

# ELEMENTARY PARENT HANDBOOK 2017-2018

**Buffalo-Hanover-Montrose Schools**



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**NOTE: The above items in the table of contents refer to sections that contain information that is standard in all elementary schools in the district.**

## Buffalo-Hanover-Montrose School District Calendar 2017-18

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>August/September</b>							<b>October</b>							<b>November</b>						
27	(28)	(29)	(30)	(31)	1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	(10)	11
10	11	12	13	14	15	16	15	16	17	(18)	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
<b>December</b>							<b>January</b>							<b>February</b>						
					1	2		1	2	3	4	5	6				1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	(26)	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28			
31																				
<b>March</b>							<b>April</b>							<b>May</b>						
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	(30)	31	29	30					27	28	29	30	31			
<b>June</b>							( ) = Teacher Workshop/No School      174 Student Days Terms 45-43-43-43 ■ = No School/Holiday													
					1	2														
3	4	5	6	7	(8)	9														
10	11	12	13	14	15	16														
17	18	19	20	21	22	23														
24	25	26	27	28	29	30														

### Important Dates

Aug. 28-31	Teacher Workshop Days	January 26	Teacher Workshop
September 4	Labor Day - No School K-12		No School K-12
September 5	1 <sup>st</sup> Day of School		End of 2 <sup>nd</sup> Term
October 18	Teacher Workshop	February 19	President's Day - No School K-12
	No School K-12	March 30	Teacher Workshop
October 19-20	Fall Break - No School K-12		No School K-12
November 10	Teacher Workshop		End of 3 <sup>rd</sup> Term
	No School K-12	April 2-6	Spring Break - No School K-12
	End of 1 <sup>st</sup> Term	May 28	Memorial Day - No School K-12
November 22-24	Thanksgiving Break - No School K-12	June 7	Last Day of School
Dec. 22-Jan. 1	Winter Break - No School K-12	June 8	Commencement
January 15	Martin L. King Jr. Day		Teacher Workshop
	No School K-12		End of 4 <sup>th</sup> Term

## **Attendance**

Regular daily attendance is important to school success. It is critical for students to have consistent attendance in order to be successful and have a positive learning experience. If your child is ill or must miss school, please call the school office/attendance line and leave a detailed message stating student name, teacher name, and reason for absence. Schoolwork missed during an absence must be made up. Parents will be contacted at work or home if an absence is not reported. The Board of Education defines the following reasons as excused absences: illness, death of a family member or close relative, family emergency, or a medical, dental, or mental health appointment that cannot be scheduled before or after the school day. Unexcused absences, such as missing the bus, oversleeping, or those that are not acknowledged by note or telephone call, are subject to truancy procedures. When no excuse is presented to the school, the absence will be considered unexcused.

Excessive absenteeism or tardiness may result in the school requesting a meeting with the parent or guardian to discuss the problem and/or requiring medical verification for absences. Excessive unexcused absences or tardiness may result in an intervention from Wright County Child Protection under their educational neglect policy.

### **District Unexcused Absence/Tardiness Policy**

- 3 unexcused tardies = 1 unexcused absence
- After 3 unexcused absences (9 unexcused tardies), parent contacted; Wright County Human Services may be notified.
- After 7 unexcused absences (21 unexcused tardies), educational neglect may be filed according to state statute.

You are strongly encouraged to take family vacations during school holidays such as winter or spring break. In the event this is not possible, *preapproval of the vacation by the building principal, per district policy, will be required for the absence to be excused.*

We understand that family schedules do not always mix easily with school schedules. If a child is late to school, we ask that an adult check the child in at the office. If a child needs to leave early, please come to the main office or health office to check the student out. Please send a note with your child in the morning so that the teacher is aware that a student will be leaving early from school.

## **Withdrawal Procedures**

Please notify the teacher and the school office prior to withdrawing your child when transferring to another school. You are asked to indicate the last date of attendance and the name of the new school. This will enable us to ensure that your child's school records are forwarded to the new school.

## **BEHAVIOR AND DISCIPLINE**

### **Bullying**

Any act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct interferes with the safety or welfare of the student, other students or employees.

### **Internet Policy**

- Students must inform an adult when they are going to access the internet and explain their purpose for using the world wide web.
- No chat lines are allowed, and recreational games may not be downloaded.
- If an inappropriate site is accidentally accessed, students are to exit the site and inform an adult immediately about the situation.
- Communication on the Internet should be directly related to school work.
- Students should use school (not home) address and phone number. They should tell an adult if they find information that makes them feel uncomfortable.
- Internet use will be monitored by adults.
- If a student misuses the internet it will be reported to the classroom teacher, parents and the principal. Misuse will result in consequences.

### **Locker Policy**

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

## **COMMUNICATION**

### **Custody/Communications Information**

School District #877 recognizes the fact that for many reasons, including separation or divorce, many of its students live with only one parent or guardian. The following policy is an attempt to assist the school and parents in communication with each other under these

circumstances.

Until a parent or guardian presents the building principal with an official document of custody, communications will be sent to the address of the child's residence addressed "To the parents of..."

Unless the school principal receives and verifies official notification that a court order exists to prohibit such actions, the non-custodial parent or guardian may:

1. receive, upon request, copies of any and all communications from the school about the student;
2. receive, upon request, information about the student's health, attendance or school progress;
3. attend, upon request, a school-scheduled conference to review the child's program.

A copy of the court order will be kept on file.

### **School Cancellation**

In case of a late start, early dismissal or school cancellation due to weather (or emergency) conditions, parents will be notified by phone and email through our automated parent notification system. For additional updates, you can also check our school district website at [www.bhmschools.com](http://www.bhmschools.com) or tune into radio stations WCCO (830 AM) or KRWC (1360 AM) or follow announcements on television stations KARE 11, KMSP 9, KSTP 5 and WCCO 4.

If the district has to close school and send students home early, we will assume that your child will go to his/her normal destination at the end of the day. If your child must go to a different destination on these days, you will be asked to complete a special form that will be sent home in the fall. Please discuss with your child what he/she is to do in case early dismissal is called.

### **Student Progress Reporting**

Student report cards will be made available electronically via the Parent Portal twice a year (February and June). If you need assistance logging on to the Parent Portal or would prefer to receive a paper copy of the report card, please contact the office. Conferences are generally scheduled between the parents and the teacher of each child in the fall and winter/spring. We encourage both parents to be present at these conferences. Parents are encouraged to schedule a conference with their child's teacher any time during the year if there is a question or concern about student progress.

### **Student Records**

District 877 shall permit the parents of a student who is or has been in attendance in District 877 to inspect and review the educational records of the student except those records which are made confidential by state or federal law. District 877 shall comply within five working days of the request. If District 877 cannot comply with the request within the five days, the parent will be informed and an additional five days will be permitted.

## **Telephone Calls**

Pupils may not be interrupted during school hours by outside calls and messages except in case of an emergency. The school staff will relay your message to the student.

We prefer that teachers not be called from their classroom to take phone calls except in an emergency situation. When calling for a teacher, please leave a message. The teacher will return your call as soon as possible. Teachers can generally be reached early in the morning or late in the afternoon.

## **HEALTH SERVICES**

### **Health Staff**

There are two full time licensed school nurses who coordinate and supervise the health needs of the children in the district. Also, there is a part time licensed school nurse who manages specific health programs such as asthma education, special school screenings and the district's blood borne pathogen trainings. All licensed school nurses are registered nurses with special school nurse licensure.

A full time health assistant is present in the health office throughout the school day. Minimal educational requirements for the health office assistant are standard first aid and CPR/AED certification. All health office staff participate in additional training on a yearly basis.

District health service staff collaborates with the educational team to provide students with high quality, consistent health care and health management. Provided health services are essential for maintaining and promoting student achievement in a safe and respectful environment.

### **Services Provided**

In the health office students can expect to receive routine first aid care for minor injuries. Any injuries requiring more extensive care will be directed to the family's medical facility. If the injury or illness is serious, 911 will be contacted for transport to the Buffalo Hospital Emergency Room.

Students arriving at the health office will be monitored for signs of illness based on their concerns. Students with fevers greater than 100.5 degrees, diarrhea or vomiting will be excluded from school unless special circumstances surround the nature of the illness and the licensed school nurse has deemed it appropriate.

Keep your child home from school if within the past 24 hours they have had:

- Temperature of 100.5 degrees or higher. Please do not medicate your child with Tylenol or Ibuprofen to mask fever prior to sending them to school.
- Vomiting/diarrhea
- Antibiotic treatment begun for strep throat, impetigo, pink eye etc... Antibiotics must be given for a full 24 hours **before** returning to school.



### **Health and Emergency Information Form**

Each school year, all students receive a pink health and emergency information form. This form provides the necessary contact information should the health office need to reach parents during the school day. **It is the parents' responsibility to update and return this form during the first week of the school year.** Please note: Parents will always be contacted first. Only the alternate people listed on this form will be allowed to pick up your child. No child will be released to anyone without verbal or written direction from the parent or guardian.

### **Emergency Information Changes**

Please call and let the school secretary know when you have changes in phone numbers, work location, daycare providers and/or emergency contact persons so that you can be reached quickly in the event of an emergency.

### **Chronic and Potentially Life-Threatening Conditions**

When a student has a diagnosed chronic condition (i.e. asthma, diabetes, seizures, heart condition or severe allergies) it is necessary for parents to provide information at the beginning of the school year on the health and emergency information form. If appropriate, students will receive a medical management plan stating what steps typically will be taken if an emergency situation occurs. This plan will be developed in collaboration with the school nurse, physician, parent and student. Student health information will be shared with appropriate school personnel with respect to confidentiality. **Please note: It is the responsibility of the parent to notify the bus company if any health conditions exist.**

### **Immunizations**

All students must comply with the Minnesota immunization laws and have proof of immunizations before entering school in ISD 877.

### **Health Screenings**

Each year, elementary students will have the opportunity to participate in the following health screenings:

- Hearing and/or Vision – grades K-5
- Scoliosis - fifth grade girls
- Height and Weight/BMI-grade levels may vary. Most common is grades 2-5. Based on results, additional screening may occur (blood pressure, pulse).

## **Medications**

The MN Departments of Health and Education have legislation regarding medications being administered in school.

Before prescription medication can be given at school, the health office must have:

- Written permission from MD and parent indicating medication, dose, frequency, side effects and termination date.
- Medication in **original bottle** with correct student name and medication instructions

Before over the counter medications (Tylenol, Ibuprofen etc...) can be given at school, the health office must have:

- Parent signature indicating medication, dose, frequency of medication and why the medication is needed.
- Medication in **original container** with label that includes instruction for appropriate dosage. Medications transported in baggies, envelopes etc... will not be accepted.

Some medications are allowed to be self-carried and administered independently by the student. These students should have a permission *form* to carry and self-administer on file in the health office. These medications are limited and may be at the discretion of the licensed school nurse.

Medication permission forms are available in the school's health office and on the district website. The health office will make all attempts to assist each family in obtaining the necessary information required for medication administration in school.

## **Activity Restrictions**

Students who are in need of activity restrictions from Physical Education (PE) may be allowed to sit out one class period by parent request and okay from a Licensed School Nurse (LSN). Any request notes from parents should be sent to the health office. Medical documentation will be required if additional days of physical education restrictions are necessary. As deemed appropriate by the health care provider, LSN or the PE teacher, alternate activities may be indicated. For example-walking laps when out with an arm injury. Parent should make every attempt to have the health care provider note activities the child *can* do while on restrictions.

Elementary level students who need to be excluded from physical education will also be excluded from recess that day. Recess for students with medical verification for extended exclusion will be handled on a case by case basis.

## **Potassium Iodide**

The Department of Homeland Security has recommended that facilities within a 10 mile radius of a nuclear power plant have potassium iodide (KI) available to all people in the event of a nuclear incident. Permission to administer KI is on the emergency/health form. No KI will be administered without the written consent of the parent/guardian. Parent permission will be requested when students register for school and will be a one-time permission only.

## **Indoor Air Quality Management Plan**

District 877 has adopted an Indoor Air Quality Management Plan. This plan will be used by the school district to identify and implement the district's commitment to the best indoor air quality for the students, parents, and staff. The plan contains maintenance procedures, building surveys, IAQ policies, and procedures for handling indoor air quality concerns and complaints. If you would like to view the Indoor Air Quality Management Plan or if you have any questions or concerns regarding indoor air quality at any of the district buildings, please contact the district's Indoor Air Quality Coordinator, John Heltunen at 736-682-8773.

## **LEARNING**

### **Field Trips**

We recognize and support the value of field trips as a complement of the regular curriculum and activity program. It is the general expectation that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Adequate supervision will be provided for all field trips. Parental consent will be required for all students participating in field trips. For students who are unable to participate in a field trip, accommodations will be provided at the school.

Students are responsible for the same positive behavior choices on field trips as during the regular school day.

### **Homework**

Homework is a means of reviewing and reinforcing facts and skills that are learned during the school day. It is also a way to help your child develop work and study habits that will assist them throughout their school years. Parents play a key role in teaching children the importance of completing assignments and in helping students develop habits and routines that will aid them in successfully completing homework assignments. The following suggestions will help with this process.

- Ask your child each day if she/he has homework. This will show them that you value completion of homework and will also assist them in remembering to do it.
- Show an interest in your child's homework. Ask them to show you what they are working on and share what they have learned that day. This will show that you are interested in their progress and will keep you informed on what they are learning.
- Remember that homework is the responsibility of the student – not you. You should monitor the homework activity, but don't do the work for the child. If your child has trouble with an assignment, inform the teacher so she/he can clarify the information.
- Help your child set a regular homework time and place each day. Free your child of other responsibilities at that time. Provide a quiet place where distractions are minimal.

## **Technology - Google Apps**

In our ongoing effort to use technology to expand learning opportunities for students, the Buffalo Hanover Montrose School District is proud to partner with Google Apps for Education. This notification is meant to provide some basic information about Google Apps for Education and open the communication lines with your child's teacher and school in the event you have more specific questions. **The following services are available to each student and are hosted by Google as part of the Buffalo Hanover Montrose School District's online presence in Google Apps for Education:**

- **Google Mail**-an email account for school use managed by the Buffalo Hanover Montrose School District. The acceptable use policy applies to this account both at school and home.
- **Google Calendar**-an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Google Drive** -a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office. These tools make it possible for students to work together on documents, presentations, and projects via the web.
- **Google Sites**-an individual and collaborative website creation used for projects and ePortfolios.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. Email accounts are required by many Web-based educational tools, and also allow students and teachers to communicate and collaborate in a safe and structured manner with their class. Web-based learning tools provide free access to storytelling, concept mapping, video editing, visual presentation tools, and many other meaningful Web 2.0 tools.

**Technology use, including Google Apps for Education, in the Buffalo Hanover Montrose School District is governed by School Board Policy 525 (Acceptable Use) and federal laws including:**

**Child Internet Protection Act (CIPA)** The school is required by CIPA to have technology measures in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. CIPA  
<http://fcc.gov/cgb/consumerfacts/cipa/html>

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for BHM School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes.

[COPPA-http://www.ftc.gov/privacy/coppafaqs.shtm](http://www.ftc.gov/privacy/coppafaqs.shtm)

## **Family Education Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa>

If you have concerns about your child having a Google Apps account, please contact your child's principal to discuss alternatives to web based instructional and collaborative tools. Thank you for your support as we work to leverage collaboration tools for 21st century teaching and learning.

## **Special Services**

A variety of special services are available to meet the individual needs of children. Eligibility must be established by a school Child Study team before a child can receive services. If you believe that your child has a disability which affects his or her learning, you should contact your child's teacher and/or the building principal. As a parent, you have the right to make a referral for special education testing. Special education services are also available for those children who qualify under state requirements. Services include: Special Education, Speech, Hearing, Adaptive Physical Education, Homebound and Section 504 accommodations.

All Minnesota school districts are required by law to identify and assess the educational needs of children with physical, mental, and emotional disabilities. We need to collect select information on identified children for the purpose of determining present and future educational programming needs and for statistical reporting.

The Minnesota Data Privacy Act and Federal Regulation 121a.14 afford parents certain rights related to the collection and storage of personally identifiable information on children with disabilities. Following is a summary of the afforded rights:

1. To be informed of the data to be collected, the purpose for collection, and whether the data will be classified as public, private, or confidential.
2. To be informed of the school district procedures for disclosure of private and confidential data, including information on what persons have access to the data, and that only upon permission of the parent will others have access to the data.
3. To inspect any such information which is subject to collection, to receive explanation and interpretation of same, and to require the accuracy of such information.

School districts are responsible for maintaining the confidentiality of information collected for this purpose, and of the destruction of same when the information is no longer needed for the purpose for which it was collected.

## **Psychological Services**

The school system has available, on a limited basis, the services of a psychologist. When a need is indicated for a diagnostic evaluation by the psychologist, a team staffing is scheduled.

## **Speech and/or Language Services**

Comprehensive speech therapy services, including screening, diagnostic evaluations and therapy, are available to those children who are experiencing difficulty with speech and/or language. Eligibility and frequency of service is based upon the student's needs as evaluated by the staffing team.

## **MEAL PROGRAM**

### **Buffalo-Hanover-Montrose Schools - Meal Account Management Procedure**

All students have access to school meals on a daily basis.

Students are encouraged to use the school meals program. School meals are a convenience and a service for our families.

Student meal costs are the responsibility of the student's family or guardian.

A positive monetary balance needs to be maintained to ensure a meal is provided to a student. A selected meal is never taken away from a student.

If the meal account balance is low, the account will be debited for a short time to allow a payment to be received from the family or guardian.

To purchase ala carte items, there needs to be money in the account to cover the cost of the purchase.

E-mail and text messages are sent out Monday-Thursday to paid students K-8 with a low balance, less than \$10. A message is also sent to any student with a negative balance.

Families may apply for free or reduced priced meal benefits at any time during the school year. Families need to apply annually for benefits. Application forms are available in each school, in the district office, may be printed from the district website ([www.bhmschools.org](http://www.bhmschools.org)) or apply online. To access an online application, go to [www.schoollunchapp.com](http://www.schoollunchapp.com) or follow the link on the district website.

A full copy of the Meal Account Management Procedure is posted on the district web site.

If you wish to receive a full copy, please contact the district office or your student's school.

## **BREAKFAST AND HOT LUNCH PROGRAM**

Breakfast and lunch are offered each school day. Menus are posted on the district website ([www.bhmschools.org](http://www.bhmschools.org)). Students are assigned their own meal account and PIN number.

Students need to memorize their number and keep it to themselves. Please remind your student not to share their PIN number with friends.

Meal accounts are debit, not credit accounts. Please keep a positive balance in your student's account. Families are encouraged to make deposits to cover the meal costs for the week or the month. Meal account deposits may be made with cash or check at school or at the district office. Credit or debit card payments may be made online using [www.paypams.com](http://www.paypams.com).

**The 2017-2018 meal prices are:**

Student Breakfast	\$ _____
Student Lunch	\$ _____
Adult Breakfast	\$ _____
Adult Lunch	\$ _____

Families may apply for free or reduced priced meals any time during the school year.

Applications may be filed electronically or with a paper form. The link to the electronic application is on the food service page of the district website. It is confidential and secure. Paper forms are available in the school office, district office, and on the district web site. An application is needed each school year. Please contact the district food service office, 763-682-8775, for further information on the free and reduced meal application.

Students choosing to bring a lunch from home may use their meal account to purchase milk or juice in the lunchroom. Please choose foods that are nutritious when packing a lunch for school. Students are not to bring pop for lunch. Parents are encouraged to have lunch with their children any time. Please call the school by 8:30 a.m. to reserve your lunch. Parents may also choose to bring a nutritious lunch to eat with their child. Visitors to our school, including parents, must sign in at the office and wear the assigned identification badge.

**PAY PAMS**

PAY PAMS is a service provided free of charge by the food service department for your convenience. It is a secure place online for parents/guardians to manage their children's school food service account.

With PAMS you will be able to:

1. Pre-pay for your children's school meals online.
2. View student account balance online.
3. View account payment history online.
4. Schedule automatic balance triggered payments.
5. Receive automated e-mail notification on balance status.
6. Receive automated e-mail confirmation on balance triggered payments.
7. Make payments using a major credit card, debit card or paypals account.

Please visit PAY PAMS website at <http://www.paypams.com> and see how convenient and secure it is to prepay your children's school meals on line. If you have questions about PAY PAMS, please contact the district food service office at 763-682-8775.

## **PARENT INVOLVEMENT**

### **Parent Teacher Organization (PTO)**

Volunteers are welcome at District 877 Elementary Schools and parents are encouraged to become involved in our school. Volunteers are always needed for a variety of projects to help the school run more smoothly. Helping in your child's classroom isn't the only way you can assist us. There are many occasions when help is needed for a project or an event that will benefit the whole school.

### **Visitors to the Building**

Parental involvement is important in a child's education. Parents are welcome and encouraged to visit school. If you wish to visit a classroom, please arrange the time and date in advance with your child's teacher so classroom schedules can be taken into account. We need all visitors entering the building during regular school hours to report to the office to sign in and obtain a visitor's badge.

### **VOLUNTEERS**

Thank you for your willingness to share your time and talents to benefit our elementary schools. We consider your parent involvement very important and ask that you follow the guidelines outlined below to help us maintain a safe and respectful environment for all.

### **Confidentiality**

Confidentiality is very important. While volunteering, you may observe, read or hear things about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school principal. All information about student abilities, behavior, relationships, grades or background is confidential. We depend on our volunteers to maintain confidentiality of our students, staff and volunteers.

### **Criminal History Background Check**

Buffalo-Hanover-Montrose Schools is required to conduct a criminal history background check on all individuals who are offered employment in the district, any type III bus drivers, and on all individuals, except District 877 student volunteers, who provide athletic coaching or other extracurricular services, regardless of whether they receive compensation from the school district.

Recognizing our responsibility to ensure the safety and security of our students and everyone connected with the Buffalo Hanover Montrose Schools, we require a criminal history background check for school volunteers and chaperones. Any volunteer or chaperone supervising students or responsible for them will be required to have a background check. The cost of this background check is \$14.00 and is paid by the person requesting to volunteer in the District. Potential volunteers/chaperones will need to fill out a Volunteer Background Authorization Form and pay the fee. This can then be given to the school secretary for processing. If a background check has already been done for the District at another school, an additional background check will not be needed. You can pick up a form in any school office or access it from your school's website.



Parents and volunteers will only need to complete one background check, which at this time will be good for the entire time that their children are attending a district school. Applicants will be notified if they are not eligible to volunteer. Any questions can be directed to the building principal.

The background check will include a county, state and national search. If you have been charged or convicted of anything, please answer yes to this question on the consent form and give specifics. If something shows up on the Criminal Background Check and you did not answer yes, even if it was dismissed, it may prevent you from volunteering. Final approval will be up to the building principal.

### **Sign In/Out**

**You are required to sign in before you begin your volunteer activity. Stop in the school office immediately upon arrival each time you volunteer.** For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency. Don't forget to sign out when you leave the building.

### **Visitor/Volunteer Badges**

Volunteers must wear a visitor/volunteer badge while in the building. Badges identify you to students, staff and other volunteers as a registered volunteer.

### **Dependability**

In the event you will be late or unable to keep your commitment, please call the school office as soon as possible. Students and staff are counting on you; therefore, dependability and promptness are important.

### **Student Discipline**

Discipline is the responsibility of the classroom teacher or principal. Volunteers should maintain order in their group or activity, but all discipline should be left to the school employees. Please report any problems with a student's behavior to the supervising staff person.

- In accordance with Minnesota Statute 1125A.0942, Subd. 1, BHM School District has a public plan that discloses its use of restrictive procedures. This plan specifically outlines the list of restrictive procedures that the school intends to use; how the district will monitor and review the use of restrictive procedures, including post use debriefings and convening an oversight committee; and a written description and documentation of the training and staff that have completed the training. A copy of this plan is available upon request at each school principal's office.

### **Contact with Students**

For safety reasons, please observe the following when working with students:

- Avoid being totally isolated with a child, such as a room with a closed door. Work only in areas of the school building which are in continual, direct supervision by district professional staff
- Use the staff/adult restroom facilities rather than the student facilities

- Do not give students gifts, rewards, or food items of any kind without the teacher's permission
- All interactions between you and students must take place only at scheduled times and on school property.

**Use of Cell Phones**

In order to provide an optimum environment for learning, cell phones must be turned off while in or near classrooms or the media center.

**Dress**

As a representative of a district elementary school, volunteers, like staff, are responsible for presenting a good image to students and the community. We ask that your attire be neat and conservative and appropriate for the task you are doing.

**Job Duties**

It is important that volunteers stay within the parameters of your assignment. If possible, meet with your staff contact before you begin. This will give you an opportunity to discuss your assignment, and learn about responsibilities and procedures.

**Chaperone Responsibilities**

- Chaperones must ride the bus or walk with students to and from the field trip destination and pay bus and admittance fees that are required. Only designated chaperones who accompany the class to and from school will be allowed with the group on the field trip.
- Chaperones helping with a class field trip or outing must read and follow all directions pertinent to the particular site you are visiting as well as following teacher instructions.
- Take responsibility for your entire group of assigned students for the duration of the field trip and always know where the children in your group are. Keep your group together and do not let them run ahead of you. Take a head count occasionally to be sure you have everyone with you who was assigned.
- Children need to behave in a respectful way at all times. Any students who have difficulty following your directives should be taken to a teacher.
- Remember that field trips are meant to be fun, but their primary purpose is to provide educational experiences that we cannot provide at school. Chaperones are brought along so that the class can be broken up into smaller groups thus allowing students to gain the most from the experience.
- Follow the schedule and rules given to you and meet the teacher at designated spots on time.
- This trip will provide an opportunity for you to see other parents, but please keep in mind your responsibility is to the children in your group. Please do not neglect them for the sake of conversing with other chaperones. Always set a good example.
- Cell phones should be used only for emergencies. Your focus needs to be on the students you are assigned.

- Do not purchase food or gift shop items for your child and/or the members of your group unless approved by the teacher for all students. Generally students and chaperones have a packed lunch along eliminating the need for purchasing food.

### **Religious, Racial and Sexual Harassment**

Religious, racial or sexual harassment is a violation of state law and school district policy. If you believe that you have been a victim of harassment or violence or have information about the harassment or violence of any adult or student, report it to your staff contact or school principal.

### **Suspected Child Abuse**

As you build trust with students, you may become aware of abuse in their lives. State law requires that education professionals and volunteers report any suspected abuse or neglect. If a student gives you information that you suspect may be considered abuse or neglect, notify the child's teacher or school principal immediately.

### **Diversity**

Our school community is diverse. It is important that we work with one another without bias and be considerate of cultural, economic, moral and value differences.

### **Younger Children**

Many of the volunteer jobs require your undivided attention. It is also important to keep classroom distractions to a minimum to keep students focused on learning. If you have younger children that need to accompany you, talk to your staff contact about volunteer projects that might be appropriate or can be done at home.

### **Tobacco Free/Chemical Free**

Smoking and use of tobacco products, alcohol and chemicals are prohibited on school district property.

## **STUDENT LIFE**

### **Animals In School Setting**

The purpose of the district policy is to coordinate a district-wide effort to improve indoor air quality by eliminating pets not directly used as part of the required District curriculum thus reducing the presence of animal allergens in the classroom. Animals may be used as an educational tool, when and where appropriate. However, alternative teaching methods should be utilized whenever possible. **Animals will be prohibited from being brought into schools for any non-instructional purpose.** A "Request for Animals in the Building" form must be submitted to, and authorized by, the building administrator prior to any animal being brought into the school setting.

### **Latex Balloons**

For the safety of our students, staff and the general public who use our buildings, the district is no longer allowing the use of latex balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed.

Latex (rubber) is a substance that can have an immediate or life-threatening impact when a person is exposed to it. The district has already implemented alternatives for latex, in items such as gloves, for years.

### **Lost And Found**

Parents should give the following points careful consideration to help eliminate lost items:

1. When an article is lost, please check the lost and found as soon as possible.
2. Articles of sentimental or monetary value should not to be brought to school.
3. Clearly label all coats, jackets, snow pants and other possessions with your child's full name.

### **Outside Recess**

Children will go outside unless the wind chill and/or temperature go below 0 degrees or the temperature or heat index go above 100 degrees. Please be sure children are dressed for the weather. We believe that fresh air helps children concentrate better in the afternoon. Recess is also a time for children to socialize and play with their friends. Students need a note stating a medical reason to be excused from participating in recess.

### **Overdue Library Books**

Your children are highly encouraged to check books out of the Library/Media Center. Please have children return books when they are due. Students and parents will be notified of any overdue books that need to be returned. If books are lost or not returned in a timely fashion, parents will be informed and are expected to cover the cost of the lost book.

### **Pledge Of Allegiance**

State law requires that all public school students shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The law also allows any student or teacher to elect to not participate for personal reasons and students must respect another person's right to make that choice.

### **Safety Drills**

In an effort to keep your children safe, we conduct safety drills each school year. The purpose of the drills is for students, and staff, to learn the procedures for specific emergencies, and be able to respond quickly. Your child will participate in the following drills: 5 fire drills, 5 lockdown drills, and 1 severe weather take cover drill.

## **Snacks and Classroom Food**

Students wishing to bring treats to share in their classroom must follow the state law that forbids home-prepared food from being shared at school. All treats should be wrapped and commercially prepared.

Our school maintains a no gum policy, and we encourage healthy snacks to provide the nutrition and energy for optimal health and learning. Please consider this when you and your child plan snacks and lunch. Soda pop is not allowed during the school day. Exceptions are made for field trip days.

## **STUDENT RESPONSIBILITIES**

We are committed to providing a quality education for students in a safe and positive learning environment. To accomplish this, we need the cooperation of all students in the building and their parents. Students are expected to act responsibly and show respect for each other and all adults in the building. Students who make inappropriate behavior choices may lose recess time or other privileges. Depending on the individual situation, a conference involving the student, staff, involved parties and parent may be held. Persistent or extreme misbehavior may result in additional consequences. Your child's teacher will send home classroom and school wide rules and expectations during the first week of school. Please review these with your student and help him/her learn to make positive decisions regarding their behavior.

Unfortunately, sometimes a student's behavior is so severe that the principal must take immediate action to secure the rights and security of others in the building. Examples include physical injury, abuse of others, threatening remarks, gestures toward students and staff, verbal, physical or sexual harassment, refusal to obey reasonable adult directions, possession of a dangerous weapon, possession or use of mind-altering chemicals or tobacco products, frequent and unexcused tardies, skipping school, leaving school property without permission, and other actions. In these situations, a parent/guardian will be contacted and an investigation will be conducted. Appropriate action will be taken according to district policy. We will work with parents to help students make good choices while in school.

Bringing a dangerous weapon on school property is a violation of Minnesota law. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. This includes on a school bus, in a school building, in a private vehicle on school property, or on a school-sponsored trip.

In the event of a weapons violation or extreme misbehavior, students may be assigned in-school suspension or be suspended from school under the guidelines of the Minnesota criminal code. A pupil may be dismissed on any of the following grounds:

- a. willful violation of any reasonable school board regulation;
- b. willful conduct that significantly disrupts the rights of others to an education;
- c. willful conduct that endangers the pupil or other people, or the property of the school

## **Bus**

Riding district transportation is a privilege, not a right. We have positive expectations about how students are to act while riding a bus. Please review with your child the transportation information that was mailed to each family by American Student Transportation. Included in the flyer are bus behavior expectations and possible consequences for misconduct. By taking time to review this information with your child, you will be reinforcing positive student behavior on the bus.

## **Electronic Devices**

Mobile Devices (Cellular phones, iPods, Kindles, Nooks, iPads, Netbooks, etc...) can be valuable learning tools. These devices are allowed in the classroom for instructional reasons, with approval of the teacher. Filtered and monitored Internet access is provided when the student connects to our wireless network. If you choose to bring a cell phone or iPod to school, the school is not responsible for loss or theft.

Students using electronic equipment during the day without teacher permission may lose possession of the item and parents may be asked to pick the item up in the front office. If students wish to contact a parent or guardian during the school day, phones are available in the front office. Other electronic devices such as: laser pointers, electronic games and devices, not being used for an instructional purpose, should be left at home.

## **Lunchroom**

We have behavior expectations while in the lunchroom. These expectations include: following supervisor's directions; waiting politely in line; eating neatly; cleaning up any messes; using conversation voices; keeping food on the plates; picking up debris from the floor; properly emptying trays; properly stacking trays; and walking while being dismissed. Food brought from home for lunch should be nutritious. Candy or soda pop are not appropriate for lunch.

## **Playground**

We believe that outdoor recreation is very important. It gives students an opportunity to make healthy leisure choices and develop skills in cooperative play and sportsmanship. For obvious reasons, students simply cannot push, shove, punch, trip, kick, spit or throw rocks. Students should talk with the playground supervisors when they have a problem with other students. They should not take matters into their own hands. Students are expected to follow directions and show respect in both behavior and attitude towards supervisors and each other. They are reminded to follow the rules of good sportsmanship, use playground equipment properly and share playground equipment with others. For safety and protection, students must play in designated areas. Gum and candy are not allowed on the playground.

## **Play Equipment from home**

We have plenty of play equipment at school, but occasionally some students like to bring items from home. Please follow these guidelines:

- Students may bring a softball or glove if it is clearly marked and brought home the same day.
- Please do not bring baseballs, bats, rollerblades or skateboards to school.
- Valuable items should not be brought to school.

## **Student Clothing**

We encourage our students to dress in a neat and appropriate manner that reflects pride in themselves and their school. We ask parents and students to use common sense in school dress. Students should dress for the weather conditions, because they have a break outside at noon each day. All school clothes should be marked very plainly with the name and grade of the child. This is especially important for boots and mittens. Students wearing inappropriate clothing may be sent to the Health Office and asked to change into more appropriate attire. Footwear must be worn at all times and sandals and open-toed shoes are discouraged. Gym shoes are needed for Physical Education. It is our hope to make academics the focus of the school day and not student dress.

## **TRANSPORTATION**

### **Bike Riding/Walking**

Students walking to and from school should use the designated pathway and/or sidewalks. All students should enter through the main entrances. Students who bike to school should have a bike lock to secure the bike to the rack that is available for student use. Bikes are to be racked and left alone upon student arrival at school. **Students should not arrive before 7:25 a.m.**

### **Bus Transportation**

The District 877 transportation system will try to accommodate students being dropped off at alternate destinations (i.e., daycare) on a regular consistent basis. Students will not be allowed to change routes for parties, meetings, or any other short-term event. Last minute changes to a regular schedule of drop off and pick up will not be allowed. A forty-eight (48) hour notice is required for changing to another regular bus stop. A parental permission slip must be turned in to the Principal's office 48 hours before the change. Last minute changes can only be made for extreme emergencies. All students carrying additional items onto the bus must be able to accommodate these carry-on items on their lap or the item must be in complete control of the student and adequate space be available on the bus.