

New Prague Intermediate
2004-05
PARENT HANDBOOK

This handbook is intended to serve as a guide for New Prague Intermediate School students and their parents. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures which contribute to the operation of the school.

Students are responsible for knowing the information contained within. For more information, please contact the school at 758-1500.

New Prague Area Schools
New Prague, Minnesota

School District #721 School Board

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|--------------------------|------------------------------|
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Welcome to New Prague Intermediate School

The staff at New Prague Intermediate School welcomes you to another school year. NPIS students have traditionally been very proud and successful students. We believe that we are in partnership with the home in order to provide the maximum educational opportunities for children. Quality education can best be achieved when there is communication between the school and the home.

This parent handbook is an attempt to convey to you some of the expectations and procedures that we will follow this next year. The district will be sending you a separate mailing containing some of the policies that pertain to your child. We suggest that you keep both of these for reference purposes should a question arise. Supplemental information such as the school calendar and the names of the teachers employed at NPIS will be available in the fall. In addition, a monthly mailing of the Intermediate Insights and memos coming home in the folders on Fridays should help keep you informed. Should questions arise, please feel free to contact the school for additional information.

Student discipline is addressed in this booklet. It is our philosophy to have a firm discipline policy which is fair and clearly understood by parents and students. We do retain the right to adjust the consequences should there be circumstances that warrant it. The entire staff is committed to the idea that discipline is a special kind of love. At New Prague Intermediate School, students have the right to learn and teachers have the right to teach. Anyone or anything that interferes with these rights must accept the consequences. We will work very hard to keep you notified of any issues that your child is experiencing.

From time to time issues arise that I need to be made aware of. If I am not available at the time of your call, please ask the secretaries to put you through to my voice mail or, if immediate attention is needed, they can contact me. I work very hard in order to return all phone calls in a timely manner.

We anxiously await the opportunity to work with your child during the school year. The entire staff and I hope that your child will have a satisfying and rewarding year at New Prague Intermediate School.

Sincerely,

**Joan M. Anderson
Intermediate School Principal**

MISSION STATEMENT

NEW PRAGUE Intermediate SCHOOL MISSION STATEMENT

New Prague Intermediate, in partnership with students, parents, and community, is committed to creating a safe, nurturing environment that instills in every student, a passion for life long learning, while striving to achieve their maximum potential to become a contributing member in our complex and changing society.

NEW PRAGUE Intermediate SCHOOL PHILOSOPHY

Our school community strives to achieve the following principles:

- To create a safe and friendly environment where each individual student's academic and social needs can be met.
- To be aware of all aspects of a child's development.
- To relate real life experiences to all curriculum.
- To emphasize hands-on learning as vital to a child's learning.
- To use technology and a variety of teaching materials.
- To create opportunities for discussion among children, and between children and adults.
- To utilize cooperative small group activities to support learning and to provide an opportunity for social and emotional development.
- To promote reading, writing, communication, problem solving, and mathematics which are essential for success in our changing society.
- To assist children as they continue to develop self-control and a sense of responsibility for their actions.
- To nurture and strengthen the child's development in attitude, behavior, and responsibility through the use of positive modeling and high expectations.

To support the above belief system, a variety of delivery systems are employed to address the diverse learning styles of children. These include the self-contained and looping models, all of which emphasize the continual progress and development of each child.

New Prague Intermediate School

PARENT HANDBOOK

POLICIES AND PROCEDURES

2004-2005

School Phone Numbers

School Office – 952-758-1500

Attendance – 952-758-1505

Transportation – 952-758-1480

Kids' Company – 952-758-1569

Weather Closing – 952-758-1780

**Parent Education/Volunteering -
952-758-1500**

School Nurse LPN – 952-758-1506

Lunch Balance – 952-758-1320

Community Education – 952-758-1677

**Early Childhood Education –
952-758-1670**

Web Site – www.np.k12.mn.us

INTERMEDIATE SCHOOL MAP

GENERAL INFORMATION

ALCOHOL, TOBACCO, DRUG-FREE ENVIRONMENT

District 721 has instituted an alcohol, tobacco and drug-free environment. No students, parents, staff, or visitors will be allowed to use tobacco, alcohol, or any illegal drugs in the buildings, on the school grounds, or in school vehicles. Everyone's cooperation is appreciated. Please refer to Policies #417, #418, and #419 for additional information.

ATTENDANCE PROCEDURE

Refer to Appendix "C" for more information on Attendance Procedure.

Regular attendance is necessary for the student's academic success. It also promotes a positive work ethic for employment skills and future success.

Parents/guardians are requested to notify the office prior to 9:00 a.m. on the day their child will be absent because of illness to confirm his/her absence from school. This policy has been instituted for the safety of your child. Your cooperation is appreciated.

"Minnesota State Law currently provides that every child between seven (7) and sixteen (16) years of age shall attend a public school or a private school, in each year during the entire time the public schools of the district are in session unless excused for attendance by the board upon application of the student's parent/guardian on grounds specified in the laws." (Sec.120.101, Subd.5) The only excused absences are illness of the pupil or serious illness, death, or an emergency in the immediate family. Children ages five (5) through seven (7) who enroll to attend school also follow the compulsory attendance laws.

ATTENDANCE PROCEDURE FOR PARENT/GUARDIAN AND STUDENT

A. Illness: To excuse an absence due to illness, the parent/guardian must:

- 1. Please call the school office (not the classroom teacher) prior to 9:00 a.m. on the day of the illness.** The voice mail attendance hotline is open 24 hours per day. That number is 952-758-1505. Failure to do so may result in an unexcused absence. This policy has been instituted for the safety of the child. Your cooperation is appreciated.
2. Illness totaling ten (10) days per year may require a report from a doctor. All students falling behind in the classroom due to absences may be referred to the Student/Teacher Assistance Team.

B. Excessive absence from classes during the school year:

Three (3) unexcused absences - Referral to the principal; letter sent to parent/guardian.

Five (5) unexcused absences - Letter to parent/guardian outlining procedure for referral to county services.

Seven (7) unexcused absences - Letter to parent/guardian outlining procedure for referral to county services.

Tardy: If a student is not seated and ready for class at the tardy bell or five (5) minutes after dismissal from noon recess the student is tardy. To be readmitted into class, an office pass will be required. Exceptions will be handled by the school office.

Excessive tardiness during the school year will result in the following consequences:

- Three (3) incidents - Referral to the principal; letter sent to parent guardian.
- Excessive absences may result in a referral to county services.

AUDIO-VISUAL PROGRAM

The audio-visual program is an important part of the child's school life. Many films and videos are available for use by the classroom teacher. These aids help your child by stimulating and satisfying his curiosity, by clarifying his ideas, and by enriching his experience.

CALLS TO YOUR CHILD'S TEACHER

We encourage you to call your child's teacher whenever it is necessary. All staff have individual voice mail extensions which are accessible 24 hours per day. Teachers will return calls on the day they are received unless they are absent. The best time to call staff is from 7:50-8:50 a.m. and 3:30-3:50 p.m. Please refrain from calling teachers at home, after school hours, or on weekends regarding school-related issues.

CHILD ABUSE REPORTING PROCEDURES

Minnesota Statutes 626.556, subd. 3 provides that school personnel are required to report suspected neglect, physical abuse, and/or sexual abuse of minors when that person knows or has reason to believe that abuse is occurring or has occurred within the past three years. These reports are made to the appropriate county agencies and/or police. School personnel may not discuss the incident and/or the report once it is turned over to the authorities. Please refer to Policy #414 for additional information.

CLASSROOM PLACEMENT

Professional staff at the intermediate school are responsible for forming appropriate instructional groups which reflect concern for the needs of the students. Our goal is to form balanced groups that will enable every child to achieve the educational goals of the school. Parents may choose to provide information to assist the school in this process. Examples include:

- ◆ Learning styles (such as interests at home, preference for specific kinds of activities and interactions with other children, etc.).
- ◆ Type of delivery system preferred: self contained or looping. **SEE DELIVERY SYSTEMS.**
- ◆ Type of learning environment that is most helpful (less structured, more structured, etc.).
- ◆ Unique personality traits of the child (highly sensitive, talkative, quiet, etc.).
- ◆ Any other relevant information.
- ◆ Specific names of staff should not be listed.

The school will attempt to honor this request in the best interest of your child and within the educational program philosophy of the district. The school cannot, however, guarantee the honoring of specific teacher requests.

Parent input forms are distributed to all parents during the month of April to allow a scheduled process in making out class lists. Parents having specific questions should contact the building principal.

CLASS SCHEDULES

New Prague Intermediate School students are exposed to all academic areas of learning required by the State of Minnesota. All classes are allotted specific portions of time which are also recommended by the state. To insure that all students get their share of instruction in each area, the class schedules are set up using a rotating daily schedule (Day 1 through Day 5). In the event of a workshop day or snow day, class schedules will rotate to the next numbered day as though no school day was missed. Numbered days will be listed on the monthly newsletter menu for your reference.

"CODE RED"

Schools across America are responding to what appears to be a trend of violence that has happened in school systems. Although these events are rare and not likely to happen in New Prague, we have made a commitment to make every possible attempt to keep our children safe. A "code red" situation will exist if it becomes necessary to secure a building during the school day due to a potentially dangerous situation. Students may practice this drill just as we do any other emergency situation. The entire plan may be reviewed by contacting the intermediate school office.

COLD WEATHER PROCEDURES

During the cold winter months, make a special effort to observe your youngster carefully before sending him off to school. Check to be sure that clothing is adequate, i.e., boots, mittens, head covering, a winter weight coat, and slacks or tights. Be sure that he/she is dressed for some unexpected emergency, such as a stalled bus, a lengthy wait at the bus stop, or an extreme change in the weather.

Zero degree wind chill has been used as a guideline for sending students outside at noon. Colder temperatures dictate that students spend their recess time indoors.

COMPUTER AND INTERNET

The use of intermediate school computer technology is a privilege, not a right. Students who use the school computers responsibly and adhere to the rules will maintain their computer privileges. Students who do not follow the rules and who abuse these rules will lose their computer privileges.

Students who use the Internet for study and research must have an Acceptable Use Policy Agreement signed by the student and their parents. This form will be kept on file. It is essential that students maximize this learning opportunity while developing the skills necessary for evaluating the quality of information as well as navigating the vast quantity of information now available. By signing this agreement, students and parents are acknowledging the additional academic responsibilities that come with using the Internet.

Please refer to Policy #524 for more information.

DATA PRIVACY/CUMULATIVE RECORDS

Upon registration at New Prague Intermediate School, each child accumulates a record file in the school office. This file contains a health history, test scores, report cards, attendance records, etc. Parents wishing to review this file may do so by contacting the school office in advance to set up an appointment. For additional information, please refer to Policy #515.

Student Directory Information: The following information has been designated as directory information. If you do not want all or some of the following information on your student released, you must contact the school office in writing by September 15 of the current school year, and inform them of the information that is to remain confidential.

Public information that may be released includes: student name, address, telephone numbers (not un-listed), participation in activities and sports, height and weight of member of team, did(does) student attend (yes/no), awards received, name and phone number of parents/guardians. **Public information that MAY NOT be released includes:** religion, race, color, social position, date and place of birth, nationality, social security number, and dates of attendance.

The following is educational data which is accessible to parent/guardian (need signed release of parent/guardian for any outside agency): cumulative file, special ed folder, health record, discipline info, emergency card, and photos.

DELIVERY SYSTEMS

Most of the classrooms at New Prague Intermediate School are defined as self-contained—one teacher with students for one year. However, New Prague Intermediate School does offer a looping opportunity for students from third to fourth grade. "Looping" means that the students and the teacher remain together for two school years. The advantage to looping is that the teacher is able to prepare for the second year with the needs of the students in mind, as he/she already knows the students. Less time is needed during the second year to establish a routine as it is similar to the first year. Every effort is made to keep the teacher with the students for both years. There are times, however, that due to unforeseen circumstances, the teacher can not remain with the students for the second year. If that is the case, we still keep the students together. Parents are made aware of the looping opportunity in the spring of second grade.

DISCIPLINE PROCEDURES

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

It is no secret that the needs and behaviors of students have changed over the years. To provide for long-term success of children in our community, the staff has decided to adopt a plan to teach and enforce positive and productive behavior in a consistent manner. Our procedure directs that:

1. Students in each classroom and their parents will be aware of the rules and know in advance, the consequences if a student chooses not to follow the rules. This approach promotes self-discipline.
2. The discipline procedure will be consistently followed in each classroom and will apply to all students at all times.
3. Classroom rules and consequences will be posted in each classroom.
4. Good behavior will be reinforced and rewarded more than ever before.

Each class at New Prague Intermediate School has identified a maximum of five rules that are important to ensure an atmosphere for learning in that class. Negative consequences are used only when students choose not to follow the rules. Most important is that a great deal of positive reinforcement is given to students who choose to follow the rules. The rules, and resulting consequences for not following the rules, will be thoroughly discussed with the students.

Behavior expectations have also been established for the lunchroom, playground, bus, and hallways.

It is important that you, as parents, are aware of our discipline plan and that you support us in this endeavor to maintain a positive learning environment at New Prague Intermediate School. The expectations/consequences for your child's classroom and playground is included in Appendix A of the Parent Handbook. Please read it very carefully and retain it for future use.

DISMISSAL DURING THE SCHOOL DAY

When picking up your child during school hours, parents are asked to come to the office and sign out their child. It is requested that parents, or authorized people, pick up students at the office only. Teachers have been instructed not to release children directly from the classroom without permission from the office. This regulation is for the safety of your child.

Request for early pick-up (prior to 3:15 p.m.) - Educational research shows that the best times for learning are the first hour of the school day and the last minutes of the school day. Students remember best what they have learned if they review just before going home. Requests to call students from class during the ending of the school day interrupt this important time for your child as well as the rest of the class.

It is appreciated when parents pick up students only at the regular dismissal time (3:30 - Gr. 3-5). Pick-ups prior to 3:15 p.m. will result in a half day absence unless the release is for a medical appointment with advance notice made to the office. Refer to Attendance Policy.

Dismissal Procedure

New Prague Intermediate School dismisses the students at 3:30 p.m. The students will go through the entry way to the gym. Parents may pick up their child from

that location from 3:30 until 3:40 p.m. Students not picked up by 3:40 p.m. can be found in the office area. We will not have the lower gym area monitored by a paraprofessional nor a sign out procedure in place. For those that have concerns and would like the school to monitor the dismissal of their child closer, they may choose to have the child meet them in the office and can sign students out at that location.

DOCTOR AND DENTAL APPOINTMENTS

Refer to attendance section of this handbook.

DRESS CODE

There is a special concern about student dress and grooming as it influences the health and safety of students as well as its affect on the learning process. The school expects students to dress in a clean, safe, and school appropriate manner. Clothing which is disruptive or displays improper language or graphics will not be allowed. There is a special concern about excessively revealing clothing including backless or low cut tops. Clothing that exposes shoulders or abdomen is not acceptable. Skirts and shorts should not be of a length that may be considered inappropriate/offensive. Sunglasses should not be worn in the building. Shoes must be worn at all times. Students will not be allowed to wear on their person any chains, spikes, or any gang related articles or dress. Dressing in this manner is disruptive to the educational process and New Prague Intermediate School reserves the right to send student home for appropriate dress. In addition, state regulations must be followed such as wearing of shoes. During the school day, caps or hats are not to be worn by students. **Teachers** need to report inappropriate dress to building administration or send student to office.

There are times that special events such as Track and Field Day, skiing unit in physical education, etc. requires special attention to dress. Every effort will be made to notify the parents/guardians that the event is to take place by having the notification on the monthly calendar, Intermediate Insights and/or communications from the teachers. It is the responsibility of the parent to provide the correct attire and to provide the necessary protection such as sun screen for their child. Additional information can be found in Policy #504.

EMERGENCY SCHOOL CLOSING

Schools may be closed by the Superintendent of Schools in the event of extreme weather conditions or emergency circumstances. Official announcements will be made over radio stations WCCO (830 AM on your dial), of Minneapolis-St.Paul, and KCHK (1350 AM on your dial), of New Prague. **Weather Hotline #952-758-1780.**

Due to fast changing weather conditions, it may be necessary to send students home early. Parents should remain alert to weather conditions throughout the day when early dismissal may be possible. These closings will be announced by radio stations normally used for weather announcements.

Some days when adverse conditions exist, the busses may come late, so please do not call the school unless necessary. Any questions or concerns can be referred to the bus garage at 758-1480.

FAMILY VACATIONS

Should we or shouldn't we take a week or two of vacation while school is in session? This is the question that must be seriously considered. A vacation can

be educationally profitable. However, please consider the following if you are thinking of taking your child on vacation during the school year:

1. Classroom presentations are a major part of your child's instructional program. You are the only one who can decide whether your child can afford to miss all that transpires during an absence.
2. Since many assignments may follow up a reading presentation, it is not possible to furnish all materials in advance or do so accurately.
3. Teacher direction, help, and guidance are an integral part of the total program, especially reading and math. Obviously, your child would not have this resource while absent from the classroom.
4. While on vacation, most children do not feel comfortable doing school work, nor do they devote full attention to the reading/writing tasks you require of them.
5. Missed instructional time may affect the student's grades and attitude.

In case you find it necessary to plan a vacation during the school year, parents need to send a written note to the office for prior approval. When students miss school due to vacation, it is left to teacher's discretion if the make-up work is assigned prior to vacation or after returning. Work assigned prior to leaving on a vacation will not exceed five days. Due date should be agreed upon at the time of assignment. Generally, all work is expected to be made up five days after return. **Parents are encouraged to plan family vacations during scheduled school breaks.**

EVACUATION DRILLS - Fire, Emergency, and Weather

It is required by law to conduct fire drills during the school year. When the fire alarm sounds, each class should follow the directions outlined by the teacher. The purpose of fire drills is to learn how to vacate the building in a quick and orderly manner in case of an emergency.

Specific procedures will be followed for weather drills and emergencies.

FIELD TRIPS

Class trips are valuable because they provide concrete learning experiences, pupil planning in real life situations, and opportunities for training in courtesy; practice safety and good citizenship; and help stimulate children's interest in the community. You will be notified when your child's class is planning a trip.

Due to budget restrictions, cost of transportation and admission fees for field trips will be assessed to the students. If this policy is a financial burden to a family, arrangements can be made by contacting the classroom teacher or the building principal.

Parent permission for field trips is requested on the emergency cards signed at the beginning of each year.

Many parent volunteers are needed to assist with supervision during field trips. **Parents who volunteer to supervise need to know that no infants or younger siblings will be allowed to attend.** This is necessary because we need full attention to supervision for the duration of the trip.

GIFTS TO SCHOOL EMPLOYEES

The school district recognizes that parents and others may wish to show appreciation to school employees. It is the policy of the school district, however, to discourage gift giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia. Additional information can be found in School Board Policy #421.

HARASSMENT AND VIOLENCE POLICY

It is the policy of Independent School District No. 721 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.

District #721 will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. A complete copy of Policy #413 is available upon request. A copy of the Religious, Racial, and Sexual Harassment Report Form is also provided in the Appendix of this booklet. Any suspected abuse of this policy should be reported to the building principal or superintendent.

HEALTH SERVICES

Health Dismissal

When a child becomes ill during the school day, parents will be contacted so he/she can be picked up. If parents are unreachable, information furnished on the emergency card will be used. It is helpful to office staff if two or three emergency telephone numbers are listed. If the family physician, parent, or emergency contacts cannot be reached in an emergency situation, "911" will be called or the student will be transported to Queen of Peace Hospital.

Health Services Available at the New Prague Intermediate School

1. Vision screening is done for grades 3 through 5 students. Screening for color blindness is done in grade 4.
2. Hearing screening is done for grades 3 and 5 students and those referred to the health office by teachers or parents.
3. Scoliosis screening is done for grade 5 students.
4. Parents are asked to contact the school nurse if their child is a known Hepatitis B carrier. It will be treated in a confidential manner.

Communicable Disease

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their regular classroom as long as their attendance does not create a substantial risk of the transmission of the illness to children or employees of the school district. A copy of the policy, Student and Employees with Aids and Certain Other Communicable Diseases and Infectious Conditions #420 and DNR/DNI #518, can be found in the Policy Manual.

Lingering Illness (Homebound Instruction)

If, at any time, a situation arises when your child will not be able to attend school for an extended period of time, please notify us as soon as possible. Arrangements may be made to continue your child's education by other means.

Health Service

The intermediate school employs a licensed LPN who is supervised by a public health nurse. Although the primary responsibility for students' health rests with the parents, the school assists students to protect and improve their own health and helps to develop competence in dealing with health problems they will face during the school year and in the future.

Purposes:

1. To appraise the current health status of students.
2. To determine if students should remain in school or receive additional attention.
3. To encourage the correction of remedial defects.
4. To help prevent and control disease.
5. To provide temporary emergency service for injury or sudden illness.

Immunization Requirements

All students who enter a public, private, or parochial school within the state of Minnesota must submit a statement from a physician, a public clinic, a parent, or guardian indicating that the following was given:

1. Month, day, and year of 5 doses of vaccine for diphtheria, tetanus, and pertussis (DPT).
2. Month, day, and year of 4 doses of vaccine for poliomyelitis.
3. No less than one dose of vaccine each for measles, mumps, and rubella given separately or in combination (MMR). The rubeola (red measles) vaccination must have been received after 12 months of age.

Children enrolled in home schools MUST submit documentation of their immunizations to the district superintendent by October 1 of each year in order that the annual report required may be compiled and submitted to the Commissioner of Education.

These requirements can be waived only if a properly signed medical or *conscientious exemption form is filed with the school*. STUDENTS WITHOUT PROPER IMMUNIZATION RECORDS ON FILE WILL NOT BE ALLOWED TO ENTER SCHOOL. Please contact the school nurse or principal to obtain proper forms and/or to answer any questions you may have.

Medication Policy

Under no circumstances can school personnel provide aspirin or other patent medicine.

If a physician determines that prescribed medication is necessary, the School board policy is as follows: Administration of medication, prescriptions, and over-the-counter medication should be administered to students in accordance with

established health care standards and those prescribed by Minnesota State Statutes in an attempt to adequately address the health and safety needs of District 721 students. Thus, prescribed medication, as well as over-the-counter medication can only be administered according to: 1) written order of a licensed physician; 2) written authorization of a parent or guardian when brought to school; 3) in a container appropriately labeled by the pharmacist or physician. All medications, including cough drops, must be in the original container and are to be stored in locked cabinets in the health room of the school. They will be administered by the health room licensed LPN, under the direction of the school nurse. Please contact the school nurse for correct immunization or medication forms and/or to answer any questions you may have.

- ◆ New consent forms with appropriate signatures must be received at the beginning of each school year, and when the dosage or time of administration of the medication is changed.
- ◆ Mixed dosages in a single container will not be accepted for administration.
- ◆ Medication will be taken by the child at the designated time supervised by authorized personnel.
- ◆ It is usually possible to manage medication at home (medication prescribed three times per day can be given before school, after school, and at bedtime).
- ◆ Parents are expected to notify the school when the medication is discontinued. If the medication is resumed, a new consent form must be received.
- ◆ It is the responsibility of the student, not school personnel, to get his medication at the designated time.
- ◆ No aspirin or over-the-counter medication will be administered to children unless the above provisions are followed.

Additional information can be found in Policy #516 for the Administration of Medications at School.

HOME-COOKED FOOD AND TREATS TO SCHOOL

According to school board policy, all baked goods served in public schools must be prepared in the building or commercially baked. This policy was established to maintain health standards as they relate to communicable diseases.

HOMEWORK

It is the policy of the school that school work should not be assigned specifically as homework. If a student uses supervised study time properly throughout the day, limited work should be necessary at home. Make-up work, special projects, or additional practice on specific skills will be necessary periodically. Teachers will need a minimum of one day in order to fill a request for homework if a student is absent or has plans to be absent. If questions should arise, contact your child's classroom teacher.

INSTRUCTIONAL MATERIALS

Children are furnished with all the necessary textbooks and workbooks. Personal items such as notebooks, pencils, crayons, pens, etc. are to be brought to school by the individual child. The August letter or a list provided by each classroom teacher will inform students of materials they will be needing. Lists are also posted at local stores for your convenience before school starts. Copies of supply lists are available in the office if you would like to pick one up.

KIDS' COMPANY

Kids' Company child care will be available for students in K-5 from 6:30 a.m. to 6:00 p.m. Morning care will be available at the primary school until 9:00 a.m. and at the intermediate school until 8:50 a.m. After school, care will be available at the primary school only until 6:00 p.m. Students will be transported from the intermediate school to the primary school on the regular bus route. Please contact Community Education at 758-1677 for more details and to request the appropriate forms.

LOCKERS

Students are assigned lockers. **These are not to be exchanged with other students.** The school is not liable for losses and one should use discretion in depositing items of great value in lockers. No students should enter another student's locker without prior permission.

The state-mandated locker search policy is as follows:

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials." Policy #502 is available for more information.

LOST AND FOUND

Each year mittens, sweaters, jackets, caps, eye glasses, jewelry, and boots, etc. are turned into the "Lost and Found" and are never claimed. We urge that all pieces of clothing be marked with your child's name. Permanent ink on tape securely sewed on is one of the best methods. Lost articles may be picked up in/near the school office in the "Lost and Found." Lost jewelry and valuables are kept with one of the school secretaries. Please check the lost and found container (s) in/near the office frequently.

LUNCH PROGRAM

School Lunch

Tasty and nutritious lunches are served each day for students and staff. Food service plans each lunch as an "offer" versus "serve" school lunch pattern meal, which consists of five food groups daily: protein (meat or cheese), vegetable, fruit, bread (or bread alternative), and milk. A student may have all five items, but must select three of the five. Students may choose to bring a bag lunch. Milk is available for students having cold lunch when their account is positive.

Noon lunches are available to each child. Each student will be assigned a unique pin number. Each family will have one account. As each child in the family goes through the lunch line, her/his pin number is entered and the account is charged for whatever selections the student has made that day. The computer lunch system is a prepayment program, not a credit system. Families are asked to deposit at least \$10 per student. Larger deposits are encouraged. Parents are encouraged to mail their lunch money rather than send it with students. Do not send cash. Send checks with your family name imprinted or included on a separate sheet of paper.

Lunch prices are set in August. Contact the office for current prices. Prices are subject to change during the school year.

- ◆ The school lunch is a prepaid program. In accordance with school policy, NO CHARGING OF MEALS WILL BE ALLOWED.
- ◆ When the family lunch account falls negative, students will receive verbal notification.
- ◆ An automatic calling system that will notify families when their account reaches a \$10 balance per family. Money should be sent at that time to prevent the loss of lunch privileges.
- ◆ When a student reaches a \$0 balance, the student will be notified. If a student forgets to bring in money, peanut butter sandwich, a fruit, and milk will be provided. This service will not continue for more than three consecutive days unless approved by the principal.
- ◆ Money to be deposited in a family's account must be received in the school office before 9:05 a.m.
- ◆ There will be a one-day turn-around to allow the money to get into the account.
- ◆ Written reports of all family account activity can be obtained by calling 758-1320 and leaving your request on voice mail. Receipts are provided upon request.

The menus are planned and prepared by well-qualified personnel to provide a balanced meal. A salad bar is available. If a child brings a bag lunch, it should be well-balanced also. No pop is allowed. Milk is available for those children carrying bag lunches or for those who would like more than the one carton that comes with a meal. A menu will be sent home before the beginning of the month. It can be found at the end of the newsletter.

Free & Reduced Lunch

Free and reduced lunch prices are available through the hot lunch program at New Prague Community Schools. Eligibility for this assistance is based on an application and individual family income. Each family is given a copy of the income criteria and application blanks at the beginning of each year, or copies may be obtained upon request from the school office. Free and reduced lunches are scanned the same way the regular price lunches are scanned, but the accounts are debited differently. If you feel you qualify for free or reduced meals, please complete the appropriate forms which are available at the school offices.

Snack List

In conjunction with milk breaks, students may eat healthy snacks brought from home. Healthy snacks are defined as fruits, vegetables, crackers, cheese, etc. Items with high sugar or salt content should be discouraged.

These guidelines are part of the school health curriculum to familiarize students to healthy snack foods vs. junk foods.

The cooperation of each family and classroom is appreciated.

ACCEPTABLE SNACK LIST:

| | | |
|------------|---------------------|------------------------------------|
| Popcorn | Cheese and Crackers | Peanut Butter and Crackers |
| Sandwich | Unsweetened Cereal | Fruit |
| Vegetables | Cheese Sticks | Juice (Pure Fruit Juice - Not 10%) |
| Beef Jerky | Crackers | Graham Crackers |
| Cold Meats | Muffins | Pretzels |
| Nuts | Raisins | Banana or Date Bread |

UNACCEPTABLE SNACK LIST:

| | | |
|------------------------------------|--|-------------------|
| Fun Fruits | Fruit Rollups | Cookies |
| Cake | Potato Chips, Cheese Balls (Munches in general) | |
| 10% Fruit Juice | (Example: Hi-C) | Rice Krispie Bars |
| Marshmallows | Chocolate Covered or Chocolate Chip Granola Bars | |
| Twinkies or any kind of Snack Cake | Kool-Aid or Pop | Pudding |

MILK PROGRAM

Children in grades K-5 are provided a snack break each day. Milk for snack can be purchased from the school by paying a fee. The accounting system for snack milk is separate from the lunch account. Please pay with a separate check. The information about the cost and the due date will be on a separate sheet.

NEWSLETTER

Intermediate Insights, the NPIS newsletter, will be sent to parents several times a year. Our intent is to keep parents as well informed as possible as to what is taking place at school. One copy is sent to each home via the youngest or only child in the intermediate school and is available on the internet.

NEWSPAPER

The New Prague Times is the official school newspaper which carries all school-related items of interest.

NOON HOUR

All students are required to go outside for at least ten minutes after lunch. If a child is too ill to go outdoors at noon, it would be best to keep him/her at home - there are rare exceptions to this situation. A written request from the parents is necessary if a child is to stay indoors.

All students will stay in during inclement weather - inclement weather shall be defined as follows: raining, wet ground, or a wind chill factor of zero or below.

NUISANCE DEVICES

Cellular phones, pagers, electronic games, and other such devices are not allowed at school. If found, they will be confiscated and returned to the student at the end of the day or at the end of the year. "The school does not assume any liability for any such items that are lost, damaged, or sold." Laser pointers, generally used by teachers for instructional purposes, are considered a weapon and should not ever come to school.

OFFICE HOURS

The intermediate school office is open from 7:30 a.m. through 4:15 p.m. daily. Any parent needing information or assistance with school-related matters may receive help by calling 758-1500.

PARENT ADVISORY COMMITTEE

The Parent Advisory Committee works directly with the principal and staff to:

1. Provide advisory input into our school's operation.
2. Help analyze the effectiveness of our school.
3. Determine how we can do a better job in educating students.
4. Assist in completing surveys and other special projects.

The committee consists of interested parents/guardians from 16 different families whose children attend New Prague Intermediate School. Eight members will be

selected to represent a cross section of parent support groups (i.e. high potential, special education) and geographic areas of our school district. The remaining eight members will be selected at random from other parents who have indicated an interest in serving on the committee. All grade levels will be represented. Eight members are to be appointed annually. The dates and time of meetings will be agreed upon by the committee. All meetings will be open meetings. A letter is sent home at the beginning of the year requesting parent volunteers. If you are interested in becoming a member, please notify the school office.

PARENT/TEACHER CONFERENCES AND REPORT CARDS

Parent/teacher conferences will be scheduled for all students in grades 3-5 twice during the school year. Either parents or teachers can schedule additional conferences as the need arises.

If parents feel they would like a conference with a teacher, a phone call should be made to the teacher at New Prague Intermediate School. You may also send a note to suggest a convenient time for both parties.

Report cards will be sent home at the end of each nine-week period.

PETS IN SCHOOL

Students often ask to bring their pet to school for show and tell. Due to health and safety standards required of schools, the following procedures will be followed at New Prague Intermediate School.

- All pets brought to school must have prior approval from the classroom teacher and be properly vaccinated.
- Smaller pets must be transported in cages or boxes to and from the classroom.
- Pets which cannot be restrained by the above methods provide health code violations and safety concerns. Dogs on leashes are not permitted in the building.
- Requests for exceptions to these procedures may be considered when the weather permits outdoor class time. Exceptions need to be approved by the classroom teacher and the building principal.
- District policy does not allow pets to be transported on school buses.

PHYSICAL EDUCATION EXCUSES

All students must participate in the intermediate school physical education program unless:

1. A note from the parent is brought to the teacher stating reason, number of days, and the name of the physician if the child is presently receiving medical care.
2. A physician's statement will be required for excuses for more than two phy. ed. days missed. After serious illness or injury such as a fracture, it is necessary for the school to know the type and duration of any limitations and/or medical recommendations to ensure proper follow-up of the child's health.

PICTURES

Individual pictures are taken each year. Class composites are furnished for every student. Notification will be sent home with students in their fall packets. Pictures are usually scheduled in October with retakes in November.

PLACEMENT POLICIES

All phases of a child's development are considered in deciding each child's grade placement: the child's achievement, age in years and months, emotional maturity, social development in comparison with others in the groups, and his ability to learn. Ordinarily a child will be happier and learn more if he is placed with children of about the same physical, social, and mental maturity.

All children do not mature at the same rate, and growth cannot be hurried. Some children need more time to mature and profit by remaining in the same grade for an additional year. This adjustment can be made when the teacher, principal, and parent together think it is advisable.

RECORDS RETENTION POLICY

The school district follows the "General Records Retention Schedule for School Districts" of the State of Minnesota for retaining and destroying records. A copy of this schedule is available from each building office or the district office for review.

REPORTING CHILD ABUSE/NEGLECT AND INAPPROPRIATE DISCIPLINE

Minnesota Statutes 626.556, subd.3(a) provides that a professional or the professional's delegate who is engaged in the practice of education is required to report suspected neglect, physical abuse, and/or sexual abuse of minors when that person knows or has reason to believe that abuse is occurring or has occurred within the past three years. An oral report must be made immediately, and in no event longer than 24 hours after the reporter has reason to believe that abuse has occurred. A written report is required within 72 hours. The written report must include: the identity of the child, any person believed to be responsible for the abuse or neglect if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.

REVIEW OF STUDENT RECORDS

Under FERPA, parents and eligible students have the following rights:

1. The right to review and inspect the student's education records;
2. The right to seek amendment of the student's records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. The right to consent to the disclosure of personally identifiable information except to the extent that consent is not required by law; and
4. The right to file a complaint with the Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

For additional information, ask for Policy #515.

SCHOOL CONFERENCE AND ACTIVITIES LEAVE

181.9412 (a) An employer must grant an employee leave up to a total of 16 hours during any 12-month period to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during nonworking hours. If the employee's child received child care services as defined in section 256H.01, subdivision 2, or attends a pre-kindergarten regular or special education program, the employee may use the leave time provided in this section to attend a conference or activity related to the employee's child, or to observe and monitor

the services or program, provided the conference, activity, or observation cannot be scheduled during nonworking hours. When leave cannot be scheduled during nonworking hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the employer.

(b) Nothing in this section requires that the leave be paid; except that, an employee may substitute any accrued paid vacation leave or other appropriate paid leave for any part of the leave in this section.

SCHOOL SAFETY — WHAT CAN PARENTS DO?

The unbelievable tragedy at Columbine High School in Littleton, Colorado, focuses attention again on school safety. While the vast majority of schools are safe, the safest place for children are schools. School leaders work continually to make them safer says the National Association of Elementary School Principals.

"Our members are extremely aware of the possibility that violence may erupt," says Samuel G. Sava, NAESP's executive director. "We've expanded our curriculum to teach children how to solve conflicts without violence. We all have emergency plans for a crisis. We do much more than teach the three Rs. But we swim against a tide of incredible violence in the media and video toys, of busy families who have less time for children, and the ease with which children can find guns."

The following are some suggestions for families in combating violence:

- **Start teaching children early.** It's never too early for parents to teach their children respect, responsibility, and right from wrong.
- **Respect school rules.** Families should know and reinforce school rules, such as proper dress requirements. Families should be consistent about rules and discipline at home and school.
- **Don't allow children to have dangerous weapons.** Children should never be permitted to have access to firearms or other dangerous weapons without adult supervision. Parents should also check with parents of their children's friends to determine if there are accessible weapons in their homes. Under no circumstances should parents permit weapons of any kind including toy guns to be taken to school.
- **Direct children toward wholesome out-of-school activities.** Children who are involved in clubs, music, sports, and religious and community activities, are less likely to become distracted into violent activities.
- **Know your children's teachers, friends, and their parents.** It's important for parents to know their children's teachers and friends, but also the parents of their friends. Attending school programs and events together is a good way to build these relationships. Make sure your children feel "connected" with their friends and staff at school.
- **Eliminate or limit violence in children's everyday life.** Many video games, TV programs, and movies condone, even encourage, violence. Parents should monitor these activities, as well as music and clothing that send violent messages.
- **Accept responsibility.** Parents of school children must always know where their children are and what they are doing, especially in the critical period between the end of the school day and the parents' return home. Parents must learn how

to say "no" to their children and expect to have them accept it. Youngsters must understand that when they don't get their way or are disappointed, they cannot react violently.

(Printed as a service from National Association of Elementary School Principals.)

SCHOOL HOURS

New Prague Intermediate School will be in session from 8:50 a.m. to 3:30 p.m. daily. All busses will leave the school at approximately 3:35 p.m. **Students having their own transportation should not arrive at the school prior to 8:45 a.m. on school days.**

SCHOOL PARTIES

Students in grades 3-5 are permitted three parties a year (Halloween, Christmas, and Valentine's Day) where students may bring treats to school to serve to other students. Students in grades K-5 have been permitted to bring birthday treats on a voluntary basis.

Parent cooperation in complying with the school policy regarding homecooked food and treats is appreciated.

SLEEP AND REST

It is necessary for a pupil to get at least eight hours of sleep each night. In order for a child to do good work at school, it is necessary that they get the required hours of sleep. Tiredness is not a legitimate reason for a child to miss school.

SEARCH OF LOCKER, DESK, AND PERSONAL PROPERTY

Search of student lockers, desks, and personal possessions and student's personal: In order to provide a safe and healthful educational environment, the school district retains the lockers and desks as school district property. At no time does the district relinquish its exclusive control of the lockers or desks provided for the convenience of the student. At any time, school personnel may conduct an inspection of the desk or locker when school authorities have a reasonable suspicion that the search will uncover a violation of law or school rules. Further information may be found in Policy #502.

SECURITY

Due to an increased need to adopt tighter security standards, the following will be in effect:

1. All parents/visitors/volunteers must report to the office before going to the classroom. Parents/visitors/volunteers must wear identification buttons at all times when in the building.
2. A sign-in sheet will be in the office for visitors to sign in/out and to state the reason for being in the building.
3. Badges will be issued to all volunteers and visitors.
4. The staff will approach people without badges, ask if they could be of assistance, and direct them to the office.
5. Parents/guardians will report to the office and the student will be called to the office. No student will be released directly to the parent/guardian from the classroom.
6. Please enter through the front west door.
7. Staff should not cover up any glass with posters that would prevent seeing into the classroom.

Building Entry:

The west door designated by the "New Prague Intermediate School" sign is the entry for parents and visitors. Along that side of building, 405 First Avenue Northwest, will be a number of 10-minute parking spots for this purpose. The remaining doors will be kept locked during the day. The west gym entrance will be open for student drop off from 8:45 to 9:00 a.m. Handicapped door on south side can be accessed by entering the vestibule and speaking to a secretary who will unlock the door for your entry.

SPECIAL EDUCATION INSTRUCTION/SPECIALISTS

Special education services are provided to students identified as handicapped in accordance with local, state, and federal standards. Certified teachers are employed by District 721 to provide direct and/or indirect service to students and support for classroom teachers. Related and itinerant teachers are also available for occupational therapy, physical therapy, developmental adapted physical education, and other support needs.

Minnesota uses a categorical qualifying model to identify students who may need special services. Categories include speech and language, specific learning disabilities, autism, developmental disabilities, traumatic brain injury, emotional/behavior disorders, physically handicapped, vision impaired, hearing impaired, or other health impaired.

Most educational and behavioral referrals are made by classroom teachers. Typically, about ten percent of school-aged children receive special services. Learner support teams meet regularly in each building to review referral information from parents and classroom teachers.

Parents play a key role in determining whether a child should be assessed or receive special education services. They are also members of the team that develop the student's annual Individual Education Plan (IEP) which is reviewed and adjusted on a regular basis.

Should you have any questions or concerns about your child's exceptional needs, please contact a teacher, building principal, school psychologist, or the director of special education.

SPECIAL CLASS INSTRUCTION

New Prague Intermediate School offers a full range of programs for students identified with learning disabilities, educational handicaps, emotional/behavior handicaps, speech/language deficits, physical therapy needs, and occupational therapy needs.

Social Worker

The intermediate school social worker meets with students to discuss problems affecting their ability to learn. The social worker gives standardized tests and interprets their results to students and parents, schedules conferences with students and parents, works part-time in the area of home-school communication for short-term or long-term problems that may affect a student's ability to learn and attends parent/teacher conferences and special education team meetings. The social worker will act as the person responsible for the drug education program at the intermediate school.

Psychologist

The school psychologist provides direct psychological testing, observation, and consultant services for students in our school district. Referrals come from parents and teachers and are processed through the principal's office and the child study team. No service is done unless the parents or guardians have been informed and permission has been given.

Media Specialist

New Prague Intermediate school is fortunate to have a well-established, cheerful, inviting media center for both staff and students. A fine collection of fiction books is available for pleasure reading, as well as a wide collection of popular children's magazines. The media center has several study tables for those students doing research work or reading.

The students in grades 3 to 5 are scheduled into the media center weekly to ensure their regular, habit-forming exposure to all kinds of reading materials and research. These classes meet with the media specialist for a story time, a sharing of what they have been reading, or an introduction to some new or previously unknown titles available in the media center.

The more popular book sections of the library have been color coded for easy identification of reading difficulty. Students are taught how to select books that will be their individual level of reading ability.

Reading Specialist

The reading specialist is a resource person to the teachers and is the reading curriculum leaders in our school. The specialist does testing and re-testing of pupils for placement in reading groups, aid in the establishment and flexibility of instructional groups, and help interpret test results.

The specialist is responsible for the material center for our Houghton Mifflin reading program. It is set up to provide instructional/supplemental materials for our teachers to accomplish and maintain the concept of mastery (80%) in the reading program.

Learning Disabilities (LD)

The program for (LD) Learning Disabilities is established to help students who may have difficulties with certain academic areas such as reading and mathematics. Some attention is also given to spelling, handwriting, and language development. The major responsibility of the position is the instruction of students who have the ability to be performing at grade level or above, but have not met this level of achievement. After an assessment has been made of how a child learns best, instruction and materials are tailored to fit his particular learning style. Major emphasis will be placed on providing varying multi-sensory approaches to learning. The request for assignment to the program may be initiated by the parents, classroom teacher, LD teachers or principal. The final recommendation for programming will come from the child study team.

Speech

A speech clinician is employed by the school district to work with all the children in grades 3-5 who need speech therapy. The clinician sees children with communication problems in any of the following areas: voice disorders, phonology, fluency, language disabilities, and hearing impairment. Referrals are received mainly in the fall but can be initiated at any time during the remainder of the

year. Anyone can refer a child - teachers, support staff, outside agencies, parents, and/or students.

Music

Music experiences at New Prague Intermediate School promote student participation through the media of listening, singing, moving, creating, reading, writing, and playing instruments. Our goals are music literacy, performance skills, enjoyment, and the development of the whole child within a quality classroom community.

Physical Education

Our physical education program is designed to teach children the life-long benefits of physical activity. This includes: skill development through individual and team activities, self-esteem building, and lessons in sportsmanship.

Student/Teacher Assistance Team (S.T.A.T.)

The S.T.A.T. provides a structural organized approach within the school to offer assistance to students. Classroom modifications, support group participation, testing/evaluation, as well as the options of outside agencies, are reviewed. For more information, contact your classroom teacher or the building principal.

Art

All classrooms in grades 3 through 5 receive 60 minutes of art from an art education specialist per week.

STUDENT CLASSROOM VISITORS

Due to large class sizes, student visitors (i.e. friends, relatives) are not encouraged to visit a classroom.

STUDENT REGISTRATION

Students enrolled at New Prague Intermediate School are automatically registered in the spring of the year for the following school year. Those students new to the New Prague school district should register for fall classes as early in the summer months as possible.

TELEPHONE

Children will be permitted to use the school telephone only in cases of emergency. We will do our best to get messages to students if they are emergency in nature. Such messages are easier to deliver if they are called to the school prior to 2:00 p.m. in the afternoon. Last minute messages are difficult to deliver.

TENNIS SHOES

All students are required to have a pair of tennis shoes in school at all times. This procedure will guarantee your child's participation in our physical education program.

TEXTBOOK & INSTRUCTIONAL MATERIALS (Policy 606)

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. District 721 has a Curriculum Adoption Process. This process allows for input from staff, administration, curriculum director and Advisory Committees. The school board also recognizes that it has the authority to make final decisions on selections of all textbooks and instructional materials. A student or parent may request alternative materials when the adopted materials are incompatible with their values or beliefs. Final decisions are made by the school board. Please refer to Policy 606 for further clarification.

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TRANSPORTATION

Only students enrolled at District #721 meeting state and local requirements are permitted to ride school buses. Buses are for transportation from one's home or daycare or pre-approved location to school and back or other approved school functions only. No riding will be permitted for the purposes of meetings, birthday parties, visiting friends or relatives, etc. Students staying at other locations during parent/guardian absence must be provided with transportation by means other than New Prague School buses and their routes. For extreme situations only, a building principal may grant an exception to this procedure. This course of action will assist New Prague Schools in maintaining consistency, secure safety, and assist out students and bus drivers with their daily schedules.

The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus.

Bus drivers can not honor requests given directly to them. In emergency cases, the building principal may grant a change.

SCHOOL BUS SAFETY RULES

1. Be on time for the bus - 5 minutes early
2. Immediately follow the directions of the driver
3. Sit in your seat facing forward
4. No student shall be allowed to stand while the bus is in motion
5. Talk quietly and use appropriate language
6. Keep all parts of your body inside the bus
7. Keep your arms, legs, and belongings to yourself
8. No fighting, harassment, or intimidation will be tolerated
9. Never throw objects inside or out of bus
10. No eating, drinking or use of tobacco or drugs
11. Do not bring any weapons, dangerous objects or animals on the school bus
12. Do not damage the school bus
13. No toys on the bus
14. Radios, walkman, CD players will be allowed as long as the student uses headphones

IT IS A PRIVILEGE, NOT A RIGHT, TO RIDE THE BUS!!

Consequences .

Elementary 3-5

- 1st offense - warning
- 2nd offense - 3 school day suspension from riding the bus
- 3rd offense - 5 school day suspension from riding the bus
- 4th offense - 10 school day suspension from riding the bus/meeting with parent

*Serious incidents include smoking at the bus stop, destruction of property, fighting, use of alcohol or drugs, and showing disrespect for or

disobedience of the driver. This will result in suspension of bus privileges for 1-3 days.

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

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

Bus routes are planned and managed by Mr. Mike Kemp, Transportation Director. For further information or assistance with problems on the bus, call Mr. Kemp at (952)758-1480 or the intermediate office at (952)758-1500. Additional information can be found in Policy #709.

VISITS TO SCHOOL BY PARENTS

During the course of the school year, there will be a number of classroom and special events that are very deserving of your attendance, but come visit us any time school is in session. An advance call to the office is helpful to us in making arrangements.

All visitors are requested to sign in and out in the office area. While in the building, **all** guests are required to wear a visitor button.

VOLUNTEERS

Volunteers are a very important part in providing those little "extras" for students throughout the school year. Opportunities for volunteers range from one time/one-hour needs to a more regular commitment of up to one hour per week. Responsibilities requiring volunteer assistance include: typing, filing, helping students with academic work, helping with field trips/parties, supervising students using computers, assisting with the Gifted and Talented program and accelerated math. Parents and/or members of the community interested in volunteering time should contact the parent volunteer coordinator, Laura Schoenecker, at the primary school.

WEAPONS POLICY (#501)

New Prague Schools has adopted School Weapons Policy #501 in an attempt to assure a safe school environment for students, staff, and the public. Students must not possess, use or distribute any object designed as a weapon or through its use is capable of threatening or producing harm to themselves or others. Included in this policy would be knives, guns, clubs, objects modified to serve as a weapon, etc., or items having the appearance of a weapon such as toy guns, rubber knives, etc. Common school supplies such as scissors, pencils, etc. will be considered weapons if they are used to intimidate or inflict bodily harm. The "Zero Tolerance" position calls for stringent consequences so it is very important that your child be well informed about the danger of bringing any item, real or toy, to school.

WITHDRAWALS

The intermediate school office should be informed one week in advance if you intend to move from the school district. This will allow the time necessary to prepare transfer information. Any information that you could provide about the city and school that your child will be attending would be appreciated.

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APPENDIX

- A. **Behavior Expectations and
Consequences for Severe BehaviorA1-A7**
- B. **New Prague Intermediate School Behavior Expectations
& Progressive ConsequencesB1-B2**
- C. **Attendance ProceduresC1-5**

All policies can be found in the New Prague School District #721 website: www.np.k12.mn.us - under District Office; Board Policies.

NEW PRAGUE STUDENT BEHAVIOR EXPECTATIONS AND CONSEQUENCES FOR SEVERE BEHAVIOR INTERMEDIATE

Overview

The consequences for misbehavior described in this section are designed to be fair, firm, and consistent for all students in District 721. They apply to District 721 students in any school or other district building, on district property, in district vehicles, and at school or district events.

Because it is not possible to list every misbehavior that occurs, misbehaviors not included will be responded to as necessary by staff. This is based on the assumption that minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate district staff. This section is designed to address the severe pervasive behaviors.

Consequences

For each misbehavior described, there are specific consequences for first, second, third, and fourth violations. Those consequences are shown as “ $\frac{X}{Y}$ ” suspension for a specified number of days, or expulsion. Those are defined as follows:

“ $\frac{X}{Y}$ ” for intermediate school is defined as: Consequences for violations will include student conference and parent notification, and may include, but are not limited to, parent conference, restitution, detention, in-school suspension, or out-of-school suspension.

In the following chart, “suspension” is defined as out-of-school suspension. Suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days. (A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended up until noon on the following school day.)

Expulsion is action taken by the school board to prohibit a student from further school attendance for up to one school year from the date the student is expelled.

In addition to the consequences detailed, a specific school or the District Transportation Department may respond to student misbehavior in a variety of ways which include, but are not limited to, parent conferences, mediation, restitution, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges (at the high school level), and chemical evaluation.

Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule which is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this regulation.

Consequences for a specific offense may be more severe than indicated if staff believe it is appropriate.

NEW PRAGUE STUDENT BEHAVIOR EXPECTATIONS AND CONSEQUENCES FOR SEVERE BEHAVIOR

Students are expected to not engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity. Consequences may be changed by principal pending individual situations.

| MISBEHAVIOR | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| Abuse, Verbal – Arousing alarm in others through the use of language that is discriminatory, abusive, obscene, or threatening. Toward student or staff (grades K-5) | * | 1 day susp. | 3 day susp. | 5 day susp. |
| Alcohol, Marijuana or Other Chemicals, Possession or Use Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school nurse, in accordance with district administrative regulation 506.2.2AR.) Grades K-5 | 1 day susp. | 3 day susp. | 5 day susp. | Expulsion |
| Ammunition, Possession – Possession of bullets or other projectiles designed to be used in a weapon. Grades K-5 | * | 3 day susp. | 5-day susp. | Expulsion |
| Arson – Intentional destruction or damage to school or district buildings or property by means of fire. Grades K-12 | expulsion | | | |

| MISBEHAVIOR (continued) | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| Assault, Physical – Acting with intent to cause fear in another person, immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. Upon a student or staff member Grades K-5 | * | 1 day susp. | 3 day susp. | 5 day |
| Assault, Aggravated – Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person. Grades K-12 | expulsion | | | |
| Bodily Harm, Inflicting – Committing an accidental act which, although a result of poor judgment, inflicts great bodily harm upon another person. Grades K-5 | * | 1 day susp. | 3 day susp. | 5 day susp. |
| Bomb Threat, False – Intentionally giving a false alarm of a bomb. Grades K-5 | 3 day susp. | Expulsion | | |
| Burglary – Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. Grades K-5 | 3 day susp. | Expulsion | | |
| Dress and Grooming – Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise narcotics or dangerous drugs. Grades K-5 | * | * | 1 day suspension | 3 day suspension |
| MISBEHAVIOR (continued) | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |

Harassment, Including Sexual – Participating in or conspiring with others to engage in acts that injure, degrade, intimidate, or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural, or religious background, their sex, or any disabilities they may have. (For more information about sexual harassment, refer to district administrative regulation 503.4AR on page 26.)

Grades K-5

*

*

1 day susp.

3 day susp.

Insubordination – Willful refusal to follow an appropriate direction or order given by a staff member.

Grades K-5

*

*

1 day susp.

3 day susp.

Interference, Disruption or Obstruction – Any action taken to attempt to prevent a staff member or student from exercising his or her lawfully assigned duties.

Grades K-5

*

*

1 day susp.

3 day susp.

Nuisance Devices, Possession – Objects which cause distractions, such as pagers, radios, phones, etc.

Grades K-5

*

*

1 day susp.

3 day susp.

Records or Identification Falsification – Falsifying signatures or data, refusing to give proper identification or giving false information to a staff member.

Grades K-5

*

*

1 day susp.

3 day susp.

MISBEHAVIOR (continued)

1st Offense

2nd Offense

3rd Offense

4th Offense

Robbery or Extortion – Obtaining property from another person where his or her consent was induced by use of force, threat of force, or under false pretenses.

Grades K-5

*

1 day susp.

3 day susp.

5 day susp.

Terroristic Threat – Threatening directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person and/or causing damage to property.

Grades 3-5

*

Theft or Knowingly Receiving or Possessing Stolen Property – Unauthorized taking property of another person or receiving or possessing such property.

Grades K-5

*

*

1 day susp.

3 day susp.

Tobacco – Possessing or using tobacco in district buildings, on district grounds, in district vehicles, or at district events, in violation of district administrative regulation 406.5AR, Tobacco Free Environment.

Grades K-5

*

1 day susp.

3 day susp.

5 day susp.

Trespassing – Being present in any district facility or portion of a district facility, when it is closed to the public, or unauthorized presence in a district vehicle.

Grades K-5

*

*

1 day susp.

3 day susp.

MISBEHAVIOR (continued)

1st Offense

2nd Offense

3rd Offense

4th Offense

Weapon or Look-alike Weapon, Possession

(See Policy #501) –

Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, ie; laser pen or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.

Look-alike weapon possession

*

1 day susp.

3 day susp.

5 day susp.

Weapon, possession

Grades K-5

suspension/expulsion

Willful Damage of Property (Vandalism) – Littering, defacing, cutting, or otherwise damaging property that belongs to the school, to other students, to staff members, or to other individuals while the student is on school property, at a school activity, in a district vehicle, or under the supervision of school staff.

Grades K-5

*

1 day susp.

3 day susp.

5 day susp.

New Prague Intermediate School Behavior Expectations

- A. Be prompt and prepared**
 - 1. Come on time
 - 2. Come with needed materials
 - 3. Come with assignments completed

- B. Respect authority**
 - 1. Listen to authority
 - 2. Follow directions promptly
 - 3. Accept responsibility for behavior

- C. Respect the rights of others**
 - 1. Use appropriate voice and language
 - 2. Listen to speaker
 - 3. Respect opinion and point of others

- D. Respect property**
 - 1. Respect property of others
 - 2. Respect own property

- E. Display a concern for learning**
 - 1. Remain on task
 - 2. Allow others to remain on task

- F. Display appropriate social skills**
 - 1. Cope with disagreement, teasing, failure
 - 2. Display courtesy and tact
 - 3. Interact with others appropriately

- G. Display appropriate character**
 - 1. Display productive character

2. Display productive character

Progressive Consequences

Developing Ownership and Responsibility

1. Warning (simple interaction)
2. One-minute after class interaction.
3. First behavior plan
 - A. Student writes
 - B. Student makes up time missed
 - C. Signed by parents
4. Student places phone call to parents
 - A. Student must follow Parent Calling Form
 - B. Staff witness signs form
5. Meeting with Principal (counseled)
 - A. Principal describes situation (interaction)
 - B. Principal gets commitment from student
 - C. Parents notified of next steps
6. Meeting with parents
 - A. Student removed from class
 - B. Parents, student, teacher(s), principal meet
 - C. Group behavior plan is developed
7. In-school suspension (may be repeated)
8. Shadow Day/Out-of-School suspension
(1-5 days)
9. Expulsion

Severe Clause = Move to steps 4, 5 or 6

Attendance Procedures

Regular attendance in all classes is vital to ensuring a quality learning experience and productive future for all students. Classroom experiences are both meaningful and essential components of the learning process. Regular class attendance instills self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances. Make-up assignments can never fully replace the learning experience students miss when they are absent from class.

The District 721 attendance policy is based on the following beliefs:

1. Encourages all students to attend school.
2. Can be consistently and efficiently administered.
3. Has consequences and holds students accountable.
4. Has a systematic method of intervention, which is needed to support students' attendance.
5. Is supported by staff, students, parent(s)/guardian(s), and the community.
6. Is communicated and understood by staff, students, and parent(s)/guardian(s).
7. Identifies responsibility of students, parents, teachers, and administrators.
8. Should provide incentives for consistent attendance.
9. Allows a teacher to determine what value is placed on attendance/participation.

MINNESOTA COMPULSORY ATTENDANCE LAW

The Minnesota compulsory instruction law requires students between the ages of seven and sixteen to receive educational instruction by attending school. (Minnesota Statute 120A.22) Note: This standard also applies to students who are enrolled in school between the ages of 5 and 7 as well as those between the ages of 16 and 18.

CONTINUING TRUANT

Minnesota Statute 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute 120A.05 without valid excuse within a single school year for:

1. Three days if the child is in elementary school.

REPORTING RESPONSIBILITY

When a student is initially classified as a continuing truant, Minnesota Statute 260A.03 provides that the school Attendance Officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
4. That this notification serves as the notification required by Minnesota Statute 120A.34;
5. That alternative educational programs and services may be available in the District;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statute Chapter 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statute 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

HABITUAL TRUANT

1. An habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is an elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statute Chapter 260A.

PARENT/GUARDIAN RESPONSIBILITIES

1. Hold your child accountable for regular attendance and for following the attendance policy.
2. Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.
3. Notify the office, in writing, of an extended pre-excused absence before the absence.
4. Contact the Office, counselor, social worker and/or teacher if you have any concerns about your child's attendance.

TEACHER RESPONSIBILITIES

1. Know and implement the student rights and responsibilities policy.
2. Report any discrepancies in the daily attendance report to the office.
3. Take attendance each day and enter any absences or tardies.
4. Communicate with parent(s)/guardians when a student's attendance adversely affects his/her grade or progress.

ADMINISTRATIVE RESPONSIBILITIES

1. Distribute District Rights and Responsibilities attendance policy to all students, parents, and staff.
2. Plan interventions for students with excessive absences.
3. Communicate with parents regarding student attendance.
4. Review disputes of classification(s) of absences and make ultimate building decision.

CLASSIFICATION OF ABSENCES

All absences will be classified by the school administration as one of the following: **"EXCUSED"**, **UNEXCUSED"**, **"MEDICAL" OR "TARDY."**

EXCUSED ABSENCES

With the exception of students who are emancipated from their parents, all students must provide the School Office with a phone call or a note which is signed by the student's parent/guardian and which states a valid reason for the absence. An absence will be excused if the parent calls the school or provides a written note which is signed by a parent/guardian and states that the absence is/was a result of the one of the following conditions:

1. Illness, injury, or hospitalization of the student.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For

each absence, the student's parent must provide the attendance office with a signed note verifying the reason for the absence.

3. Medical, dental, and other professional appointments (note: this does not include appointments such as haircuts or tanning sessions), which cannot be scheduled outside the school hours.
4. Family emergency, serious illness in family, or death in the family.
5. Religious or cultural holidays or observances as approved by Administration.
6. Mandatory court appearances. Must be verified with a court subpoena or letter from lawyer and/or parent/guardian.
7. Conditions beyond the student's control. If a student is absent for part of a day because of conditions beyond the student's control, the parent must call the office that day. Examples of conditions of beyond a student's control include, but are not limited to, absence as a result of an automobile accident, and absence as a result of inclement weather which delays the student's arrival on the school bus.
8. Pre-approved family trips and college visits taken with a parent. Parents are strongly encouraged to schedule such trips during school breaks and vacations.
9. Compliance with any provision of a disabled student's Individual Education Plan or Section 504 Accommodation Plan.
10. Special education assessment performed by or at the direction of School District personnel. A student will be given a school-related absence.
11. Pre-excused participation in a school-sponsored activity. Examples include, but are not limited to, participation in a school-sponsored field trip, foreign exchange program, student council, state tournament, Knowledge Bowl, athletic contest, music lessons pre-arranged with the music teacher or school-sponsored music performance. School-related (SCH) absences will not count against the cap of ten (10) absences.

Vacation Absence

12. When students miss school due to vacation, it is left to teacher's discretion if the make-up work is assigned prior to vacation or after returning. Work assigned prior to leaving on a vacation will not exceed five days. Due date should be agreed upon at the time of assignment. Generally, all work is expected to be made up five days after return.

UNEXCUSED ABSENCES

Any absence, which is not excused under this policy, will be counted as unexcused. Oversleeping, a malfunctioning alarm clock, problems with a car, missing the bus, shopping, visiting friends, appointment at the tanning booth, haircut, driver's test, permit test, or drivers training **are not** a basis for an excused absence.

MEDICAL ABSENCE

If students have been out of school for two days or longer because of illness or hospitalization, and if they bring a note from their doctor stating the medical condition and length of absence, the attendance record will be corrected to reflect the fact that the absence was due to a medical reason. Doctors excused absences will not count against the cap of ten (10) absences.

TARDIES

A tardy is defined as entrance into a class within the first five minutes of a class period. Five minutes after the bell sounds, the tardy becomes an unexcused absence. The third tardy to class and subsequent tardies will result in parents being notified by a letter from the principal.

EXTENDED ABSENCES

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn.
2. No credit is earned during the time a student is not enrolled.
3. Students under 18 years of age who have any combination of 7 unexcused absences will result in a Truancy Petition being filed with the appropriate County District Court, Juvenile Court Division.

4. If the student has suffered an extended illness and required work has not been completed, the class record will show an incomplete. A grade will be assigned after the work is completed according to the make-up policy guidelines.
5. If a student experiences an extended, long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction. Parents should contact a counselor or the principal to make these arrangements.

ATTENDANCE PROCEDURE FOR PARENT/GUARDIAN AND STUDENT

A. **Illness:** To excuse an absence due to illness, the parent/guardian must:

1. Please call the school office (not the classroom teacher) prior to 9:00 a.m. on the day of the illness. **The voice mail attendance hotline is open 24 hours per day. That number is 952-758-1505. Failure to do so may result in an unexcused absence. This policy has been instituted for the safety of the child. Your cooperation is appreciated.**
2. **Illness totaling ten (10) days per year may require a report from a doctor. All students falling behind in the classroom due to absences may be referred to the Student/Teacher Assistance Team.**

B. **Excessive absence from classes during the school year:**

Three (3) unexcused absences - Referral to the principal; letter sent to parent/guardian.

Five (5) unexcused absences - Letter to parent/guardian outlining procedure for referral to county services.

Seven (7) unexcused absences - Letter to parent/guardian; possible report of educational neglect made to the County Department of Human Services.

C. **Tardy:** If a student is not seated and ready for class at the tardy bell or five (5) minutes after dismissal from noon recess the student is tardy. To be readmitted into class, an office pass will be required. Exceptions will be handled by the school office.

Excessive tardiness during the school year will result in the following consequences:

- **Three (3 or more) incidents - Referral to the principal; letter sent to parent**
- **Excessive absences may result in a referral to county services.**

