
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[Policy #522](#)

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco - related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school -owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco -related devices, or electronic delivery devices in a public school, on school grounds, in any school -owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact the building principal if you have questions or wish to report violations.

[Policy #419](#)

Weapons Policy

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy.

The Minnesota Legislature enacted legislation that may make it a felony for anyone to possess a dangerous weapon on school property. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon which will not be returned; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by case basis. [Policy #501](#)

4. Health/Safety

Accidents

All student injuries that occur at school or school-sponsored activities, or on district transportation should be reported to the main office.

Accident report forms must be completed for all accidents and are available in the main office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s)/guardian(s).

Canine Detection

Periodic building searches are conducted utilizing trained canine support with the purpose of assuring a safe and drug-free environment. The searches typically involve random classroom sweeps in which students and staff are asked to vacate to the hallway leaving behind anyl jackets, sweatshirts and/or personal items including purses and knapsacks. A search usually takes no longer than five minutes. Upon detection of contraband, students are asked to identify ownership, then a conversation takes place between the owner of the item and the Principal in the office. Parents are contacted via phone regarding the information gathered. Canine Detection is not typically used at the elementary level.

Crisis Management

The school district has developed a “Crisis Management” plan. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct (5) lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Current emergency contact information is critical to ensuring student safety. Parents and guardians are urged to view their contact information on Infinite Campus parent portal and to update health records and contact information with the school nurse each year.

Health Information

The Vandyke health office is staffed daily from 7:50 AM-3:15 PM. Students who become ill at school will be sent to the health office. The LPN or RN on duty in the health office will determine whether or not a student is too ill to remain in school. The LPN or RN may call parents/guardians to pick up students if they are ill.

First Aid

The health office in each building is equipped to handle minor injuries requiring first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) within each building. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her student has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student.

The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the nurse (218-245-6804).

Medications at School

District policy sets forth guidelines for nonprescription and prescription medications taken during the school day. The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this section does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, subd. 6.

Prescription medications must be brought to school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label.

Prescription medications are not to be carried by the student but will be left with the appropriate school personnel.

Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

The health office will have Tylenol available, however, it will only be administered with a signed parent permission form on file. This form is available from the health office.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides; the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the estimated schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District's maintenance department at 218-245-3861. The estimated schedule of pesticide applications is available for review or copying at the school offices and parents may receive prior notice of each application if specifically requested.

School Security

To better provide for the safety of our students and staff a security system is in place at Vandyke elementary school, building and grounds.

ALL cameras are operational 24 hours every day.

School entrances will be locked at 8:30 each day. This is done for the security of the students and staff. ISD 316 utilizes the services of local law enforcement officials in punitive, investigative and/or legal matters that may arise.

Trespassing

Minnesota Statutes section 609.605 makes it a misdemeanor for any person to enter or be found in a school building unless the persons:

- Is an enrolled student or the enrolled student's parent/guardian, or an employee of the school or school district; or
- Has reported to the school office or has permission or an invitation from a school official to be in the building; or
- Is attending a school event, class, or meeting to which the public, the individuals, or a student's family is invited.

It is a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not return, unless the principal or the principal's designee has given the person permission to return to the property.

Visitors

Please refrain from bringing visitors to school. From time-to-time students request that they be allowed to bring visitors to school. Visitors who wish to learn more about Vandyke Elementary may do so through a formal appointment with the principal.

Parents are welcome to observe school in session with administration's approval. Parents as well as other visitors are asked to report to the office to sign in and receive a visitor badge. Arrangements for visitations must be made at a minimum of 2 days prior to the scheduled visit.

Non-school persons with no specific business are not allowed to loiter on the campus or visit with students.

Student Fees

STUDENT FEES	
Transcripts (graduates)	\$4.00
Replacement Planner	\$5.00
7/8 PE Shirt	\$10.00
7/8 PE Short	\$10.00
Chromebook Fees	
Annual Insurance	\$25.00
Deductible-1st Incident	\$25.00
Deductible-2nd Incident	\$50.00
Replacement Charger	\$30.00
Parking Violation	
1st Offense	\$10.00
2nd Offense	\$20.00
3rd Offense	\$30.00
4th Offense	Tow
Yearbook	TBD each year
Certified Nursing Assistant Test Fee	\$150.00
Lost/Damaged Book Fee	\$3-\$75
Replacement Padlock Fees	\$15.00
ACTIVITY/ATHLETIC FEES	
6-8	\$70.00
9-12	\$115.00
Family Max	\$325.00
CAP & GOWN-GRADUATES	\$24-\$55

ATHLETIC ADMISSIONS	
Varsity/JV Athletic Admissions	
Student*	\$4.00
Adult	\$6.00
Annual Pass (Student)	\$40.00
Annual Pass (Adult)	\$60.00
Annual Family Pass	\$200.00
Golden Pass	FREE
(Resident of Greenway who is 65 years of age or older and requests a pass)	
(Golden Pass must be reissued every three years)	
Employees (only)	FREE
*ALL GREENWAY STUDENTS WILL BE ADMITTED FOR FREE TO ALL REGULAR SEASON GAMES.	
PASSES/EMPLOYEE ADMISSION ARE NOT VALID FOR DISTRICT OR PLAYOFF GAMES.	

Unpaid Meal Charge and Debt Collection Procedure

I. Purpose

The purpose of this procedure is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. General Statement of Procedure

A. ISD 316's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program.

- B. It is the policy of ISD 316 to offer breakfast and lunch meals that meet state and federal guidelines. Each student will be provided one free breakfast and one free lunch each school day.
- C. Payments for additional meals or ala carte items can be made using cash, check, or with a credit card using the online payment system.
- D. Families are encouraged to complete the application for educational benefits as the school district can receive additional funding. Educational benefit applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available during school hours in the main offices of Vandyke Elementary or Greenway High School, the food service office, or can be printed from the district website.

III. Charge Procedure

- A. Students are not allowed to charge for ala carte items or second meals.
- B. Students will always be served a meal regardless of unpaid food service accounts.

IV. Notification of Account Status

- A. Families can check their student's meal account balance via Parent Portal or by contacting the food service office.

V. Collection of Unpaid Meal Debt

When the student meal balance is negative, the following collection actions will be taken:

Vandyke Elementary: Weekly printed statements will be sent home in communication folders. Monthly printed statements will be sent via regular mail.

Greenway High School: Monthly printed statements will be sent via regular mail.

The Food Service Department will also send a weekly email to all parents advising them of the negative student meal account balance(s) if a valid email address exists with the district.

The Food Service Department will encourage parents to complete the free/reduced-price meal application.

Repeated requests for payment will be sent if parents have not responded to the first request.

The Food and Nutrition Clerk will contact the building principal if no payment is received. The principal will contact the parent/guardian to determine an appropriate solution.

A year end statement is mailed to all households with a negative balance, stating the expectation that all fees owed to the district will be paid in full on the last day the student will be attending classes.

A formal letter will be sent to the household notifying that the debt will be turned over to the collection agency and the student meal account will be closed when no payment has been made for 90 days and/or a negative balance of over \$200 exists, unless payment arrangements have been made

with the food service office.

Source: Independent School District 316, Greenway Public Schools

Vandyke Elementary Handbook

Independent School District 316, Greenway Public Schools School

Board Reviewed:

School Board Approved: