

**SOUTH ELEMENTARY
STUDENT & FAMILY HANDBOOK
2026-2027**

1405 South 7th Street
Saint Peter, MN 56082
(507) 934-2754



Dear Parents and Students;

Welcome to South Elementary!

South is a vibrant community of learners dedicated to meeting the unique needs of children ages 5–7. In our K–1 environment, students are supported by a team of caring educators who are responsive to their academic, social, emotional, and behavioral development. We are proud to be a culturally diverse school that honors the traditions, values, and expectations of all the families we serve.

Academically, South focuses on building strong foundations in early literacy and numeracy to set students up for lifelong learning. Our students also participate in a full rotation of specialist classes—including Physical Education, Music, Art, Library, and STEAM (Science, Technology, Engineering, the Arts, and Mathematics)—each led by a dedicated specialist. Our school library is another cornerstone of our literacy-rich environment. With the support of our media specialist, students have access to a wide range of books that are regularly updated and thoughtfully selected to reflect both student interests and the early reading levels of our learners. Each class visits the library once during every five-day rotation to foster a love of reading and exploration.

In addition to classroom learning, students explore communication, collaboration, creativity, and motor skills in our four dedicated “Imagination Station” learning spaces. These hands-on, multisensory areas allow students to explore, play, and grow every day.

To support the whole child, South implements a Positive Behavioral Intervention and Support (PBIS) framework that promotes being kind, well and strong. This work is closely aligned with the Character Strong curriculum, helping students build empathy, emotional regulation, resilience, and strong interpersonal skills. Together, these programs create a positive and caring environment where students learn what it means to demonstrate “Star Behavior” through kindness, wellness and strength of character as members of the South Stars Community.

Perhaps the most special part of South Elementary is the deep sense of love, support, and belonging that exists among our staff, students, and families. We are a true community of care, where relationships are valued, kindness is modeled, and every child is known and celebrated.

We are excited to partner with you on your child’s educational journey and can’t wait to see all the ways they will grow and shine this year.

Sincerely,

A handwritten signature in dark ink, reading "Jana Sykora". The signature is fluid and cursive, with the first name "Jana" and last name "Sykora" clearly distinguishable.

Jana Sykora, Principal of South Elementary

SOUTH ELEMENTARY PERSONNEL 2026-2027

To call staff, please call the South Office at (507) 934-2754

Principal Jana Sykora Principal's Secretary Deb Pfeifer Receptionist & Attendance Marlene Barfknecht School Counselor Makena Dammer Behavior Interventionist Cindy Bruce ELL Stephanie Noble Intervention Specialist Kaari Bly Art Kelly Nyhammer Music Robyn Woods Phy Ed Christi Maloney DAPE Jordyn Jarr STEAM Rachael Schweigert School Psychologist Nancy Christiansen Occupational Therapy Hannah Johnson & Laura Svercl Occupational Therapy Assistant Tesla Galles SLMH Therapist Gabrielle Heille & Katelyn Rogotzke Speech/Language Christina Kienlen <u>Kindergarten</u> Tressa Gruenzner Sarah Hartfiel Joyce Harvey Karissa Minks Bridget Powell Janaye Rouillard <u>Grade One</u> Abby Alderman Kelly Bjorklund Mariah Eyler Ashlyn Rosenberg Heidi Schultz Elizabeth Wenner <u>Special Education</u> Stacy Abel Olivia Mikkelson Jennifer Stenzel Hannah Struckman	<u>Media Center</u> Tara Johnson, Media Assistant Karen Snay, Media Specialist <u>Reading Corps</u> Maggie Sharstrom & Lainey Hearne <u>Title I Paraprofessionals</u> Tara Johnson, Chelsey Smith, Evelin Canil Aguilar, Beatriz Villareal, Cassie Flynn <u>Sp Ed Paraprofessionals</u> Bridget Mullaly, Roberta Zamma Gallarati, Kendra Skorr, Nicole Doyen, Jen Lee, Roxy Kennedy, Cassidy White, Georgia McManus, Claire Davis, Iris Osborn, <u>Health Office</u> Rachel Fitch, District Nurse Becky Thurston, South Nurse (10:30 am-3:00 pm) Jada Richardson, South Health Assistant (7:45-10:45 am) <u>Community Liaisons</u> Maripsa Romero Buraq Ahmed Christian Juantos <u>Kitchen Staff, Room 144</u> Maribelle "Mimi" Brock , head cook Michelle Leonard Mary Thompson Linda Lorentz <u>Custodial Staff</u> Head Custodian: Adam Marsh Night Custodian: Mikkel Feldman <u>Saints Over Time (OT)</u> Kerrey Erickson, SOT Coordinator Tami Skinner, Community Ed Director <u>Special Programs / Title I:</u> Ytive Prafke <u>School Resource Officer:</u> Jon Hughes
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SECTION 1: Academics

Conferences

A strong school to home to school partnership is a key component in a student's success. Parent teacher conferences are an excellent way to foster this. At South, parent teacher conferences will be scheduled for 20 minutes, three separate times throughout the school year. In the event that parents choose not to attend their child's conference together, the conference time will be split equally between the two parents. The three conferences are as follows:

Back-to-School Conferences: Students should attend this conference with their parents
September 8 and 9: 8:00 am-3:30 pm Conferences, NO SCHOOL

Fall Conferences: Parents may use discretion regarding whether or not to bring their student
Nov. 13 and 18: Parent/Teacher Conferences 3:30 pm-7:30 pm
Nov. 14: Parent Teacher Conferences 8:00 am-3:30 pm, NO SCHOOL

Spring Conferences: Students should attend this conference with their parents
February 12 & 17: Parent/Teacher Conferences 3:30 pm-7:30 pm
February 13: Parent/Teacher Conferences 8:00 am-3:30 pm, NO SCHOOL

Report Cards, Grades & Assessment

Parents will receive report cards at the end of each quarter of school. At this level, grades are intended to provide information to families about their child's progress and skill development. Parents are invited and encouraged to contact their child's teacher at any time if they have questions or concerns regarding their child. Report cards may be viewed online via the parent portal. We will also send hard copies home with students quarters one, two and three. Quarter four report cards will be mailed home. Students will receive grades for social skills and work habits as well as academic achievement.

The academic performance rubric for South and North Elementary report cards is as follows:

Description	Score
Exceeds with Independence	4
Meets with Independence	3
Making Progress with Support	2
Not Making Expected Progress	1
Not Assessed	NA
Insufficient Evidence	I

As part of Minnesota's READ Act requirements, all students in grades K and 1 will participate in universal reading screening three times per year—in the fall, winter, and spring—using the state-approved FastBridge assessment. These screeners help us monitor each child's reading development and identify students who may benefit from additional support. After each screening, families will receive information about their child's current reading proficiency level, the reading services being provided, and strategies to support reading at home—offered in the family's home language whenever possible. If a student needs targeted intervention, families will also receive this information from the school.

In addition to reading, students in grades K and 1 are also screened in math using FastBridge to monitor foundational skills and identify students who may need additional support. To support the whole child, we also use the SAEBRS (Social, Academic, and Emotional Behavior Risk Screener) to gather data on students' social-emotional well-being. This allows us to proactively plan supports and interventions in partnership with families to ensure every student is thriving academically and emotionally.

Title I

South Elementary is proud to receive federal Title I funding to provide additional academic support for students who need extra assistance in developing strong reading and math skills. The goal of Title I is to ensure that every child has the opportunity to meet high academic standards and experience success in school.

Students are identified for Title I services using multiple sources of academic data, including classroom performance, teacher observations, and district assessments. Title I services are provided in addition to the high-quality instruction students receive in their classrooms and are designed to provide targeted interventions that accelerate learning.

- **School-Parent Compact:** Each year, families participating in Title I services receive a School-Parent Compact, which outlines the shared responsibilities of the school, families, and students in supporting academic success. The compact serves as a partnership agreement that promotes open communication, shared responsibility, and a commitment to helping every child reach their full potential.
- **Parent Rights:** As a parent of a child participating in Title I services, you have the right to:
 - Be informed if your child is receiving Title I services.
 - Receive information about your child's academic progress.
 - Participate in planning, reviewing, and improving the school's Title I program.
 - Participate in family engagement activities and educational workshops.
 - Request information regarding the professional qualifications of your child's classroom teacher and paraprofessionals who work with your child.

STARS Academy

Students who demonstrate a need for additional academic support may be referred to STARS Academy, which is a Targeted Service Program. Small group instruction aligned to grade level standards help support at risk learners. This program is offered in after school sessions as well as a summer session. Specific information and registration details will be provided to you if your child demonstrates a need for this support.

Importance of Practice at Home

Learning doesn't stop when the school day ends. Daily practice at home reinforces the skills students are learning in the classroom and helps build confidence, independence, and a lifelong love of learning.

We believe families are essential partners in every child's education. Parents and caregivers play a critical role in helping children develop strong academic skills, positive attitudes toward learning, and confidence in themselves. Even just 10–15 minutes of focused practice each day can make a significant difference in your child's academic growth.

Families can support learning at home by:

- Reading with your child every day and talking about what you read together.
- Completing and returning literacy, math, or other practice activities sent home by your child's teacher. These activities are carefully selected to reinforce classroom learning and provide valuable practice that aligns with classroom learning.
- Practicing literacy and math skills through games, conversations, and everyday activities.
- Attending parent-teacher conferences, family learning events, and **Partners In Learning** meetings.
- Monitoring your child's progress and celebrating both effort and growth.
- Communicating regularly with teachers and school staff about your child's learning.
- Sharing ideas and feedback that help strengthen our school and support student success.

When schools and families work together, students are more likely to develop strong academic skills, build confidence, and achieve their full potential. Thank you for partnering with us to make learning a priority both at school and at home.

Transfer from School

If a student withdraws from school before the end of the school year, the school office should be notified at least two days before the departure. Parents should stop in the office with transfer information so that the student's records can be sent to the new school when requested.

School 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 the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see “Student Records” (*Appendix*). A complete copy of the school district's “Protection and Privacy of Pupil Records” policy may be obtained at the District Office.

Parent Right to Know

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

1. Whether the teacher has met state qualification 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 the state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

SECTION 2: Attendance

School Hours are 8:00 am - 2:55 pm

School begins at 8:00 am. Dismissal is at 2:55 p.m., and buses leave the grounds at 3:00 p.m.

Adult supervisors are on duty beginning at 7:40 am for drop off and until 3:05 pm for student pick-up.

Saints Over Time child care is provided on site. Information on this program is available through the Saint Peter Community Education Office.

Calendar

The school calendar is adopted annually by the school board. The calendar may be found on the school district's website at <https://www.saintpetersschools.org>.

Attendance

At kindergarten and first grade, the primary responsibility for school attendance (8:00 am - 2:55 pm) rests with the parents. Regular attendance is absolutely essential to progress in schoolwork. Each teacher will be responsible for reporting their classroom attendance by 8:15 am. Students arriving after 8:00 am must stop in the office and receive a pass.

When a student is absent, parents are required to contact the school attendance clerk and report the absence.

The phone number for reporting absences is (507) 934-2754. If there is no answer, please leave a message including your name, the name of the student and the reason for the absence. Attempts will be made to contact the families of absent students that have not notified us. Absences will be marked unexcused until a parent/guardian has contacted the school.

Although excusing absenteeism and tardiness is at the discretion of the principal, the following reasons are valid per school board policy and should be used by parents and students as guidelines:

- Illness (see "How sick is too sick to attend school?" on page 28)
- Serious illness in the student's immediate family
- A death or funeral in the student's immediate family or of a close friend or relative
- Medical, dental, or orthodontic treatment, or a counseling appointment
- Court appearances occasioned by family or personal action
- Religious instruction not to exceed three hours in any week
- Observance of religious events
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school sponsored outing
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences.
- Family emergencies
- Active duty in any military branch of the United States
- A student's condition that requires ongoing treatment for a mental health diagnosis
- The building principal can/may make exceptions for unusual situations
- Family vacations **with prior Principal approval**
 - Our excused absence request form can be found online or hard copies can be picked up in the office.

Parent Responsibilities

1. Encourage students to attend school regularly.
2. Please notify the office by phone on the day of your child's absence OR send a note with your child on the day of his/her return to school from any absence. This allows us to verify student whereabouts and safety.
3. Please do your best to limit absences by scheduling appointments, vacations, family visits, etc. on non-school days or outside of school hours.

Tardiness and Partial-day Absences

School begins promptly at **8:00 am**. Students are expected to be in their classrooms, ready to learn, by this time.

- Students arriving **between 8:01 and 8:15 am** will be marked **tardy**.
- Students arriving **after 8:15 am** will be marked **absent**, but we will document the exact time of arrival in the attendance record.
- Attendance will be recorded based on the number of minutes the student is in school, in alignment with state attendance guidelines.
- Two half-day absences are equivalent to one day of absence.

Reporting Absences

- Teachers report attendance/absences to the office by 8:15 am.
- The attendance secretary updates attendance information in Infinite Campus each morning by 9 am. If we have not heard from parents/guardians regarding absences, the attendance secretary will try to reach parents/guardians by phone or email. to ensure the safety and whereabouts of the student are known.
- We understand that scheduling doctors and dentist appointments takes coordination and availability of openings. Whenever possible, we encourage you to make doctor and dentist appointments after school hours. We **strongly encourage** parents and guardians to provide third-party documentation (such as a doctor's note) for any student absences whenever possible. This is a helpful and proactive practice, and it supports accurate attendance records for our school.
- The attendance team, consisting of the school principal, attendance secretary, counselor, and nurse, meet twice monthly to review and respond to attendance data. If your child is frequently absent, our school attendance team will reach out to partner with you. We are committed to supporting families in building strong attendance habits, as regular attendance supports consistent learning, classroom routines, and student success. We communicate with families when students miss school—whether absences are excused or unexcused—to ensure we stay connected and responsive to your child's needs.
 - **Chronic Absenteeism Notification:** If a student's absences reach 10% of the school year, we may contact you to schedule an attendance meeting. According to state guidelines, this level of absenteeism is considered chronic. If absences have been prearranged or supported with

medical documentation, and there is a plan in place to support your child's academic progress, a meeting may not be necessary.

- **Unexcused Absences / Educational Neglect:** If a student accumulates seven unexcused absences during the school year and school-based supports have not led to improved attendance, we are legally required to file an educational neglect petition with the child's resident county child protection department, in accordance with Minnesota Statute 260A.02.

Leaving School

For the safety of students leaving the building during the school day, parents/guardians need to come to the school reception office to meet the student. If someone other than a parent or emergency contact person listed on Infinite Campus will be picking up the student, a call must be made or a note must be sent to inform the office. Please be ready to provide government issued identification to our office staff upon pick-up.

Student Drop Off and Pick Up

Parents who drop off/pick up their children are reminded that the lower ramp is an area reserved for the buses and staff parking only. For the safety of our students, please do not park in that area. Students who are transported to school via private transportation will use "the loop". To use this, drivers will pull up along the designated area, wait for school personnel to greet their child, and the staff will then guide them along the sidewalk for a safe entry into the building. Supervisors are on duty at 7:40am. Parents should not drop students off in the parking lot to walk in unattended for safety reasons. Unless you are walking your child to the door, please use "the loop."

Transportation Eligibility

Riding the school bus is a **privilege, not a right**. Students are expected to follow the same behavioral expectations on the bus, at bus stops, and during transportation as they do at school. Bus safety expectations are taught and reinforced throughout the year through our STAR Pride program.

Bus transportation privileges are extended to students who meet one of the following requirements:

- Students who live one mile or more from the school they attend
- Students who live within the city limits east of Highway 169 or south of Highway 99 and are without the benefits of crossing signals, and/or students who live within the city limits east of Highway 22 and north of St. Julian St.

Parents are permitted to designate a licensed day care facility or the home of a relative, as the home of a student for transportation. All students must have a completed bus form on file to be issued a bus pass. This pass will be used to track your child in the event of an emergency.

Saints Bus Service: (507) 934-4690

We work closely with Saints Bus Service to provide our students with a safe ride to and from school and school related events. Students must be registered to ride the bus, and registered riders will receive printed bus tags that should be visible on the student's backpack.

SECTION 3: Student Behavior

South's Star Pledge / Star Behavior

At South Elementary, we are kind in our words and actions, strong by trying our best, and well by taking care of ourselves and others.

We believe that a self-disciplined school climate is essential to enhance student engagement and care for themselves, others, and the learning environment. The way children feel about themselves, classmates, and school, affects their attitude and ability to learn. With your help, a healthy, positive attitude can be developed about school and the value of learning.

Our goal is to guide students to work for positive behavior choices. We want students who leave South Elementary to possess academic and social skills that will prepare them to function as responsible citizens.

As a kindergarten and first grade building, our faculty and staff understand that students are learning what it means to be a learner, a friend, and an independent member of a school community. Developing skills related to kindness, wellness and strength is a normal part of childhood growth and learning. A number of supports and services are available at South Elementary to assist students in meeting their behavioral, social-emotional, and academic needs.

Classroom

- ★ Behavior expectations and modeling begin here
- ★ Classroom management strategies are in place

Saints Ready Room

- ★ Purpose is to support the child both academically and behaviorally in a calm, quiet environment
- ★ A plan will be developed with your child and sent home for your review

Individual/ Group Counseling

- ★ Available upon referral with parent permission
- ★ Student will work with a licensed professional

Bus Safety Instructions

Per state regulations, students at South and all other schools in the state, receive school bus safety training within the first two weeks of school and again in the Spring. This instruction will be done by the classroom teacher. Instruction will include the following concepts:

- Understanding of the district's policies for student conduct & bus safety
- The danger zones surrounding the bus
- Procedures for safely boarding & leaving the bus
- Procedures for safe vehicle lane crossing
- School bus evacuation and other emergency procedures

Bus Expectations

Students at South and all other schools in the state, receive school bus safety training twice each school year. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding the school buses as are expected on school property or at school activities, functions, or events. The State of Minnesota provides school districts guidelines for creating rules at the bus stop and on the bus. For the safety of all riders, please help reinforce the importance of following these bus rules with your child:

At the Bus Stop

- Get to the bus stop 5 min before your pickup time.
- Respect the property of others.
- Keep your arms, legs, and property to yourself.
- Use appropriate language.
- No fighting, teasing, bullying, playing at the bus stop.
- Stay away from the street.
- This is a “waiting place” not a “playing place.”

On the Bus

- The bus must be orderly and safe for all riders.
- Always listen to the bus driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body in the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, teasing, bullying or playing around on the bus.
- Do not throw any objects.
- No eating or drinking on the bus.
- No sharp objects on the bus.
- Do not damage the bus

Bus Discipline Procedure and Consequences

Students are expected to follow the same behavioral standards while riding the school buses as they are on school property or at school activities. The School District may deny transportation to students who fail to demonstrate appropriate behavior on the bus. Parents will be notified of any misconduct by your child via a bus conduct report. Consequences for school bus/bus stop misconduct will apply to all routes. The discipline procedure for misconduct will be as follows:

1. The first time a student violates any of the rules of the bus, the student responsible will be warned, his or her parents/guardians will be notified, and the student may face in-school detention.
2. The second time an incident occurs, the parents/guardians of the student will be notified. The student may face in-school consequences or removal from the bus for up to five days.
3. The third time an incident occurs, the student responsible will be removed from the bus for five or more days, and his or her parents/guardians will be notified.
4. The fourth time an incident occurs, the student responsible may be removed from the bus for the remainder of the year.
5. Any infraction serious enough in nature may be cause for immediate removal from the bus.

SECTION 4: Guidelines and Procedures

Visitors and Building Security

In our continuing efforts to keep students safe, all exterior entrances are locked during the school day

Parents/guardians and community members are welcome to visit the school. To ensure the safety of students and staff and to minimize disruptions to the learning environment, all visitors must report directly to the reception area upon entering the building, except when attending events that are open to the public. Visitors are required to present a valid photo identification (driver's license or state-issued ID), sign in, and wear a visitor badge while in the building during the school day.

Visitors must receive approval from the principal before visiting classrooms during instructional time. Permission to visit the school or school property may be denied or revoked if school procedures are not followed or if the visit is not in the best interests of students, staff, or the school district. Students may not bring visitors to school without prior approval from the principal.

Maintaining a safe and secure learning environment is a shared responsibility. The principal is responsible for implementing the school's safety and security plan and ensuring appropriate emergency procedures are in place.

Classroom Assignments

Classroom assignments are within the school district's discretion. We utilize a computer program to ensure that classrooms are well balanced. Things that we know are important to consider as we input information include, but are not limited to:

- A balance of boys and girls
- A blend of all ability levels
- Test data on student achievement
- Careful consideration of student personalities and behaviors
- A mixture of students from all classrooms
- Placing students together who work well academically even if they aren't necessarily friends.

Parents are given the opportunity to fill out an input sheet if there is specific information that they would like considered in their child's placement. Parents are notified of their child's classroom assignment via school correspondence prior to the start of the school year or upon enrollment during the school year. Classroom assignments are designated as directory information and can be listed publicly. (Example: school yearbook)

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 appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits.

- Items of personal use or products that a student has an option to purchase, such as yearbooks.
- Field trips considered supplementary to the district's educational program.
- Students will be charged for textbooks, workbooks, and library books that are lost or destroyed.

The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school principal.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the School Board. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Holiday Celebrations and Parties

Our focus is on providing inclusive learning experiences for all of our students. Parents will be notified of celebrations taking place within our school via classroom or school communication,

Interviews of Students by Outside Agencies

During the school day, students may only be interviewed by parents/guardians, school district staff, or authorized agencies as permitted by law or school district policy.

Messages for Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. All messages should go through the office.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Special Programs Administrator Ytve Profke, 100 Lincoln Drive, 507-934-4211, yprafke@stpetersschools.org as the Title IX Coordinator and as the Americans with Disabilities ACT Coordinator.

Notice of Violent Behavior

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Student Searches

To help maintain a safe, drug-free school environment, school officials may search a student's desk, school property, personal belongings, or person when there is a reasonable suspicion that a violation of school rules

or the law has occurred. Any search will be conducted in a manner that is reasonable and appropriate for the student's age and the circumstances.

Student desks and other school-owned storage areas are the property of the school district and may be inspected at any time, with or without notice.

Any prohibited or unauthorized items ("contraband") found during a search may be confiscated and, when appropriate, turned over to law enforcement. Students may be subject to disciplinary action in accordance with the district's Student Discipline Policy.

Distribution of Non School-Sponsored Material on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix*).

Video and Audio Recording

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 video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

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.

Phone Calls to Teachers

If a parent wishes to speak to a teacher, it is best to call before school begins or after school ends. If this is inconvenient, a message may be left on voicemail for the teacher to return your call. Oftentimes, voicemail may not get checked until after the students are excused. For this reason, **please do not leave urgent messages regarding dismissal on a teacher's voicemail.** If your child's end of the day plans change, please call the office by 2:00 pm. This will allow us adequate time to convey the message to both the teacher and the student and aid in a smooth dismissal.

Dress Code

Gym shoes will be required for each day that your child has physical education. In the event that it is a hardship for your family to provide adequate clothing for your child, please contact the school counselor or the office. Hats may be worn inside school at the discretion of the classroom teacher.

Dress for Weather

It is important that students dress appropriately for the weather. Because of our continually changing weather, please make sure that students are sent to school dressed appropriately and with proper footwear during extreme weather temperatures/conditions. If you need assistance with these items, please let your teacher know.

Recess

Students enjoy 10-20 minutes of outdoor recess each morning and 30 minutes of outdoor recess daily before lunch, as weather allows. Outdoor play is an important part of the school day, providing time for movement, fresh air, and social interaction. Recess will be held indoors during inclement weather if the wind chill or real-feel temperature is -10°F or below, if precipitation is heavy enough to soak clothing, or if there is lightning in the immediate area.

If your child needs to stay indoors for health reasons, please provide a written note; a doctor's note will be required for absences longer than three consecutive days. We prioritize student safety and comfort and have extra hats, mittens, and winter gear available to borrow when needed. Please let us know if your child needs support with outdoor clothing.

Field Trips

During the school year, field trips are taken to various locations. Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation. Permission slips must be signed at the beginning of the year to allow students to participate in these trips.

To help ensure student safety during field trip experiences, school board policy requires background checks for all of our field trip chaperones.

Emergency Drills and Emergency Action Plans

Minnesota State Regulations require that emergency drills be conducted during the school year. We participate in nine practice drills throughout the year. Talk with your child about the "why" of these drills. When the alarm sounds, each class follows a prearranged plan for evacuation. Site emergency communication plans have been developed for each site.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America each morning within their classroom. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason 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.

Visiting School

All visitors are required to sign in at the office, have their government issued identification card scanned, and display a name badge before entering the main building. Classroom and recess visits should be pre-arranged with the teacher and/or principal.

We welcome family members to join their child for lunch, but we are unable to accommodate guests at breakfast. To ensure a safe and smooth experience for all students, please follow these guidelines:

- **Call ahead:** Please call the South Elementary front office at 507-934-2754 prior to your visit so we can provide an accurate lunch count to the kitchen.
- **Check in:** All visitors must check in at the front office and provide a valid photo ID.

- **Timing:** Please wait in the office until your child's lunchtime. Lunch visits do not include recess.
- **Cafeteria only:** Visitors should go directly to and from the cafeteria and refrain from visiting classrooms, teachers, or other students during the school day.
- **Meal options:** You may bring your own lunch or purchase a school lunch for **\$5.05**. Payment can be made by exact cash or check (made payable to South Elementary School). Debit/credit cards and student lunch accounts cannot be used.
- **No food sharing:** For student safety and inclusivity, please do not bring food to share with other children. This helps us avoid allergy risks and ensures no student feels left out.

We appreciate your cooperation in making lunch visits enjoyable and safe for everyone!

Bikes, Scooters & Skateboards

Bike racks are provided for parking bikes. For safety reasons, we do not allow bikes, skateboards, scooters, or rollerblades on the playground. Students riding bikes or scooters to school are expected to follow all state safety guidelines and age requirements.

Elopement Plan

If the need should arise, a specific elopement plan will be developed in collaboration with parents, case manager, teacher, principal, social worker, nurse and others as identified by the student's needs.

Closing School

Schools may be closed by the Superintendent of Schools in the event of extreme weather conditions or emergency circumstances. The district will use the district messaging system for official announcements along with the district website and social media. Flexible Learning Day plans will be utilized when full day closures occur.

Flexible Learning Days

The term "Flexible Learning Day" refers to a day when school is canceled due to inclement weather and students participate in curriculum-aligned learning opportunities at home. Kindergarten and First Grade students will have options for hands-on assignments. These assignments are designed to align with the current classroom curriculum. Teachers, students, and parents will be able to communicate throughout the day through each classroom's shared virtual space.

Address/Phone Changes

Guardians are responsible for updating any change of address, telephone number or email addresses during the school year using the infinite campus family portal. Questions regarding this process can be directed to the District Registration Office, 507-934-4210.

Meals/Milk

Special Federal funding allows us to offer FREE breakfast and lunch to all students. Students who do not wish to participate in the school lunch program are welcome to bring lunch from home. Students that bring a home lunch but wish to purchase milk in the cafeteria will be charged \$0.40 for a carton of milk.

Treats

In accordance with state law, homemade treats are not allowed at school. If your child wishes to bring a birthday or celebration treat, it must be store-bought and in original packaging.

To help us keep all students safe and ensure everyone can enjoy the celebration:

- **Please notify your child's teacher in advance**—especially for half-birthdays or celebrations near long weekends or school breaks. This helps avoid overlapping celebrations and gives teachers time to plan around food allergies, dietary restrictions, or other classroom needs.
- We encourage non-food treat options such as mini bubbles, pencils, stickers, small toys, or mini playdough. These options are fun for kids and help reduce health and safety concerns related to food.
- If you're sending in food, please keep cleanup in mind—choose items that are easy to manage for approximately 20 children, and include any necessary utensils or napkins to help things run smoothly.

Invitations to Parties

In order to be sensitive to the feelings of all students, party invitations should not be distributed at school unless the entire class is invited. This includes passing invitations to students in other classes as well.

School office staff can provide addresses for party invitations if parent consent is provided. Consent is obtained or denied at the beginning of each school year when parents will be asked to complete a release of information form to indicate whether school staff can release parent names and phone numbers to other parents/guardians. Provided parents have given permission, teachers may also share contact information upon request.

District Athletic / Arts Events

We ask that elementary and intermediate students attending Saint Peter Public School events are accompanied by an adult. While in attendance at athletic/arts events, students should behave in a way that is consistent with our school behavior expectations. Students engaging in disrespectful or disruptive behavior may be asked to leave the event. There is a cost to attend athletic events and admission can be paid at the event or athletic passes can be purchased through the High School Activities Office.

Soliciting and Trading

Students may not trade personal items or solicit for individual profit. This inevitably results in peer-to-peer conflict and is distracting to learning.

School Visits by Children

Occasionally, requests are made by students to have children who are friends or relatives visit school and spend the day in their classroom. We are not able to accommodate these requests.

Valuables

The school cannot be held responsible for items lost or broken at school. Please do not allow your child to bring valuable or treasured items to school. This includes toys, game cards/trading cards, video games, and personal tablets. If you feel that it is an absolute necessity to allow your child to bring a mobile phone to school, please let them know that their phone should stay in their backpack throughout the school day. Items brought to school are the student's responsibility. Please mark all of your child's personal items that will be sent to school (using a

permanent marker). This will help us identify these items and get them returned to their owner in the event they are lost.

Partners in Learning (formerly Parent Council)

South Elementary believes that students are most successful when families and school staff work together. Our Partners in Learning (formerly Parent Council) serves as an important advisory and support group that helps strengthen the connection between home and school while supporting student learning and achievement.

Partners in Learning provides opportunities for parents and caregivers to:

- Learn about school programs, curriculum, assessments, and student achievement.
- Share ideas and provide feedback on school improvement efforts and family engagement activities.
- Review and provide input on the school's Title I Parent and Family Engagement Plan and School-Parent Compact.
- Learn strategies to support their child's learning and development at home.
- Network with other families and build positive relationships within our school community.
- Assist with family events, volunteer opportunities, staff appreciation activities, and other enrichment opportunities for South Elementary students and families.

As a Title I school, South Elementary values meaningful family involvement in the planning, review, and continuous improvement of our educational programs. Family Partnership Council meetings provide an opportunity for parents to ask questions, share suggestions, and collaborate with school staff to help ensure every student has the support they need to succeed.

Meeting notices will be sent home with students and shared through our school newsletter, social media, and other communication platforms. All parents and caregivers are encouraged to attend, and no previous experience is necessary.

Volunteers

We welcome parent and community volunteers into our school and appreciate their willingness to share their time with us. Individuals interested in donating time to the school should contact the office to complete a free background check annually.

Lost and Found

We have a lost and found table in the gym hallway. Parents and students are encouraged to check this area for articles, which may have been lost.

Response to Intervention Team & Student Assessment Team

The Multi-Tiered Systems of Support Team meets to initiate and direct the intervention process for at risk students. The team works with classrooms teachers & support staff to provide support, document interventions, and monitor progress for students. Students demonstrating little growth may be referred for further assessment.

Background Checks

Background checks are completed on all employees and anyone that provides an extended service involving students in our school district. This includes chaperoning field trips where individuals will be independently responsible for supervising students.

Animals in the Classroom

Requests for bringing animals to the classroom require prior approval from the building principal. The request should include the educational purpose, proof of animal health records, as well as guardian consent for each student in the classroom. The consent form will be distributed prior to approval and will include acknowledgment of any known student allergies. If consent is not granted, reasonable accommodations will be made when appropriate. If the animal is staying for an extended time, the teacher is responsible for submitting an animal care plan, which should include allocated responsibility in the event of an absence. The school reserves the right to deny an animal request at any time.

Gifts to Employees and School Board Members

The School District recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation and gratitude. "Gift" means money, real or personal property, a service, a loan, a forbearance, forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

Media Center

Students will have a weekly opportunity to visit the school library and check out books. It is helpful to note your child's library day on the calendar so that books can be promptly returned. This will help provide our students and their families with an ever changing variety of books to read together. Parents will be asked to pay for any books that are lost or damaged while in their child's possession.

Saints Over Time Care (Saints OT)

Saints OT is a Community Education program that provides quality after school care for children grades K-6. The K-1 program is housed at South Elementary. Children enrolled in the program will participate in a variety of planned and supervised activities. The staff builds in time each day for play, learning, and opportunities to spark creativity and friendships. Weather permitting, kids head outside for fresh air and fun!

Saints OT is open on school days and runs from 2:55 until 5:45 p.m. Please note, care is not available on non-school and early release days. A kid-friendly snack is served each day. Registration forms and information are available at stpeterschools.reg.eleyo.com.

SECTION 5: Technology

Responsible Student Use of Technology

- Students at South Elementary will have access to technology devices in the classroom. These devices are intended to support instruction, learning, and skill practice.
- Some class assignments, assessments, and content delivery will occur on the devices.
- To avoid distraction, iPads are to be used for academic purposes only (i.e., students are not allowed to play games, watch videos, or engage in other media unless assigned by a teacher).
- If students are not using iPads as expected, classroom teachers may give students alternative assignments or practice opportunities. If iPad use is a consistent issue, there will be a conference with parent/guardian, student, and teacher. Administration will be involved when necessary.

Electronic Devices

- Students are encouraged not to bring personal cell phones or other electronic devices including smart watches, and earbuds/air pods to school. If students choose to bring a cell phone/device to school, the expectations are as follows:
 - Students assume the risk of damage, theft or loss when choosing to bring electronic devices to school.
 - All electronic devices should remain in student backpacks/lockers during the academic school day, including lunch and recess. This includes smart watches.
 - Students may use their cell phone, smart watches, and earbuds/air pods before and after the academic school day (academic day = 8:00-2:55 pm). This includes:
 - Checking in or responding to family members
 - Sending and receiving appropriate communication with friends.
 - Sharing school appropriate material with friends
- Students who need to be in contact with their family during the academic day are to ask permission to use a school phone. Parents are welcomed and encouraged to contact our main office if there is a message that needs to be relayed. Please contact the office prior to 2:00 pm if you need your child to get a message by the end of the day.
- Additional Guidelines:
 - Cellphone use of any kind is not permitted in bathrooms
 - Earbuds/headphones may be allowed at designated times for instructional purposes on school approved or school issued devices
 - Using a cell phone or electronic device (including school devices) to record or take photos of staff members or other students is not allowed without permission
 - Recording or taking photos of classmates (including school devices) with the intent to bully or harass is not permitted

Failure to Meet Electronic Device Expectations

- First Violation:
 - The student's device will be turned into the office
 - The student will be allowed to pick up their device at the end of the school day
 - Parents will be notified

- Second Violation:
 - The student's device will be turned into the office
 - A parent/guardian must pick up the device.
- Third Violation:
 - Conference with parent/guardian and administration
 - Behavioral plan

Backgrounds, Passwords, and Apple IDs

- Inappropriate media may not be used as a background or stored on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions. Elementary iPads will not require individual Apple IDs.

Printing

Printing from technology devices is NOT supported by the School District of Saint Peter. When requested by the teacher, use digital submission of assignments to reduce the printing expenses.

Accessing, Managing and Saving Digital Work

Most course content creations will not be saved to the devices. They will be uploaded to a cloud service, or mailed/shared with the student's teacher. Cloud-based storage systems, such as Google Drive, will be available for student use.

Google Drive includes a suite of products (Docs, Slides, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.

Acceptable Use Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Saint Peter.
- Students are responsible for their ethical and educational use of the technology resources of the School District of Saint Peter.
- Students will recognize that their reputation in cyberspace is nothing to take lightly. One's digital footprint can last a lifetime.
- Access to the School District of Saint Peter technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Internet Safety and Acceptable Use (Board Policy 363.2).
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, and threatening or obscene material.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

- Do not go into unapproved social media sites, chat rooms, or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately, and report it to a teacher. This is an open share policy, students who report inappropriate material will not be disciplined if they do so in an immediate manner.
- Any sharing of student work and/or student images on school district sites, and/or school district-sanctioned sites will first have to be approved by parents.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- Violation of applicable state or federal law, including the Minnesota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Electronic Communication

- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email and communications sent/received should be related to educational needs.
- Email and communications are subject to inspection by the school at any time.

Consequences

- The student in whose name a system account and/or a technology device is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the District's Internet Safety and Acceptable Use will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Technology Device Identification

- Student technology devices will be labeled in the manner specified by the school.
- Devices can be identified by their serial number.
- Devices are the responsibility of the student and teacher. Students found to be vandalizing devices on purpose may be subject to disciplinary action.

Account Security

- School issued user IDs and passwords may be used to access course content and materials.
- User IDs and passwords are confidential and should not be shared.
- Students can reset their passwords with the assistance of the Library Media Center Help Desk when necessary.

Artificial Intelligence (AI) Use

At South Elementary, our primary focus is on developmentally appropriate, relationship-based instruction. While artificial intelligence (AI) tools may be used by staff to enhance planning or support individual learning needs, their use with Kindergarten and first grade students is limited and always guided by professional judgment.

- AI is not used as a substitute for hands-on learning or teacher interaction.
- Any AI-based tools (such as reading supports or adaptive learning programs) are carefully reviewed to ensure they are safe, age-appropriate, and aligned with district policy.
- Student data privacy is a top priority. We do not allow AI tools to collect or share personally identifiable student information without consent.

Damage/Repair Fees

Damages and repairs will be dealt with on a case by case basis. Fines will be levied if need be with prices never to exceed the full cost of the device and/or case.

SECTION 6: Health and Medication

Illness: What happens if a child becomes ill at school?

If a child becomes ill at school and would need to go home, school personnel will call the parent at home or at work. If the parent cannot be reached, the person you have designated as your child's emergency contact will be called. A transportation arrangement for the ill child is the responsibility of the parent. Until the child is picked up, he/she will be cared for in the school nurse's office.

Sick Child: When should a child stay home?

Children with the symptoms listed below should be excluded from school until symptoms improve; or a health care provider has determined that the child can return; or children can participate in routine activities.

How Sick is Too Sick?

Symptom	Is the Child Too Sick?!
Unknown Illness	Depends. The child should stay home if they are unable to participate in routine activities or need more care than can be provided by the school staff.
Diarrhea Increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus	Yes. Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline, the child should stay home. Exclude until 24 hours after diarrhea stops or follow specific disease exclusion if the pathogen is known; or until a medical exam indicates that it is not due to a communicable disease.
Fever 100.4°F or greater	Yes. The child may return to school if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer.
Flu-like Symptoms Fever Sore throat Runny nose or congestion	Yes. Children may return to school as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness. In consultation with a healthcare provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.
Coughing severe uncontrolled coughing or wheezing, rapid or difficulty breathing	Yes. Medical attention is necessary
Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, mild cough	No. The child may attend if able to participate in school activities
Rash with Fever or Behavior Change	Yes. Student should be excluded from school for any undiagnosed rash until a

	medical exam indicates these symptoms are not those of a communicable disease
Vomiting/Throwing Up	Yes, if the child has vomited <u>two or more times</u> in the previous 24 hours. Exclude for 24 hours after the last episode of vomiting, unless it is determined to be caused by a noncommunicable condition and the child is not in danger of dehydration.
Chicken Pox	Yes. Children should stay home until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no lesions within 24 hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No. Children do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
COVID-19	Yes. Children should remain out of school until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Fifth's Disease (parvovirus)	No. The illness is no longer contagious once the rash appears.
Hand Foot & Mouth (Coxsackie virus)	No. The child may come to school unless the child meets other exclusion criteria, is drooling uncontrollably and has mouth sores or is not able to take part in usual activities.
Head Lice	No. However, treatment is highly recommended before returning to school
Impetigo	Yes. Children need to stay home until 24 hours after treatment has started and sores are drying and improving
Influenza	Yes. Children should remain out of school until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Norovirus	Yes. Children should remain out of school for at least 24 hours after their last episode of vomiting and/or diarrhea have stopped
Ringworm	Yes. Children should remain out of school for 24 hours after treatment has been started
Respiratory Syncytial Virus (RSV)	Yes. Children should remain out of school until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.
Strep Throat	Yes. Children should remain out of school for 12 hours after starting antibiotics and the child is without a fever.
Other Symptoms of illnesses not listed	Contact the school health office staff to see if the child needs to stay home

Emergency Information

Parents and guardians have access to make phone and address changes on our district's Infinite Campus information system. Each child is required to have emergency information on file. Please notify the school office your family's information changes. It is the parent/guardian's responsibility to make arrangements for proper care in the event of illness/injury. If the parent is unable to be reached, other contacts will be called and asked to assume temporary care of the child or make decisions in regard to the care of the child. In the event of an emergency or serious illness, it is the policy of the Saint Peter Public School District #508 to provide appropriate medical response and to contact the parent/guardian in a timely manner.

In a life-threatening emergency, the school will contact emergency response personnel immediately. The parent/guardian, or designated emergency person will be contacted at the same time. If the situation is not life-threatening, but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport the student to the Saint Peter Clinic or Saint Peter's River's Edge Hospital for care. When parents arrive at the clinic or hospital, they will be able to change health care providers at that time if they so desire. It is the responsibility of the parent/guardian to pay any incurred medical expenses.

Medication

Any medication a child takes during the school day needs to be kept in the school health office. Exceptions to this are inhalers for asthma and epi-pens for allergic reactions. In the event that a child will be carrying an inhaler or an epi-pen it is required that the health office is informed of the condition and that the child is carrying these medications. These medications will require a health care provider's written statement for the administration of medication as well as a parent's written consent to use these medications in school.

All medications require the following to be administered in the school setting.

1. A statement from the physician for the administration of medication
2. Written parent consent for the administration of medication in the school setting.
3. Medication must come in its original container from the pharmacy with the accurate pharmacy label and instructions.

Over the counter medications must also come in the original container with the original medications in the bottle. Medications that are not in the original containers cannot be given by school personnel.

It is the parent's responsibility to pick up any medication if a student withdraws from school or at the end of the school year. Any medication not picked up within one day of withdrawal or the last day of school will be safely and properly disposed of.

Health Forms can be found on the district [health services page](#).



Communicable Disease

If your child develops a communicable disease throughout the school year, we encourage you to notify the school health office. This will help us to identify other students with similar symptoms. Some examples of common communicable health concerns are chicken pox, pink eye, strep throat, head lice, impetigo, COVID, and influenza. Please call the school nurse if you have questions regarding your child's illness or have questions about returning to school. Staff and students are encouraged to get an annual influenza vaccine to prevent influenza.

Immunization Law

Minnesota State Law requires all children attending schools to be fully immunized against diphtheria, tetanus, pertussis, (DTaP), polio, and measles, mumps, and rubella (MMR), Varicella, and Hepatitis B. A student entering grades 3-6 should have the following vaccines if they are fully immunized: Five dtap, four polio, two measles mumps and rubella vaccine, two varicella vaccine, and three hepatitis B vaccines. These vaccines are required to be on file in the school health office for a student to be in school. Students who are not fully immunized will need to update their vaccinations to remain in school. Parents who hold medical or conscientious objections to the vaccine law will need to submit the vaccine exemption portion of the immunization form for their students to be in school. Students who do not provide documentation or conscientious objection paperwork by the identified deadline, will not be allowed to attend until such paperwork is provided. The school nurse will assist families to identify low cost vaccines in the community if needed.

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be obtained by contacting the district office.

Pesticide Notification

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, an estimated schedule of pesticide applications (which will be available for review or copying at the district office), and the long-term health effects of the class of pesticide on children can be requested by contacting the district building and grounds supervisor.

APPENDIX: POLICY

The following outlines district policy required by district policy or state statute to be included in student handbooks. All of the district’s policies can be found at <https://www.stpetersschools.org/page/school-board>

Contents:

• Employment Background Checks: Policy 404 • Harassment and Violence: Policy 413 • Tobacco-Free Environment: Policy 419 • Student Attendance: Policy 503 • Distribution of Nonschool-Sponsored Materials: Policy 505 • Student Discipline: Policy 506	• Bullying Prohibition: Policy 514 • Student Records: Policy 515 • Student Surveys: Policy 520 • Hazing Prohibition: Policy 526 • School Meals: Policy 534 • Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information
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View policies above digitally by scanning the QR code below:

