

SAINT PETER PUBLIC SCHOOLS — ISD 508



North Elementary School

Student & Parent Handbook

2026–2027

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www.stpeterschools.org

Our Mission: Saint Peter ISD 508's mission is to inspire a passion for learning that encourages and enables all individuals to reach their highest potential.

District policies and required notices in this handbook are based on the policy appendix updated August 2026. The School Board may amend policies during the year. The current official policy text is available at <https://www.stpeterschools.org/page/school-board> or from the District Office.

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Welcome to North Elementary School

Situated in the picturesque Minnesota River Valley, North Elementary School is centrally located in the heart of Saint Peter, surrounded by a charming neighborhood of residential homes. North Elementary serves students in **grades 2–4** and is dedicated to enhancing and accelerating learning in literacy and mathematics while nurturing each child's social, emotional, and academic growth.

Strengthening the Core Curriculum

Our lesson design and classroom structures embody an intervention and enrichment philosophy, ensuring that all students achieve high levels of learning. During mathematics and reading blocks, students receive whole-class instruction before transitioning to small groups based on their performance in regular mini-assessments. Students with varying learning needs receive targeted instruction in small groups or work independently, while students who have mastered core skills engage in enrichment activities. The dynamic nature of our groupings eliminates any stigma associated with traditional ability grouping.

Exciting news for 2026–2027: North Elementary is launching a **new, comprehensive ELA (English Language Arts) curriculum** beginning this fall. This curriculum is aligned to Minnesota state standards and reflects the latest research in literacy instruction, including the Science of Reading.

Specialist Classes & Flexible Learning

Students benefit from a rotating five-day schedule that includes **physical education, art, music,** and **STEAM** (Science, Technology, Engineering, Art, and Mathematics) classes. "No Child Left Inside" Grant and media center time offer students further opportunities to extend their learning and creativity.

Emphasis on Social-Emotional Learning

Our commitment to social-emotional learning (SEL) is founded on the belief that children excel academically when they feel safe, known, and valued. Through our **Super Saints PBIS system** and **Character Strong SEL lessons**, North students practice our building themes: **Be Responsible, Show Grit,** and **Be a Leader**. These expectations connect with Character Strong's themes of **Be Kind, Be Well,** and **Be Strong** by helping students care for others, care for themselves, persevere, act responsibly, and contribute positively to the school community.

21st Century Skills

Across all classes, North Elementary emphasizes the 4 Cs: **Communication, Collaboration, Critical Thinking,** and **Creativity**. Our teachers nurture students' innate talents and help them apply their skills in meaningful, real-world contexts.

We are thrilled to welcome your family to another exciting year of discovery and growth at North Elementary!

Darin Doherty, Principal

Our School Day

School Day Hours	8:00 a.m. – 3:00 p.m.
Doors Open	7:45 a.m. (Door 1 and 4 open at 7:30 a.m. for cafeteria/breakfast)
Doors Lock	8:00 a.m. (Door 1 remains open; all others lock)
Dismissal Begins	3:00 p.m. (walkers/bikers: doors 4, 5, or 6; bus riders: door 6 with teacher)
Main Office Open	7:30 a.m. – 4:00 p.m.

Building Security

All entrance doors, except the main entrance (Door #1), are locked each school day at 8:00 a.m. Door #1 remains accessible and will be locked at the end of the day at 4:00 p.m. All visitors must enter through Door #1 and check in at the front office.

Gym Shoes

Each student should have a separate pair of gym shoes for physical education class. This pair may be left at school and should be used only in the gymnasium. Only shoes with non-marking soles may be used in the gym.

Appropriate Clothing

North does not have a specific dress code. However, clothing or appearance that is distracting or disruptive to the educational program is not permitted. Students are encouraged to dress appropriately for the weather, as outdoor recess occurs daily weather permitting. Please label coats, hats, and other personal items.

Leaving School Early

For the safety of students, parents and guardians must come to the school reception office, meet the student, and sign the student out before the student may leave. If someone other than the parent, guardian, or emergency contact will be picking up the student, a message must be submitted to the office in advance. **If no message is submitted, the student will not be released.**

Phone Calls to School

To reach a teacher, it is best to call before school begins or after school ends. Messages may be left on voicemail for a teacher to return. **Please contact the office prior to 2:00 p.m.** if you need to leave a message for your child regarding changes in end-of-day plans for them.

Media Center

Students are encouraged to check out and return books promptly. Parents can help by assisting students in remembering to return books on or before the due date.

Recess During Inclement Weather

Recess will be held indoors when the wind chill/real-feel temperature is **-10°F or below**, when precipitation is soaking students' clothing, or when lightning is in the immediate vicinity. Weather data is taken from the school's on-site weather station.

Field Trips

Field trips are taken by various classes throughout the year. Permission slips will be sent home for any field trip leaving the City of St. Peter. Teachers may invite parent and guardian chaperones. Field trips within the City of St. Peter do not require a permission slip, but families will be notified in advance.

Fire, Safety, and Weather Drills

By state law, North conducts **five (5) fire drills, five (5) lockdown drills, and one (1) severe weather drill** each school year. When an alarm sounds, each class follows the teacher's directions. These drills prepare everyone for emergencies should one occur.

Patriotic Exercises

The Pledge of Allegiance is recited during the weekly video announcements. Participation is voluntary; students who do not wish to participate may respectfully decline.

What Parents Need to Know

Where to Pick Up / Drop Off Your Student

Please use **7th Street or Flandrau Street** for pick-up and drop-off. The parking lot is reserved for school buses between 7:40–8:00 a.m. and 2:45–3:05 p.m.

Bus Services and Annual Safety Rules

North Elementary works closely with **Saints Bus Service** to provide safe transportation. All students must be registered for bus service and carry their assigned bus pass, visible to the driver at all times. Contact Saints Bus Service at **(507) 934-4690** for transportation questions.

Students receive bus safety training during the school year. Riding the school bus is a privilege, not a right. The school bus and bus-stop rules are provided annually to each family, and parents and guardians are asked to review them with their children. The district's general student behavior rules apply on school buses, including to nonpublic and charter school students. The district will not provide transportation for students whose transportation privileges have been revoked.

At the Bus Stop

- Arrive five minutes before the scheduled pickup time; the driver will not wait for late students.
- Respect the property of others and keep arms, legs, and belongings to yourself.
- Use appropriate language. Fighting, harassment, intimidation, and horseplay are not allowed.
- Stay away from the street, road, or highway while waiting, and do not approach until the bus stops.
- After leaving the bus, move away from it. If crossing a street, cross in front of the bus where the driver can see you and wait for the driver's signal.
- Alcohol, tobacco, and drugs are not allowed.

On the Bus

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is moving; keep all parts of your body inside the bus.
- Talk quietly, use appropriate language, and keep arms, legs, belongings, and the aisle clear.
- Fighting, harassment, intimidation, horseplay, eating, drinking, and throwing objects are not allowed.
- Do not bring weapons or dangerous objects on the bus.
- Do not damage the bus.

Bus and Bus-Stop Misconduct

Consequences for school bus or bus-stop misconduct are imposed under district administrative discipline procedures. All misconduct is reported to the district's transportation safety director. Serious misconduct may be reported to local law enforcement. Consequences may include loss of transportation privileges.

Transportation Eligibility

Bus transportation is provided for students who:

- Live 1 mile or more from the school they attend, or
- Live within city limits east of Highway 169 or south of Highway 99 without access to crossing signals, or within city limits east of Highway 22 and north of St. Julien Street.

Parents may designate a licensed day care facility or the home of a relative as the student's home address for transportation purposes.

Parent-Teacher Conferences

Conferences are scheduled for all students at the beginning of the school year, and again in the fall and spring. Parents may register online or by contacting the school. Parents or teachers may request a meeting at any time during the year.

Title I Parent Advisory Committee

Parents of students participating in Title I reading and/or math intervention classes are invited to join the **Title I Parent Advisory Committee**, which meets three to four times per year. If your child is served by the Title I program, you will receive meeting notices.

Parent's Right to Know

Parents and guardians may request information about the professional qualifications of their child's classroom teachers, including:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas taught;
- Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the teacher's certification; and
- Whether the student receives services from paraprofessionals and, if so, their qualifications.

The district also provides parents and guardians with information about their child's achievement on state academic assessments. The district will notify a parent or guardian if the 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 for the assigned grade level and subject area. Requests may be directed to the building principal or District Office.

North PTO (Parent/Teacher Organization)

The North PTO has planned family events and raises funds for student enrichment activities. North is actively looking for families to lead and participate. If you are interested, please contact the front office.

Volunteers

Community members who wish to donate time to the school program are welcome. Please call the school office for information on how to help.

Background-check notice — Policy 404. The district requires criminal-history background checks for applicants who receive an offer of employment and, except for enrolled student volunteers, for individuals offered athletic coaching or other extracurricular academic coaching services, whether paid or unpaid. The district may also require background checks for other volunteers, independent contractors, current employees, service providers, or student employees. A person ordinarily may not begin employment or covered services until results are received, although the district may allow conditional service as permitted by policy. Contact the school office for the requirements and consent form that apply to a particular volunteer role. Any additional volunteer procedures are administered under Board Policy 908.

Snacks for Student Breaks

Teachers schedule student break times during long learning periods. Please send only **nutritious snacks** (fruits, vegetables, whole grains, protein-rich foods) to help maintain energy and focus. Please avoid sugar-based snacks except on special occasions such as birthdays or classroom celebrations.

Student Records — Policy 515

Parents/guardians and eligible students have the right to inspect and review education records; request amendment of records believed inaccurate, misleading, or otherwise in violation of privacy or other rights; consent to disclosure of personally identifiable information except where Policy 515, state law, or federal law authorizes disclosure without consent; file a FERPA complaint with the U.S. Department of Education; receive notice of these rights; obtain a copy of Policy 515; and opt out of any or all directory-

information categories. The district will respond to an inspection or review request immediately if possible or within ten days, excluding Saturdays, Sundays, and legal holidays.

The district may disclose records without consent when authorized by policy or law, including to district school officials with a legitimate educational interest and, upon request, to a school or postsecondary institution in which the student seeks or intends to enroll or is already enrolled, when related to enrollment. Rights transfer to the student at age 18 or upon enrollment in a postsecondary institution, subject to the dependent-student and health/safety provisions in Policy 515. The district provides effective notice to families whose primary or home language is not English. Contact the superintendent's office for the complete current policy, annual notice, amendment process, directory-information categories and opt-out procedure, or FERPA complaint information.

Visiting School

Parents/guardians and community members are welcome to visit North Elementary. All visitors must enter through **Door #1 (main entrance)** during instructional hours (8:00 a.m.–3:00 p.m.), provide a valid state-issued ID, sign in at the front office, and wear a provided name badge before entering the building. Visitors must have the principal's approval before visiting a classroom during instructional time. Permission to visit may be denied or revoked if a visitor does not follow school procedures or if the visit is not in the best interests of students, employees, or the district. Students may not bring visitors to school without prior permission from the principal.

Nondiscrimination and Equal Education Opportunity

Saint Peter Public Schools 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 failure 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 **Ytve Prafke, Special Programs Administrator and Title IX Coordinator**, 100 Lincoln Drive, Suite 229, Saint Peter, MN 56082, (507) 934-4211 ext. 1010, yprafke@stpetersschools.org, as the Title IX Coordinator. **Karie Lauwagie, 504 Coordinator**, 100 Lincoln Drive, Saint Peter, MN 56082, (507) 934-4210, klauwagie@stpetersschools.org, serves as the district's Americans with Disabilities Act and Section 504 contact. Families seeking reasonable accommodations or who have questions about equal access may contact either coordinator, the building principal, or the superintendent.²³

Harassment and Violence — Policy 413

The district prohibits harassment or violence based on race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation (including gender identity or expression), or disability. A student, parent/guardian, employee, or other person should report suspected harassment or violence immediately. Reports may be oral or written; use of a form is encouraged but not required. Reports may be made to the North Elementary principal or designee, directly to the district human rights officer, or to the superintendent. If a report involves the principal or building report taker, report directly to the human rights officer or superintendent.

Good-faith reporters and witnesses are protected from retaliation. The district will respect privacy as far as its duties to investigate, act, and comply with law allow and will investigate reports and take appropriate remedial or disciplinary action. The current official district staff directory lists [Karie Lauwagie](#) as the district human rights officer at [507-934-4210 ext. 5016](#).¹

What Students Need to Know

Valuables

Items brought to school are the student's responsibility. It is strongly suggested that valuable items be left at home. School staff cannot guarantee that personal items will be kept safe and secure.

Textbooks and Library Books

All textbooks and library books are furnished free of charge by the school district. Parents and guardians assume financial responsibility for lost or damaged books.

Personal Electronic Devices

Students are **encouraged not to bring personal cell phones, smart watches, or other electronic devices** to school. If a student chooses to bring a device, the following expectations apply:

- Students assume the risk of damage, theft, or loss.
- All personal electronic devices must remain in student backpacks or lockers during the academic school day (8:00 a.m.–3:00 p.m.), including lunch and recess.
- Devices may be used before and after the school day for checking in with family, appropriate communication, and sharing school-appropriate material with friends.
- Staff may take devices away from students when they are being misused. Guardian will be notified and may pick up the device from the office.

Additional Device Guidelines

- Cell phone 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.
- Phone and smartwatch use during lockdown and fire drills is prohibited.
- Recording or photographing staff members or other students without permission is not allowed.
- Using devices to bully or harass classmates is not permitted and may result in disciplinary action.

Students who need to contact family during the school day must ask permission to use a school phone. Parents are encouraged to contact the main office if they need to relay a message. Please contact the office **prior to 2:00 p.m.** if your child needs to receive the message before the end of the day.

Responsible Use of Technology

School-assigned technology devices are intended for educational use at school each day. Many assignments, assessments, and course content are delivered through devices. Students are expected to use technology responsibly at all times.

Backgrounds, Passwords, and Apple IDs

- Inappropriate media may not be used as a background or stored on school devices.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related content will result in disciplinary action.
- Protect your password — do not share it with others.
- Elementary iPads do not require individual Apple IDs. Chromebooks require a district-issued Gmail username and password.

Accessing and Saving Digital Work

- Most coursework will be uploaded to a cloud service or shared with the teacher — not saved locally on the device.
- Google Drive (Docs, Slides, Sheets, Drawings, Forms) is available for student use.

Acceptable Use Guidelines

- Access to school technology resources is a *privilege*, not a right.
- Transmission of material violating federal or state law — including copyrighted, threatening, or obscene material — is strictly prohibited.
- Any attempt to alter data, device configuration, or another user's files without consent is considered vandalism and subject to discipline.
- Do not visit unapproved social media sites or chat rooms.
- Do not reveal your full name, phone number, home address, or password to anyone online.
- If you accidentally access inappropriate content, exit immediately and report it to your teacher.
- Sharing student work or images on school or school-sanctioned sites requires prior parent approval.
- Plagiarism — including from internet sources — is a violation of school policy. Always give credit.
- Electronic mail and network usage are subject to inspection by designated district staff at any time.

Policy Reference: The district's full Internet Safety and Acceptable Use Policy is available at [School Board policy page](#). Non-compliance may result in disciplinary action.

Damage/Repair Fees

Damages and repairs are handled on a case-by-case basis per school district property usage policies.
Fines may be levied, with amounts never exceeding the full cost of the device and/or case.

How We Support Every Learner - Our mnMTSS Framework

North Elementary uses the **Minnesota Multi-Tiered System of Supports (mnMTSS)** framework to help students succeed academically, behaviorally, and socially. Staff review student needs and use tiers to provide support.

Support may include strong classroom instruction, additional practice, small-group learning, check-ins, enrichment, or more individualized assistance. The type and level of support may change as student needs change.

Family Partnership

Families are important partners in student success. When a student receives support beyond typical classroom instruction, school staff will communicate with the family as appropriate and share relevant progress information. Questions about a student's support may be directed to the classroom teacher or building principal.

Board Policy Reference: North Elementary's use of tiered supports aligns with Saint Peter ISD 508 Board Policy 601 (School District Curriculum and Instruction Goals). Full policy text is available at [School Board policy page](#).

Building-Wide Behavioral Expectations & Social-Emotional Learning

Super Saints PBIS Program

North Elementary's Positive Behavioral Interventions and Supports (PBIS) system is called **Super Saints**. Staff teach, model, practice, and reinforce three building-wide themes across classrooms, hallways, the cafeteria, the playground, restrooms, buses, and school activities:

- **Be Responsible** - make safe, prepared, and accountable choices.
- **Show Grit** - persevere, learn from challenges, and keep trying.
- **Be a Leader** - set a positive example, help others, and contribute to the school community.

Connection to Character Strong

North's building themes complement Character Strong's themes of **Be Kind, Be Well, and Be Strong**. Students connect the themes in the following ways:

- **Be Responsible** connects with **Be Well** by encouraging students to care for themselves, make healthy choices, and manage their actions.
- **Show Grit** connects with **Be Strong** by encouraging perseverance, courage, and resilience.
- **Be a Leader** connects with **Be Kind** by encouraging empathy, respect, service, and a positive example for others.

Super Saints expectations are reinforced through preventative reminders, clear directions, opportunities to respond, affirmative attention, Saints Center videos, and Golden Tickets. Character Strong lessons provide additional opportunities for students to practice social-emotional skills during class meetings and throughout the school day.

Setting-Specific Expectations

- **Playground:** Follow supervisor directions, stay within boundaries, use only approved equipment, refrain from unsafe play.
- **Hallways:** Walk and talk quietly, carry equipment, close lockers quietly, wait for supervisor direction.
- **Restrooms:** Behave in a socially acceptable manner at all times.
- **Cafeteria:** Behave appropriately, sit in designated areas, proceed directly to the next activity.
- **Classrooms:** Follow teacher directions respectfully; be ready to learn at 8:00 a.m.

Extreme Misconduct and Policy Scope

North Elementary follows Board Policy 506 for conduct involving drugs/alcohol, assault, weapons, harassment, serious disruption, or threats to people or property. Students have the right to an education, to learn, and to feel safe and included. They are responsible, in a manner appropriate to grade and program, for following school rules, attending regularly, respecting others and property, cooperating with staff, and avoiding conduct that disrupts learning or endangers people or property. Policy 506 applies on school property, transportation and bus stops, school-sponsored activities and trips, and to other conduct within the policy's jurisdiction. The current policy is available at the North office or on the [School Board policy page](#).

Consequences & the Plan for Change Process

Although North promotes self-regulation, disciplinary measures may be necessary. When a student needs redirection:

- The adult will inform the student of the behavioral concern, and guardians will be notified.
- The student may be removed from the classroom and sent to the Saints Ready room or the North Office to complete a *Plan for Change*.
- A summary of the concern and the Plan for Change will be sent home to parents/guardians.

North uses nonexclusionary and developmentally appropriate responses whenever appropriate, including positive behavioral interventions, social-emotional supports, problem solving, family partnership, and the Plan for Change process. Policy 506 governs any removal, suspension, exclusion, or expulsion. Students in kindergarten through grade 3 are not subject to dismissal under the Minnesota Pupil Fair Dismissal Act, except a dismissal for less than one school day and subject to protections for students with disabilities. Expulsion or exclusion may be used only after nonexclusionary resources have been exhausted and only when an ongoing serious safety threat exists. Grade 4 students are subject to the due-process and notice procedures in Policy 506 and Minn. Stat. §§ 121A.40–121A.56. When suspension procedures apply, required written notice will include the grounds, a brief statement of facts, a

description of testimony, any applicable readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act; a readmission plan may be included as provided by policy.

Recess and Meals

Recess will not be withheld because of incomplete schoolwork. Recess detention may be used only when a student causes or is likely to cause serious physical harm, the parent/guardian specifically consents, or an IEP team determines it is appropriate for a student receiving special education. Staff will make a reasonable attempt to notify a parent/guardian within 24 hours of recess detention. Scheduled mealtimes will not be withheld or excessively delayed as discipline.

Bullying Prohibition — Policy 514

Bullying, cyberbullying, malicious or sadistic conduct, sexual exploitation, retaliation or reprisal, and knowingly false reports are prohibited. Policy 514 applies on school premises and property; at school functions, activities, and transportation; through district technology; and to off-campus electronic conduct that substantially and materially disrupts student learning or the school environment. A student may violate the policy by directly engaging in prohibited conduct or by indirectly condoning or supporting it.

A student, parent/guardian, employee, or other person with knowledge or belief of possible prohibited conduct should report it immediately to the principal, principal's designee, building supervisor, district human rights officer, or superintendent. Reports may be oral or written and may be anonymous; use of a form is not required. The principal or designee is North's building report taker. Good-faith reporters and witnesses are protected from retaliation. The district will protect privacy as far as law and its duties allow, begin or authorize an investigation within three school days, and take appropriate remedial or disciplinary action. Families of involved students will be notified of confirmed incidents and action to the extent permitted by law.

SEL at Home: How Families Can Help

The social-emotional skills students learn at North are most powerful when reinforced at home. Families can connect North's building themes with Character Strong in everyday conversations:

- **Be Responsible / Be Well:** Encourage healthy routines, preparation, self-management, and ownership of choices.
- **Show Grit / Be Strong:** Celebrate effort, persistence, courage, and learning from challenges.
- **Be a Leader / Be Kind:** Notice empathy, respect, service, and positive examples for others.

- Ask your child how they demonstrated a Super Saints theme or applied a Character Strong lesson during the school day.

School Operations & Communications

Staying Connected: Communications Home

Schools may be closed by the Superintendent in the event of extreme weather or emergency. The district uses **Thrillshare** to deliver announcements to the phone and email on file with the district. **Please notify the school office promptly of any address or phone number changes** so you continue to receive emergency messages and so that emergency contact and transportation records stay current.

All North students access a shared virtual space called **Seesaw**. On a Flexible Learning Day, students log in and complete teacher-assigned tasks (posted by 10:00 a.m.). Students without home internet access will complete tasks the next school day. **Report cards** are available at the end of each quarter through **Infinite Campus** and may be mailed home after each grading period. Contact central registration at the district office to set up your Infinite Campus account.

School Meals — Policy 534

North provides each student up to one federally reimbursable breakfast and one federally reimbursable lunch per school day at no cost. A second breakfast or second lunch may be purchased at the nonprogram price. Students use meal accounts for second meals, a-la-carte items, and other chargeable purchases. When an account reaches zero, a student may charge no more than \$20; after that limit, second meals and a-la-carte items may not be charged. A student with a negative balance may not charge a snack item. A reimbursable meal already served will not be taken away, and a student eligible for free or reduced-price meals will always be served a reimbursable meal.

The district will make reasonable efforts to notify families of low or negative balances and resolve unpaid charges without demeaning, stigmatizing, or publicly identifying a student. Meal debt will not limit participation in school activities, graduation, field trips, athletics, clubs, or access to district-provided materials or technology. Negative balances over \$200 that remain unpaid at year end may be referred for collection after reasonable district collection efforts. Contact the school office for the current meal-account assistance route.

School Grounds, Arrival & Dismissal

Please use **7th Street or Flandrau Street** for drop-off and pick-up (the parking lot is reserved for buses 7:40–8:00 a.m. and 2:45–3:05 p.m.). Supervision begins at **7:45 a.m.**; students should not arrive earlier. Crossing guards supervise students waiting for pick-up until **3:15 p.m.** — students remaining after 3:15

p.m. are brought to the office to contact parents. During inclement weather, students may wait inside the building entrance. North's behavioral expectations apply on school grounds at all times.

Students may ride **traditional bicycles, nonmotorized scooters, skateboards, or similar devices** to school with family permission. For safety, students must walk these devices on school grounds, park them in the designated area, and are strongly encouraged to wear a properly fitted helmet. Minnesota law prohibits children under age 15 from operating an electric-assisted bicycle and children under age 12 from operating a motorized foot scooter; therefore, North Elementary students should not ride e-bikes, electric scooters, motorized bicycles, or similar motor-powered devices to school. Such devices should not be operated, parked, or stored on school property. Families are responsible for ensuring that students follow Minnesota law and all applicable local traffic ordinances. (Minn. Stat. §§ 169.222–169.225).

Attendance

Regular school attendance is essential to student success. Attendance is taken **once each school day between 8:00 and 8:15 a.m. by the homeroom teacher**. Students arriving from **8:00 through 8:15 a.m.** are coded **tardy**. Students arriving **after 8:15 a.m.** are coded **absent for attendance-status purposes**; their actual arrival time and minutes present are recorded, so this coding does not automatically mean a full-day absence.

North Elementary has a **7-hour instructional day**. Attendance rates are tracked by the minute based on the amount of time each student is present. Arrival and departure times are recorded so the student's attendance record reflects the actual minutes attended.

When a student will be absent or late, parents or guardians should call the school office at **(507) 934-3260** or email our attendance clerk at satorbenson@stpetersschools.org. If there is no answer, leave a message that includes the caller's name, the student's name, and the reason for the absence or late arrival.

Parent Responsibilities

Minnesota compulsory-instruction requirements and Board Policy 503 require students to attend every day school is in session unless excused. Parents/guardians are responsible for ensuring attendance, notifying the school of an absence, and working cooperatively with the school and student to address attendance concerns. The school may request written verification of the reason for an absence. A note from a physician or licensed mental-health professional stating that the child cannot attend is a valid excuse.

- Encourage your student to attend school every day and arrive before 8:00 a.m.
- Notify the office when your child will be absent, tardy, arrive late, or leave early.
- Limit absences by scheduling appointments, vacations, and family visits on non-school days whenever possible.

Students with an excused absence must complete missed assignments or an alternative assignment selected by the teacher. The teacher or principal will provide the applicable deadline and process and may extend the time for an extended illness or other extenuating circumstances.

The district will make reasonable efforts to accommodate a student who seeks to be excused from a curricular activity for a religious observance. Direct accommodation requests to the building principal.

Excused vs. Unexcused Absences — Quick Reference

The following visual summarizes what counts as an excused or unexcused absence. Final determination is at the discretion of the principal per Board Policy 503.

EXCUSED Absences	UNEXCUSED Absences
• Illness • Serious illness in immediate family • Death, serious illness, or funeral of an immediate family member • Medical, dental, orthodontic, or counseling appointment • Court appearance (family or personal) • Religious instruction or instruction by a Tribal spiritual or cultural advisor (combined maximum three hours per week, outside a public school building and not at public expense) • Observance of religious events • Physical emergency (fire, flood, storm, etc.) • Official school field trip or school-sponsored outing • Suspension (handled as excused) • Family emergency • Active military duty (U.S. armed forces) • Ongoing treatment for a mental health diagnosis • Family vacation <i>with prior Principal approval</i> • Visits to schools or colleges (with prior approval) • Unusual situations — at principal's discretion	• Absence with no parent/guardian notification • Vacation or travel without prior principal approval through the North Elementary Excused Absence form. • Staying home for non-illness reasons without contact • Oversleeping or missing the bus (without extenuating circumstances) • Keeping a student home to help with family tasks • Any absence not meeting an excused reason above <i>Attendance patterns may result in additional family communication and tiered support.</i>

Attendance Review and Tiered Support

North Elementary reviews attendance information, including tardies, absences, early departures, and total minutes present. When a pattern affects a student's access to instruction, staff may contact the family, identify barriers, and use tiers to provide support. The type and level of support will depend on the student's circumstances and may change as needs change.

We want to partner with families early. If transportation, health, housing, or another concern is affecting attendance, please contact the school office or school social worker so the school can help identify possible supports.

Policy Reference: Board Policy 503 (Student Attendance) governs attendance expectations, excused and unexcused absences, and the district's intervention response. Full text: [School Board policy page](#).

Transfer from School

When a student transfers from North Elementary, please notify the school office as early as possible. Student records will be forwarded to the receiving school upon request.

Child Abuse and Neglect

All North Elementary staff are mandatory reporters under Minnesota law. Any suspected child abuse or neglect must be reported to the appropriate authorities. The safety and well-being of every child is our highest priority.

Health & Safety

When Should a Child Stay Home?

Please keep your child home if they have any of the following:

- A fever of 100°F or higher (students must be fever-free for 24 hours without fever-reducing medication before returning)
- Vomiting or diarrhea within the past 24 hours
- A contagious illness or rash of unknown origin
- Pink eye (conjunctivitis) with discharge
- Any condition the school nurse has advised requires staying home

If you are unsure whether your child should come to school, call the school nurse for guidance.

Emergency Care Policy

In the event of a medical emergency, school staff will administer first aid and immediately contact parents/guardians and, when necessary, emergency medical services. It is essential that up-to-date emergency contact information is on file with the school at all times. Students will not be sent home without a responsible adult to receive them.

Medication

The school nurse or designated staff may administer medication to students during school hours only when the following are on file: a completed parent/guardian authorization form and — for prescription medications — a physician's authorization. All medications must be in their original, labeled container.

Students may not self-administer medication (except as authorized for emergency use such as EpiPens or inhalers, with proper documentation on file).

Immunization Law

Minnesota state law requires that all students be immunized against certain communicable diseases or have a valid exemption on file. Current immunization records must be submitted to the school before the first day of attendance. Contact the school office or nurse with questions about required immunizations.

Communicable Diseases

Parents will be notified if their child is exposed to a reportable communicable disease. The school nurse follows current Minnesota Department of Health guidelines for exclusion periods and return-to-school requirements.

Staying Indoors at Recess

If a student has a health condition that requires staying indoors during recess, a physician's order must be on file with the school nurse. Students remaining indoors are supervised by school staff.

Additional Information

Lost and Found

Lost and found items are collected near the gym. Unclaimed items will be donated periodically throughout the school year. **Please label your child's belongings** — coats, boots, lunch boxes, water bottles, etc. — to make it easier to return lost items.

Dress for the Weather

Students participate in outdoor recess daily when weather permits. Please dress students appropriately for the season, especially during Minnesota winters. On cold days, hats, mittens, and boots make a significant difference in students' comfort and ability to fully participate in outdoor recess.

Treats and Classroom Celebrations

Birthday or classroom celebration treats are welcome on special occasions. Please notify your child's teacher in advance. In keeping with our school-wide nutrition goals, we encourage parents to check with the teacher about healthy treat options. The school must accommodate any known student allergies.

Private Parties

Invitations to private parties may not be distributed at school unless the *entire class* is invited. We ask that families be thoughtful about exclusion and its social-emotional impact on students.

Athletic Events at the Middle and High School

North Elementary students who attend athletic events at the middle school or high school are expected to follow the behavioral expectations of North Elementary and the host school. Students should be accompanied by a parent or adult guardian at all times during off-campus events.

Soliciting and Trading

Students may not sell items to or buy items from other students at school without prior approval from the principal. Trading of personal items is also discouraged to prevent conflict and loss.

Distribution of Nonschool-Sponsored Materials — Policy 505

Students and employees who wish to distribute, sell, post, display, or electronically circulate nonschool-sponsored material on school premises must submit a copy to the principal for approval at least 24 hours

before the requested distribution. The request must identify the requester, requested date and time, requested location, and—if intended for students—the grade levels. The principal will respond within one school day. If no response is received, the requester should contact the office to verify receipt. A person dissatisfied with the principal's decision may submit a written appeal to the superintendent, who will issue a decision within three school days, excluding weekends and holidays.

Distribution may not disrupt school activities, block safe movement, coerce anyone to accept material, violate law, invade privacy, be obscene or harmful to minors, advocate illegal conduct, contain threats or fighting words, or create a material and substantial disruption. The administration may impose reasonable time, place, and manner restrictions. Unauthorized distribution will be halted and may result in discipline under Policy 506; other parties may be asked to leave, and law enforcement may be contacted if necessary.

School Visitation by Children

Students may not bring other children — siblings, cousins, or neighborhood friends — to school with them without specific, advance approval from the principal.

Elopement Plan

North Elementary has a building-wide Elopement Plan in place to ensure student safety in the event a student attempts to leave the building or school grounds without authorization. All staff are trained on this protocol. Parents of students who have a history of or risk for elopement are encouraged to speak with the principal to ensure individual safety plans are in place and current.

Summer Programming — Policy 623

Saint Peter ISD 508 offers summer school instruction aligned with Board Policy 623 (Summer School Instruction). Information about summer programming — including eligibility, dates, and enrollment — is communicated in the spring. The district is committed to providing equitable access to summer learning for all students who could benefit from additional academic support.

Board Policy 623 (Summer School Instruction) Full text is available at [School Board policy page](#).

Building-Wide Student Assessments & Special Education

North Elementary uses a comprehensive assessment system to understand each student's learning, monitor progress over time, and make instructional decisions. Assessment information helps staff determine whether students may benefit from additional support or enrichment through the school's mnMTSS framework.

Screening Assessments (Grades 2–4)

All students are screened three times per year (fall, winter, spring) using universal screeners in reading, math, and social/emotional wellness. These screeners help us identify students who may benefit from additional support or enrichment before concerns become significant. Results are shared with families through conferences and Infinite Campus.

Student Surveys — Policy 520

The district will notify parents/guardians at the beginning of the school year, after substantive policy changes, and directly before a student is scheduled to participate in a survey. The notice will provide specific or approximate dates when known. Parents/guardians may review a survey and opt their student out; no academic or other penalty will be imposed for opting out. General student surveys are administered anonymously and without a mechanism to identify who participated or returned a survey. Surveys involving specified personal or sensitive topics are subject to additional notice, consent, inspection, privacy, and opt-out protections under Policy 520 and federal law. Contact the principal to review a planned survey or submit an opt-out.

Curriculum-Based Measures (CBM)

Teachers use frequent, brief Curriculum-Based Measures to track student progress in reading fluency, comprehension, and math skills. Staff may review this information in PLC (Professional Learning Community) meetings and use it to adjust instruction and determine whether additional support or enrichment may be helpful.

Minnesota Comprehensive Assessments (MCA) — Grades 3 & 4

Students in grades 3 and 4 participate in the **Minnesota Comprehensive Assessments (MCA)** in reading and mathematics each spring. MCA results provide information about student performance relative to Minnesota state academic standards. Results are shared with families in late summer/early

fall. MCA scores are one of many data points used to understand student learning and do not determine grade promotion or retention on their own.

Statewide Assessment Participation and Refusal Information

Minnesota provides a Parent/Guardian Participation Guide and information and a form for refusing student participation in statewide assessments. Families considering refusal should review the current Minnesota Department of Education materials and submit the current form according to district procedures: <https://education.mn.gov/MDE/fam/tests/StudentParticipation/>. Contact the building principal for the district submission process and applicable timelines.

Progress Monitoring for Students Receiving Additional Support

Students receiving additional support may be monitored more frequently. Staff use progress information to determine whether support should continue or change, and families receive communication as appropriate.

Students Receiving Special Education Services

Students who qualify for Special Education services receive an **Individualized Education Program (IEP)**, developed collaboratively by a team that includes the parents/guardians, classroom teacher, special education teacher, and other relevant staff. Annual IEP meetings are required by federal law (IDEA). Parents have the right to participate in all IEP decisions, to request an independent evaluation, and to dispute any eligibility or placement decisions through the due process procedures outlined by the Minnesota Department of Education.

If you have questions about your child's IEP or Special Education services, please contact the school's Special Education Case Facilitator or the building principal.

Board Policy Reference: Assessment and Special Education practices are governed by Minnesota state law and aligned with Saint Peter ISD 508 Board Policy 601 (School District Curriculum and Instruction Goals). The district's Title I program provides additional academic support to eligible students. For Title I information, contact the building principal.

Appendix: Required Board Policies and Annual Notices

The following Saint Peter ISD 508 Board policies and annual notices are addressed in this handbook. Concise family-facing summaries appear throughout the handbook, and the complete supplied texts of Policies 419, 505, 514, and 526 appear in this appendix. Policy 515 and the statewide assessment participation guide remain link-based because their complete source content was not included in the supplied export. Current board-adopted policies are available at <https://www.stpeterschools.org/page/school-board> or from the District Office.

Policy	Title	Relevance to Families
404	Employment Background Checks	Requires checks for specified employment and coaching offers and permits checks for additional covered roles
413	Harassment and Violence	Prohibits harassment and violence; outlines complaint procedures
419	Tobacco-Free Environment; Vaping Awareness	Prohibits tobacco and electronic delivery devices on school grounds
503	Student Attendance	Defines excused/unexcused absences and attendance expectations
505	Distribution of Non-School-Sponsored Materials	Governs distribution of materials on school premises by students and employees
506	Student Discipline	Outlines disciplinary procedures and student rights
510	School Activities	Governs student participation in school activities
514	Bullying Prohibition Policy	Defines bullying; outlines reporting and response procedures
515	Student Records	Governs access to, privacy of, and retention of student records
520	Student Surveys	Governs consent requirements for student surveys

526	Hazing Prohibition	Prohibits hazing at all school-related events
534	School Meals Policy	Governs school meal programs and unpaid meal charges
601	School District Curriculum and Instruction Goals	Establishes the district's commitment to a guaranteed, viable, standards-aligned curriculum for all students
623	Summer School Instruction	Governs summer learning programs
908	Volunteers	Outlines expectations and requirements for school volunteers

Tobacco-Free Environment — Policy 419

Smoking and the use of tobacco, tobacco-related devices, activated electronic delivery devices, and heated tobacco products are prohibited for all persons in district facilities; on district property; in district-owned, leased, rented, contracted, or controlled vehicles; and at district-sponsored off-campus events. Elementary students may not possess tobacco, tobacco-related devices, or electronic delivery devices in these locations or events. Violations are addressed under district discipline and enforcement procedures. Policy exceptions include specified American Indian spiritual or cultural practices and possession by an adult nonstudent of an FDA-approved cessation or medical product; those exceptions do not generally authorize smoking or tobacco/device use. No person may be retaliated against for exercising a legal right to a smoke-free environment.

Hazing Prohibition — Policy 526

Hazing is prohibited. No student, employee, volunteer, contractor, or other person may plan, direct, encourage, aid, permit, condone, or tolerate hazing, and a person's apparent permission or consent does not eliminate the prohibition. The policy applies to conduct connected with student organizations whether or not the organization is officially recognized and whether conduct occurs on or off school property or during or outside school hours.

Anyone who believes hazing occurred or has knowledge or belief of possible hazing should report it immediately. Reports may be oral or written and may be anonymous; use of a form is not required. Reports may be made to the principal, designee or building supervisor, district human rights officer, or superintendent. Good-faith reporters and witnesses are protected from retaliation. The district will protect privacy as far as law and its duties allow, begin or authorize an investigation within three days,

and take appropriate remedial or disciplinary action. Families of students involved in a confirmed incident will be notified to the extent permitted by law.

Policy publication and source note. The complete supplied texts of Policies 419, 505, 514, and 526 appear below, following the concise family summaries elsewhere in this handbook. Policy 515 and the statewide assessment participation guide remain link-based because their complete texts were not included in the supplied export. Current board-adopted policies are available at <https://www.stpetersschools.org/page/school-board>; statewide assessment participation and refusal materials are available from the [Minnesota Department of Education](#).