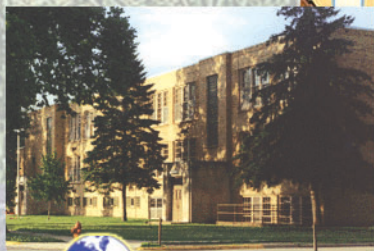
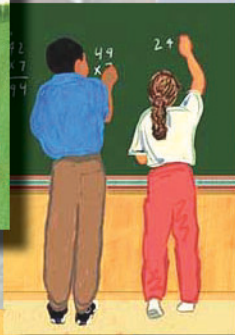


# Houston Elementary School 2001 Handbook



  
Houston Public Schools

(507) 896-3708

We extend a hearty welcome  
to all students in the  
Houston Elementary School.

This handbook is written  
to help you become better  
acquainted with our school.

Please read this handbook  
as it contains the rules and  
regulations for our school.

## **Dear Students and Parents:**

Welcome to Houston Elementary School. It is our sincere hope that the 2001-2002 school year will be a rewarding, educational and enjoyable experience for all.

Our school has much to offer each and every one of our students. It is our goal to establish an atmosphere throughout the school in which children will feel safe, secure, happy and have a maximum opportunity to learn.

This handbook has been prepared for students and parents as a source of information on school life at Houston Elementary. It provides policies and regulations that will be applied in compliance with Federal and State law prohibiting discrimination. It is the policy of the Houston School Board #294 to comply with federal and state law prohibiting discrimination. No person shall, on the grounds of race, color, national origin, creed, religion, sex, age or disability be excluded from or discriminated against in its educational programs, activities, or employment policies. Please read this handbook carefully and retain it for future reference. This material is school district policy with school board approval. Notification of change will be through newsletter updates and/or future Handbooks.

Sincere thanks to each of you for the fine support in the past. It is our desire that a continued cooperation and exchange of information will always be present.

The staff and administration of Houston Public Schools continue to commit ourselves to the development and success of the individual student. We want each student to feel that this is his/her school.

If you have questions or concerns at any time, please feel free to call 896-3708 or come to the elementary office.

Sincerely,  
Roger Stearns



**Richard Bartz**  
Principal  
Ext. 203

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## Faculty Directory

### Houston Elementary Staff and Telephone Numbers

(507) 896-3708 Ext. #



**Dianne Poppe**  
Office Secretary  
Ext. 202



**Jill Doll**  
Kindergarten  
Ext. 223



**Susan Boyer**  
First Grade  
Ext. 206



**Julie Knudsen**  
First Grade  
Ext. 205



**Mary Muller**  
Paraprofessionals  
Ext. 205



**Liz Benedum**  
Paraprofessionals  
Ext. 206



**Marcia Colbenson**  
Second Grade  
Ext. 208



**Heather Martin**  
Second Grade  
Ext. 207



**Heidi Thompson**  
Third Grade  
Ext. 209



**Virginia Thilmany**  
Third Grade  
Ext. 217



**Susan Ferries**  
Language Arts (4 - 6)  
Ext. 216



**Deb Botcher**  
Social Studies (4 - 6)  
Ext. 215



**Kristie Lind**  
Reading (4 - 6)  
Ext. 214



**Terri Gavin**  
Paraprofessional (4 - 6)  
Ext. 214



**Amanda Schlaak**  
Reading & Math (4 - 6)  
Ext. 213



**Cheryl Holen**  
Math (4 - 6)  
Ext. 211



## Faculty Directory

### Houston Elementary Staff and Telephone Numbers

(507) 896-3708 Ext. #



**Micah Hanson**  
Science (4-6)  
Ext. 212



**Suzanne Parker**  
Resource Room  
Ext. 219



**Jen Ranzenberger**  
Resource Room Para  
Ext. 219



**Shelley Jerviss**  
Title 1 Lead Teacher  
Ext. 218



**Kathy Jumbek**  
Title 1 Paraprofessional  
Ext. 218



**Marge Hargrove**  
Title 1 Paraprofessional  
Ext. 218



**Richard Bartz**  
ITA Teacher  
Ext. 218



**Lisa Krage**  
ITA Paraprofessional  
Ext. 218



**Tammy Bartz**  
Music  
Ext. 230



**Christine Gustafson**  
Band  
Ext. 225



**Dean Sonsalla**  
Physical Education  
Ext. 221



**Deborah Sobeck**  
Art  
Ext. 228



**Jeanne Juenger**  
Speech  
Ext. 220



**Jane Beckman**  
Library  
Ext. 227



**Marian Gavin**  
Counselor  
Ext. 232



**Amy Halverson**  
Psychologist  
Ext. 233

## Faculty Directory

### Houston Elementary Staff and Telephone Numbers

(507) 896-3708 Ext. #



**Kelly Paino**  
Preschool  
Ext. 224



**Yvonne Voigt**  
Preschool ECSE  
Ext. 234



**Andy Sweet**  
Head Custodian  
Ext. 226



**Vickie Henderson**  
Nurse  
Ext. 233

## 2001-2002 Houston School Calendar

August 30	Teacher In-Service
September 4	1st Day of School
October 5	Midquarter/Early Dismissal
October 18-19	EM Conference - No School
November 8	End of 1st Quarter 46 student days
November 9	Teacher In-Service - No School
November 15	Evening Conferences
November 16	Morning Conferences - No School
November 22-23	Thanksgiving Break - No School
December 21	Early Dismissal
Dec. 24 - Jan. 1	Winter Break - No School
January 2	School Resumes
January 24	End of 2nd Quarter 44 student days
January 25	Teacher In - Service - No School
February 18	President's Day - No School
March 1	Early Dismissal
March 28	End of 3rd Quarter 43 student days
March 29	Spring Break - No School
April 1	Teacher In-Service - No School
April 11	Evening Conferences
April 12	Morning Conferences - No School
April 26	Early Dismissal
May 27	Memorial Day - No School
May 31	Last Day of School
June 3	Teacher In-Service

## School Day

Upon arriving to school each morning, students will go directly to the playground area if the weather is good. If the weather is poor, the students will go directly to the gymnasium.

**7:50 A.M.**

Breakfast served in the cafeteria.

**8:15 A.M.**

Supervisors escort students to class.

**11:10 A.M.**

K-2 Lunch and play.

**11:30 A.M.**

Grades 3 & 4 Lunch and play.

**11:50 A.M.**

Grades 5 & 6 Lunch and play.

**11:50 P.M.**

K-2 Afternoon classes begin.

**12:10 P.M.**

Grades 3 & 4 afternoon classes begin.

**12:30 P.M.**

Grades 5 & 6 afternoon classes begin.

**3:05 P.M.**

Kindergarten dismissed.

**3:07 P.M.**

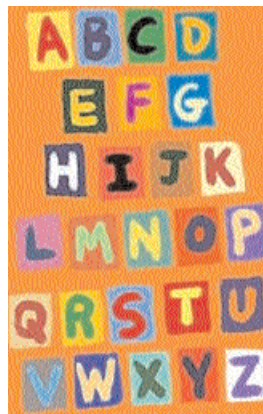
Grades 1-3 dismissed.

**3:10 P.M.**

Grades 4-6 dismissed.

Students will remain on the school grounds from the scheduled time of arrival until the scheduled time of departure. Children living in town may go home for lunch. At the bell to begin class the students will be in their assigned location and will remain there for the duration of the period.

At the end of the day town children will go directly home/day-care provider, bused children are to get on the bus.



## Breakfast, Lunch and Milk

Breakfast is served in the cafeteria from 7:50 to 8:20 each morning. The cost is \$1.25 per day. School lunch will be served for \$1.40 per day. The students may also carry their lunch and purchase milk for 30¢. Milk is furnished with the purchased lunch. We prefer that lunches be purchased for a month at a time. Credits will be given if your child is absent. Children may charge for 2 days only. If you want your child to have an extra milk for milk break, you must pay for it at the beginning of each quarter of the school year. The cost is as follows:

- 1st quarter — 46 days = \$13.80
- 2nd quarter — 43 days = \$13.20
- 3rd quarter — 43 days = \$12.90
- 4th quarter — 42 days = \$12.60



If your child is absent, that amount will be subtracted from the next quarter's charge. You must pay for at least one quarter at a time.

Checks should be made out to: Houston Public Schools. Please enclose all money or checks in an envelope and put the child's name and purpose for the money on the outside of the envelope.

Students should bring lunch and milk money directly to the office between **8:15 - 8:30 A.M.**

### **Pesticide/Herbicide Application**

In accordance with the Minnesota Statutes the school district will have on file the type and quantity of any pesticide/herbicide that is used within the school district. For more information, contact the elementary school principal.



### **School Attendance and Absences**

Minnesota State Law requires that all children between 7 and 16 years of age, mentally and physically fit, attend school every day that school is in session. Absence for illness of the pupil, illness of a member of the immediate family, doctor appointments, impassable roads, death of a member of the immediate family, or exceptionally urgent reasons which affect the child are considered legitimate reasons for an excused absence. An unexcused absence is an absence for reasons that are not recognized by school authorities as legitimate such as play, truancy, work by elementary students, babysitting, etc. If your child is going to be absent, please notify the elementary office by phone or by sending a note with a sibling. If the school is not notified, the secretary will call the home.

A student needs a written excuse from home for the following reasons:

1. Following an absence—the note should state the reason.
2. Leaving the building during the day (other than going home for lunch).  
These excuses are to be signed by the Principal.
3. The student needs to stay indoors at noon or during recess. The note must state why this is necessary.
4. The student is to be excused from school early. The note must state the time of leaving, the reason and who will be picking the student up.
5. The student will be riding an unassigned bus.





In case the student has forgotten books, shoes, horns, etc., the school will contact the parent to get permission for the student to go home for the forgotten article.

When the student is not going home after school his/her usual way, is being picked up by someone different or is going home with someone else, please notify school stating the changes that have been made.

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## Tardiness

Students coming late to school, either in the morning or at noon, should stop in the office with a parent or guardian or with a written excuse stating the reason for the tardiness. If the parent has notified the school of the absence, such as in the case of a dental or doctor appointment, the child may go right to class.



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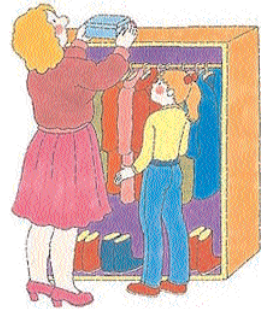
## Proper Dress

We expect that children dress to meet the common standards of cleanliness, neatness and decency. The basic rule is that wearing apparel must be neat and clean, promote the safety and health of the individual, and it must not be a distraction to the learning situation of the wearer or to the group of which he/she is a part. Clothing with offensive language or pictures will not be allowed to be worn in school. Students are not allowed to wear their shirts unbuttoned or take off their shirts in warm weather. Appropriate clothing must be worn at all times.

The principal reserves the right to request students to change clothes if the clothing could or would be a disruptive influence.

All students must wear shoes at all times. Hats or caps should not be worn in class during school hours except for special occasions.

With our change of seasons, it is important to take into consideration the time of year and dress accordingly. The student should always be prepared for inclement weather especially during the winter season. When the weather is wet or there is a possibility of rain or snow, the student should have proper outerwear and footwear.





## Room Parties

State Law rules that food items served at school activities must be purchased, rather than homemade. Gift exchanges will be up to the discretion of the teacher.

Appropriate alternative activities will be provided for those students who cannot or choose not to participate in room parties.

## Your Child's Health and Safety

If your child has any special health problems or if your family is facing any usual stress, please alert your child's teacher to this since children do react differently when additional problems exist. If you feel that your child is having difficulty in school, follow these steps in order:

1. Contact your child's teacher by a note or via the telephone. If the teacher is in class, the secretary will relay the message and he/she will contact you as soon as possible.
2. If necessary, a conference will be held.
3. If the problem(s) still exist after talking with the teacher, the principal should be contacted. A convenient time for a conference will be set up.

Please follow these steps so that home and school can work together to make the school environment the best possible for your child.

## District Policies

Detailed descriptions of all School Policies are located in the Elementary Office and District Office.

## Bicycle Safety

Students may ride bicycles to and from school and must place their bikes in the bike rack provided on the south side of the building. No one is to play near the bike racks. Once a child has parked his/her bike, they are to leave the area. Bicycles are not to be handled or operated during the school day.



## Student Injury Policy

In case a student is injured at school or at a school sponsored activity, the administration shall have the authority to take appropriate action to provide immediate medical care and/or ambulance service. Every reasonable effort will be made to contact the parents and to obtain their approval prior to a decision to transport a student to a doctor's office or hospital emergency room. However, unless the parent is able to come to the school immediately to attend to the student personally, the administration shall have the authority to decide on a course of action and notify the parents as soon as possible.

Financial responsibility for hospital and medical care and/or ambulance service shall be assumed by the parents unless the injury resulted due to negligence on the part of school officials or from the use of defective equipment.

Parents must provide the school with a telephone number to be used in case of an emergency.

This should be the number of a close relative or of the parent's place of employment. The name of the family physician for each child should also be recorded in the school office.



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## Physical Education

All children are expected to participate in physical education exercises and classes unless they bring a note from home or a physician stating they should be excused. In the interest of safety, all children are required to wear gym shoes (tennis shoes) for their indoor physical education classes.

During good weather most recess times will be held outdoors. We are asking your cooperation in not requesting that your child be kept indoors during recess unless a physician feels it would be detrimental for the child to be outside.

Appropriate alternative activities will be provided for those students whose parents request that they not participate in selected activities.





## Leaving School Grounds

No child is permitted to leave the school grounds during the day (town students may go home for lunch) unless the students present a written permission slip to the teacher and principal. It is then understood that the parent assumes the responsibility. If a student does leave school grounds without permission, the parent and the Houston City Police Officer will be contacted.

## Illness

Parents are to call the elementary school if their child is ill. If the child is absent and the parent has not called, the school will call your home. Any child who, in the opinion of the teacher, shows symptoms of sickness, will be sent to the office and the following procedure will apply:

1. The parent will be notified by phone that their child is ill.
2. If possible, the parent is expected to pick up the child at the school office.
3. When the parents cannot be reached, an attempt is made to contact the emergency number previously given by the parents.
4. The child is not allowed to go home alone.
5. The child is not released to go home to an empty house.

Under no condition should a student leave the building without reporting to the teacher or the office.



Please keep your child home when he or she shows signs of illness such as nausea, vomiting, or fever. Colds or upper respiratory infections should be watched with particular care since many communicable diseases may begin with a cough or cold symptom.

Parents should inform the school if their child contracts a contagious disease. This is important so other children may be cautioned. Early detection of the disease can be noted so that certain precautions may prevent spreading.

## Lost And Found

Many lost and found articles are turned in and never claimed. You are urged to mark all clothing with your child's name. Lost articles may be picked up in the elementary office. Please remind your child to check with the office or feel free to call regarding lost articles.

## Visiting School

All parents are welcome to visit school. We want you to observe your child in class as it will give you a better understanding of the subjects being taught. Please contact the teacher prior to your visit to insure that the classroom schedule has not been changed for the day due to other activities.

School-age children from other schools may only visit with written permission from the classroom teacher and principal.

**All Visitors must report to the office before visiting rooms. Parents must report to the office before picking up their children from school for any reason.**

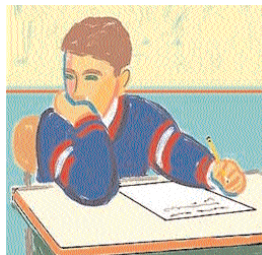
**If adults other than parents are to pick up children from school, the elementary office must be notified and the adult must report to the office first.**



## Prescription Medication

The school will administer a prescribed medication provided that, the parent(s) or legal guardian(s) of the pupil:

1. Provide the school with a completed “Administration of Prescribed Medication” form that includes:
  - A. a copy of the prescription and recommended dosage;
  - B. the physician’s requirements specifying the frequency and method of administration;
  - C. the physician’s description of anticipated reaction of the child to the prescribed medication;
  - D. the physician’s signature;
  - E. parental permission and signature approving the administration of the prescribed medication;
  - F. an outline of the method for delivering medication to the school on request from the principal.
2. Immediately notify the school in writing if the medication is no longer required or if dosage is changed by the prescribing practitioner.
3. Fill out a “Administration of Prescribed Medication” form each year.





## Testing

A thorough testing program has been set up to give the school and teachers an indication of each student's potential abilities. Minnesota Comprehensive Assessment tests are given each spring in grades 3 and 5. These tests cover Math, Reading, and Writing. Should you desire to discuss your child's test results, feel free to contact the teacher or principal.



## Reporting Pupil Progress

Pupil progress is reported in the form of a report card every nine weeks. Report cards are usually issued on Wednesday following the close of the nine week period.

## Admittance To School

In order to enter the Houston Elementary School, kindergarten students must have reached the age of five years on or before September 1 of the current year. Any parent entering a child in the Houston Public School for the first time must present a legal birth certificate for verification of birth and name.

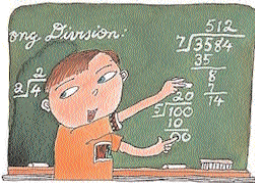
State Law requires that every child be immunized against seven diseases in order to enroll in a Minnesota school:

- 5 doses of DTP (Diphtheria, Tetanus, and Pertussis)
- 4 doses of Polio
- 1 dose of Measles, Mumps, and Rubella

Exceptions are made to this rule for reasons of conscientious objection or on doctor's orders. The elementary school office is required to maintain records pertaining to the immunizations and to any exceptions to adherence to the law.

Minnesota school districts must distribute the following education statement to parents of kindergartners:

"The State of Minnesota requires that every child entering kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted in the military or an institution of higher learning can leave school before they are 18 years old."



## Parent-Teacher Conferences

Parent-Teacher conferences may be initiated by the parent or the teacher at any time during the school year. Either party may request the principal's attendance at such a conference. Conferences are scheduled at the end of the first and third quarters.



## Communication Procedure with School Staff

Most parents find it necessary to contact the school sometime during the school year. To help parents know how to reach the proper staff, the following guideline will be helpful:

If you are concerned with your child's education, first make contact with the teacher. The easiest way to do this is to call the school office and leave a message for the teacher. He/She will return your call when not in class. It is easiest to reach the teacher after dismissal at 3:15 p.m.

The elementary principal is responsible for the entire operation of the elementary school. He can be helpful in resolving a child's difficulties or answering questions concerning the school operations.

## Fire/Tornado Drills

Fire drills and at least one tornado drill will be held during the school year. Each classroom teacher will post in their classroom an exiting plan. The students will become familiar with these plans through the drills. The importance of these drills must be stressed so they can be executed properly.



## Instructional Materials

We have many fine textbooks and library books in our school. These are provided without cost to the student. If a book is lost or damaged the student will be held responsible and must pay the charge assessed for the book. Personal items such as tablets, pencils, crayons, pens, etc. are the responsibility of the individual student.

## Lockers

Each student is assigned a locker at the beginning of the school year. The students are responsible for the condition and contents of their locker. The school is not responsible for personal items taken from lockers. Large sums of money or other valuables should be left in the elementary office. The lockers are the property of the school and are subject to inspection by the principal for textbooks, library books, or any time it might be suspected of containing items considered potentially dangerous to other students, to the school building or unlawfully obtained.



## Telephone Policy

No student will be called to the phone except for an emergency. The office will take the message and have the individual call back when class is over. Long distance calls by students are not permitted except in an emergency situation when a working parent needs to be contacted. Students will not be permitted to call home to get permission to stay overnight with a friend.

## Announcements

Announcements will be made at the beginning of each morning. Groups who wish announcements made to the students should phone the elementary office prior to **8:00 A.M.**

## Curriculum

Our curriculum is set up according to the standards of the Minnesota Department of Children, Families and Learning. This year we will be continuing to explore the implementation of the Core Knowledge Curriculum. Please contact your child's teacher or the principal if you have any questions about the curriculum at our school.

## School Closing

In case of inclement weather, school closing announcements will be given over the following radio stations: **WIZM** (93.3 FM and 1410 AM ) La Crosse, **KQYB** (98.3 FM) - Spring Grove, **WKTY** (580 AM) - La Crosse, and **KAGE** (95.3 FM and 1380 AM) - Winona.



## Attendance At High School Games

Elementary students are welcome at high school athletic events as long as they display good manners and follow the established rules. At football games students must stay behind the wire fence at all times and watch the game. At basketball games students must sit on the bleachers or with parents and stay off the playing floor. Running around during the game is not permitted.

## Tobacco Policy

The Houston Public Schools prohibits the use of tobacco in school buildings and on school grounds. In the interest of your child's health, we ask that parents abide by this policy.

## Drug And Alcohol Policy

The use of controlled substances or alcohol before, during, or after school hours, at school or in any school location, is prohibited.



## Bus Regulations

District #294 provides bus transportation for those elementary students that live out-of-town. The safety of this valuable cargo lies primarily with the bus driver. The bus driver has control over the activities and conduct of the students riding the bus. Any misbehavior on the school bus will be reported to the school principal. Pink slips issued to students for bus misbehavior will be handled by the principal following the school discipline procedure. Continued bad behavior may result in the loss of transportation privileges. For the safety of the students, video cameras will be randomly used on the school buses. Students should be aware that their actions and words might be taped.

Students are to abide by the following rules whenever on a school bus:

1. Riders are to get off and on the bus only at the school or at home.
2. Riders will obey the driver at all times.
3. Riders will be at the bus stop on time.
4. Riders will wait for the bus off the roadway.
5. Riders will keep their head and hands inside the bus.
6. On rural routes, riders will cross the road in front of the bus.
7. Riders will not change seats unless assigned by the driver.





8. Riders will not make any undue noise on the bus.
9. Riders will not throw any object of any kind on the bus.
10. Riders will report any damage to the bus to the driver at once.
11. Riders may be held liable to any damage to the bus.
12. Riders are encouraged to assist in keeping the bus free of litter.
13. No guns, liquids, smoking, profane language, or spitting is allowed on the bus.
14. No pets are allowed on the bus unless authorized by the bus driver and principal.
15. All students must ride on their assigned bus.
16. Only students assigned to a bus will ride unless special permission is obtained.
17. Riders must remain seated at all times while the bus is in motion.
18. Students waiting to ride the bus must follow all school rules.
19. Students must enter and leave bus in single file with no pushing or shoving.
20. Written parental permission must accompany any child riding an unassigned bus.

### Student Activities

Houston Elementary is an active school filled with numerous learning opportunities. Visit our school at any time to view our programs:

- **Student Council:** Our Student Council meets regularly to provide leadership opportunities for children in grades 4-6.
- **Band:** Houston Elementary Band is open to all students in grades 5 and 6.
- **Junior Great Books:** Junior Great Books is an enrichment program.
- **Gifted and Talented:** This is a school program open to high achieving students. Some of the classes are taught by parent volunteers.
- **Nature Center:** The school is in the process of developing a Nature Center. Opportunities to be part of that development are open to students (planting trees, doing experiments, etc.).





## General Information

The following items are not allowed on school property: weapons, laser pointers, squirt guns, cap guns, water balloons, lighters, matches, firecrackers, any form of explosives, knives, or any sharp instruments, or any article deemed safety hazard.

Boom boxes, stereos, tape players, radios, etc; should not be brought to school. They are expensive items and the school cannot be responsible for them.

Gum chewing, profane language, spitting and gambling are not allowed

Students are not permitted to sell any type of merchandise or non-school related raffle tickets to other students on school grounds or on buses.

***Students are expected to show kindness and consideration to one another.***

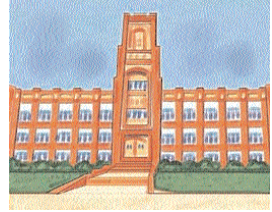
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## Discipline And Conduct

Discipline is an attitude, good or bad, from which behavior stems. Discipline is basically a parent responsibility. The school will take preventive and restrictive action, but the action that brings about change in behavior must come from the parents. Parents will be informed of inappropriate conduct through conduct reports, calls from the office, and conferences.

In an effort to accomplish our goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy and have a maximum opportunity to learn, we have developed a school-wide discipline plan. The plan specifies rules that cover the behavior we expect from our students. The plan also states that students who break the rules will receive appropriate consequences and students who follow the rules will receive positive rewards.

Each classroom teacher will inform their students of the positive classroom discipline plan for their classroom.



## Pink Slips

Pink slips will be given for hall problems, lunchroom, playground/gym problems, bus misbehavior, religious, racial, sexual harassment, acts of violence, (see district policy and reporting form) and as a severe clause consequence from each classroom plan. The student receiving the slip will follow this procedure:



1. Report to the Principal's office at the nearest recess time scheduled to when the slip was issued.
2. The student and principal will discuss the offense.
3. The student will fill out a behavior contract which will be signed by the student and principal and will be brought home for the parent's signature.
4. The contract is to be returned to school the following school day. If the contract is not returned, the student will miss another recess and the parent will be called notifying them of the incident.

*The following are possible consequences for pink slips:*

- A. **First slip**—Miss one recess, contract to be signed by parent and returned to school.
- B. **Second slip**—Miss all recess time for two days, contract to be signed by parent and returned.
- C. **Third slip**—Miss all recess for one week, contract to be signed by parent and returned, parents notified of 15 minutes of after-school detention. Parents are responsible to provide or make arrangements for student's transportation home. Parent conference called.
- D. **Fourth slip**—Miss all recesses for one week, contract to be signed by parent and returned, parent notified of student serving 30-minute after-school detention. Parents are responsible to provide or make arrangements for student's transportation home. Parent conference called. A determination will be made at this time as to most appropriate placement and/or disciplinary action to consider which may include but is not limited to: modified school programs, removal from class, suspension, assessment for special education programs.



If poor behavior persists the school reserves the right to require further assistance.

Consequences may advance beyond the next level depending on the severity of the offense.

**This begins new each month. There is no accumulation of pink slips from month to month.**

Pink slips will automatically be issued for:

1. Insubordination, which may include but is not limited to swearing, indecent gestures, talking back, general disrespect.
2. Vandalism.
3. When the principal is called to intervene due to severe clause consequence from teacher's classroom plan.

### **Positives.**

In order to recognize good behavior of individual students throughout the school, teachers, administrators and support staff who work at school strive to "catch students being good." For those students receiving no pink slips during one month's time, the following rewards may be given:

1. Individual praise.
2. Notes to students.
3. Opportunity to be chosen student of the week.
4. Room parties.
5. Extra playtime.
6. Special game days.



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## **School-Wide Rules**

1. All students will follow the directions of all building personnel the first time they are given.
2. All students will show respect for school personnel and property.
3. Students will behave in a courteous and respectful manner toward fellow students and adults—use of vulgar or inappropriate language or gestures will not be tolerated.
4. Students will keep hands, feet and objects to themselves.
5. Inappropriate and/or disruptive behavior will not be allowed.



### Hallway Rules

1. Students will follow directions of hall supervisors the first time they are given.
2. Students will use inside voices.
3. Students will walk quietly and in an orderly manner.
4. Keep hands, feet and objects to themselves.

*Consequences if a student chooses to break a rule:*

1. Warning
2. Pink slip issued.

### Lunchroom Rules



1. Students will follow the directions of the supervisor the first time they are given.
2. Students will stand quietly in line while waiting to be served.
3. Students will sit at an assigned table until dismissed, eating and visiting quietly.
4. Students will clean their area if a mess has been made.
5. At dismissal, students will quietly line up.

*Consequences if student chooses to break a rule:*

1. Warning
2. Set apart from group
3. Pink slip issued.

### Playground/Gym Rules



1. Students will follow the direction of the supervisor the first time they are given.
2. No throwing snowballs, gravel or anything not meant to be thrown.
3. Students will use softballs only, no baseball or golf balls.
4. Stay in play area and use equipment appropriately.
5. Respect other people and their property.

*Consequences if student chooses to break a rule:*

1. Warning
2. Child will be set apart from group.
3. Child immediately sent to the principal's office and a pink slip will be issued.

## Bathroom Rules

1. Place towels in wastebasket only.
2. Be quiet and orderly.
3. No clogging of facilities.
4. No defacing of school property.

*Consequences if student chooses to break a rule:*

1. Child will restore order to bathroom.
2. Pink slip will be issued.

## Classroom Assignment

Grade level assignments for the next year are made by the current grade level teachers in the spring. Teachers take this task very seriously and consider the needs of all children in a grade level. They consider friendships, personalities, abilities and special needs as they determine class lists for the following year. Parental input is invited during the spring Parent/Teacher conferences.



## Behavior At School Activities

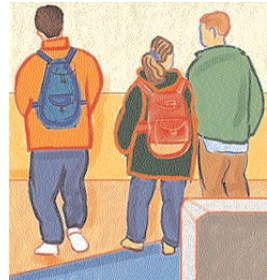
1. Courteous behavior is expected at all times.
2. Follow the directions of supervisor the first time they are given.

*Consequences if student chooses to break a rule:*

1. A warning will be given.
2. The student will be removed from the activity.

We can be confident that such clearly stated and thorough sets of rules will teach our children to be responsible for their actions and make this school year a positive and motivating experience.

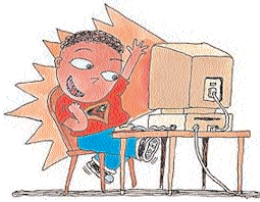
We ask for your complete support in our efforts. Please discuss this handbook in its entirety with your child/children.





## Data Privacy

Each building principal shall be responsible for maintaining and securing the privacy and/or confidentiality of students records. Consequences for not maintaining such confidentiality can result in difficulties for the student/family and legal liability. Student records may be reviewed only with the written permission of the parent or the student (if the student is 18 years of age or older) except under the following circumstances:



1. When school officials have a legitimate educational interest in the student's records.
2. When student records are forwarded to other schools or post-secondary education institutions to which the student transfers, applies for admissions, or enrolls.
3. When the student's records are in connection with financial aid for which the student has applied or received.
4. When it is for educational research, with the permission of the Superintendent. Researchers may review records and report information which does not identify individual students.
5. To federal, state and local authorities when such information is specifically required by law.

The school district may release what is termed student "Directory Information" which includes the following student information: Student's name, address, telephone number, date and place of birth, sex, major field of study, participation in officially organized activities and sports, weight and height, dates of attendance, institutions attended. If any parent, guardian or student (18 years or older) does not want this information to be released without prior written consent, they must notify the superintendent's office in writing. The following information must be included:



1. Name of student.
2. Home address.
3. School presently attended by student.
4. Parent's legal relationship to student.
5. Specific categories of directory information that will not be made public without the parent's prior written consent.

# **District 294 Policy Against Religious, Racial and Sexual Harassment and Violence**

1. Everyone at District 294 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - A. name calling, jokes or rumors;
  - B. pulling on clothing;
  - C. graffiti;
  - D. notes or cartoons;
  - E. unwelcome touching of a person or clothing;
  - F. offensive or graphic posters or book covers; or
  - G. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the elementary office upon request.

**Religious, Racial and Sexual Harassment and Violence are against the Law. Discrimination is against the Law.**

Contact: Richard Bartz  
Elementary Principal  
Phone:

896-3708

We hope to see you soon...  
Thank you

