

Lincoln Elementary School

2019 - 2020

Address: Lincoln Elementary School
1621 16th Street East
Glencoe, MN 55336

Phone Number: 320-864-2666

Fax Number: 320-864-2682

Elementary Office Staff: Bill Butler, Principal
320-864-2677
BButler@gsl.k12.mn.us

Kim Ruschmeier, Principal's Secretary
320-864-2666
KRuschmeier@gsl.k12.mn.us

Sharry Good, Building LPN / Attendance
320-864-2665
SGood@gsl.k12.mn.us

School Hours: 8:15 a.m. - 3:10 p.m.
Supervision begins at 7:30 a.m.

District Website: www.gsl.k12.mn.us

School-Age Child Care: Panther Adventure Club (PAC)
Located at Lincoln Elementary
Hours: 6:30 AM – school starts
School ends – 6:00 PM
Non-school Days 6:30AM-6:00 PM
Coordinator: Jane Goettl
320-510-0116

Lakeside Elementary School

2019 - 2020

Address: Lakeside Elementary School
229 Lake Avenue, PO Box 342
Silver Lake, MN 55381

Phone Number: 320-864-2500
FAX Number: 320-327-3122

Elementary Office Staff: Joy Freitag, Principal
320-864-2501
JFreitag@gsl.k12.mn.us

Lori Hatlestad, Principal's Secretary
320-864-2500
LHatlestad@gsl.k12.mn.us

Angela Laxen, Building LPN / Attendance
320-864-2503
ALaxen@gsl.k12.mn.us

School Hours: 8:10 a.m. - 3:00 p.m.
Front Area Supervision begins at 7:45 a.m.
Children enter the building at 7:55 a.m.

District Website: www.gsl.k12.mn.us

School-Age Child Care: Panther Adventure Club (PAC)
Located at Lincoln Elementary
Hours: 6:30 AM – school starts
School ends – 6:00 PM
Non-school Days 6:30AM-6:00 PM

Coordinator: Jane Goettl
320-510-0116

Glencoe-Silver Lake Public Schools: Mission Statement

Mission:

Creating a culture where education is valued, excellence is expected and lifelong learning thrives.

Vision:

To Connect, To Lead, To Inspire

Core Values:

- All students can learn
- All students are valued
- All students can be successful
- All students have gifts and talents
- All students have the right to a safe and positive learning environment
- All members of the district are valued stakeholders



Absences

Students who are absent, or who plan to be absent, must have their parents/guardians call

Sharry Good, Lincoln Elementary LPN, at 320-864-2665

Angela Laxen, Lakeside Elementary LPN, at 320-864-2503

by 9:00 AM on the day of the absence to inform the school of the absence. If the phone is not answered, please leave a message with:

1. Your child's name
2. Their teacher
3. The reason for their absence

Please do not call your child's teacher with this information.

If parent/guardian does not contact the school their child's absence will be counted as unexcused. See Truancy section in handbook.

Extended Illness - We understand that medical conditions vary from situation to situation. We request that you provide documentation from your child's physician if your child is absent for **more than three consecutive days or more than five days in a trimester**. Absences will be considered unexcused if this information is not provided.

Accident and Illness

If a child becomes injured or ill at school, the parent/guardian will be notified. If you cannot be contacted, we will call the emergency contact names listed on your child's Infinite Campus Account. In the case of an emergency, 911 or law enforcement may be contacted.

Address and Phone Number Changes

Please notify the school if family names, places of work, email addresses and phone numbers change while your child is a student at Glencoe-Silver Lake. If you would like a new form to update your information, please contact your child's school and ask for the updates to be made to your child's Infinite Campus Account.

Attendance

Minnesota law requires that every student under the age of 16 must attend school each day. School administrators and staff believe that attendance is a key factor in student achievement. Attendance is crucial to developing your child's skills and talents, as well as instilling in them the importance of attending school. The following reasons will be sufficient to constitute excused absences:

- ✓ **Illness**
- ✓ **Serious illness in the student's immediate family**
- ✓ **A death in the student's family or a close friend**
- ✓ **Medical or dental treatment**
- ✓ **Court appearances occasioned by family or personal action.**
- ✓ **Religious instruction which does not exceed three hours per week**
- ✓ **Physical emergency conditions such as fire, flood, storm, etc**
- ✓ **Family related absences with prior notification**

See Related Information: Health Services, Truancy, Tardy, Vacation Information

Behavior Expectations & Policy

The staff of Glencoe-Silver Lake Elementary believes all our students can behave appropriately and it is our policy that students be held accountable for their actions. We believe that it is our responsibility to teach appropriate behaviors and to administer a fair policy of appropriate expectations, consequences and rewards. The purpose of this policy is to insure the rights of each student to attend a school with a positive, productive learning environment.

Our intent is to administer this policy in a consistent and fair way. When dealing with inappropriate behavior, we deal with the inappropriate behavior that was observed and reteach the appropriate behavior. We involve and inform parents when these occurrences arise. Each of our staff members is willing to work with students and parents to find solutions to problems.

Please refer to the Panther Pride Expectations Matrix in the back of the handbook.

MAJOR OFFENSES

The following offenses are considered major. When a staff member observes a student who is involved in a major offense, the inappropriate behavior will be recorded and filed. All major offenses will be brought to the administration and then the administration will notify parents of the misbehavior that occurred.

- ✓ Fighting or threatening another person
- ✓ Sexual or Verbal Harassment
- ✓ Bullying
- ✓ Blatant disrespect
- ✓ Swearing, vulgar language or obscene gestures
- ✓ Sharps, Weapons, Knives
- ✓ Stealing
- ✓ Damaging property (school or non-school)
- ✓ Continued misbehavior in classroom

The consequences will be determined to a large degree by the severity of the offense and frequency of the child's misbehavior. Possible administrative actions may include lunch and recess detention, in-school suspension, out of school suspension.

BEHAVIOR CONSEQUENCES

Relevant consequences will be assigned after careful consideration and consultation with all parties involved. Consequences may include, but are not limited to the following:

Lunch, Recess, & After School Detention

Students may be assigned lunch, recess, or after school detention by the administration. This means that the student will serve a detention during their lunch or recess time in the office or after school in the media center. Students should bring a book or homework to work on while in detention.

In-School Suspension

Students may be assigned in-school suspension at Lakeside Elementary for any of the reasons stated in the behavior expectations. Students assigned to in-school suspension will be required to work or sit quietly for the day. The work that they are missing for that day will be made available to them in the office and they are expected to have it completed by the next school day. Students who are disruptive during an in-school suspension will be suspended out of school and removed from the building by a parent.

Out-of-School Suspension

Students may be assigned out-of-school suspension for reasons stated in the Behavior Expectations. Suspensions will be determined and enforced by school administration. The work that they are missing for the day will be made available to them and is subject to the time line of 1 day of suspension, 2 days to make up the work. Students suspended out-of-school are not allowed on school property at any time during the suspension. Students found on school property during a suspension will be treated as trespassers.

Bicycles

If parents approve, students may ride their bikes to school and place them on the provided rack. Because it is not possible to provide supervision of the grounds at all times, the school cannot assume responsibility for the bicycles and recommends that all bikes be locked. Children are not permitted to ride their bicycles on the sidewalk and can only ride them before or after school. The use of bike helmets is strongly encouraged.

Birthdays

Teachers strive to acknowledge birthdays as special occasions. We encourage you to donate an age appropriate book to supplement your child's classroom library instead of an edible treat. If you prefer to send a treat, please comply with the Minnesota health guidelines, which states that all food brought to school must be commercially made. State law prohibits homemade food from being shared at school.

Birthday invitations are not to be brought to school because this disrupts the learning environment and might cause hurt feelings. Please make arrangements to mail them or deliver the invitations in an alternate way. PLEASE NOTE: Data privacy laws prohibit office and teaching staff from disclosing names, addresses, and phone numbers of our students.

Breakfast Program

A healthful breakfast is available to all elementary students at no charge. Breakfast will be served at both elementary sites. Please call Trisha Zajicek at 320-864-2494 for more information.

Building Use

All GSL buildings are available for community activities. To schedule your activity or to request to use one of our buildings, please contact the GSL Community Education Office at 864-2690.

Bullying (District Policy 514)

For the full policy please refer to our website at www.gsl.k12.mn.us. It is located under the Our District tab on the homepage. To request a paper copy, please contact your child's school. Glencoe-Silver Lake Elementary's Anti-Bullying Rules are:

- ❖ We will not bully others.
- ❖ We will help students who are bullied.
- ❖ We will include students who are left out.
- ❖ We will tell an adult at school and an adult at home if we know that someone is being bullied.

Bus Expectations & Policy

All students must ride their designated buses unless a written note from the parent/guardian is brought to school. If a student is going to ride a different route, a signed note must be presented to the classroom teacher or office. The teacher will sign the note and it is then handed to the driver of the bus. No student is allowed on an alternate bus route without parental permission. Buses will stop only at regularly scheduled stops. Glencoe-Silver Lake school buses transport students who live more than one mile from the schools they attend. A listing of morning pick-up sites and afternoon drop-off sites are sent out to parents in the school district's newsletter in August. The bus driver will make every effort to abide by the schedule. Extremes in weather and poor road conditions do occasionally cause minor deviations from the schedule. The care and discipline of children on the bus lies solely with the bus driver.

Your assistance is requested to encourage good safety and citizenship. Children are asked to obey the following rules when riding the bus. The bus driver is in charge of enforcing the following rules:

- ✓ Walk on to the Bus
- ✓ Listen to Bus Driver
- ✓ Use a Quiet Voice and Respectful Language
- ✓ Sit and Face Forward
- ✓ Keep Hands, Feet, and Objects to Yourself
- ✓ Walk off the Bus

All misbehavior cases should be reported to Tina Teubert at 4.0 Transportation (320) 864-3032.

Parents or guardians will be notified of any suspension of bus privileges. Consequences for elementary students may include, but are not limited to:

- ✓ 1st offense- Warning
- ✓ 2nd offense- Three-school-day suspension from the bus.
- ✓ 3rd offense- Five-school-day suspension from the bus.
- ✓ 4th offense- Ten-school-day suspension from the bus/meeting with parent.
- ✓ Further offenses- Individually considered.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

The safety of our students is of primary concern to the bus drivers.

Here are Bus Stop Expectations to discuss with your child:

- ✓ Listen to the supervisor
- ✓ Play safely
- ✓ Be friendly
- ✓ Line up when buses arrive

Transfer Busing from Lakeside to Glencoe:

Lakeside Staff will assign students to transfer buses that travel between Silver Lake and Glencoe. The purpose for this is to ensure that in a crisis event we would know what students are on what buses. Students who "bus hop" will be given consequences. If you have a concern that you feel the administration should know about, please contact the Lakeside Office at 864-2500.

If you have questions or concerns regarding transportation, please contact:
Tina Teubert, Transportation Manager, at (320) 864-3032.

Cell Phones

Students are not permitted to possess or use cell phones during the school day. The school understands that situations arise where a parent may need to be in contact with their student before or after school hours. We require students to check the cell phone into the office or to their teacher upon arrival. Failure to follow cell phone expectations will result in the confiscation of the phone and parent notification. The second offense and each thereafter, will result in the confiscation of the phone until the parent/guardian is able to pick it up. **The school is not responsible for these items if they are damaged, lost or stolen.**

Classroom Visitation

Parents are welcome to visit their children's classroom throughout the school year at any time during the day. Parents are asked to prearrange their visit with the classroom teacher to avoid any scheduling conflicts. Student visitors are not allowed without an adult. Student classroom visits are not permitted without special invitations by the classroom teacher and principal approval. Extended day visits by children who are a relative or friend of a Glencoe-Silver Lake student are not permitted. All visitors must check into the office and receive a visitor's badge before going to their child's classroom.

Clothing

Parents and students must exercise good judgment and common sense when choosing clothing to wear to school. Apparel will not be allowed if it presents health or safety concerns or if it creates a distraction from the learning process.

- Clothing should be neat, clean and in good taste. Clothes that display violent messages, recognize gangs and/or drug, alcohol or cigarette advertising will not be permitted.
- Short shorts, short skirts, bare midriff or see-through clothing, wearing baggy or oversized clothing or pants/shorts that are worn below the waist, clothing that does not cover the midriff or undergarments that are visible are also not appropriate.
- Tank tops should not have less than a 2 finger width strap and should not be lower than 4 fingers width below the top of the bust line. Undergarments that are visible are also not appropriate.
- If students wear items of clothing to school that are not respectful or may be offensive to other school attendees, they may be asked to change clothes, cover up the offensive article or parents may be called to school to bring alternative clothing
- Students are prohibited from wearing shoes that double as in-line skates to school for safety reasons.
- For cold weather, please refer to the Recess section of this handbook
- Caps cannot be worn in the classroom unless there are special circumstances.

Conferences

Conferences are held twice a year in fall and spring. We ask that parents/guardians make every effort to schedule a conference. It is important for parents to hear the same information at the same time. Therefore, **each student will have one conference time in fall and one conference time in spring.**
*Please keep the above in mind if a student has more than one household.

Cough Drops

Please see “Medication” (page 22)

Custody

Schools and parents need to be aware of the rights possessed by both custodial and non-custodial parents. Generally, divorce does not completely sever the non-custodial parent’s ability to make inquiries and obtain information about his or her child’s progress or achievement in school. By law, a non-custodial parent has the right to access and receive copies of school records, to attend parent-teacher conferences and to be informed about their child’s welfare, progress and status. If a non-custodial parent’s rights are limited or prohibited by a court order, the custodial parent is responsible for providing the school with a copy of any legal documentation. Administration and staff who have supervision of the child or the child’s records will be made aware of the order.

Data Privacy

Data Privacy Law prohibits us from releasing any personal information (such as name, address or telephone number) about a student or staff member for any reason.

Drills

Five fire drills, one tornado drill, and five lockdown drills are conducted each school year.

Drug Free Environment (District Policy 418)

For the full policy, please refer to our website at www.gsl.k12.mn.us. It is located under the District tab on the homepage. To request a paper copy, please contact your child’s school.

Early Dismissals and Late Starts

When school is closed, starts late or is out early due to weather or other unexpected circumstances, the superintendent will relay the message through School Messenger, the district’s automated phone line and the following:

- **District Phone Number** 320-864-2499, then dial 1
- **District Website** www.gsl.k12.mn.us
- **Radio** 106.9 FM (KARP)
830 AM (WCCO)
1230 AM (KDUZ)
- **Television** 4 (WCCO)
5 (KSTP)

Administration encourages all parents and guardians to discuss alternative arrangement plans with your child or children in case of an early dismissal or late start.

Emergency Phone Number

The name, address, and phone number of an emergency contact must be on file for your student. It is essential that this record be kept current. Please notify the office if there are changes or additions throughout the school year.

Field Trips

Permission slips and information about the trip will be sent with students. Permission slips must be signed and returned for each child prior to the trip in order for him/her to participate. No student will be denied the opportunity to go on a field trip due to financial considerations. Please contact your school office for details. We encourage all students to attend field trips. All students not receiving parental permission to participate with their class should plan on attending school that day. Prior written notification to the supervising teacher is required if you plan on taking your child home with you from any field trip

Students using a means of transportation other than that arranged by the school district are not part of the field trip and are not the responsibility of the school district. Parents/Guardians may pick-up **only their own child(ren)** from a field trip after completing a release of liability.

Fundraising

Glencoe-Silver Lake Elementary will hold one major fundraising event per year. Detailed information will be provided in September of the academic year.

Grading

Standards in education are the goals of teaching and learning. They describe precisely what we want students to know and be able to do as a result of their experiences in school. Standards specify the particular knowledge, skills, and abilities that we hope students will gain through interactions with teachers.

Harassment Policy (District Policy 413)

For the full policy please refer to our website at www.gsl.k12.mn.us. It is located under the District tab on the homepage. To request a paper copy, please contact your child's school.

Health Services

The school district's Registered Nurse (RN), is scheduled at each elementary for one-half day per week. She is available daily for consultation and provides direction and leadership for the Health Services Program at all Glencoe-Silver Lake Schools. Please contact the building LPN regarding the school nurse's schedule.

Vision and hearing screenings are not mandated by the state of Minnesota, but may be conducted annually on age specific students to help identify any potential problems. Parents are notified of abnormal screening results and are encouraged to seek further evaluation.

There are times when a child should be kept at home for the sake of his or her own health, as well as the health of other children. The following information is intended to help with this decision:

Fever of over 100 degrees: Please keep your child home until he/she is fever free without fever reducing medication such as Tylenol (acetaminophen) or Advil (ibuprofen) for 24 hours.

Vomiting or Extreme Nausea: You are asked to keep your child home for 24 hours after his/her last episode of vomiting. Remain home until a normal diet can be tolerated the night before and morning of school without use of medication.

Pink Eye: Please keep your child home until he/she has been on antibiotic drops for 24 hours or your doctor has determined he/she is no longer contagious, a doctor's note permitting attendance at school may be required. This would include no more mattering or drainage from the eye.

Diarrhea: Please keep your child home for 24 hours after his/her last episode. Remain home until a normal diet can be tolerated the night before and morning of school without use of medication.

Strep Throat or Sore Throat with fever and/or swollen glands, difficulty swallowing or eating food, upset stomach or headache (may need Strep test): Please keep your child home until you have received the results of your child's strep test and it is negative or until he/she has been on antibiotics for 24 hours.

Rash with itching or fever, broken patches of skin: Please keep your student home until your doctor has determined whether the rash is/is not contagious. If it is, please keep your child home until it is no longer contagious. A doctor's note permitting attendance at school may be required. Health staff may require student to keep area covered while in school.

Chicken Pox: Please keep your child home until all spots are scabbed over.

Lice: If a student is found to have live lice, parents will be contacted and encouraged to bring the child home. One round of lice treatment must be performed before the student can return to school.

Uncomfortable stuffed up or constantly runny nose with yellow/green discharge and/or wheezing, shortness of breath, disruptive cough: Please keep your student home until they are fever free for 24 hours without use of medication, sporadic cough, minimal discharge or clear discharge from nose.

Diagnosed with Infectious Disease by a doctor: impetigo, mononucleosis (mono), strep throat, etc: Doctor's note permitting attendance at school, at least 3 doses or 24 hours from the first dose of medication prescribed by Doctor and child is feeling better.

Hospital stay or emergency room visit: Discharge instructions and/or doctor's note permitting attendance at school with any special instructions, restrictions, etc. with beginning and end dates noted.

Promptly report to the nurse any communicable disease such as strep throat, chicken pox, scabies or head lice to the building health office. This information will be kept confidential.

Please contact the school health office if you have questions about your child's return to school following an illness. Pertinent health information regarding your child may be shared with appropriate school staff at the discretion of the nurse.

Children are sometimes kept home from school for reasons other than illness. Unnecessary absences can have a negative effect on your child's attitude, grades, and work habits. As a parent, you are responsible for assuring regular school attendance of your child, as required by Minnesota Statute 120A.22. Please only keep your child home when he/she is ill.

Please call the Building LPN by 9:00 AM on the day of the absence. You may leave a voice message if the phone is not answered.

The parent/guardian or emergency contact will be notified when a child develops a fever, other symptoms of illness, or receives a significant injury. It is the parent/guardian's responsibility to provide prompt transportation for the child. Please have alternate forms of transportation in case you are unable to pick up your child. PLEASE ENSURE THAT EMERGENCY CONTACT PHONE NUMBERS ARE KEPT CURRENT.

Immunizations

State law requires compulsory immunizations for all new students entering Minnesota schools. Please visit www.health.state.mn.us to learn which immunizations your child needs. Verification of these immunizations is required prior to enrollment. Your child's immunizations must be complete and current prior to enrollment. According to District Policy, **students will not be allowed to attend school without up-to-date immunizations on file**. Please contact Glencoe-Silver Lake's District Registered Nurse at 864-2446 with questions or for additional information.

Individual Health Plan (IHP)

Please notify the District Registered Nurse and teacher if your child has a health problem that may affect his/her health at school. You will need to fill out an individual health plan (IHP) for the specific health condition and return to the health office. This should be done prior to the beginning of each year and as changes occur throughout the year. This may include chronic health problems such as allergies, diabetes, asthma, and epilepsy.

Infinite Campus

Please refer to the GSL School District Website.

Internet

Each student in the Glencoe-Silver Lake School District who will access the Internet must, according to the school district's policy, have on file a "User Access Agreement and Parent Permission" form before they are allowed to use the internet. The technology at GSL schools can provide great educational benefits to students and staff and is intended to complement and enhance learning. Access to school computers, network, and the internet is given as a privilege to users who agree to act in a considerate and responsible manner. We require that all GSL users read, accept, and then sign below, agreeing to the GSL acceptable use policy.

1. Use of the internet and technology **is for educational purposes only and** will be tied to classroom assignments or approved independent study. Recreational "surfing the net" is not allowed. The school will attempt to filter out all inappropriate material, but ultimately the responsibility is on the individual for appropriate use. **GSL School District does not guarantee the reliability of the data connections and does not verify the accuracy of information found on the Internet.**
2. Network storage areas are the property of the school district and users should not expect that files are private. **All information sent or received from a school computer is school district property and should not be considered confidential.** Network administrators may review files and communications at any time, if there is probable cause for doing so.
3. Users are responsible for good behavior with technology equipment and internet, just as they are in a school building. General school rules for behavior and communications apply.
4. The following are not permitted:
 - Sending or displaying offensive messages or pictures.
 - Using obscene language.
 - Harassing, insulting, or attacking others.
 - Damaging computers, computer systems or computer networks.
 - Downloading materials, installing software, adding files to a computer or violating copyright laws
 - Attempting to bypass or bypassing the school's filtering system.
 - Sharing account information or attempting to use or change another's password.

- Trespassing in another person's folders, work or files.
 - Intentionally wasting resources, such as excessive printing, sending to "mailing lists", etc.
 - Using school access to make purchases or other commercial purposes.
 - Revealing the personal name, address, phone number or other information about yourself or any other person.
 - Accessing any inappropriate materials for any reason.
 - Participating in any other activity that is detrimental to students, the school or school officials.
5. Violations will result in the termination of technology privileges at GSL schools, as well as other appropriate disciplinary or legal action.

Kindergarten Registration

In order to be eligible for kindergarten, state law requires children to be five years of age before September 1st. Kindergarten Round-up invitations are sent to families during March. Kindergarten Round-up will enable you and your child to meet staff and answer any questions you may have.

Latex Balloon/Latex Glove Prohibition

Latex allergies can cause substantial health risks. Therefore, natural rubber latex balloons and gloves are prohibited from school buildings at all times, as well as all school events both on and off school premises.

Library/Media Center

Library/Media Center Check-Out

- ✓ One or two library books may be checked out per weekly library visit.
- ✓ Books are checked out for one week and may be renewed once.
- ✓ Magazines may not be checked out.
- ✓ Reference books will not be checked out unless the teacher has made a special request for the child to check out the materials.
- ✓ The library will be a quiet place for reading and research.
- ✓ Please treat books, magazines, computers, software and reference materials with care.
- ✓

Library/Media Center Overdue Policies

- ✓ An overdue list is sent out periodically. Teachers will alert children of overdue books.
- ✓ Overdue books should be returned by the next library period or earlier.
- ✓ If books are not returned, the child will not be able to check out new books.
- ✓ If overdue books are not returned within 30 days, a notice will be sent home. The book will be considered lost, and the family must pay for a replacement.
- ✓ Overdue and lost books will carry over into the next year.

Leaving School During the Day

Students leaving the school building during the day must have a signed note from a parent/guardian. Parents picking up students must report to the office to sign their student out. If your student is being picked up by someone else other than a parent, please provide the name of the person who will be picking them up in the note and we may request to see a photo ID. If the student returns during the day, they must stop into the office to sign in and get a student pass to return to class. **Please inform the school in writing if there is a restriction as to who may pick up your child.**

Locked School Doors

All doors will be locked after 8:00 AM. Please press the buzzer, enter the building, and check in at the office.

Lockers

Lockers are the property of the District and are provided for the convenience of students. School authorities may conduct an inspection of the inside of the lockers at any time without a search warrant. The personal possessions within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Lost/Damaged School Property

Students are **responsible** for the proper care of school equipment, books, materials and supplies they use. If school property is damaged, it should be immediately reported to the classroom teacher. Anyone who disfigures, breaks, or in any way damages school property through negligence or malice, will be required to pay for the damages.

Lost and Found

Each elementary site has a Lost and Found. Unclaimed items are donated to charity periodically throughout the school year. Parents will be notified prior to the items being donated.

Lunch Program

Monthly breakfast and lunch menus - This information is available under *Links* on the right side of the website, and select *Chartwells New Site - Lunch Info*.

The Glencoe-Silver Lake Public School participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) at all of our school buildings. The NSLP and SBP are federally assisted meal programs providing low cost or free meals to school children.

School meals are healthy meals that are required to meet the *Dietary Guidelines for Americans*. To receive federal reimbursements, school meal programs must offer “reimbursable” meals that meet strict federal nutrition standards. These standards, also referred to as “the meal pattern,” require schools to offer students the right balance of fruits, vegetables, low-fat or fat-free milk, whole grains and lean protein with every meal.

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) contains new regulations, effective beginning in 2012, require cafeterias to offer more fruit, vegetables and whole grains and limit sodium, calories and unhealthy fat in every school meal.

Lunch Accounts and Payment

Lunch accounts are pre-paid accounts. **Payments must be received before school begins.** Lunch money can be turned in at your child’s scheduled open house or can be sent with the *School Lunch Payment & E-mail Address Notification* form on the next page to:

ISD #2859
Attn: Food Service
1621 East 16th Street
Glencoe, MN 55336.

During the school year, lunch money drop boxes are located in each building's office for your child to deposit money. Once your payment is received, your family lunch account will be activated. Your child will have the same identification number as last year. If you are new to the district, your family lunch account number and student's identification number will be assigned to you after the first payment is received. Family account balances are updated daily. **Family lunch accounts should not reach a negative balance.**

Family lunch account balance - You can view your current account balance, view a two week detailed transaction listing of your account and request by e-mail, up to 3 months of detailed transactions. The information is updated M - F by 4:00 p.m. To access this section of the website:

1. Select *Chartwells New Site - Lunch Info* located on the right navigational area of the GSL's home page under *Links*.
2. This will take you to the Wordware, Inc. website.
3. Enter your family I.D. number and PIN number.*
 - If you have a family I.D. and PIN number, it will remain the same. If you do not have an I.D. number, please contact Trisha Zajicek at 320-864-2494 or tzajicek@gsl.k12.mn.us.

There are two ways that the Food Service Department will notify each family if an account becomes negative:

1. Pre-recorded telephone messages.
2. Statements sent to families via e-mail.*

*If you have not provided us with an e-mail address, please sign and return the School Lunch Payment & E-mail Address Notification" form or send your e-mail address to Trisha Zajicek at tzajicek@gsl.k12.mn.us.

Lunchroom Behavior Expectations

- ✓ Wash hands prior to eating
- ✓ Please face forward when walking to the lunchroom and stand in a single-file line
- ✓ Two hands on the tray
- ✓ Wait your turn, use a quiet voice and kind language
- ✓ Ask and respond to adults appropriately
- ✓ Use please and thank you
- ✓ Please remain seated until dismissed
- ✓ Use table manners. Keep hands to yourself
- ✓ Recycle and throw away trash
- ✓ Hats and outerwear are not worn inside the lunchroom
- ✓ Clean your personal space

Please refer to the Panther Pride Expectations Matrix in the back of the handbook.

Mandated Reporting

School personnel are required by law to report any suspected abuse or neglect to the proper authorities.

Milk/Juice Break

Milk and juice prices will be set at the beginning of each school year. Information will be sent home to students when pricing becomes available. Payment must be made on a half year or whole year basis. Day to day or monthly payments are not accepted.

Lactose-free milk is available upon receipt of a Special Diet Statement form (to be filled out by the parent and doctor) for a child who is lactose intolerant. Please submit this request to your child's health office at either Lincoln or Lakeside.

Medication

The administration of all medications to children in all schools in our district is carried out under written orders of the student's physician and with written permission of the parents. The policies of the Minnesota Department of Health and the State Department of Education are followed. Medication authorization forms are available from the Health Office at the school and from the student's primary care provider. All medications will be kept in a locked cabinet in the school's Health Office.

- ✓ Written authorization from the student's parent/guardian and physician is required.
- ✓ Medications shall be administered only when the student's health requires that it be given at school.
- ✓ Medications administered at school must be in a properly labeled prescription bottle or in the original container for over the counter medications. Ensure the medication has not expired. School policy clearly states that medications must be brought to school by a parent or responsible adult, and should not be brought to school by the student.
- ✓ Medications are administered by the LPN/health assistant, under the supervision of a Licensed School Nurse.

Money/Valuables at School

Please leave money and valuables at home. All money should come in sealed envelopes with identification and purpose written on the outside.

Nuisance Devices, Toys, and Trading Cards

Nuisance devices, including, but not limited to toys, laser pointers, and trading cards are not allowed at school because they interfere with the education of our students. For the first offense, students will be instructed to return the item to their backpack and return it to home. The second offense, and each thereafter, will result in the item(s) being taken from the student and held in the office until a parent/guardian is able to retrieve them.

Parking

Parents/guardians/visitors should park their car in a designated parking spot in the parking lot at each elementary school. We ask that parents do not park in any loading zone, as these are needed for buses and emergency vehicles. The zones are designated with yellow paint on the curb.

Pest Control Notification

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- ✓ Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
- ✓ Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- ✓ Utilization of non-chemical measures such as traps, caulking and screening;
- ✓ Application of EPA-registered pest control materials when needed. Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal Law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Phone Use

Students will not be allowed to use the classroom or office phones without permission and only in an emergency situation. Please call the school secretary to deliver messages to your child or your child's teacher. Parents who wish to contact a classroom teacher can call the teacher's phone and should be prepared to leave a voice mail requesting that the teacher contact them at their earliest convenience.

Photographs

The school will observe the following policy to conform to the requirements of the Family Rights and Privacy Act of 1974:

Student pictures and identifying names will be printed in the school annual, school paper and given to the local news media on occasions that warrant it. However, any student or student's parents, if the student is under the age of 18, may request that his/her picture not be published or information released in the news media or school publications. Requests are to be made in writing to the school principal. Participation in any group picture implies consent for release of picture and student name.

This policy does not apply to pictures taken by the news media or information gathered and printed by the media. Due to the yearbook publication deadlines, students must submit requests prior to December 15.

The school district recognizes its responsibility in regard to the collections, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic

teams, dates of attendance, degrees and awards received and the most recent educational agency or institution attended. This information is public data on individuals. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

The parent has the right to refuse to permit the designation of some or all of the categories as directory information with respect to that particular student. If the parent or student notifies the school district that they don't want this information designated as directory information, the classification remains private.

Physical Education

All requests to be excused from physical activity during physical education class must be presented to the health office with written parental permission before school each day. Any request for more than one day must be accompanied by a doctor's note. All students should have a separate pair of lace up tennis shoes, and girls should keep a pair of shorts at school for the days that they may wear a skirt.

Planners

All second – sixth grade students will use planners. The purpose is to help students organize themselves in and out of school, and to provide a means of communication between school and home. The planner needs to be checked and signed on a daily/weekly basis depending on the classroom teacher.

The Pledge of Allegiance (District Policy 531)

For the full policy please refer to our website at www.gsl.k12.mn.us. It is located under the Our District tab on the homepage. To request a paper copy, please contact your child's school.

Practice

Teachers may assign homework for students every evening. The amount of time spent on homework will vary from grade to grade. Students not completing work during the school day will be expected to complete work at home. We recommend that students have a consistent time and place to complete homework.

Practice during an absence: When your child has an extended illness and you want to pick up homework, please notify the teacher before classes begin in the morning. This allows times for the teacher to prepare the assignments and gather textbooks needed. The homework can be picked up in the school office at the end of the day or sent home with another student. A general expectation is that students out for illness have two days to make up the work for every day absent. Please keep in mind that most learning is hands-on and difficult to "make-up". Consistent attendance is an important component of a child's academic success.

Progress Reports

Parents will receive report cards three times a year to report their child's progress at school. Progress reports will be sent in your child's Friday Folder about a week after the completion of each trimester.

Recess & Playground Expectations

Your child should dress appropriately for the weather conditions. **When the weather turns very cold and the temperature or wind chill is 0°F or below, office staff will consult The National Weather Service Wind Chill Chart prior to determine if recess will be inside or outside. A copy of the chart can be obtained at www.weather.gov/os/windchill/index.shtml or from the school office.**

Recess Expectations

- ✓ Students should use the bathroom before recess or lunch.
- ✓ All children will go outside for recess unless they have a note from their parent/guardian. Any request for more than one day inside must be accompanied by a doctor's note.
- ✓ Students need to be dressed for the weather. Children must have a coat, hat, gloves, snow pants and boots when the weather is cold and/or there is snow.
- ✓ Children are not allowed to go back to their locker or classroom to retrieve playground equipment or other items.
- ✓ Students must listen to playground supervisors.
- ✓ Be Safe, Be Respectful, Be Responsible
- ✓ Students must use the playground equipment that is provided by the school. Bringing items from home to use at recess is prohibited.
- ✓ Children must remain in designated play areas.

Registration

Parents may register their child in the school office at any time during the school year. We encourage parents to register in person and to bring their children with them. Students will be able to start school 1-2 days after registration. This allows administration time to assign the student to a classroom teacher.

Restraint of Students

Minnesota Statute 121 A.582 states:

“A teacher or school principal, in exercising the person’s lawful authority, may use reasonable force when it is necessary to correct or restrain a student to prevent bodily harm or death to another.”

“A school employee, school bus driver, or other agent of a school, in exercising the person’s lawful authority, may use reasonable force when it is necessary to restrain a student to prevent bodily harm or death to another.”

Sales of Articles

No sale of articles is permitted by non-school organizations in the school or on the school grounds without permission of the principal. Students are reminded that the selling of candy or other items is prohibited on school property (Bus Rides Included).

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against an individual with a handicap.

The act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities might include activities such as caring for one's self, performing manual tasks, walking, sleeping, hearing, speaking, breathing, learning and working.),
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

It is the policy of the Glencoe-Silver Lake Public Schools not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

In adopting this policy, the school district states its commitment to nondiscrimination on the basis of a handicap. Please consult the policy brochure, which will be made available upon request. Contact the district's 504 coordinator, Bill Butler at 864-2666 or bbutler@gsl.k12.mn.us, for additional information.

Signs, Posters, Literature

The school does not allow any commercial advertisement within our buildings. Signs, posters or literature that has been approved by the principal may be hung on the bulletin boards or walls.

Snacks

Teachers provide time for students to have a daily nutrition break. This time keeps students refreshed and ready to learn. Children will be allowed to keep and fill water bottles at school. We recommend healthful snacks.

Student Pick Up/Drop Off

Drop Off: Parents may escort their child to their classroom before school.

Pick Up: Parents waiting to pick up their child at dismissal time will be expected to wait in the designated dismissal area. Students will be instructed to find you at this location. We ask that parents not go to their child's classroom prior to dismissal.

Student Insurance

The school district does not provide health or accident insurance for injuries incurred by students at school or during school activities. Families can obtain information about optional health insurance on the GSL School District Website.

Student Promotion, Retention & Program Design

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

- A. **Promotion** - Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year. Students who meet the criteria outlined in the School Board Policy may skip a grade.
- B. **Retention** – Retention of a student may be considered when professional staff or the child’s parents/guardians believe that it is in the best interest of the child. Academic achievement, physical development, maturity, and emotional factors shall be considered when making the decision.
- C. **Program Design** – The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of the students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

Take-a-Break/Buddy Room Break

What?

- ◆ It is a chair or spot where students will be sent to take a breath and regroup themselves.
- ◆ It is also a place a student can go themselves to take a break from a situation.
- ◆ It is to remind students how to follow rules and to stay safe before a problem happens.
- ◆ Students determine how long to stay in “Take-a-Break”.
- ◆ “Take-a-Break” is not a punishment.
- ◆ Buddy Room Break is for all of the above, however in a different location.

Who?

- ◆ It is for all students. Everyone will “Take-a-Break” sometime.
- ◆ There might be more than one student in the “Take-a-Break” area at a time.
- ◆ Even the teacher may need to “Take-a-Break”.

Where?

- ◆ It is in the classroom or the same area the class is. Example: a spot in the hallway if the class is out in the hall using the bathroom
- ◆ It is a spot where the teacher can see the student at all times.
- ◆ Buddy Room Break is a break in an alternative location (typically a neighboring classroom).

Tardy

Students arriving at school after 8:10 must report to the office. Students must have a note from their parent explaining why they are tardy or their tardy will be marked as unexcused. Oversleeping and/or missing the bus are considered unexcused tardies. The school excuses students for medical appointments and other emergencies.

The Tardy Intervention Process is as follows:

- 1st Tardy - recorded
- 2nd Tardy – recorded
- 3rd Tardy – Recess Detention (Lakeside)
- 4th Tardy – Administration will work with student and parents to develop a support plan.

Title I Information and Parents Right to Know

Our school district receives federal funds to support our Title I programs that are a part of the Every Student Succeeds Act of 2016. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). Upon request, we will provide the following information:

- ✓ Whether or not the teacher has met subject and grade level licensing requirements
- ✓ Whether or not licensing requirements have been waived under an emergency status
- ✓ The type of college degree the teacher holds; and
- ✓ The qualifications of a paraprofessional providing Title I services

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial or federal assistance.

Tobacco Free Schools (District Policy 419)

For the full policy please refer to our website at www.gsl.k12.mn.us. It is located under the Our District tab on the homepage. To request a paper copy, please contact your child's school.

Transferring to Another School

The parent or guardian of the student transferring to another school must notify the office and teacher. Student records will be sent to the new school when our office has received a request from the new school. Textbooks and library books must be returned to the school at the time when the child leaves.

Transportation Changes

Please call or email the appropriate school office with daily transportation changes. Any bus route changes must be called to the bus garage at 320-864-3032.

Truancy

A child becomes a Continuing Truant (Minnesota Statute 260A.02) when he/she has been absent from instruction in a school, without a valid excuse, within a single school year for three days if the child is in elementary school.

A child becomes a Habitual Truant (Minnesota Statute 260A.02) when he/she has been absent from instruction in school without a valid excuse within a single school year for **seven** days if the child is in elementary school. **Social services will be notified of the child's truancy.**

See Related Information: Attendance

Use of Peace Officers and Crisis Teams To Remove Students With IEPs From School Grounds (District Policy 532)

For the full policy please refer to our website at www.gsl.k12.mn.us. It is located under the Our District tab on the homepage.

Vacation Information

The administration and the staff recognize the educational value of family trips. We ask that you plan family vacations around the school calendar as well as state testing times. If you wish to take a child out of school for a family vacation, the teacher, as well as the office, must be contacted prior to the vacation.

Parents must complete a ***Delegation of Powers by Parent*** if they are leaving their child(ren) in the care of another family member/ friend. This completed document will allow school staff to communicate with the assigned caregiver when parents are on vacation. Please call the school office to obtain this form.

Visitors & Guests

Visitors to our school are always welcome and an important part of the education we provide. Parents are welcome to observe school in session or stop by to have lunch with their student. Student visitors are not allowed without an adult. **Visitors, please report to the office prior to your visit.**

Volunteers

We need you! Volunteers are necessary, encouraged and appreciated within our schools. Please contact your child's classroom teacher for volunteer opportunities.

Weapons (District Policy 501)

For the full policy please refer to our website at www.gsl.k12.mn.us. It is located under the Our District tab on the homepage. To request a paper copy, please contact your child's school.

See Related Information: Behavior Expectations & Policy, Bus Expectations & Policy

Questions or Concerns

Please schedule an appointment, call, or send an email whenever questions or concerns arise. Your ideas and input are important to us and we want you to feel comfortable sharing them.

Panther Pride



Safety



Respect



Responsibility

	Bathroom	Hallway	Assembly	Bus	Lunchroom	Playground	Library
 <i>Safety</i>	<ul style="list-style-type: none"> One student per stall Wash your hands Be quick, be quiet, be clean 	<ul style="list-style-type: none"> Walk on the right side Face Forward Stop at corners 	<ul style="list-style-type: none"> Stay seated Keep hands and feet to self Follow adults' directions 	<ul style="list-style-type: none"> Walk onto the bus Sit and face forward Walk off the bus Keep the bus clean 	<ul style="list-style-type: none"> Stand in a single file line Two hands on the tray Face forward when walking 	<ul style="list-style-type: none"> Play fairly Dress for the weather Use equipment safely Report problems or concerns to an adult right away 	<ul style="list-style-type: none"> Push in chairs Use computers, books, magazines and furniture correctly
 <i>Respect</i>	<ul style="list-style-type: none"> Give others privacy Take care of stalls and walls 	<ul style="list-style-type: none"> Classroom walk silently Enjoy hall displays with your eyes 	<ul style="list-style-type: none"> Sit quietly so everyone can listen and learn 	<ul style="list-style-type: none"> Listen to and respect the bus driver Use a quiet voice and respectful language Greet your bus driver 	<ul style="list-style-type: none"> Wait your turn Use a quiet voice and kind language Ask and respond to adults appropriately Use please and thank you 	<ul style="list-style-type: none"> Treat others the way you want to be treated Use approved equipment correctly Show kindness and include others 	<ul style="list-style-type: none"> Be calm and use a whisper voice
 <i>Responsibility</i>	<ul style="list-style-type: none"> Put toilet paper in the toilet Flush toilet after use Put paper towels in the trash Stand and wait patiently Go back to class immediately 	<ul style="list-style-type: none"> Keep hand and feet to yourself Keep hallways clean Go directly to destination 	<ul style="list-style-type: none"> Follow adults' directions Participate as expected 	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Keep track of your personal items Use kind words and respect personal space 	<ul style="list-style-type: none"> Choose your own seat Clean your personal space Use table manners Get what you need the first time Stay seated until dismissed Recycle and throw away trash 	<ul style="list-style-type: none"> Return equipment and line up when you hear the whistle Stay in the zones Get exercise and have fun 	<ul style="list-style-type: none"> Return books by due date and in good condition Check out books before leaving the library