

# Sawtooth Mountain Elementary Student & Parent Handbook



**SAWTOOTH MOUNTAIN ELEMENTARY**  
101 West 5<sup>th</sup> Street, Grand Marais, MN 55604

*Office Phone - 218-387-2271*

**Website - [www.cookcountyschools.org](http://www.cookcountyschools.org)**

**Cook County Independent School District #166**

*"Success for Each; Respect for All"*

# SAWTOOTH MOUNTAIN ELEMENTARY STAFF DIRECTORY

*Mitch Dorr, PK-12 Assistant Principal 387-2271, Ext. 608*

*Megan Myers, PK-12 Principal 387-2271, Ext. 603*

*Dr. William Crandall, Superintendent, 387-2271, Ext. 612*

**Website - [www.cookcountyschools.org](http://www.cookcountyschools.org)**

101 West 5<sup>th</sup> Street, Grand Marais, MN 55604 FAX: 387-9746

<u>OFFICE</u>	<u>Extension</u>
Cindy Everson	602
Jeanne Anderson	609
Mitch Dorr	608
Megan Myers	603

**Social Worker**

Anna Sandstrom	406
----------------	-----

**School Student Success Coordinator**

Kelly Kotowicz	404
----------------	-----

**Sawtooth Mountain Faculty**

Amanda Barras	446
Amanda Hand	448
Kayle Hielscher	452
Autumn Hood	457
Stephanie Lindstrom	423
Lorelei Livingstin	427
TJ Long	424
Jessica Pickett	427
Natalie Shaw	454
Lacey Smith	455
Scott Steinbach	426
Julie Viren	429

**Elementary Faculty Specialists**

Jill Boen (Media Centers)	639
Mikkel Haas (Music)	301
Monica Schnobrich (Title I Reading)	423
Jana Larson (Title Math/Reading)	412
Mila Horak – K-5 Art	303
Kasha Hansen - Elementary P.E.	414
Teresa Shannon (Elem.Spanish)	417
Signy Sherman - ESL	417

**Special Education**

Rachel Liechty (ECSE)	442
Eric Becker (ECSE)	442
John Paul (Elementary)	409
Monica Schnobrich (K-5)	423
April Knight (OT)	413

**Health Services**

Alex Ermatinger 116

**Annishanabee Academic Center**

Carolyn Higgins 299

**Technology Coordinator**

Lisa Bauer 400

**Bus Garage**

387-2474

**Director of Building, Grounds, and Transportation**

Tom Nelson 644

**Food Service****Extension**

Linda Bockovich 302

**Community Education**

Dr. Bill Crandall – Director 612

Pam Puskala (Assistant) 606

Sue Hennessy (ACA) 645

**School Board**

Dan Shirley 370-0325

Carrie Jansen 370-1025

Sissy Lunde (*Chair*) 387-9832

Rena Rogers 370-9012

Deb White 475-0122

**E-Mail Addresses for All School Staff**

1<sup>ST</sup> letter of first name and full last name @isd166.org

*e.g., mmyers@isd166.org*

**2020-2021 Sawtooth Mountain Elementary Student Handbook  
Table of Contents**

<b>General Information</b>	<b>Page 5 - 6</b>
<b>Admission, Arrival and Departure</b>	<b>Page 6 - 7</b>
<b>Attendance, Tardiness</b>	<b>Page 7 - 10</b>
<b>Behavior, Bicycles, Bussing</b>	<b>Page 10 - 12</b>
<b>Cell Phones, Communication Computers</b>	<b>Page 12 - 13</b>
<b>Committees, Dress Code, School Closings, Fees, Food Service</b>	<b>Page 14 - 16</b>
<b>Harassment, Health, Homework, Library, Lockers</b>	<b>Page 16 - 18</b>
<b>Parent School Compact, Pets, Photos, Parties, Possessions</b>	<b>Page 18 - 19</b>
<b>Religious Time, Report Cards, Testing, Visitors</b>	<b>Page 19 - 20</b>
<b>Volunteers, Weapons, Wellness Policy</b>	<b>Page 20 - 21</b>
<b>Expectations and Discipline Policy</b>	<b>Page 21-23</b>
<b>Parent Student Signature Page</b>	<b>Page 24</b>

## **WELCOME TO SAWTOOTH MOUNTAIN ELEMENTARY!**

This handbook is for parents and guardians of students attending Sawtooth Mountain Elementary School. This handbook is intended to facilitate communication between your home and our school. It is our sincere desire to provide a safe and orderly school environment and to work closely with our students' families to help ensure that our students receive the very best education possible.

Please review this handbook and keep it for future reference. Please discuss appropriate information with your child. If you have any questions or concerns about Sawtooth Mountain or your child's classroom, please do not hesitate to contact your child's teacher, or the principal. Questions welcomed!

### **OUR SCHOOL DISTRICT'S MISSION STATEMENT**

*Success for each, respect for all.*

### **OUR SCHOOL DISTRICT'S VISION STATEMENT**

The Cook County School District is committed to academic excellence. We promote **success for each** student through high expectations and responsiveness to the individual student's needs. Our culture fosters **respect for all** members of the school community, recognizing and welcoming our diversity. We provide a safe environment in which mental and physical health is a priority. We honor collaboration with student, family and community stakeholders in the educational process. We work together to set and meet goals that will fulfill our vision. In a mutual effort of vigilance we will monitor and adapt our performance.

### **STATEMENT OF EQUAL OPPORTUNITY**

The Cook County School District is obligated under the law to provide equal opportunity for education and employment and, therefore, will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status, disability or age.

### **HELPING YOUR CHILD SUCCEED AT SCHOOL**

Parent and/or guardian involvement and support are critical to the educational success of each student. Prepare your child(ren) for each school day by seeing they get enough rest, are appropriately dressed for the weather and have healthy meals and snacks.

Please read to your child as often as possible and have them read to you. This continues to be very important in the elementary years. Please minimize the times your child is watching a screen, this includes cell phones, tablets, TV, playing video games or using the computer. All children need to be active, playing with other children, reading, talking and using their imaginations! During the small amount of time your child is watching TV, make sure to turn the closed captioning/ subtitles on - these are the small words that appear on the bottom of the screen for people who have trouble hearing. Turning these on is a simple, research supported way of increasing their reading skills.

Communicate with your child's teacher or principal whenever you have a question or concern. Let us know if you would like to volunteer. Encourage your child(ren) to do their best and to share with you what happened during their day in school.

### **PARENT PARKING AND BUILDING ACCESS**

Cook County Schools has one PK-12 office and one Main Entrance to the building. All doors are locked during the school day. Elementary students may be dropped off and picked up in the Sawtooth Mountain Parking lot. However, if parents/visitors want to enter the building, they must park in the main parking lot in front of the MS/HS. Enter through the doors marked "Main Entrance" (aka 'The Eagle Door'). You will need to check in at the security window. All parents/visitors in our schools during the school day must wear a Visitor's Badge. Bus passes, information about absences and food account deposits can all be taken care of in the office. Thank you for your cooperation!

Enter the school parking lot via the entrance on Broadway (Catholic Church) and follow the new one way flow through the parking lot to the exit at 1st Avenue West (Lutheran Church). Entrance to the YMCA is through the entrance by the tennis courts and out the exit at 1st Avenue West (Lutheran Church).

### ADMISSION & ENROLLMENT

#### Requirements for Entering Kindergarten:

- Five years old prior to September 1 of the current school year.
- A birth certificate or equivalent legal document.
- Certification of immunizations and other health related records.
- Documentation of participation in Early Childhood Screening.
- Completion of required ISD 166 forms.

#### Requirements for Entering First Grade:

- Same as above, except the child must be six years old prior to September 1 of the current school year, or has completed Kindergarten at a recognized school in the State of Minnesota.
- Children who have not previously received formal schooling may be assessed to ensure proper grade level placement.
- Completion of required ISD 166 forms.

#### Transfer Students:

- Transfer forms from the former school including the most recent report card are needed.
- Certification of immunizations and other health related records.
- A birth certificate or equivalent legal document.
- Completion of required ISD 166 forms.

### ARRIVAL AND DEPARTURE

#### Arrival

Playgrounds are unsupervised before and after the scheduled times. For safety reasons, children **must not** arrive before supervision is present. Students may enter the Sawtooth Mountain building prior to the entrance bell **ONLY** if they are having breakfast. On days with inclement weather, supervision is in the elementary classrooms.

Playground/Breakfast Opens	7:30 A.M.
Entrance Bell	8:00 A.M.
School Begins	8:07 A.M.
Dismissal	3:10 P.M.

#### Late Arrivals

Students (not eating breakfast) are expected to enter Sawtooth Mountain Elementary building in time to be in their classroom by 8:07 am. Parents/guardians are responsible for making sure their child is here on time. If a child is not in the school by 8:07 am, s/he is tardy and elementary students must be signed in at the school office by the responsible adult.

#### Departure

Students are expected to leave the school grounds immediately after dismissal unless they are directly supervised by district staff, parent/guardian or another adult. Parents who are transporting or walking students home after school are strongly encouraged to meet them on the playground. Para supervision will be available on the playground until the buses leave each day. Please be sure your child's teacher knows every day what your child should do upon dismissal, i.e., ride the bus (where?), walk home or to child care, or that someone (who?) will meet them on the playground immediately after school. Please communicate any changes to the office staff and they will relay the information to the teacher. Early Release

Students who need to leave during the school day will be released directly to their parent/guardian. **The parent/guardian must come to the security window to sign the student out.** If someone other than the parent/guardian is taking the child from school, we must have parent/guardian permission in writing or via a direct phone call.

#### Illness or Injury During the School Day

If a student becomes ill or injured during the school day, the parent/guardian will be contacted if it is necessary to arrange for the student to be removed from school. The above procedures will be followed for check out.

#### Conduct Between Home & School

The child and the parent/guardian have the responsibility for each child's conduct and safety to and from school. Bus behavior rules must be followed or the child may lose transportation privileges. Crossing guards are stationed 7:45 – 8:07 A.M., and 3:10- 3:25 P.M. (until buses depart). All parents are strongly urged to adhere to posted school speed limits on County Road 7, especially before and after school.

If students are walking to school alone, please be sure s/he knows to never accept a ride or gift from a stranger and to stay at least 3 giant steps from any vehicle that stops near them. Students and adults are asked to report to the school office if anything out of the ordinary happens on the way to/from school.

### **ATTENDANCE AND ABSENCES**

Attendance is taken each day. Each absence will be recorded as excused, exempt or unexcused. It is understood there are some reasons for a student to miss school, but every effort should be made to keep those to a minimum. Absence from school should be avoided whenever possible.

**Excused absences** require a parent/guardian to notify the office in writing or via a phone call why the student is absent. It is preferred that this be done at least one day prior to the absence if possible. Once a student has accumulated 9 undocumented excused absences per semester (more than 10% of the semester), any remaining absences must be documented (such as a note from a doctor), or they will be marked as unexcused. Any excused absences without documentation (such as a doctor's note) count toward this limit.

**A parent has 24 hours from the time of the recorded absence to tell the office that the absence is excused. After 24 hours, the absence will be unexcused. It is extremely important that students and parents/guardians understand the importance of notifying the school of any student absence. It is the intent of the school administration to work in partnership with parents to ensure school attendance. Parents/guardians are strongly encouraged to minimize the number of excused absences. Any concerns or questions about this should be discussed with the principal.**

Excused absences should be limited to illness, medical or dental appointments, family emergencies, events such as funerals, legal appointments. Fatigue or undocumented medical excuses the day after a late return from attendance at an extracurricular activity is NOT an excused absence. "My parents or sister/brother are running late", or "my car didn't start" is **NOT** an excuse for being late to school. Once a student has accumulated 9 undocumented excused absences per semester (more than 10% of the semester), any remaining absences must be documented (such as a note from a doctor), or they will be marked as unexcused.

**Exempt absences** are when students are absent from school for school-related activities or for other reasons as approved by the principal and/or Activities Director. Exempt absences do not count towards the limit of 9 excused absences.

**Unexcused absences** are anytime a student is not in class and there is no parent/guardian notification of excuse and the absence does not meet the criteria of being exempt, or a student has exceeded 9 undocumented excused absences per semester without documentation. **Truancy** (deliberately missing school or a class without the knowledge of parents/guardians and without justifiable reason) is also an **unexcused absence**. Minnesota State Law states a student having 7 unexcused absences (1 or more class periods on 7 different days) may be declared truant and be required to appear in court. (*M.S. 260.191, subd.1(b).(9)*).

***The following protocol will be followed:***

1. For any unexcused absence, parents/guardians will be notified by the PK-12 office through the Instant Alert system.
2. If 3 unexcused absences, are recorded, a letter will be sent home and parent/guardian conference with the principal and student will be encouraged. This may result in the development of an Attendance Contract, mutually agreed upon by the parents, student and principal.
3. 7 unexcused absences will result in notification to the County Attorney, as required by Minnesota law.

**Tardiness**

A student will be counted tardy if they arrive for class AFTER the bell has sounded. There are few reasons for a student to be tardy for class. If a student is late for legitimate reasons, the student will be issued a pass by a teacher or administrator.



### Student Absences Policy Summary

Exempt Absences	Excused Absences	Unexcused Absences
<p>Exempt Absences are limited to:</p> <ul style="list-style-type: none"> <li>● School-sponsored activities (e.g. field trips)</li> <li>● Extracurricular school activities (e.g. sports)</li> </ul> <p>Exempt absences count as student attendance and do not accumulate towards a student's record of absences.</p>	<p>Excused Absences are limited to:</p> <ul style="list-style-type: none"> <li>● Illness / Sick Days</li> <li>● Family Vacation</li> <li>● Emergency Days</li> <li>● Cultural Activities &amp; Ceremonies</li> </ul> <hr/> <p>More than nine (9) Excused Absences is considered Excessive Excused Absences. → → → →</p> <p>At nine excused absences, notification letters will be sent to:</p> <ul style="list-style-type: none"> <li>● Parents / Guardians</li> <li>● School social worker</li> <li>● Grand Portage Education Director (if applicable)</li> </ul> <p>After nine excused absences, only illnesses documented by a health care provider will be excused.</p> <p>If student exceeds nine undocumented excused absences, additional absences accumulate as Unexcused Absences.</p>	<p>Unexcused absences are any time a student is not in class and does not meet the criteria for an Exempt or Excused Absence.</p> <p>Unexcused Absences include:</p> <ul style="list-style-type: none"> <li>● Students skipping school</li> <li>● Absences not called in by a parent within 24 hours of the absence.</li> <li>● Excessive Excused Absences (more than nine undocumented)</li> </ul> <p>Truancy implications:</p> <p>If 3 unexcused absences are recorded, a notification letter will be sent home and a parent/guardian conference with the principal and student will be encouraged.</p> <p>Students having 7 unexcused absences may be declared truant and be required to appear in court.</p>

Pre-Arranged Absences and Make Up Work

Please schedule family vacations during the school breaks. Make-up work must be requested **at least two school days** in advance - please do not ask teachers to compile work with less notice. Be aware that sometimes teachers may not be able to provide all make-up work prior to an absence due to unanticipated changes in instructional scheduling.

Tardiness

Students arriving to school after 8:07am must check in at the school office. It is important for a smooth start to the school day that students be in their seats and ready for school by 8:07.

## Truancy

Pursuant to state laws and regulations, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Truancy, for purposes of this policy, is the absencing of one's self from school or class without the approval of the school. Cook County Schools will process all truancy in accordance to Minnesota Law (Minn. Statute 260A, 260A.02, 260A.23).

Truancy reporting is based on cumulative days of truancy during any one school year. Unexcused absences count towards truancy. Any absences without parental contact with the school are considered unexcused and count towards truancy. Parents will be notified by mail after **three days** of truancy. Parents and the appropriate county authorities will be notified after **seven days** of truancy.

## **BEHAVIOR EXPECTATIONS**

### **Our Vision: "Success for Each, Respect for All"**

Respect is the cornerstone of all our interactions and behaviors. It is the centerpiece of our school mission statement. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitude.

During the school day, school staff has the responsibility for providing an orderly, safe climate for learning to take place. Every effort will be made to use positive disciplinary approaches when a student displays unacceptable behavior. Students and staff are expected to observe a high standard of conduct at school and on the bus. The principal and teachers request parent/guardian support in enforcing appropriate behavior expectations.

### **CODE OF CONDUCT**

1. We choose kind words and kind actions.
2. We listen to adults and follow directions.
3. We use our time wisely.
4. We help each other learn.
5. We are respectful, safe, and responsible.

## Behavior Interventions

Individual teachers have classroom behavior expectations which all students are expected to follow, even when a substitute teacher is present. There are also expectations for appropriate behavior on the playground, in the hallways, bathrooms, cafeteria and buses. When a student has persistent difficulty meeting these expectations, communication with the parent/guardian will occur. Similarly, parents/guardians are encouraged to contact a teacher if there are questions about school behavior or consequences. Teachers may also refer a student to the Principal for persistent or significant behavior problems.

Inappropriate student conduct will result in intervention procedures by school district personnel and may result in suspension in accordance with Policy 506. A severe and/or persistent problem may require a partial or full day in-school or out-of-school suspension. If an out-of-school suspension is deemed necessary, a parent/guardian must make arrangements for picking the student up early and/or arrange supervision of the child for the time it is mutually agreed that the student shall return to school. Sawtooth Mountain teachers and administration prioritize working cooperatively with parents/guardians if student misbehavior is an issue. We want your child in school. In those cases where a student has been excluded from class or suspended from school, a parent conference may be required prior to the student re-entering the classroom.

Refer to **The Sawtooth Mountain Elementary Progressive Discipline guidelines** at the end of this handbook for an outline of consequences that will be enforced based on the Level of the infraction and the frequency of the behavior.

\*Please note that staff will be continuing to implementation steps structured around Positive Behavioral Interventions and Supports (PBIS) this school year. This means your child will experience positive examples, and teaching of school wide positive and expected behaviors that are common to all areas of the school, and you may begin to receive increased communication about positive behaviors your child is displaying at school, (or areas we will support, and ask you to support as well). Any questions as this is implemented may be directed to your child’s teacher or the principal.

#### The Pupil Fair Dismissal Act

Behavior expectations, consequences and procedures are in accordance with The Pupil Fair Dismissal Act of 1974, Pupils—Suspension, Exclusion and Expulsion—Chapter 572. Information outlining grounds and procedures for the suspension, exclusion and expulsion of a public school pupil enacted by the Legislature of the State of Minnesota may be obtained from the office of the school’s principal, Sawtooth Mountain Elementary School, 101 W 5<sup>th</sup> Street, Grand Marais, MN 55604.

It is the school district’s policy to recognize the responsibility and accountability for student behavior to be the student’s and the student’s parents/guardians.

#### **BICYCLES AND OTHER “WHEELED” DEVICES**

Bicycle riders are expected to know and observe safety practices when riding to and from school. **THE USE OF A HELMET IS REQUIRED.** Please contact your child’s teacher or the school principal if you need assistance acquiring a helmet for your child. Bicycles must stay in the bike rack or a designated parking area during the school day. If a student does not follow safety rules and is deemed to be an unsafe rider, the parent/guardian will be notified and the student may lose his/her privilege to ride a bike to/from school. Please review the recommended bicycle routes as identified by The Safe Routes to School Committee. Parents are encouraged to designate a specific route for your child to follow each day and expect that your child follow the same route consistently for safety purposes.

Skateboards, roller blades, shoes with wheels, scooters or other mechanical wheeled devices are not to be used at school. This includes motorized radio controlled vehicles. If a student needs to store such an item during the day for off campus use outside of school hours, the device must be stored in a location agreed upon by a teacher or principal.

#### **BUS TRANSPORTATION**

Riding the bus is a privilege and a service provided to students and families by the school district. The buses are leased by the district and the drivers work for the district. Bus routes are sent each August to the student’s home. When a question arises regarding the schedule, call the bus garage at 387-2474, or the PK-12 office at 387-2271 x602. The drivers will make an effort to abide by the schedule, but events beyond their control occasionally cause deviations.

#### Behavior/Safety

The care and discipline of the children riding the bus is the responsibility of the driver. Extraordinary behavior problems will be referred to the Principal. For repeated misbehavior, a student may be suspended from riding the bus or dropped from the bus route entirely. In order to maintain an excellent safety record, students must follow these guidelines:

- **Be on time.**
- **Obey the driver’s instructions.**
- **Keep all body parts inside the bus.**
- **Remain seated until the bus stops.**
- **Be polite; profane language is not allowed.**
- **Work together to keep the bus clean and safe.**
- **Hazardous objects are not allowed on the bus.**
- **Keep the noise level low.**
- **To cross the street, walk in front of the bus and wait for directions from your driver.**

### **Consequences for Poor Bus Behavior**

Consequences for poor bus behavior may include at least the following:

**First Offense:** Warning, student conference, note home, possible assigned seating.

**Second Offense:** Student conference, note home, assigned seating, and possible 3-day suspension from the bus.

**Third Offense:** Student conference, note home and 5-day suspension from the bus.

**Fourth Offense:** 10-day suspension from the bus and parent conference.

Any further offenses may lead to suspension from bus riding privileges for a longer length of time. Should a student's behavior warrants consequences either greater or lesser than those listed above, the school administration has the authority to make such decisions based upon the facts of the individual case.

### **Bus Pass to a Different Stop**

Sawtooth Mountain students **must have** a signed bus pass from the PK-12 Office in order to ride and get dropped off at a location different than his/her typical stop. A note or phone call from the parent/guardian is required for a student to get a bus pass. The pass must be given to the driver as the student gets on the bus. It is preferred that students bring notes to school for a bus pass and come to the office to get it. **Please do everything possible to avoid phone calls to school during the day to change a student's after school plans as this creates confusion and interrupts the student and teacher's focus on academic tasks.**

## **CAMERAS, CELL PHONES, HEADPHONES AND ELECTRONIC DEVICES**

There will be no use of cell phones by students from 8:00 am before school begins until 3:15 when school concludes. Student use of cell phones (including texting and listening to music) in the educational setting is prohibited. Personal cell phone use in the classroom and on campus is a deterrent to learning and detrimental to students' social growth. Cell phones must be turned off throughout the day and stored in their lockers or left at home. It is a privilege (*not a right*) for Cook County students to possess a cell phone and musical listening devices on school property. Students may maintain this privilege on bus routes and after hours as long as the rules of use are adhered to.

***School issued cameras are only to be used in school for class assignments, class projects or for teacher or principal approved occasions. Videotaping and photography without student or staff permission is prohibited. Under no circumstances should cameras (including cell phone cameras) be used in locker rooms or bathrooms. Students are expected to comply with data privacy at all times.***

School staff members will require students misusing cell phones or other personal electronic devices to store them in individually assigned lockers for the remainder of the day. On 3 violations of this policy, students will be required to store their device daily in an individual locker for the remainder of the week, with further time requirements up to the end of the school year, or consequences as listed in this handbook, as determined by the administration.

School staff members also have the authority to confiscate any electronic device that is used inappropriately or in violation of these rules. Any confiscated devices will be turned into the office. Confiscated items will be returned to a parent/ guardian at the office. School administration has the right to hold electronic devices and wait for parent/guardian to pick it up. School staff will treat all property with care, but are not responsible for damages.

### **CHEMICAL USE PROHIBITED**

In accordance with state law and local school district policy, **the ENTIRE SCHOOL CAMPUS IS AN ALCOHOL & DRUG FREE ZONE**. Any and all forms of drugs, electronic cigarettes/vapes and tobacco products are prohibited on school property. The only exceptions are prescribed medications and tobacco used in school sanctioned ceremonies.

### **CHILD STUDY TEAM**

The Child Study Team meets regularly to discuss teacher concerns about individual students. The purpose of this team to give our professionals opportunities to share ideas and problem solve. Parents/guardians will be informed if the Team has specific suggestions or ideas that we feel will be of benefit to your child. If you have concerns about your child that you would like to discuss with the Child Study Team, please contact your child's teacher or principal.

### **COMMUNICATION**

Communication between our schools, classrooms, teachers and parents is one of our highest priorities. Please call or email your child's teacher or principal when you have a question or concern. If you feel that your concern has not been adequately addressed, you are encouraged to contact the superintendent. Our newsletters and our [www.cookcountyschools.org](http://www.cookcountyschools.org) website also provide current classroom, school and district information. Instant Alert (below) will also be used occasionally for announcements.

#### **Campus Messenger– AUTOMATED MESSAGING**

Campus Messenger system for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to students' parents or guardians by telephone, cell phone, email, pager or PDA in any combination. Parents can at any time during the school year update personal profiles allowing notifications of school closings and important messages to be sent to additional/changed phone numbers, cell numbers, email addresses or other electronic communication devices.

#### **Parent - Teacher Conferences**

Formal elementary parent-teacher conferences will be held in October and February. Additional conferences may be requested by your child's teacher, or you may request one by contacting your child's teacher. Please let us know if you would like a representative from The Grand Portage Education team to be with you at any conference with school staff.

#### **Friday Folder and Newsletter**

On Fridays, or the last school day of each week, a folder containing classroom and school information will be sent home with students. The folder must be returned the following week on the first day of school. The same folder will be used all year and it can also be used to send messages from or to school.

#### **Viking Voice Monthly**

This is a monthly district-wide newsletter. It is sent home in students' folders and also available online. Please take the time to read this newsletter as it includes information about what is happening at school. It also includes the monthly lunch menu.

### **COMPUTERS & HEADPHONES**

Students will have access to computers in the classroom and computer lab. Students will have access to approved sites on the Internet for curriculum based projects with adult supervision. Improper usage or website access will have consequences. No privately owned jump drives, CDs or programs may be brought to school and used on school computers.

The school will provide a pair of headphones for students to use with their computers and iPads. Students may choose to bring their own pair of headphones if they prefer. The school is not responsible to replace lost or broken headphones that are brought from home.

## DISTRICT COMMITTEES & LEADERSHIP TEAMS

There are a wide variety of district committees and School Board Leadership teams that strongly encourage parent involvement. If you are interested in serving on any of these committees, please contact the principal or superintendent.

## DRESS CODE

Students are expected to dress in a clean and appropriate manner, which will not create a distraction within the learning environment.

- Hats, caps, coats, sunglasses, hoods (on heads) cannot be worn in school. (Exceptions made for religious or medical purposes.)
- Clothing advertising alcohol or tobacco products cannot be worn in school.
- Clothing with obscene slogans and messages which are sexually inappropriate are not allowed.
- Clothing that is overly revealing or suggestive in nature is not allowed. Shoulders must be covered. Spaghetti strap tops and bare midriff tops are not allowed. Spaghetti straps of any type or sports bras should not be visible.
- Pants or jeans with holes in the seat area are not allowed. Pants or jeans that are so loose that undergarments are revealed are not allowed.
- Earrings or other jewelry that may pose a hazard to the student or others is not allowed.
- Tails or long dangling chains from pockets may not be worn.
- Midriffs (stomach area) must be covered at all times.
- Skirts/shorts should be below the fingertips when hands are held down side of body.
- Shoes must be worn at all times. Non slippery shoes strongly recommended in elementary school. Rubber soled shoes must be worn in gym class.
- Containers of lipstick, hair spray, perfumes, deodorants, etc., are not allowed in elementary school. These items, if used, must be applied at home.

Any student who comes to school dressed inappropriately will be asked to change. Repeated problems with the dress code may result in being sent home to change. Any student who is sent home due to inappropriate dress will be charged with an absence.

It is a very good idea to place the student's name or initials on all clothing items especially outerwear. Each year we donate dozens of unclaimed items to the recycling shop.

## EMERGENCY SCHOOL CLOSING

### Weather Related Closing

From time to time it becomes necessary to close schools due to bad weather. If weather conditions are not favorable, Cook County Schools' closings will be announced on the radio stations WTIP (90.7 Grand Marais) and the Duluth television stations WDIO and KBJR/KDLH. Closings will also be posted immediately on [www.cookcountyschools.org](http://www.cookcountyschools.org). Parents will also be notified using Campus Messenger.

Cook County Schools respects the right of parents to keep their child home if they have concerns about weather conditions. Cook County covers a vast area and weather conditions can vary from one part of the county to the other. We request your help in assisting the district make the "closing" decision. Please call the District Office at 387-2271 if you feel the weather condition is bad or worsening in your area. If you do not wish to send your child to school because of concerns about the weather, you may keep your child at home. Please contact the school office and let them know your decision per attendance procedures.

Please make sure that your child knows exactly what to do if there is an early school closing. We must also have a current "**Student Information Update Form**" on file in the elementary office. If the buses are not able to travel, children will be kept at school.

### EMPLOYEE AND VOLUNTEER BACKGROUND CHECKS

It is the policy of the Cook County School Board to request a criminal history background check on individuals who are offered employment in our schools, and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching or extracurricular services to our schools, regardless of whether any compensation is paid. Regularly scheduled volunteers will also have background checks.

### FEES FOR SPECIAL ACTIVITIES

Classes sometimes participate in special activities that involve additional costs for the School District. Examples of these activities are North House (Gr. 3-5) and Wolf Ridge (Gr. 5). Parents may be *requested* to pay a fee for these special activities, but any payment is voluntary. No student will be excluded from such activities due to lack of payment.

### FIELD TRIPS

Field trips are recognized as having educational value. Trips are encouraged when they fit within the budget and curriculum. Parent/guardian permission slips must be signed and on file prior to a student departing on any trip away from the school campus. This does not include emergency evacuations.

### FOOD SERVICE/BREAKFAST, SNACKS AND LUNCH

Proper nutrition is a very important component of the learning process. Breakfast and lunch are served at our schools. Meals for Sawtooth students are available at the following rates OR families may apply for reduced or free meals.

#### RATES for Elementary Students:

<u>MEAL</u>	<u>FULL COST</u>	<u>FREE/REDUCED</u>
Kindergarten Breakfast	Free	Free
Breakfast	\$2.15	Free
K-5 Lunch	\$2.65	Free
Milk	\$0.60	
Adult Breakfast	\$3.95	
Adult Lunch	\$4.55	

Parents and other adults are welcome to have lunch with their child. Students may also bring a lunch from home. Please refer to the "Wellness" section of this handbook when planning your child's lunch items.

#### Breakfast

Breakfast is served from 7:30 am until 8:07 am. Students are warned of the time by the first bell (8:00 am) and in the classroom by the second bell at 8:07. Breakfast must be eaten in the cafeteria. If your student has special needs for breakfast, contact the classroom teacher or building principal so we may accommodate the needs.

#### Free and Reduced Priced Meals

We ask that **every** family complete an application for Educational Benefits: Free and Reduced Priced Meals, whether or not your child eats school breakfast or lunch. These applications are available in the school offices, and are sent to all families in August.

Besides the well-deserved financial benefit to your family, every student that qualifies for free or reduced meals generates hundreds of additional dollars of federal and state funds in numerous school programs for all of our students. These programs include our Title I programs, our school library programs, and other community services. All information on these applications is kept in **strict confidence**. Particularly with our computerized lunch program, students are unaware of who is receiving free or reduced lunches. If you have any questions about your privacy or about the application, please contact the superintendent.

Families that qualify for free/reduced priced meals are also eligible to participate in the Food Backpack Program. This provides a free bag of food for families for weekend/home use. Contact the principal if you would like to be part of this program.

#### Food Service Accounts

Student lunch accounts are financially managed by our student information software (Infinite Campus). Students/parents must deposit money into their accounts for the purpose of purchasing food and milk from the cafeteria. Checks should be made out to "Cook County Schools" and can be brought to the Sawtooth Mountain office before school begins. Students will receive a receipt for cash deposits. (Parents may not use students' Food Service Accounts.) Cash will not be accepted at the POS (point of sales) station in the cafeteria. Visiting adults may purchase lunch tickets in either school office prior to lunch.

The following will be considered low/minimum balances.

**\$5.00:** Students Not Qualifying for Free or Reduced Programs

**No Balance Required:** Students Qualifying for Free Lunch or Reduced Lunch

Minimum Balance notices will be sent using the following methods:

- o **Letters to Parents/Guardians**
- o **Phone Calls to Parents/Guardians**

Charges to accounts with low balances:

When the balance reaches zero, a student may charge no more than \$10.00 to their account. The school will not deny a standard or alternative meal to a student.

Parents can also monitor their students' food service accounts online. Contact the school office for a Parent Portal application for further information.

#### Lactose Free or other Special Diet Requests

Upon written request from parents/guardians, Cook County Schools will provide lactose free milk to students. Written requests should be sent to:

*Cook County School Health Office  
101 W. 5th Street  
Grand Marais, MN 55604*

#### Snacks

Classroom teachers will communicate directly with you regarding their daily snack procedure. If you send a snack item with your child, please be sure the item(s) is a healthy snack. Healthy snacks promote better learning. Gum, pop and candy are not allowed for snack time. Refer to the "Healthy Snack Guidelines" that will be sent home with your child. Please refer to additional information on this important issue under the "Wellness" section of this handbook.

#### **GRAND MARAIS CAMPUS PTA**

The Grand Marais Campus PTA is an organized parent-teacher association for parents of children from Birth - grade 12. All parents and staff are encouraged to join the PTA and support its activities. The PTA meets jointly with our Early Childhood Advisory Council and provides much input and support to our students and families. Watch the Viking Voice Monthly and other promotions for further information.

#### **HARASSMENT POLICY**

At Cook County Schools, it is expected that everyone will be treated with respect and will treat others with respect. Harassment is defined as "the subjection of someone to continuous, irritating attacks, questions, demands, or other



unpleasantness (name calling, threats, sneers, etc.).

#### PROCEDURE TO BE FOLLOWED IN THE EVENT OF HARASSMENT

- If a person is being harassed, it is that person's responsibility to report that harassment to a member of the staff and to complete a harassment report form. Harassment forms may be obtained from any staff member.
- Proven cases of harassment will result in suspension, with a parental conference required for re-admission.
- Further instances of harassment, including retaliation against the victim, will result in more severe consequences and possible legal action.
- A student who chooses to make a false harassment report will be subject to the same consequences as a proven harasser.

### HEALTH

#### Immunizations

Every child entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and any other inoculations required by law. Proof of immunization must be recorded at the school before the child enters kindergarten. Transferring students are allowed 30 days for records to arrive. There are allowances for certain exemptions.

#### Emergency Contact Information & Procedures

Each child in grades PK-5 **MUST** have current emergency information on file in the school building. The parent/guardian will be contacted for emergencies; if contact is not possible, the designated person on the emergency cards will be contacted. If no one is available, the school will contact the proper authorities to meet the needs of the emergency.

#### Child Physical / Sexual Abuse / Neglect

All adults working in the school are required by law to report any **suspected** cases of abuse or neglect.

#### Medication

Students who take medication in school **must**:

- Bring the medication in an original, properly label container.
- Bring a signed and dated permission slip explaining the purpose of the medication, times to be given, length of time to be given and any other pertinent information.
- Bring a doctor's written order for administration (the local clinic has these forms).

Medication will be kept in a locked cabinet. The health aide or designated person will be responsible for administering the medication after first being instructed and supervised by the nurse. Children requiring use of inhalers in school may carry them if they have a signed doctor and parent/guardian permission form. (These forms are available at the local clinic or from the school nurse).

#### Accidents

All accidents which are incurred by children when they are under the supervision of the school should be reported to the classroom teacher or staff member on duty. A parent/guardian will be notified the day of the injury in the event that the injury is considered serious.

#### Illness

**Keep your child home for the following conditions/reasons:**

- Contagious diseases, such as chickenpox, measles or mumps.
- Skin eruptions or suspicious rashes.
- Vomiting/diarrhea, two or more episodes within 24 hours.
- Fever – 100 degrees or higher, especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, stiff neck or undiagnosed rash.
- Sore throat – especially when fever or swollen glands are present. A throat culture is recommended to check for strep throat. Students with strep throat must wait 24 hours after medication has been administered before

returning to school. If you choose not to medicate, the child must have a negative strep test prior to returning to school.

- Itching – persistent itching/scratching of body or scalp.
- Pink eye (conjunctivitis) – keep home if your health practitioner recommends.
- Lice – keep home if your health practitioner recommends.
- Appearance/behavior – child looks and acts differently; unusually pale, lacking appetite, confused or extra irritable.

***For the health of your child and others, do not send your child to school when they are ill. If another child in your child's class had a contagious illness while at school, or their health practitioner recommends they continue to attend school during the treatment process, you will receive notification your child may have been exposed to the illness. This is intended to keep you informed so you can observe your child for any symptoms.***

#### Excuses from PE and/or Recess

Physical Education and recess are required for all elementary students. Therefore, students will not be excused from either of these activities except under these circumstances:

- 1) Up to 2 days with a written request from a parent/guardian stating the illness or injury.
- 2) More than 2 days with a written request from a physician stating for how many days the exclusion should be followed.

#### **HOMEWORK**

Homework is an extension of regular classroom programs and is an important part of your child's education. Please ask your child daily if s/he has any homework. If s/he does, please be sure your child has a quiet (no TV or stereo) place to do the homework. It is usually best if the child completes homework before watching TV. Please talk with your child's teacher if you have any questions or concerns about homework expectations.

#### **LIBRARY USE**

Students at Sawtooth Mountain Elementary have weekly opportunities to check out books from their respective school libraries. Books/materials must be returned before new books/materials can be checked out. Please assist your child with caring for his/her library books and materials. Fines for lost and/or damaged materials must be paid before final report cards are released.

#### **LOCKERS**

Each 3- 5<sup>th</sup> grade student at Sawtooth Mountain Elementary is assigned a locker. Students are allowed to decorate the inside of the locker but are not allowed to put anything permanent on the locker, damage the locker or decorate the outside. During special occasions the teacher may allow students to temporarily decorate the outside of the locker. Lockers are school property and authorized school personnel may have access to any locker at any time, without notice, without students' consent and without a search warrant. The school is **not** responsible for valuables that are brought to school and recommend that valuables not be kept in school desks or lockers.

#### **PARENT / STUDENT / SCHOOL COMPACT**

On the first day of school, the Sawtooth Mountain Elementary Parent/Student/School Compact will be sent home. This important document is signed by the student, parent(s), teacher and principal and recognizes the important responsibilities each has in promoting a student's successful education. **Please make sure that you review, sign and display at home this important document.**

#### **PARTIES IN THE CLASSROOMS**

Classroom teachers are authorized to celebrate certain holidays. The celebrations are under the direction and control of the teacher. Please check with your child's teacher for details on any classroom celebration. If you would like to have your child excused from any classroom party, please submit a written request to the teacher. Please communicate in

advance with your child's teacher if you would like to bring treats for your child's birthday or any special occasion.

#### **PARTIES OUTSIDE OF SCHOOL**

We know that out-of-school parties are exciting and fun for the students. However, they are too often occasions for children who are not invited to get very hurt feelings and these feelings make it hard for a child to learn. Do not send or hand out invitations during school hours to an out-of-school party UNLESS the entire class is invited. Teachers will return invitations home if the entire class is not invited.

#### **PETS AND ANIMAL VISITS**

Please do not bring or permit your child to bring an animal to school unless you have made prior arrangements with the teacher. We have children and staff in our schools that are sensitive to animal dander and may have a severe reaction to exposure to certain animals.

#### **PHOTOGRAPHS**

Our school district contracts annually to have pictures taken of elementary school children. Individual pictures are taken in the fall and class pictures are taken in the spring. All children will be photographed. Price information for parents who choose to purchase picture packages will be sent home prior to the picture dates.

Photos will also be taken during a school day by teachers and office staff for the purposes of classroom activities and school publications. Please notify the office by September 15<sup>th</sup> if you do not wish for your child's photo or name to be used in school newsletters, brochures, website (without full names) or other promotional materials.

#### **THE PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be recited each morning. In accordance with Minnesota Statutes, any student or teacher may decline to participate in recitation of the Pledge of Allegiance to the flag. Students and staff must respect the choice to not recite the pledge.

#### **POSSESSIONS**

Toys, dolls, electronic games, trading cards, radios, etc., may be used on the bus (if OK with the driver) but such items must be kept in backpacks during the school day. **Knives, matches, firecrackers, bullets, guns, toy guns, or other potentially dangerous items must never be in school or on the bus.** School staff has the right and responsibility to confiscate personal items which pose a safety hazard or educational distraction.

#### Lost & Found

There is a "Lost & Found" box in each building. Please make sure all outerwear, boots, mittens, hats, etc., are marked. Small articles like watches, bracelets, wallets, etc., are held in the building office. Please encourage your child to periodically check the Lost & Found. Items not claimed are donated to the Recycling Center store in December and June.

#### Money and Valuables

Children should not carry money to school except to make school related purchases. If it is necessary to bring money or valuables, check them in at the school office. Do not leave these items in school desks. Report all losses immediately to the classroom teacher.

#### **RELIGIOUS TIME**

Students shall be excused upon written request from their parent or guardians for the purpose of religious instruction. An instructional program shall continue for the students remaining in school; however no student shall be discriminated against or penalized because of attending release time instruction or remaining in school.

#### **REPORT CARDS**

Report cards are issued four times each year, approximately every nine weeks. Parents can view report cards on Parent Portal. 4th Quarter Report Cards will be mailed home. If you don't have computer access and would like to receive a hard copy please contact the office. Applications for parent portal are available on the school website or in the office.

### **TEACHER QUALIFICATIONS**

In accordance with Public Law 107-110, all parents have a right to request and the school will provide information regarding the professional qualifications of your child's teacher(s). This information will include:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or provisional status through which the State qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact the Principal.

### **TELEPHONE**

The school telephones are for student use if there is a reasonable need and permission has been granted by the teacher or office. It is inappropriate to use school telephones to make arrangements to go to a friend's after school. These decisions and arrangements must be made **prior** to the start of the school day.

### **TESTING**

In addition to any testing that an individual classroom teacher might do, state and federal laws require us to test all of our students annually in grades 3-5. It is important that your child be present on testing dates, and that s/he comes rested and prepared. Please mark your calendar with the testing dates as soon as they are announced in the school newsletter. We provide students opportunities to perform practice tests so that they know what to expect and our students perform well, because of our strong focus on academics and the Minnesota standards.

**Updated Parent/Guardian Information and Refusal Form Posted:** Minnesota Statutes, section 120B.31, subdivision 4a was revised in the 2017 legislative session. As a result, MDE has updated and posted its [Parent Guardian Guide to Statewide Testing and Refusal to Test Form](#) (MDE website > Students and Families > Statewide Testing). You may access this from and provide it to the building principal if you refuse to allow your child to take the state reading or mathematics exam.

### **VISITORS**

Parents/guardians and grandparents are encouraged to visit our schools and participate in the educational process with their child. Parents/guardians must contact the teacher or school to arrange a visit to the classroom. Anyone wanting to enter the building during the school day, must check in at the Security Window and wear a Visitor's Badge. Children (non ISD #166 students) may visit any of our elementary schools for short periods of time if accompanied by an adult parent/guardian, and scheduled with the teacher. Children (non ISD #166 students) may not visit classrooms by themselves or spend time as a guest in the classroom.

### **VOLUNTEERS**

Parents and community members are encouraged and welcome to volunteer in our schools. All volunteers (including parents who participate in classrooms on a regular basis), must complete a Volunteer Application Form and are asked to review our Volunteer Guidelines. These forms also provide us permission to do Background Checks on our volunteers.

### **WEAPONS, FIREWORKS, SHOCKING DEVICES, ETC.**

It is a violation of school regulations to have in your possession in school any type of weapon or explosive device. Pocket knives and lighters are considered weapons and are not allowed at school. Use of such items is cause for immediate suspension from school, parental involvement and referral to law enforcement.

## WEBSITE

Please go to [www.cookcountyschools.org](http://www.cookcountyschools.org) for additional information about Cook County School District.

## WELLNESS POLICY

Concerned with the growing problem of childhood obesity and health problems associated with poor nutrition and lack of physical activity, and in accordance with federal law, the Cook County School District has developed a Wellness Policy. Congress enacted this legislation because they identified schools as playing a critical role in promoting school health, preventing childhood obesity and preventing diet-related chronic diseases.

Our Wellness Policy addresses a variety of issues related to the nutrition and physical activity of our students. All parents/guardians are encouraged to review and follow this policy. It can be found on the school website: [www.cookcountyschools.org](http://www.cookcountyschools.org) or you may request a copy from the school office.

Part of this policy states:

Schools will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

Cook County Schools will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

In addition, the district/school will provide opportunities for parents to share their healthy food practices with others in the school community.

## WOLF RIDGE

Each year, Grade 5 students spend part of a week at the Wolf Ridge Environmental Center near Finland, Minnesota. Students and teachers hold fundraising activities during the school year to help pay for this educational experience. Please contact the 5th grade teacher(s) for more information.

### **Sawtooth Mountain Elementary Progressive Discipline Procedures**

- The Principal has the discretion to adjust consequences depending on the results of the investigation, and the amount of time between the offenses.
- Individualized education Plans for students receiving special education students may provide for an alternative discipline/consequence plan.
- All out of school suspensions will require a parent/student/principal re-entry conference.
- Whenever possible a logical consequence related to the behavior and/or Fix-it Plan will be part of the disciplinary action.

Levels of Disciplinary Action		Behaviors in Category, but not limited to:
<b>Level 1</b>	<p><b>1<sup>st</sup> Offense</b> – Conference with Principal; Possible call to parent/guardian depending on severity and student’s response</p> <p><b>2<sup>nd</sup> Offense</b> – Call to parent/guardian; Logical</p> <p><b>3<sup>rd</sup> Offense</b> – Call to parent/guardian; Logical</p> <p><b>4<sup>th</sup> Offense</b> – Call to parent/guardian, Loss of Privilege(s)/possible in-school suspension, dismissal or out of school suspension</p> <p><b>5<sup>th</sup> Offense</b> – Call to Parent(s)/Guardian(s)/Dismissal and/or Out of School Suspension</p>	<ul style="list-style-type: none"> <li>● Inappropriate Language</li> <li>● Excessive/Rough Horseplay</li> <li>● Dress Code Violations</li> <li>● Significant Classroom disruption after teacher prompting and classroom consequences</li> <li>● Bullying (e.g., unkind behavior, minor bullying, poor sportsmanship)</li> <li>● Verbal/Written/Physical Threat towards Student(s)</li> </ul>
<b>Level 2</b>	<p><b>1<sup>st</sup> Offense</b> – Call to parent/guardian; Logical</p> <p><b>2<sup>nd</sup> Offense</b> – Call to parent/guardian; Loss of Privilege(s), and possible in-school suspension, dismissal or out of school suspension</p> <p><b>3<sup>rd</sup> Offense</b> – Call to parent/guardian; Dismissal and/or Out of School Suspension.</p>	<ul style="list-style-type: none"> <li>● Insubordination &amp; Verbal Disrespect Towards Staff</li> <li>● Verbal/Written/Electronic Abuse</li> <li>● Leaving School/Classroom without Permission</li> <li>● Bullying, Cyber Bullying (physical or emotional harm)</li> <li>● Falsifying Notes</li> <li>● Property Damage</li> <li>● Dishonesty Towards Staff Members</li> <li>● Physical Aggression (e.g., pushing, kicking out of anger or maliciously)</li> </ul>
<b>Level 3</b>	<p><b>1<sup>st</sup> Offense</b> – In school suspension, dismissal or Out of School Suspension (1 or 2 Days)</p> <p><b>2<sup>nd</sup> Offense</b> – Dismissal and out of School Suspension (3 Days)</p> <p><b>3<sup>rd</sup> Offense</b> – Out of School Suspension (4 Days)</p>	<ul style="list-style-type: none"> <li>● Unauthorized Use of School or Others’ Personal Property</li> <li>● Possession of Alcohol, Tobacco, Drugs</li> <li>● Harassment, Bullying, or Cyberbullying (repetitive acts causing emotional and physical harm)</li> <li>● Fighting (self-Defense)</li> <li>● Theft (\$20 or Less)</li> </ul>
<b>Level 4</b>	<p><b>1<sup>st</sup> Offense</b> – Out of School Suspension (3 Days)</p> <p><b>2<sup>nd</sup> Offense</b> – Out of School Suspension (5 Days)</p> <p><b>3<sup>rd</sup> Offense</b> – Out of School Suspension (5-10 Days or possible expulsion)</p>	<ul style="list-style-type: none"> <li>● Verbal/Written Threat Towards Staff</li> <li>● Fighting (Aggressor)</li> <li>● Intentional Vandalism of school</li> <li>● Theft (Greater than \$20)</li> <li>● Harassment, Bullying, or Cyberbullying (repetitive acts after initial intervention/discipline)</li> <li>● Hazing</li> <li>● Possession of Ammunition</li> <li>● Weapons (Class 1)*</li> </ul>
<b>Level 5*</b>	<p><b>1<sup>st</sup> Offense</b> – Out of School Suspension (5 Days)</p> <p><b>2<sup>nd</sup> Offense</b> – Out of School Suspension (5-10 Days)</p> <p><b>3<sup>rd</sup> Offense</b> – Out of School Suspension (5-10 Days or possible expulsion)</p>	<ul style="list-style-type: none"> <li>● Use of Alcohol, Tobacco, or Illicit Drugs</li> <li>● Harassment, Bullying, or Cyberbullying (repetitive abusive, sexually offensive, harmful acts, concern for student safety)</li> <li>● Vandalism (Significant damage)</li> <li>● Intentional/Planned Physical Harm to student or staff</li> </ul>
<b>Level 6*</b>	<p><b>1<sup>st</sup> Offense</b> –Out of School Suspension (10 Days) or expulsion</p>	<ul style="list-style-type: none"> <li>● Weapons (Class 2)*</li> <li>● Terroristic Threat</li> <li>● Sexual Violence</li> <li>● Intent to Sell Illegal Drugs</li> <li>● Intent to Sell Mind Altering Substances</li> <li>● Arson</li> <li>● Aggravated Assault</li> <li>● Bomb Threats</li> <li>● Possession of Explosives</li> </ul>

\*Note: These will be reported to Cook County Law Enforcement

## **Sawtooth Mountain Elementary Playground Expectations**

*We are respectful, safe, and responsible.*

*The playground is supervised on school days 7:30 am-until buses leave.*

*These rules apply at all times, on all days.*

### **RESPECT**

**Respect for people and the equipment on the playground is required.** This includes following adult directions, sharing equipment and toys, and taking care of the equipment.

**Respect others' snow sculptures, sandbox projects, chalk drawing, etc.** They cannot be saved, but it is disrespectful to hurt someone's project while they are working on it or right after they finish it "just for fun."

#### **Sportsmanship**

- Win or lose – be positive. The playground is a place to have fun with friends.
- Everyone who wants to play the game can play.
- Use kind words and respect everyone's level of abilities.
- Follow the rules of the game

**It is never acceptable to tackle, hit, or kick another person.**

**Unkind words, teasing, leaving others out and hurting feelings on purpose is unacceptable.**

### **RESPONSIBLE**

If there is a problem, first use your words with the person to work it out. If this does not work out, tell a playground supervisor.

If you see someone being treated unfairly, help them solve the problem.

### **CONSEQUENCES**

Playground supervisors may direct students to sit at the picnic table or go to the office if words or actions are unacceptable, Students may lose the privilege of using the playground for a day or longer, for repeated problems. Classroom teachers and/or the Principal may also follow up with additional consequences.

# SIGN, DATE AND RETURN THIS PAGE TO CLASSROOM TEACHER BY 9-11-20

## ISD 166 Sawtooth Mountain Elementary School

### STUDENT/PARENT HANDBOOK SIGNATURE FORM (GRADES K-5)

My signature below indicates that I and my student have received, read and agree to abide by the policies contained in the student handbook. We have read and understand the new cell phone and attendance policy.

_____	_____	_____
Student Name (please print)	Student Signature/ Date	Grade
_____	_____	_____
Parent / Guardian (please print)	Parent / Guardian signature	Date

### 2020-2021 Publicity Photograph Permission Form

Photos may be taken during a school day by teachers and office staff for the purposes of sharing classroom activities and school publications. I authorize ISD 166 to use photos of my child/children to be used for publicity purposes in the yearbook, Viking Voice Monthly, Twitter, Facebook, brochures, website or other promotional materials.

_____	_____	_____
Parent / Guardian (please print)	Parent / Guardian signature	Date

### 2020-2021 ISD 166 Universal Permission Form

I hereby grant permission for my child to participate in classroom field trips, walking trips, bussed field trips, and special classroom activities that may include leaving the school campus. My child will attend these activities unless I send a note to excuse my child.

_____	_____	_____
Parent / Guardian (please print)	Parent / Guardian signature	Date

### 2020-2021 Technology Agreement

I have received, read, and agree to abide by the Network/Internet Access Agreement for Students. My student (I) will use the computer/internet while at school pursuant to the board policy and he/she agrees (I agree) to abide by the rules of the policy. I understand that violations or misuse of the district's computer network and internet may result in student access privileges being revoked and school disciplinary action under the Student Code of Conduct may be taken against my student (me), and this may affect their (my) class grade. I understand that this access is being provided for educational purposes only. I agree that I will hold harmless and indemnify the school district for any fees, expenses, or damages incurred as a result of the student's purposeful use or misuse of the network, access to the internet, or computer equipment.

_____	_____	_____
Parent / Guardian (please print)	Parent / Guardian signature	Date

### COMMUNICATION EMAIL CONTACT

Cook County Schools is setting up email lists to inform parents of school activities. The email address(s) you provide will allow the District to keep you updated with ongoing news and events pertaining to your student(s).

Please print clearly: \_\_\_\_\_