

FOLEY ELEMENTARY SCHOOL

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www.foley.k12.mn.us



"Where Young Falcons Take Flight"

Independent School District No. 51

WELCOME TO FOLEY ELEMENTARY SCHOOL

This section of the handbook has been prepared for FES students and parents/guardians as a source of information regarding some of the policies and regulations specific to Foley Elementary School. Please read it and keep it as a reference guide to use throughout the school year. We also have information on our website: www.foley.k12.mn.us.

VISION / MISSION

FES – FES will provide a solid foundation, educating each student to become a responsible, healthy individual prepared to reach their full potential.

BELIEFS

- Foley Elementary students and staff need a safe working environment.
- Foley Elementary School staff will initiate programs or events to promote the understanding and acceptance of diversity.
- Foley Elementary Staff will initiate programs or events to promote creative thinking and artistic expression.
- Foley Elementary School staff will provide a unified, supportive learning environment.
- Foley Elementary School staff will provide students with learning experiences based on current educational research.

MOTTO

"Where Young Falcons Take Flight"

In the case of discrepancies between this Handbook and other district or school communications, priority for accuracy is:

- 1) State and federal law,
- 2) District policy,
- 3) Student Handbook

*This handbook is intended to serve as a guide for Foley students and their families. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures that contribute to the operation of the school. Students are responsible for knowing the information contained within.

ARRIVAL and DISMISSAL

K-3 A.M. Student Drop-Off: Students should not arrive at school before 7:50 am.. Parents may drop off students in the front of the building using the drop-off lane and pull up as far as possible in the lane before having students exit their vehicle. This will help shorten the line of cars waiting to drop off and make the process faster for everyone. Parents will not be able to walk students to their classrooms. Plan on saying goodbye in your vehicle or at the front entrance.

K-3 P.M. Student Pick-Up: Students who will be picked up by parents at the end of the day will be dismissed to the cafeteria from classrooms at 2:50 pm. to wait at assigned tables and be supervised by staff. Parents/Guardians picking up students will need to form a line at the front door and will be greeted by an FES staff member. The staff member at the front door will radio the staff in the cafeteria to dismiss students to Door 24 when their parent is at the front of the line. Students riding a bus must go directly to the north side of the building where the buses load.

PreK A.M. Student Drop-Off: Students should not arrive at school before 7:50 am. Parents may drop off students in the front of the building using the drop-off lane and pull up as far as possible in the lane before having students exit their vehicle. This will help shorten the line of cars waiting to drop off and make the process faster for everyone. Parents will not be able to walk students to their classrooms. Plan on saying goodbye in your vehicle or at the front entrance. PreK students will be escorted back to preschool classrooms by classroom teachers, EAs, or other staff of Foley Elementary who will meet them inside the front entrance.. If your

preschool child rides to school on a bus with an older sibling, they will walk from the bus into the building and report directly to their preschool classroom.

PreK Student Pick-Up: Preschool students attending either a.m. or p.m. preschool will be brought to the main elementary entrance upon completion of preschool class. Students riding home on the bus will be walked directly to their bus by the classroom teacher or EA.

ATTENDANCE

School attendance is essential to the educational success of students at all levels, but especially in a primary school. Daily attendance is required by Minnesota State Law for all school-age students. Children who are under the age of seven and are enrolled in kindergarten in a public school are also subject to the compulsory attendance law. The basic responsibility for the regular attendance of the student lies with the student, the parent/guardian, and the school. Students are expected to attend and arrive on time for all classes. For attendance purposes, “day” includes absence from one or more class periods during the school day. An excused absence indicates an absence from school with the parent/guardian and the school's permission. Schools may permit absences in addition to the list below at their discretion. The following absences are considered excused:

- Illness of the student
- Serious illness or death in the family
- Family emergency or special circumstances
- Medical/dental/chemical health/psychological appointments that cannot be arranged at another time: The student must present an appointment card from the facility visited to be considered an excused absence.
- Parent requested and approved absences, i.e., family vacations, needed at home, hunting/fishing trips, state tournaments, etc.

The following procedure must be followed for a parent-requested absence to be excused:

When an absence is necessary, the parent/guardian should call the office (320-968-7286) or provide a written note stating the reason for the absence. **A written excuse or phone call from a parent does not automatically mean the absence will be recorded as excused.** Students are required to make up all work due to their absence. The school reserves the right to refuse to excuse an absence when requests become excessive. Once a student has 12 absences, all future absences will be considered unexcused unless medical documentation signed by a health care provider is presented to the school. The **specific** length of absence needed ~~should~~ **must** be noted by the doctor **and may not be open-ended. Without detailed information explaining the absence and specific absence dates, medical documentation will not be accepted to excuse an absence.** A “Medical Excuse Form” will be made available to students and parents if needed. An unexcused absence indicates that the student is absent from school for reasons other than those listed and does not have approval from the parent/guardian and/or school. After the 3rd unexcused absence is recorded, a contact will be made with the student and his/her parents to review attendance records and requirements. The school has the legal responsibility to refer students who have 7 or more unexcused absences from school to County Social Services and/or the County Attorney’s office.

When a parent wishes to take a child out of school for a doctor, dentist or other appointment, please notify the office at the start of the school day or before the appointment so that we can be sure your student is in the office when you need to pick him/her up for the appointment. A doctor’s note should be turned in upon return to the office to ensure an excused absence. Parents should not take students out of school without notifying the office.

BUS TRANSPORTATION

Riding a school bus is a privilege, not a right, and that privilege can be suspended when students do not comply with policies, rules, or laws. Please refer to the following policy:

1. Students are not allowed to ride a bus other than the one to which they are assigned. For the safety of the students, parents will be asked to designate **one** consistent pick-up and **one** consistent drop-off location.
2. The law also states that students will not be allowed to bring distracting items on the bus. This would include live animals or balloons. These rules are employed for the welfare and safety of your child.
3. Arrangements must be made in the office **before 2:00 p.m.** if your child will not be riding the bus in the afternoon.
4. No one will be allowed to remove students from a bus. Students must be checked out from the office.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES (PEDs)

Foley Elementary School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus. We advise leaving all electronic devices and valuables at home. **If personal electronic devices (cell phones, smart watches, fitness trackers, headphones, earbuds, etc) are brought to school, they must be turned off and properly stored in the student’s locker during the day.** Devices should be put in the student’s locker upon arrival and not removed until student dismissal. Parents are advised to call the main office if they need to contact their student during school hours.

Items that interrupt the learning process or violate District/School Policy will be confiscated by staff. Repeat offenses will result in administrative consequences, including parent pick-up of confiscated items.

If technology misuse is an issue, the student's parent or guardian may be required to pick up the item at school, and the student may lose the privilege of bringing their device to school.

- 1st Incident: The staff member turns the device into the office for the remainder of the school day, and the student picks up the device after 3:00 pm
- 2nd Incident: The staff member turns the device over to the office for the remainder of the school day, and the parent/guardian picks up the device; a school consequence is assigned.
- 3rd Incident: The staff member turns the device into the office for the remainder of the school day, and the parent/guardian picks up the device; school consequence assigned; student may lose the privilege of having a phone/smart device on campus.

DISCIPLINARY POLICIES

Foley Elementary School uses the P.B.I.S. (Positive Behavior Intervention and Support) approach in helping students make positive behavior choices and to create a welcoming environment of high expectations for all students. We use the acronym S.O.A.R., which is structured around the 4 district core values of *Support, Offer kindness, Achievement, Respect*, as the basis for all of our school and class expectations.

We believe the keys to successful student management are:

- Direct instruction and staff modeling of behavior expectations
- Recognize and reinforce positive behaviors
- Clearly communicated expectations

We believe the goals for student management are:

- Increase student social skills and academic engagement
- Establish a positive classroom and building climate
- Increase student investment and independence
- Decrease disruptive and negative behaviors

We use a behavior matrix in laying out student behavior expectations for a variety of areas. The matrix helps make the expectations clear to students and staff. Please see our behavior matrix below:

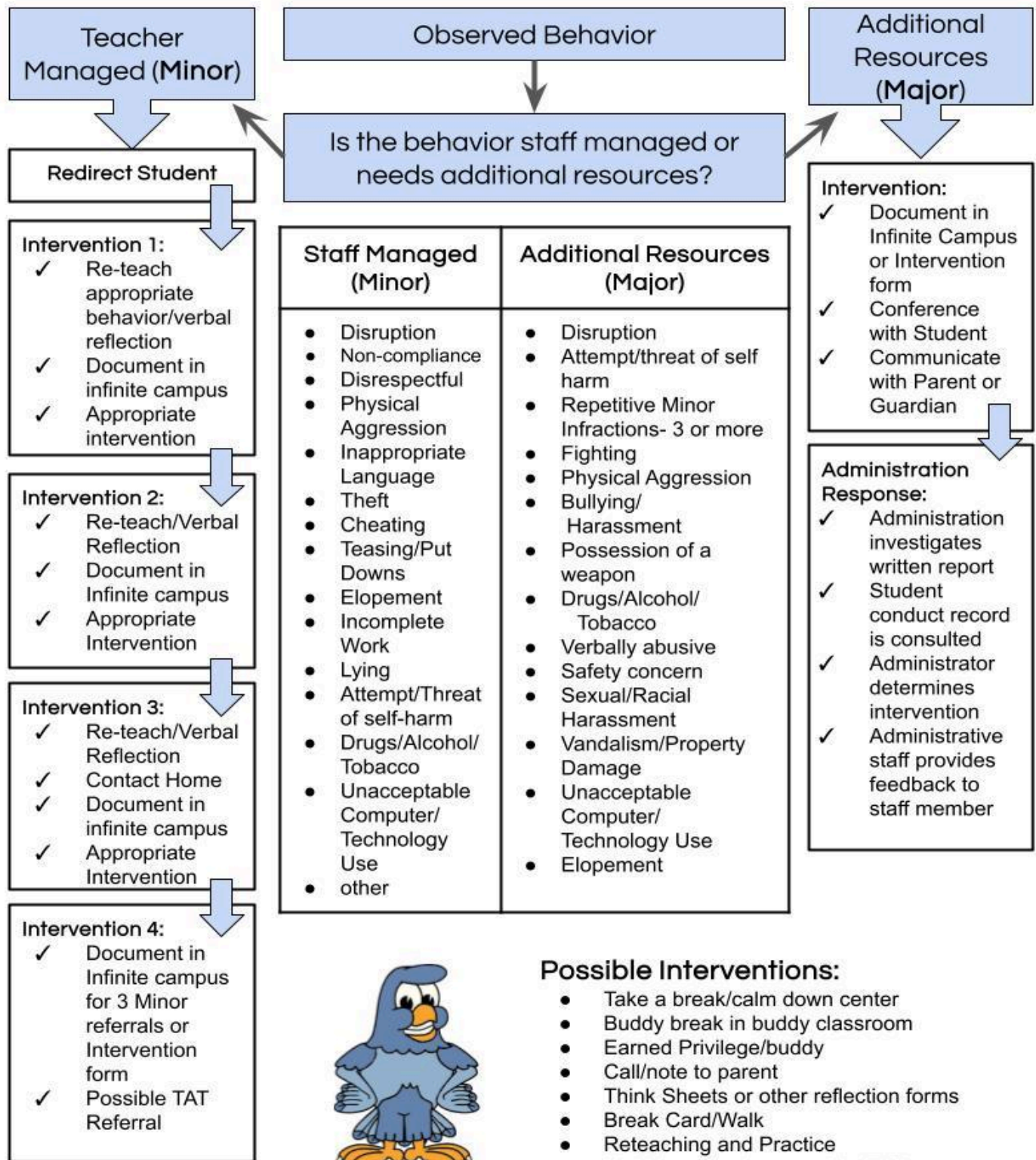
FALCONS SOAR

SUPPORT & SAFETY, OFFER KINDNESS, ACHIEVEMENT, & RESPECT

<i>Core Values</i>	<i>Hallway</i>	<i>Class room</i>	<i>Bath rooms</i>	<i>Play ground</i>	<i>Bus</i>	<i>Assem- blies</i>	<i>Lunch room</i>	<i>Media Center</i>	<i>Stairway</i>
<i>Support and Safety</i>	*Walk on the right side of the hallway in a single or double file line *Eyes forward	*Hands and body to yourself *Move safely in the classroom. *Stay with the group	*Flush, wash, leave *Keep water in the sink *Report problems or accidents to an adult	*Use equipment safely *Report problems or accidents *Stay in playground boundaries	*Stay seated, facing forward *Keep your whole body in the bus	*Sit with your group *Stay behind the cones	*Wash hands before eating *Sit with your class *Walking feet	*Walking Feet *Wait in Line *Push in your chair	*Hand on railing *Right side of stairs *Up and down one step at a time
<i>Offer Kindness</i>	*Voice level 0 *Pick up your belongings *Help others when needed	*Voice level 0-3 *Take care of your belongings	*Voice level 0-1 *Wait your turn *Ask an adult to use the bathroom	*Voice level 0-4 *Include & invite others *Share equipment *Take turns	*Voice level 0-2 *Clean up after yourself	*Voice level 0-3 *Eyes on the speaker *Clap or respond when appropriate	*Voice Level 0-2 *Keep the lunchroom clean *Say Please and Thank you *Kind words to all	*Voice Level 0-1 *Say Please and Thank you	*Voice Level 0-1 *Stay in your bubble
<i>Achieve ment</i>	*Go directly to your destination	*Stay on task *Ask for what you need	*One or two pumps of soap *One or two paper towels	*Pick up all equipment & put back where it belongs *Line up when the whistle blows	*Stay seated until your stop *Check your seat for belongings	*Follow directions *Watch & listen to your teacher when it's time to leave	*Eat your own food *Clean up after yourself *Report spills *Raise hand to dump tray	*Use Bookmark *Return books on time	*Go directly to your destination
<i>Respect</i>	*Hands and body to yourself *Keep hallways clean	*Be honest *Accept differences	*Respect privacy *One person in a stall at a time *Throw away your paper towels *Keep hands and body to yourself	*Treat others the way you would like to be treated *Use respectful language	*Listen to the driver *Use respectful language	*Watch for voice level signals. *Be a whole body listener *Respect school property	*Respect the share table *Ask permission to leave the lunch room *Body and voice in control while waiting in line for lunch	*Respect books *Return books to the return bin *Push in chair to the right	*Hands and body to yourself *Keep the stairs clean

Behaviors classified as minor are behaviors that classroom teachers or other staff will typically handle themselves. They will not always inform the office of these behaviors. Major behaviors are those of a more serious or repetitive nature that require office support.

Foley Elementary School Behavior Flowchart



We recognize that students will sometimes make mistakes in their behavior. Below is a description of how inappropriate student behaviors will be handled at FES.

Violation of Major Policies and Penalties

1. **Fighting:** Penalty: This will depend on severity; however, any fighting will be reported to the principal. Any recurrence will result in notification of parents and a possible conference with parents.
2. **Dangerous weapons or instruments - "Dangerous weapon"** means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm or any fire that is used to produce death or great bodily harm. A student shall not possess, handle, transmit, or conceal any object that could harm another person.
Penalty: The Item will be confiscated and the parent notified. Suspension is at the discretion of the principal. M.S. 121A.44 states that a school board must expel for at least one year a pupil who is determined to have brought a firearm to school, except the school board may modify this expulsion requirement for a pupil on a case-by-case basis.
3. **Disruption of school** - A student shall not be allowed to disrupt school in any manner that would impair the educational program. Repeated action will result in: Penalty: Removal from class, referral to principal, conference with parent.
4. **False fire alarm or bomb threat:** Penalty: Persons responsible for a false fire alarm or bomb threat will be turned over to the proper law authorities.
5. **Use of vulgar language at school:** Penalty: Parents notified.
6. **Vandalism/theft of private or public property:** Penalty: Parents notified and arrangements made for replacements or reimbursement.
7. **All other infractions that are contrary to school rules and regulations and/or that may cause harm or injury to other persons. This will include proper behavior on the playground, halls, bus, library, gym, etc.**
Penalty - Each incident will be handled individually depending on the severity of the offense.
8. **Stealing:** Penalty - Immediate suspension from school, and parents must accompany the student for a conference.
9. **Harassment/bullying:** Penalty - Each incident will be handled individually depending on the severity of the offense. Consequences could result in detention, loss of privileges, referral to Human Rights Officer, parent contact, possible law enforcement contact, expulsion, referral to principal or appropriate resource person.

"Nonexclusionary 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. Nonexclusionary disciplinary policies and practices include, but are not limited to, the policies and practices under sections 120 B.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).

EMERGENCY CLOSING

Students need to know a plan to follow in such an event. This plan should be on file with your classroom teacher, and current emergency numbers need to be on file in the school office. Please update your child's emergency information in our student information system, Infinite Campus, so we are able to contact you quickly in the event of an emergency.

FEES

It may be necessary to charge a nominal fee for some classroom activities and field trips. Materials used for instruction cannot be charged for; however, if the item is to be taken home and becomes the property of the student, a fee must be charged for the materials. Checks for all fees should be made out to Foley Elementary School.

FIELD TRIPS

Grade levels have a few different opportunities for field trips throughout the school year that are connected to the academic program to enhance their learning experience. Depending on the trip, there are times when you will be notified that parent chaperones are needed. If you would like to chaperone a field trip, the following guidelines apply:

- All chaperones need to have a current **and approved** background check on file. This can be done online through our district website under "Volunteer Opportunities".
- If you are chosen to be a chaperone, **it is important for you you are required** to ride the bus with the students and assist with the supervision of the students you are assigned.
- While on the trip, the purchase of treats, souvenirs, and amusement rides is not allowed. Students and parents are asked not to bring money for these items.
- No smoking is allowed on a school-sponsored trip. This includes e-cigs.

- Cell phones may be brought along, but we ask that you turn them off. If you take pictures, please only take pictures of your child. We have several parents who have not given consent for the release of their photographs. We want to be sure to honor their requests.
- Other children or siblings are not allowed.

GRADING PROCEDURES

Grade Level Achievement is indicated on the report cards for grades kindergarten, one, two, and three by the following key: 4 (Demonstrates an understanding of standards/benchmarks that exceeds expectations at this grade level, 3 (Demonstrates a secure understanding of standards/benchmarks at this grade level, 2 (Demonstrates a developing understanding of standards/benchmarks at this grade level, 1 (Demonstrates a beginning level of understanding of standards/benchmarks at this grade level. These marks can also be accompanied by a checklist based on the child's ability and a brief narrative. A (+) indicates an outstanding area; a (-) indicates a problem area.

GUM CHEWING

Gum chewing is not acceptable unless it is permitted by the teacher.

LUNCH

Food from an outside restaurant may not be brought into the school. If you pack a home lunch for your child, please keep in mind that we are a peanut-safe school district.

SNACK BREAK

Students may have a snack break during the school day as directed by their teacher. Classroom teachers will give parents guidelines about the types of snacks and when to send them with students. We also encourage all students to keep a clear water bottle at school to fill at our filtered water bottle stations.

NOTICES TO PARENTS

Occasionally, we send notices home, but we know that some of these notices don't always reach the parents. The most important communication will go home in Friday folders. Please help us by impressing upon your child the importance of receiving every message that we send you. Each month, a menu for the coming month, which lists events happening in school, will be sent home. It is usually sent home on the last day of each month.

PLACEMENT REQUESTS

~~Parents wishing to make specific requests for placement should secure a placement request form from the office in the spring. The form must be completed by the deadline specified on the form in order to be considered. The form must be filled out completely to be considered valid. Because many variables are considered in the placement process, it is possible that not all requests may be honored.~~

PARKING

The parking area closest to our main entrance at Door #1 is reserved for short-term parking (less than 20 minutes). The north side of the building is reserved for bus parking only.

PARTIES

Classrooms may have class celebrations a few times each year. If you prefer not to have your child participate in these celebrations, please let the teacher know that your child should not participate, and an alternative activity will be provided.

PEANUT / TREE NUT POLICY

Foley Elementary School has a Peanut / Tree Nut Safe Policy. We have several students with peanut and or tree nut allergies, and we are attempting to provide them with as safe a school environment as possible. These allergies are **severe and life-threatening** to some students. Our School Lunch Program uses no foods containing peanut or tree nut products, and parents should not send any peanut or tree nut products in cold lunches. Treats for students and staff for special occasions must also be peanut or tree-nut-free. **Please read labels to make sure that items do not contain peanut or tree nut products.**

PHYSICAL EDUCATION

Physical education is a regular part of the school curriculum. It is required that each student have a pair of tennis shoes that can be used during daily physical education classes. No black soled tennis shoes, please.

REPORT CARDS

Report cards are ~~created for to be issued to~~ students after the completion of each trimester. ~~period.~~ Report cards [are viewable online in Infinite Campus](#) ~~will be sent home~~ for all students in grades K-3.

ROOM TREATS

Students like to bring treats to school occasionally. We request that all treats be packaged treats or purchased. No homemade treats should be brought to school, according to the State Health Department (also see Peanut Policy).

SENDING MONEY

~~When sending money, especially in the lower grades (for activity fees, lunch, etc.) put it in an envelope marked with the child's name, grade, teacher, and purpose for which it is sent. **Checks should be made to Foley Elementary School** for one activity only. (Example: A check can be made for more than one child for lunch but please do not include money for field trips or student activities in the same check.)~~

STUDENT DRESS

We know that students, parents, teachers, administration, and the school board are all concerned about the dress and personal appearance of their students. Students are encouraged to dress in a manner that is conducive to learning and appropriate to a school setting. Caps, hats, and bandanas are only allowed on designated days. Clothing should cover the midriff. Spaghetti straps and "muscle" shirts are not acceptable unless an overtop is worn. Clothing, jewelry, pins, etc., which promote or contain advertising, other than those promoting a positive school image, should not be worn to school or any school-sponsored event. Any item in question will be reviewed by the principal for appropriateness. In the winter, students should dress for the weather, including boots, hats, and mittens. Students will go outside every day unless the weather is exceptionally cold. Shorts are acceptable during warm weather.

Backpacks should be of a size to fit in a student's locker. Those with wheels cannot be left in the hallway because of safety hazards. It is recommended that backpacks without wheels be used.

Parents are asked to follow the above dress guidelines when visiting the school.

VISITORS

Please call the office for permission before coming to school if you want to visit your child's classroom. Visitors who want to eat lunch with students must notify the office in advance. Approved visitors to the school must sign in at the office and wear a visitor's badge at all times. Staff who see a visitor without a badge should ask the visitor to return to the office. Visitors are cautioned that any information that was observed about students during school visits needs to remain confidential and should not be discussed with anyone.