



Mora Elementary Student Handbook 2023-2024

Mustang Pride

- ★ Be Respectful
- ★ Be Responsible
- ★ Be Safe



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www.moraschools.org

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Mora Elementary 332

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TO PATRONS OF THE MORA PUBLIC SCHOOLS

INDEPENDENT DISTRICT NO. 332

This handbook is prepared for the students and patrons of the Mora Public Schools. Not only is it a guide for students, it is an official publication of the Board of Education.

We hope that this handbook will help students understand their school and the policies and regulations that have been established.

INDEPENDENT SCHOOL DISTRICT 332 – MORA, MINNESOTA

BELIEF STATEMENTS

- **WE BELIEVE PROVIDING A QUALITY EDUCATION IN A SAFE ENVIRONMENT IS THE MOST IMPORTANT THING THAT WE AS A COMMUNITY CAN DO FOR OUR CHILDREN.**
- **WE BELIEVE IN DEVELOPING A HIGH STANDARD OF CHARACTER BY INSISTING ON PERSONAL RESPONSIBILITY AND ACCOUNTABILITY**
- **WE BELIEVE IN RECRUITING, DEVELOPING, AND RETAINING A HIGHLY QUALIFIED STAFF THAT IS ABLE TO ADAPT TO CHANGE AND PROVIDE MEANINGFUL EDUCATIONAL OPPORTUNITIES**
- **WE BELIEVE EDUCATION IS THE RESPONSIBILITY OF THE ENTIRE COMMUNITY**
- **WE BELIEVE IN PROVIDING OPPORTUNITY IN ACADEMICS, ARTS, ACTIVITIES, AND SERVICE THAT PROMOTE LIFELONG LEARNING**
- **WE BELIEVE PARTNERSHIPS AMONG STUDENTS, STAFF, COMMUNITY, AND FAMILY ARE VITAL TO EDUCATIONAL SUCCESS**
- **WE BELIEVE IN THE VALUE AND CAPACITY OF EACH CHILD**

BOARD OF EDUCATION

The Board of Education meets regularly on the fourth Thursday of each month. Special meetings are scheduled as necessary.

SCHOOL POLICIES

School policies may be obtained from the elementary office or go online at:

www.moraschools.org

MORA ELEMENTARY BUILDING

RULES & REGULATIONS

1. Students are expected to treat themselves, others, and property with respect. A district priority will be a no-tolerance concerning bullying. Appropriate consequences may include those as listed under our Discipline Policy sections of the handbook. The Bullying Policy is available on the district website.
2. Breakfast is served daily in both buildings.
MES students may enter the commons area at 7:50 for breakfast. At the 7:55 bell, all students not eating breakfast, may enter the building and go to their classroom. Students that get breakfast after 8:00 may eat in the classroom.
3. Tardy time is 8:10 a.m. at MES. Students leaving school before 11:30 a.m. will be marked ½ day absent. They will also be marked tardy if they are gone during part of the day for less than an hour.
4. Students are expected to leave the school building at 3:00 p.m. at MES. Students remaining in the school building after regular school hours are to be there **ONLY** by the teacher's direction. Students who remain after school will need to be supervised by the teacher requiring the student to stay.
5. Students are expected to demonstrate a code of conduct while in school, on the bus, or on the playground. This code of conduct includes but is not limited to:

Be Respectful. Be Responsible. Be Safe.

STUDENT DRESS CODE

Inappropriate clothing or inappropriate words, pictures, or symbols on articles of clothing, lockers or other personal items will not be permitted. Wearing provocative buttons or insignia, which intrude on the rights of others cannot be permitted to disrupt the work of the school. Headgear, outer clothing, baggy, low-hanging pants, short shorts, high heels, or spaghetti straps cannot be worn during the school day. Chains are considered weapons and are not permitted under the school's weapons policy. Shoes must be worn at all times. Attire or belongings that can be interpreted as gang-related or display names or inappropriate logos are not permitted. Clothing must cover back, midriff and completely cover chest, buttocks and underclothing.



Mora Elementary Daily Schedule

Morning

Day Begins

Building open for
breakfast/students-

7:50 am

Instructors in teaching
area/students enter-

7:55 am

Buses unload:

8:00 am

Tardy bell/Classes begin-

8:10 am

Afternoon

Day Ends

2:52 pm (1st bell)

Car riders

2:55 pm (2nd bell)

Kindergarten-3rd grade bus riders
and walkers dismissed

2:57 pm (3rd bell)

4th, 5th, and 6th bus riders dismissed

Recess/Lunch

Kindergarten

10:50-11:15

1:20-1:40

1st grade

11:00-11:40

2nd grade

11:20-12:00

3rd grade

11:40-12:20

4th grade

12:00-12:40

5th grade

12:20-1:00

6th grade

12:40-1:20

EVALUATION – CONFERENCE

Evaluation is a daily process and one in which teachers, parents and students work together cooperatively. There will be four formal reporting periods during the school year. A report card is prepared for each student in grades K through 6 at the end of each quarter. Updates on student's progress will be given at teacher/parent conferences scheduled district-wide in the fall and the spring. Parents/guardians are encouraged to contact their child's teacher if additional meetings are desired. ParentVUE is available to check online grading. Contact office staff to enroll.

STUDENT RECORDS

Student records are maintained for each student attending Mora Schools for the purpose of maintaining an accurate account of the student's educational history and progress. These files are open to parents/guardians and may be reviewed in the presence of the building principal upon request.

FINES

State law requires schools to notify students that "the school will charge appropriate replacement fee for textbooks, workbooks, devices, or library books lost or destroyed by student."

If there has been undue wear or vandalism students will be assessed the cost of repair or replacement. Use of lockers or other school property is without expense to the student if the student uses the equipment properly. Students will be charged for lost or damaged school property.

INFORMATION AND PERMISSION FORM

All students are required to have a signed student profile on file with the school. The profile form is updated yearly and is vital in case of an emergency. Parents/guardians are responsible for keeping this information current with the school. Included in this information is the choice to give permission for Mora Public Schools to use your student's image or classwork in newspaper articles, Mora Public School's Webpages, yearbook, class composite and/or social media to promote school events.

TECHNOLOGY

Notice is given to all students, parents, and staff that all technology (hardware and software) is owned by the Mora School District and may be observed for appropriate and legal use. Cell phone, smartwatches, and personal device use during school hours is prohibited. If they are used or cause any interruption(s) during the day, they will be turned in to the office and parents will be called to pick them up.

COMMUNICATION MUST BE MADE DIRECTLY THROUGH THE OFFICE.

If you need to reach your student during the day, please contact the office at **(320) 679-6200**. The office staff will relay messages to students but will not disrupt class time to do so. Parents/guardians are asked to limit messages as much as possible.

*****Photographs and videotaping at school of any student or staff member is forbidden without written permission from school administration.*****

STUDENT ACCEPTANCE USE POLICY (SAUP)

Students are responsible for appropriate and acceptable behavior on school computer networks just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Permission is effective until the student graduates, the policy changes, or parents request the child not have access. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. After parental permission is given, students will be given training for use of the Internet (or supervised instruction). On completion of the training, students will be issued a license to use the Internet. Misuse of the access privilege will result in loss of the privilege.

Network storage areas may be treated like lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger children will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, and movies where potentially offensive material can be accessed. The following are not permitted:

- using obscene language
- sending or displaying offensive messages or pictures
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using another's password
- trespassing in another's folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes

Violations may result in loss of access as well as other disciplinary or legal action.

Students new to the district need to obtain a "Student Acceptance Use Policy" (SAUP) form from the Media Center in their respective building.

SPECIAL EDUCATION SERVICES

Special education services are provided for students who qualify. Services are available for students with academic, intellectual, motor, sensory or behavioral/emotional issues. If you are concerned about your child, please contact the principal of your child's school.

SCHOOL-WIDE TITLE I

Title I is a federally funded reading and math program. Its purpose is to provide additional help for students with needs in reading and math. The classroom teachers, parent referral, and additional assessment (some individual) are utilized to identify students who would benefit from participating in this program.

OUT-OF-BUILDING/LEAVING PASSES

If your child will be departing school early, parents need to check-in at the office to receive a PERMIT TO LEAVE BUILDING PASS. Students will be called down from their classroom at that time and parents will sign their child out from the school's office. Students that know they will be leaving early, may drop off the needed notes and pick up the pass prior to school but will be released from the office after the parent signs the duplicate form at pickup time. Signing your student out via phone call is not allowed, you must physically sign your student out from the office.

LOCAL FIELD TRIPS/EDUCATIONAL ACTIVITIES

From time to time, students may visit local businesses or organizations as part of their educational experience at Mora Schools (i.e. parks, banks, History Center, and local businesses). When these visits are within the boundaries of Independent District 332, permission slips **will not** be requested. If you wish to approve your child's activities on a trip-by-trip basis, please contact your child's homeroom teacher. All out-of-district field trips will be assessed a fee.

RELIGIOUS RELEASE

Religious Release will continue to happen on the first Wednesday of the month (except September and May). Religious Release days will be: **September 13th, October 4th, November 1st, December 6th, January 3rd, February 7th, March 6th, April 3rd, and May 1st.** Note: September is a change to the normal "first Wednesday" model. MES parents will drop their child off at the church the student attends and Mora Schools will bus the students back to MES at 10:45.



CLASSROOM TREATS/CELEBRATION GUIDELINES

School celebrations are a fun way to bring enjoyment and unity to our classrooms and our school! Whether the celebration is a birthday, or to recognize an accomplishment, the event is important. With input from our classroom teachers and our parents, the following guidelines have been developed. Our goal is to promote celebrations that are enjoyable and pose little concern of interfering with student health. The following are suggested:

- Celebrations should be centered around the person or event being celebrated.
 - This could be sharing a favorite book, special game, activity, or privilege.
- Classroom celebrations are left to the professional judgment of our classroom teachers.
 - Parents should check with classroom teachers for direction on guidelines for classroom celebrations. They may differ between classrooms.
 - Families should not feel pressured to send in outside treats, as there is definitely value in learning to celebrate without food or trinkets.
- When food items are part of celebrations, the following need to be considered:
 - Student allergies must be respected (peanuts, tree nuts, egg, soy, milk, wheat, gluten, etc). Please select celebration items that do not leave students with allergies out.
 - With the understanding that celebrations are not regular events, small portion sizes of traditional party treats such as mini-cupcakes, doughnut holes, or fun-size candy bars, may be included, if allowed within the classroom teacher's guidelines.
 - Food items cannot be homemade and need to be fully labeled with ingredients.
 - Items should be easily served to students. Please provide napkins as needed.
 - Items are to be consumed in the classroom to avoid spillage in hallways and buses.
 - Families are encouraged to consider healthy food items as well. Please see the listing of healthy snack items found in the Elementary Student Handbook.
 - Parents are responsible for informing the classroom teacher if there are any restrictions for food-type celebration treats for their own students.
- When trinkets are purchased for school celebrations, we recommend that they be useful items:
 - Fun pencils, erasers, or stickers.
- Lastly, if you want to forego sending in treats or trinkets but still want to honor the special day, check to see if there is a classroom wishlist. You may find something on that list that you and your student would be proud to support.

Thank you for considering new approaches to school celebrations!

DELIVERIES TO STUDENTS

Gifts, flowers, balloons, food, and invitations, etc. will not be delivered to students during the school day. Please do not make arrangements to have items delivered to the school office, as we do not have the time or resources to deal with them. Messengers and deliveries will not be honored anytime during the school day.

Personal invitations for birthday parties or other activities outside of school hours should be passed out before/after school or at snack break times.

LOCKERS

Students will be provided with lockers. No locks will be allowed on the lockers. No valuables are to be left in lockers. School lockers are the property of the school district. Inspection of locker interiors may be conducted by school personnel at anytime for any reason without prior notice, without student consent and without a search warrant.

The personal possessions of students within a locker can be searched only when school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials (Chapter 227, MN Statutes).

BAND INSTRUMENTS

If a student forgets their band instrument, they should check in the office before going to band. Notices will not be sent out from the office when the instruments are delivered.

BOX TOPS

Box Tops can be submitted via the Box Tops for Education App. Please select Mora Elementary to earn for your school. Thank you for your help!

LOST & FOUND

Lost & found items are placed in the cubbies in the commons area. Please attach name labels or mark your children's clothing and other personal belongings. This makes it possible for children to identify their belongings. Lunches and lunch boxes should be marked with permanent marker. Please do not send your child to school with large sums of money or valuable toys or electronic equipment. The school is not responsible for lost items. The cubbies will be cleared on a regular basis and all items will be donated on a regular basis.

VISITORS/VOLUNTEERS

We welcome and appreciate any time that parents/guardians or community members are willing to share with us, however, we will be following local health guidelines/updates and all visitors must receive prior approval from administration. We do not have visitors during the lunch hour in the cafeteria during the lunch hour.

PLAYGROUND

ALL children will go outside for fresh air and exercise, weather permitting. Please be sure your child comes to school with appropriate outdoor clothing/footwear. If due to illness or injury, your child is unable to go outside, we request a written notification. The notification needs to state the reason your child needs to stay indoors as well as the length of time he/she will need to be indoors. Inclement weather is defined as rain, wet snow, or severely below zero temperatures. If the air temperature or wind chill registers below 0 degrees, the students will be staying inside per the Principal's direction.

LUNCH & BREAKFAST PROGRAM

Breakfast is available and serving starts at 7:50 a.m Monday through Friday.

The sharing of food between students will not be permitted because of health concerns. Some students are allergic to certain things, such as peanuts, and it could be a life-threatening situation. Also, by not sharing food, the students are being protected from possible food borne illnesses, such as salmonella and e.coli, which have been in the news. This safety measure will be reinforced throughout the school day and your support and cooperation will be appreciated.

For additional information on Mora Elementary's Nutrition program and district nutrition policies, please visit the Nutrition Department's website at [**Moraschools.org**](http://Moraschools.org).

EDUCATIONAL BENEFITS (Free/Reduced Lunch)

The District encourages all families to apply for Educational Benefits which include reduced-priced meals. All information given on the forms is CONFIDENTIAL. The count is the basis for many of the State funding formulas. There are many families in our District who are not being reported and therefore there is a reduction of funds to the district. You are not in any way obligated to participate in the Program even if you qualify. Please take the time to fill out the Educational Benefits Form online. This form must be renewed each year.

The process is quick, easy, and FREE. No more paper applications are lost in the bottom of a backpack. Look for the BLUE button on your home page after logging into your WordWare account to start the application process.

You must create and register an account with www.family.wordwareinc.com to begin if you haven't already. A WordWare, Inc. account will allow you to view all transactions your student(s) make here at school, deposit money into your family's Meal Account, and submit the Application for Educational Benefits. If you need the information to register a new WordWare Account, please nutrition@moraschools.org.

HEALTHY SNACK & LUNCH GUIDELINES

In an effort to introduce our children to healthy foods, create healthy eating habits, and help their minds and bodies work as efficiently as possible, we ask that you consider the following guidelines for school time snacks and cold lunches. Please **DO NOT** provide **pop or candy** for school snacks or in school lunches. **Suggested foods** might include but are not limited to:
Fruits and vegetables: Fresh, canned in natural juice, dried and unsweetened are all good options. Many are good served with a dip or a dressing."

Grains, including: whole-grain breads (with a teaspoon of jam or spread), plain bagels (with a teaspoon of spread), unsweetened cereal (ex: Cheerios, Chex), unbuttered popcorn, pretzels, plain crackers (with jam or spread or cheese) graham crackers, baked tortilla chips with salsa.

Milk and dairy products: milk, yogurt (add fresh fruit), cheeses, cottage cheese, and pudding.

Meat, nuts, and seeds: chicken, turkey, sliced meats, pumpkin seeds, sunflower seeds, nuts (peanuts, almonds, cashews, etc.).



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

Explore
the Statewide
Testing page
for more
information

(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Attendance

Good attendance is an absolute necessity for successful school performance.

The attendance regulations of the State of Minnesota require that children ages 7 through 16 (and those under age 7 who are enrolled in public schools) **must attend school each day that school is in session.** The Board of Education, Administration, and Faculty of District 332 believe that regular attendance is vital to school success.

If a student is absent, we ask the parent or guardian to call the elementary office by 8:40 a.m. or anytime, day or night, you can leave a message- **320-679-6200, Option #2 for the Attendance line or Option #4 for the main office. Parents also have the ability to log into the ParentVue App and enter their student's absences (and future absences, up to a week in advance).**

The student's absence must be verified by a parent or guardian with a note or phone call upon the student's return to school if not cleared in advance. If the absence is not verified within three (3) school days, it will be designated an "unexcused absence."

After **5 UNEXCUSED absences**, school, student, and parents will complete an Attendance Improvement Plan together.

In general, the reasons for absence from school fall into one of three general categories:

1. Excused:
 - a. Illness, death in the immediate family, family emergencies
 - i. Excuse accepted before or after absence
 - ii. Parent slips taken at face value unless excuse was obtained through a forged note or not in good faith
 - iii. Excuse from a physician may be required when a student has five (5) or more consecutive absences due to illness
 - iv. Please bring all doctor notes in regard to absences to the school office. Absences excused by a doctor's note will not count toward excessive absences.
 - b. Parental request with principal approval- This includes family trips or outings, court appointments, and similar reasons. Arrangements must be made in writing five (5) days in advance. **Families are encouraged to plan trips or outings with regard to the school calendar**
 1. Reason for absence is presented clearly and in good faith
 2. Principal discretion prevails-approval of parental request, not automatic
 3. Academic effort of student, nature of request, effect on family, and reasonableness of request will be considered
 4. These absences will be excused with the provision that the work is made up in advance or completed upon return to class at the teacher's discretion.

2. Unexcused:

- a. Request in 1B above is not in advance
- b. Absence without parental permission or "parental accompaniment"
- c. Purpose not stated clearly enough so a decision can be made using Information given
- d. Known truancy, skipping, misbehavior, etc. with or without parental Permission
- e. Any absence or group absence, where approval may be obtained under false Pretense, may be treated as skipping

3. Out-of-School Suspension (OSS) Work and time missed during out-of-school suspension may be required to be made up after school hours at the principal's discretion.

SAMPLE EXCUSE FOR ABSENCE:

DATE:

TO: (TEACHER)

Please excuse (first and last name) for being absent on (date) because of (please be specific)

SIGNATURE:

The Board of Education, through the principal, reserves the right to refuse a student when the request seems unreasonable, absenteeism has become excessive, a student does not make up work satisfactory, or a student is not doing well in class.

The state defines **truancy** in the following manner: A pupil is a "continuing truant" if absent for **7 days** without a valid excuse in a single school year. Parents and students not complying with this statute are subject to legal prosecution. Students under the age of twelve who have attendance problems are considered by Minnesota statute to be victims of educational neglect, also subject to legal prosecution.

1. Illness or injury should be reported by contacting the elementary office at **320-679-6200**

Option #2: Attendance line or Option #3: Health Office by 8:40 a.m. on the day of the absence. A note from the parent or guardian explaining the absence is required within **3 days** of the student's return to school if you did not contact the school before the absence.

2. Any absence, other than illness medical, and dental appointments, death in the family or injury, should be cleared in advance. If not cleared in advance, a note explaining the absence is required upon the student's return to school.
3. Absences will be considered unexcused when not cleared in advance or by not from the parent/guardian upon return to school. (A note from the parent/guardian will not necessarily excuse but will prove the student was not truant.)
 - a. If an attendance problem persists, the student/guardian and principal/school social worker will meet to develop a plan to resolve the attendance issues.
 - b. Continued attendance problems will result in referral to county social services and filing of an educational neglect or truancy petition with the County Attorney's Office.
 - c. Principal discretion prevails, approval of parental requests are not automatic.
4. For extended absences (such as family vacations), please make arrangements for make up work with the teachers before the absence.
5. When a student returns to school after being absent, it is up to him/her to make up work missed within allotted timelines, as determined by the teacher.
6. Tardiness to school or class without the proper excuse or pass will result in the school following steps A and B in #3 above. Students must sign in to school in the office when tardy. Students will be marked tardy up to 9:15 a.m. After 9:15 a.m. students will be marked ½ day absent. Students leaving prior to 2:00 p.m. will be marked ½ day absent. They will also be marked tardy if they are gone during part of the day for less than an hour.

Excessive Absences/Excessive Tardiness

In an effort to emphasize the importance of attendance to student success in school, the school has adopted an excessive absence policy. **After seven (7) recorded absences or tardies** in a marking period, parents/guardians will be notified. Students with **excessive tardies** may be required to **make up** the missed time at recess or after school. This notice will state that the school strongly urges the parent/guardian to participate in a conference with the school social worker, family coordinator, principal, and other school personnel. The purpose of this conference is to determine extenuating circumstances and develop a plan to improve attendance. If the student continues to have attendance issues, the school will send a certified letter indicating that a conference must be held within five days. A complaint will be filed with the Kanabec Department of Family Services and the county attorney. The conference will include school personnel as well as Kanabec County personnel. The purpose of the conference is to develop a plan to increase school attendance and avoid further legal action.

Mora Elementary E Learning Plan

Our E Learning Plan and grade-level documents with links can be found on our Mora Schools website at:

[Mora E Learning Day Plan](https://tinyurl.com/3zfn237p)

<https://tinyurl.com/3zfn237p>

[E Learning PK-6 with Links](https://tinyurl.com/3kt7ab2r)

<https://tinyurl.com/3kt7ab2r>

DISCIPLINE POLICY

All consequences for all "problems" may result in an appropriate consequence as defined at the end of this section.

RULES OF BEHAVIOR	PROBLEM	CONSEQUENCES
1. Attendance- All students are to be in class on time. Students must have a pass to leave the class or building.	A. Unexcused absence from class	a) 1st time-conference w/principal. b) 2nd time-conference w/principal, In-school suspension
	B. Unexcused absence from more than one class	a) 1st time-1 day in-school suspension. b) 2nd time-more than 1 day in-school suspension
	C. Skipping one hour or less	a) 1st time- 1 day in-school suspension. b) 2nd time-2 days in-school suspension
	D. Skipping more than one hour	a) 1st time- 2 days in-school suspension. b) 2nd time and beyond-minimum 3 days in-school suspension
	E. Leaving school without permission	a) Treated as skipping. b) Truancy Diversion, if necessary
2. Possession and/or consumption	A. Tobacco in any form	a) 1st time-3 days ISS during which the student will complete a 1-day wellness curriculum b) The student will receive a 3-day out-of-school suspension requiring a parent conference with a school official for readmittance. Eventual proceedings also possible.

	B. Use or possession of drugs, or drug paraphernalia	a) Up to 5 days out-of-school suspension, 3 day suspension from class, complete 3-day wellness curriculum, and have a chemical health screening before readmitted to class. 50% credit for the classes missed. b) 2nd time & beyond-5 day out-of-school suspension and be referred to the Student Assistance Team for the development of a re-admittance plan
	C. Trafficking of drugs/alcohol	a) 1st time-5 day out-of-school suspension and be referred to the Student Assistance Team for development of a re-admittance plan. b) 2nd & subsequent offenses-suspended immediately & expulsion proceedings will begin through the Fair Pupil Dismissal Act of 1974and amended in 1983.
	D. Use of drugs/alcohol outside the school	a) Consequences as outlined by the MN H.S. League Policy & chemical health screening.
3. Possession of illegal or dangerous items will not be permitted**	A. Possession of a device, weapon or look-alike weapon that, through its use, is capable of threatening or doing bodily harm.**	a) Confiscation, up to 10 days out-of-school suspension, and possible referral for expulsion. Reported for legal action because this violation of Minnesota Law is a felony.
4. Fighting or bullying will not be tolerated	A. Fighting B. Severe teasing, bullying and intimidation (verbal physical, or written). C. Harassment (see policy)	a) Up to 3 days out-of-school suspension b) Chronic-up to expulsion
5. Students will respect others rights	A. Vandalism.	a) Up to 5 days OSS* - Conference with parent and development of a plan for restitution of damages to school or individual
	B. Theft of any kind or the finding of lost property and not turning it in immediately.	
	C. Breaking or damaging of property and not reporting it immediately	a) Possible restitution for damages
	D. Cheating	a) 1st- conference with the principal and one day of in-school suspension. b) 2nd-2 days of in-school suspension and conference with parents
	E. Lying-forged notes	
	F. Religious, racial, sexual harassment	a) Could result in a warning, suspension, etc., as per Religious, Racial, Sexual Harassment Policy. b) Possible restitution for damages
6. Non-classroom behavior	A. Public display of affection, etc.	a) 1st-conference with the principal, notify b)2nd-1 day in-school suspension. c). 3rd-3 day in-school suspension d) 4th- refer to insubordination

	B. MP3 players, iPods, headsets, or any other gaming devices, etc. are not permitted except under direct supervision	
	C. Inappropriate language	
	D. Being in the wrong area of the building	
	E. Inappropriate behavior in the cafeteria. food/drink will be consumed in the cafeteria	a) Lunch detention which may lead to insubordination for repeat situations
	F. Abusive language-severe	a) Up to 3 days out-of-school suspension
	G. Nuisance items including water balloons, squirt guns, firecrackers, pagers, cell phones, laser pointers, etc.	
7. Classroom behavior- Each teacher will develop a set of rules for their classroom that they need to teach effectively. No one will prevent teachers from teaching. No one will prevent another person from learning. Behavior that may injure others is not permitted.	A. Sent from classroom or referral to the office	<p>The consequences for infractions of these rules will be determined by the individual teacher.</p> <p>a) 1st-conference with principal-notify parents, 1 days in-school suspension</p> <p>b) 2nd-conference with principal and parent c) 3rd-refer to insubordination</p>
8. Students are expected to follow staff instructions	A. Insubordination	a) Up to 3 days out-of-school suspension. May require conference with parent, principal, teacher to re-admit
	B. Physical/verbal/written attack or threat of a teacher or staff member	a) Up to 5 days out-of-school suspension, a parent conference and possible referral for expulsion
9. School bus	A. Violation of rules	a) Conference with transportation director or principal and possible out-of-school suspension
10. Habitual abuse of rules will not be tolerated		a) Excessive discipline referrals will result in a discipline conference with the student, parent, and principal, and appropriate action as a result of the conference.
11. Technology/Electronic Devices	A. Inappropriate use of Internet or appliances	a) Loss of internet license and restriction from computers with internet access
	B. Inappropriate use of technology other than internet	a) Temporary loss of privilege and other restrictions as appropriate
	C. Failure to follow prescribed procedures in labs, etc.	<p>a) Loss of privileges</p> <p>b) Appropriate consequence</p>
	D. Kindles/E-Readers/Nooks are allowed only if used as a reader	<p>a) Loss of privilege</p> <p>b) Confiscation for parent pickup in the office</p>
12. Others	A. Behavior which hinders the smooth operation of the school and jeopardizes the welfare of other students and staff members	a) Appropriate action as defined

	B. Other behaviors that a reasonable person would consider to be wrong.	
	C. Failure to follow prescribed procedures in labs, etc.	
13. Language, graffiti, hate, groups, gang-related items/activities, symbols words and/or pictures, etc. are not permissible on school property via any media (TV, radio, CD, tape, notebooks, books, computer, clothing, uniforms, buttons, patches, etc.)	A. Wearing, displaying, or exhibiting dangerous behavior related to any of these items.	a) Appropriate action as defined

***All OSS referrals require a readmission conference.**

****Possession refers to having on one's person or in an area subject to one's control on school property or at a school activity.**

***May result in referral to the Student Council Student Court or for Peer Mediation.**

***A teacher, school employee, school bus driver, or other agents of the district may use reasonable force in compliance with Minnesota Statutes B121A.582 and other laws.**

Appropriate Consequences may include:

1. In-School Suspension (ISS)
2. Lunch and Recess Detention
3. After School Detention
4. Non-school Day Detention
5. Out-of-School Suspension (OSS)
6. Dismissal
7. Problem-solving, counseling, anger management, groups
8. Restitution
9. Parent/Guardian Notification
10. Parent Involvement: Education, Monitoring, Groups
11. School Community Service
12. Confiscation
13. Report to Law Enforcement for legal action for violations of local, state, or federal law (including truancy)
14. Loss of privileges
15. Expulsion
16. Consequences developed by teacher/administrator/staff member and/or student as appropriate. An emphasis should be on alternatives to suspension as well as consequences that are appropriate to the offense.
17. Peer Mediation
18. OSS – readmittance plan/process increase in severity (3-4 step process to be presented to student and parents/guardian when implemented).
19. Others as deemed necessary

**DRUG-FREE AND WEAPONS-FREE SCHOOL
PARK AND HOUSING ZONES**

Minnesota Law (Minnesota Stat. secs. 152.01, 152.021-152.024 (1997))
Minnesota Stat. sec. 609.66 (1996) is tough on anyone caught selling or possessing illegal drugs when they are within one city block or three hundred feet of any Minnesota school, park, public housing project, school bus carrying students or drug treatment center.

WEAPONS

Minnesota Statutes 1214.41 mandates that a school board must expel for one year a pupil who is determined to have brought a firearm to school. The expulsion may, however, be modified on a case-by-case basis. The school also has the right to inform another school district to which an expelled student may transfer or his/her expulsion. (This is an exception to the data privacy act.)

TENNESSEN WARNING TO STUDENTS AND PARENTS

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students attending school in the school district or their parents will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as: homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student's participation in school-related athletic or extracurricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to educational programs, to maintain discipline within the school, and to determine the student's needs and preferences relating to the education program. The education program includes athletic or extracurricular activities, for purposes of this notice.
3. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to either athletic or extracurricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extracurricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

DISCIPLINE

The Mora Public School's Mission emphasizes that "students will be provided with challenging academic programs and quality educational experiences in a safe and positive learning environment." In the district Belief Statements the people of District 332 believe that "it is essential for all individuals to respect themselves, others and the environment and that each learner has a right to a safe and positive learning environment."

It is clear that discipline and learning are closely linked. Discipline is necessary in order to facilitate and provide a safe and positive environment for learning.

At Mora Public Schools we promote and encourage a positive approach to discipline. Prevention of situations before they occur is a much more productive way to approach problems. When students cannot function in this setting, however, they must be aware that there are consequences for their actions and be willing to accept those consequences.

The Board, administration and teachers recognize the importance of parents and peers in the social and emotional development of students and their school success. Their cooperation and participation is an important part of this discipline plan in assuring a positive school climate for learning.

Consequences utilized in disciplinary situations must be appropriate to the individual student and the severity of the infraction. They must also be fair and consistent and not applied indiscriminately. Initial offenses are dealt with at the classroom level, while administrative action is reserved for more serious classroom infractions or problems of non-compliance.

In a climate of mutual respect and cooperation the discipline policy only serves to set limits for behavior.

It is our hope that this positive approach will become the standard for classroom and general school participation throughout the Mora Schools.

IN-SCHOOL SUSPENSION

The in-school suspension program is an attempt to provide a viable and effective alternative for students who cannot function within the regular classroom. ISS is also intended to provide an alternative educational program, which meets both the needs of the student and of the school by using the facilities of the educational institution. The purposes of the in-school suspension program are:

- 1) To provide a safe, supervised place for students to reconsider their behavior and return to the classroom refocused and ready to work with the classroom structure.
- 2) To help students be more accountable for their behavior.

In-school suspension is not the total answer to cure all discipline problems. It is one tool to be used in providing an educational opportunity for all students. Emphasis is on returning the student to the regular classroom setting. Its purpose is re-entry into and successful performance in the educational mainstream.

OUT-OF-SCHOOL SUSPENSION

The more severe infractions or problems of non-compliance may result in out-of-school suspension.

- 1) A copy of all letters involving more than one day of suspension and all letters concerning use of outside agencies will be forwarded to the office of the Superintendent of Schools.
- 2) Students on out-of-school suspension are not allowed to ride district buses, be on school campus, be spectators or participants during the period of suspension.
- 3) Prior to being readmitted to Mora Public Schools, the student and parents/guardians will make a commitment to proper and acceptable conduct while in school at a re-entry meeting. Much emphasis will be placed on the decision making process.
- 4) Students on out-of-school suspension will be responsible to make up lost time after school. All work missed must be made up.
- 5) Students may be required at the discretion of the Principal to make up OSS time after school.

DUE PROCESS HEARING

Students who are suspended from school, or who have their bus riding privileges suspended, have the right to a due process hearing. It is the policy of Mora Public School to resolve situations involving students with parents/guardians of these students. If these meetings are ineffective or fail to achieve desired results, the following due process procedure will be used:

- a) Students and/or parents/guardians have the right to request a hearing, in suspensions of more than one day, unless the right is waived in writing. The hearing shall be initiated by the school board or an agent.
- b) Written notice of intent to take action shall:
Be served on the pupil and his/her parent/guardian by certified mail; contain a complete statement of the facts, a list of the witnesses, and a description of their testimony; state the date, time and place of the hearing; inform the student and parent/guardian that they may:
 - *Have legal counsel at the hearing*
 - *Examine the pupil's records before the hearing*
 - *Present evidence and confront and cross-examine witnesses*
- c) The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil or parent/guardian.
- d) The hearing shall be at a time and place reasonably convenient to the pupil and parent/guardian.
- e) The hearing shall be closed unless the pupil or parent/guardian requests an open meeting.

- f) The hearing shall take place before: an independent hearing officer; a member of the school board; a committee of the school board; or, the full school board, as determined by the school board.
- g) The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to administer oaths.
- h) At a reasonable time prior to the hearing, the pupil, parent/guardian or his/her representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.
- i) The pupil, parent/guardian may notify the school district of the identity of persons the pupil, parent/guardian wishes to have present at the hearing, and the school district will make all reasonable efforts to secure the presence of such persons.
- j) The pupil, parent/guardian or his/her representative, may present evidence and testimony, including expert psychological or educational testimony.
- k) The pupil will not be compelled to testify in the loss of academic credit proceedings.
- l) The recommendation of the hearing officer, or school board member or committee, shall be based solely upon substantial evidence presented at the hearing and be made by the school board within two days of the end of the hearing.
- m) The decision of the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation.
- n) The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties of the basis and reason for the decision.

SCHOOL BUS PROCEDURE

Riding the school bus is a privilege not a right. In order to keep the privilege of riding the bus, students must follow school bus rules. Following school bus rules is imperative for the safety of the students as well as others riding the bus.

The school district is responsible for the student from the time the student is picked up by the school bus until the student is discharged by the school bus in the afternoon. Students are expected to follow all the school rules whether on the school bus, on school grounds, or in the school building. Students violating school bus rules will be covered by the discipline policy.

Other consequences for school bus discipline problems mandated by the state include the following (in addition to MES discipline measures):

1st Offense – Warning by the driver

2nd Offense – Referred to building Principal with bus conduct slip/parent notified

3rd Offense – Possible suspension of bus riding privileges (up to two (2) days)

4th Offense – Possible suspension of bus riding privileges (up to five (5) days)

5th Offense – Possible indefinite suspension of bus riding privileges

Other consequences as defined in student handbook discipline policy **Students may be suspended without warnings if the behavior is significant.

Smoking, lighting of matches or lighters, fighting or other behavior that could endanger others will result in immediate suspension.

Vandalism to the bus requires suspension and restitution. Students requiring restitution may not be able to return until the fine is paid in full.

The law clearly states that riding the bus is a privilege not a right. A student's riding privileges may be revoked for failing to obey the school district's bus discipline policy or for failing to demonstrate knowledge of school bus safety principles after receiving safety training. Districts are not required to provide transportation for a student whose riding privileges have been revoked.

Because of regularly assigned students on buses, students may **NOT** have a group of friends ride a bus to their home for such activities as a birthday party. The transportation for such events is the responsibility of the parents.

Changing buses at MES is not allowed. Buses will not be called back off of their route for students that miss the bus when not following dismissal times.

Parents – if the need arises and you need to pick up your child at MES, all pickups must be radioed out to the buses from the MES office. This is for all children's safety because the adults monitoring the buses do not know every parent.

For everyone's comfort and safety, it is necessary to enforce proper behavior on the school bus.

FOLLOW THESE BUS RULES

1. Students must remain seated at all times while on the bus.
2. Talk quietly and use appropriate language.
3. Keep head, hands and feet inside the bus.
4. Keep hands, feet and objects to yourself.
5. Harassment and bullying is not tolerated.
6. Food and drinks are not permitted.
7. School transportation is tobacco and drug-free.
8. Weapons look-alikes or dangerous objects are not permitted.
9. Destruction of bus property is not permitted.
10. Immediately follow the directions of the driver.

AFTER SCHOOL PLANS


Any change from your child's established dismissal plan needs to be called into the elementary office by 12:00 p.m. on the same day (The preferred method is to call the office **320-679-6200** Option # 4.) The office only accepts DAILY changes.*


BUS CHANGES WILL BE LIMITED TO EMERGENCY PURPOSES ONLY. IF BUSES ARE NOT ABLE TO ACCOMMODATE YOUR CHANGE YOU WILL BE NOTIFIED TO MAKE OTHER ARRANGEMENTS.***

Examples include: if the child is walking to a different destination or is being picked up by someone at school. You may choose to send a note; however, calling will guarantee that the change is communicated correctly and in a timely manner.

***If the school has no communication that something different is to happen, the child will follow the established dismissal plan you set with your child's classroom teacher.**

SAMPLES OF AFTER SCHOOL CHANGE TICKETS:

<u>TICKET TO RIDE</u> <i>Mora Elementary</i>		DATE _____ <small>MONDAY / TUESDAY / WEDNESDAY THURSDAY / FRIDAY</small>	
<u>STUDENT</u> Name: _____ Requested by: _____ Teacher: K- Callander, Miller, Rens, S.Samuelson, Strelow, Verdon 1st- Gmahl, Hambly, Koep, Rydberg, Schmitz 2nd- Bakker, Halverson, Hasselfeldt, Joy, Mantel 3rd- Gams, Erickson, A.Nelson, Nolt, Romportl 4th- R.Anderson, L.Nelson, J.Samuelson, Schultz, Westling 5th- K.Anderson, Donaghue, Lukenbill, Norvell, Peters 6th- Gustafson, Holscher, Lick, B.Nelson, Sjodin	Bus #: ____ Stop: ____ With: _____ <div style="text-align: right;"><small>(if applicable)</small></div> To: (List Address Below) _____ Parent/Adult of above address: _____ Contact #: _____ Emergency Change Reason: _____		
BUS CHANGES WILL BE LIMITED TO EMERGENCY PURPOSES ONLY. IF BUSES ARE NOT ABLE TO ACCOMMODATE YOUR CHANGE YOU WILL BE NOTIFIED TO MAKE OTHER ARRANGEMENTS.***			
OFFICE USE ONLY <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> STAFF SIGNATURE: _____ DATE: _____ TIME: _____ </div>			

<u>DAILY CHANGE TICKET</u> <i>Mora Elementary</i>		DATE _____ <small>MONDAY / TUESDAY / WEDNESDAY THURSDAY / FRIDAY</small>	
<u>STUDENT:</u> Name: _____ Teacher: K- Callander, Miller, Rens, S.Samuelson, Strelow, Verdon 1st- Gmahl, Hambly, Koep, Rydberg, Schmitz 2nd- Bakker, Halverson, Hasselfeldt, Joy, Mantel 3rd- Gams, Erickson, A.Nelson, Nolt, Romportl 4th- R.Anderson, L.Nelson, J.Samuelson, Schultz, Westling 5th- K.Anderson, Donaghue, Lukenbill, Norvell, Peters 6th- Gustafson, Holscher, Lick, B.Nelson, Sjodin	<u>AFTER SCHOOL CHANGE TO THE FOLLOWING:</u> MUSTANG CARE / WALKER / PICK-UP Requested by: _____ Go to Mustang Care per: _____ Walk to: _____ Picked up by: _____ Other: _____		
This ticket is only required if a student's regular after school plan has changed to Mustang Care, walker or a pick up. All daily changes must be made through the school office before 12:00pm.			
OFFICE USE ONLY <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> STAFF SIGNATURE: _____ DATE: _____ TIME: _____ </div>			

STUDENT HEALTH

Health services will be provided to students. All forms are located on the health service page on the district website (http://moraschools.org/health_services) or in the health office.

Known Health Conditions: Parents are responsible for notifying the health office if they are aware of any medication or health-related condition(s) which could interfere with their student's school performance or result in needing emergency care. Our school nurse will work with parent(s) to develop a health plan to assure student safety.

Examples would include (but are not limited to) developing a plan for:

- Life-Threatening allergy to food (peanut/nuts) or bee stings
- Medical conditions such as asthma, seizures, diabetes, etc...

Illness

In order to prevent illness(es) from spreading to students and staff, it is a guideline of Mora Schools that any student who has a fever of 100 degrees or more remain out of school until they are fever-free for 24 hours without the use of medication. This also pertains to students who are vomiting and/or have diarrhea.

Illness during the school day: Student(s) who become ill or injured during the course of the day are to report to the health office. The nurse or health para will determine whether the student needs to be picked up by a guardian or return to class. Students leaving school without checking out will be considered truant. Please make sure your phone numbers and emergency contact information has been updated within the office, so the health staff is able to contact the appropriate person if needed.

Emergency Health Procedures & Insurance

If a student is injured or becomes ill at school and the school is unable to connect with a parent, guardian, or emergency contact person, the student may need to be transported to the clinic or hospital for emergency treatment via an ambulance. **The school district DOES NOT provide insurance for an accident, illness, or injury at school or during extracurricular activities. The student's family will be responsible for any costs that incur with transportation and/or treatment.** It is the parent's or guardian's responsibility to submit updated information as it changes (phone numbers, addresses, cell phones etc...)

Since children are particularly susceptible to injuries, we encourage parents/guardians to review their present health insurance program to determine if the coverage is adequate. If the coverage is not adequate or parents/guardians do not have insurance, we encourage parents/guardians to consider enrolling their child(ren) in the voluntary student accident insurance program. Information concerning the program and instructions on how to enroll your student can be accessed from your child's school office.

Communicable Diseases

As our district acknowledges that we will be working with persons with decreased immunity, it becomes vital that we monitor communicable diseases in the school population. Please notify the health office when your son/daughter has experienced a communicable disease including (but not limited to) chickenpox, measles, pertussis, & influenza). The MN Department of Health requires districts to report influenza-like illnesses. If your child has a fever (100 or greater) with a cough or sore throat, make sure you note that when calling in, so we can keep track of this information.

Immunization Requirements

Mora School District follows all immunization guidelines set forth by the State of Minnesota. The MN state statute 1989, Sections 121A.15 & MN rules 4604, requires all students enrolled in a MN school be immunized against hepatitis, DTaP/DT (diphtheria, tetanus, & pertussis), polio, MMR (measles, mumps, & rubella), chickenpox, Tdap (tetanus, diphtheria, pertussis), and meningococcal. The health office will have all information posted on the school's health services webpage. [Immunizations](#) Personalized immunization profiles will be sent out to incoming kindergarten and 7th grade students as they will need specific immunizations prior to starting school. All students enrolled in the Mora Schools are required to have adequate immunization records on file by the first day of class to avoid exclusion. Transfer students are given a 30-day grace period by MN law. After 30-days, transfer students are excluded if immunization records are not adequate. Please forward your student's immunization records to the health office at school well before the start of the school year. **Inadequate immunization records may result in denial to school until up-to-date immunizations or exemption form is filed.**

Screenings

Hearing & Vision: Screenings are completed with all students in **grades 1st, 3rd, 5th, 7th; and after 7th grade will be optional per parents/teacher request.**

The dates for these screenings will be published on the school calendar and activities webpage. Classroom teachers or parents may request an individualized screening at any time during the school year. Rescreens are completed by the school nurse and referrals are made as indicated.

Lice Screening: Health office staff complete head checks for lice when:

- Parents request a check
- The student display signs or symptoms of a possible lice infestation
 - Parents are notified if lice are found:
- Mild cases are encouraged to finish the school day
- Excessive cases are excluded at the time they are discovered
 - Siblings will be checked if a student is sent home

- Parent's role – parents should be doing weekly head checks throughout the school year. Please notify the health office if lice are found and/or suspected. Please encourage your student to **avoid head-to-head contact with others** and not share combs, brushes, hats, or other headgear with peers.

Please refer to the district's lice policy/procedure for further information found on the health services webpage at Moraschools.org.

Medication Procedure

The school district acknowledges that certain students may require medications during the school day. Designated school personnel are available to give the following medications:

1. Prescription medications required more frequently than three (3) times per day. (Medications given three (3) times per day or less can usually be given entirely outside of the school day)
2. Prescription medications specifically ordered by the physician to be given during the school day
3. Over-the-counter medications, which the parent or legal guardian feels is necessary for their child to function optimally. Over-the-counter medications administered must comply with the label instructions on the bottle.

The procedure, which must be followed for the district to dispense medications to your student is:

- a) The health office must have written permission from the parent/guardian and physician approving the administration of the medication by designated school personnel. The **Administering Prescription Medications** form is for prescription medications. Over-the-counter medications need the **Authorization for Administration of Medication at School** form filled out. Both forms can be found on the health services webpage or within the health office.
- b) Parents and/or guardians are responsible for safely transporting students' medications to the health office and picking them up at the end of the year.
- c) **The medication must be in the original bottle.** This pertains to prescription and over-the-counter medications. Ask the pharmacy to fill the medication in duplicated containers with the appropriate amount your student will need dispensed into a container for school use.
- d) **Prescription medications** – **Administering Prescription Medications** form needs to be filled out. Prescription medication must contain a pharmacy label including child's name, physician's name, pharmacy, medication: name, dose, & strength, amount to be given, length of treatment, and any possible side effects or adverse reactions (pharmacy to specify). **This includes inhalers & EpiPens.**
- e) **Non-prescription medications** - **Authorization for Administration of Medication at School** form needs to be filled out. Medication must be in the original bottle and **not expired.**
- f) **Medication administration:**
 - a. **The health offices are not suppliers of medication.** Parents and/or Guardians are responsible for providing the medication to the health office.
 - b. Parents and/or Guardians are responsible for notifying the health office immediately of any changes in the administration of the medication. **A new form Administering Prescription Medications or Authorization for Administration of Medication at School must be submitted for changes.**
 - c. All medications given will be recorded on medication administration records
 - d. Medications will be stored in a locked cabinet in the health office
 - e. Special Circumstances: if parents wish to have their student administer their own medication, which includes inhalers, over-the-counter medications, and/or emergency medications during the course of the school day, need to fill out the appropriate forms located within the health office. Licensed administrative approval is required before such practice can begin. Approval is granted on a case-by-case basis.
 - f. Health office staff will dispose of all unclaimed medications prior to the start of the coming school year. No medications or forms will be carried over to the next school year.
 - g. It continues to be our policy not to give medication of any kind without a parent and/or guardian's permission. No student is to provide another student with medication of any kind. Likewise, please do not send your child to school with medications for them to take independently. Another child may pick up the medication and take it with dangerous results.
 - h. In the event of a field trip or sporting event, arrangements for taking medications will be worked out with the student's classroom teacher/coach.

Procedures

If your student is in need of a health-related procedure throughout the school day, an **Authorization for Procedure** form needs to be filled out which can be located online on the district's health services webpage or within the health office. This form will need to be filled out yearly and requires a physician's signature. Procedures include but not limited to catheterization, feeding tubes, colostomies, etc...

Mustang Care Registration 2023-2024



- Child care will be provided for students K-12 years old.
- Fee-based child care will be provided outside of school hours, **6:30am - 8:05am** and **3:00pm - 5:30pm**. In order to ensure proper staffing, Child Care fees must be **prepaid** for the month. The school calendar will be used to calculate the number of days per month. No refunds will be made.
- Please do not bring electronics and personal toys to child care.
- Have appropriate clothes for going outside. Bring tennis shoes for being in the gym.
- Morning drop off: if you are dropping off before 7:30, park in the bus parking lot and use door D3. If you are dropping off after 7:30, park in the main parking lot and enter door A1. You will need to escort your child to gym 6 regardless of where you park.
- Afternoon pick up: After 3:20, you may park in the bus parking lot and come in door D3.
- If practices are going on, please do not cut through the Wellness Center. You will need to walk around to get to the gym. You will need to come in and sign your child(ren) out.
- If your child is ill, please keep him/her at home.

School Closings: When school is canceled, there will be no child care. In the event Mora Public Schools closes early, there will be no afternoon child care. In the event Mora Public Schools starts late, there will be no morning child care.

It is the responsibility of the parent to have other arrangements on file with your child's classroom teacher when child care is canceled due to an early closing.

**Email: Becky Jones: bjones@moraschools.org - 320-679-6233 or
Charles Whitbred: cwhitbred@moraschools.org - 320-679-6202**

For more information on Mustang Care and to register your student, visit the Moraschools.org website and click on the "Community Ed" page.

***CHILD CARE RATES ARE PER CHILD. YOU WILL NEED TO FILL OUT THE INFORMATION FOR EACH CHILD THAT YOU WOULD LIKE TO ENROLL.**

Once you register your student, please make sure to update the Mora Elementary office with your student's after school plan.

An email can be sent to:

Brilukenbill@moraschools.org or Lschafer@moraschools.org.

EARLY CHILDHOOD SCREENING

Early Childhood Screening is a REQUIREMENT for kindergarten enrollment.

The Mora Schools are pleased to be working with: Kanabec County Public Health Nursing Services, Early Childhood Family Education, and our dedicated screening volunteers to offer parents a comprehensive screening program. The screening program includes the following assessments:

- | | |
|---|--|
| 1. Height & weight | 6. Review of immunizations and health history |
| 2. Hearing & vision screening | 7. Social-emotional screening |
| 3. Speech & language screening | 8. Immunizations |
| 4. Developmental screening | 9. Summary interview |
| 5. Folder of resources & information | |

All children residing in the Mora School District are eligible to participate in the screening.

This screening is provided to families in our district at no charge to the family. Families do have the option of obtaining comparable developmental screening through other sources (such as public health nursing agencies or other school districts), but costs incurred are then the family's responsibility. Families also can waive the required developmental screening by providing the district with a signed statement identifying that they are conscientiously opposed to having their child participate in the screening.

Parents will be contacted by the school regarding the availability of preschool screening.

If your child is three and a half years of age or older and you have not been contacted, please call us at 320-679-6200 Option #1 Preschool/ECFE. We want to be certain your child is on our census and that you will be contacted regarding preschool screening.

If you have questions regarding the screening, contact coordinator, Carrie Sell. **320-679-6225**, or by email at csell@moraschools.org.

2023-2024 EARLY CHILDHOOD SCREENING AT MORA ELEMENTARY SCHOOL

Call 320-679-6225 to schedule appointments.

Mora School District ISD 332

District 332 prohibits all forms of illegal harassment, discrimination or violence based on race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, membership or activity in a local human rights commission, or age. Engaging in this kind of conduct against students, District 332 personnel or other persons is discrimination and violation of the U.S. Civil Rights Act and the Minnesota Human Rights Act. The School District also prohibits hazing as required by Minnesota law. All persons are to be treated with respect and dignity. Illegal harassment, discrimination, violence or hazing by any person, which creates a demeaning or hostile environment, will not be tolerated under any circumstances.

District 504/Title II Officer & District Title IX Officer:

Dan Voce
Title: Superintendent of Schools
District Title IX Officer

Randy Qual
Title: Elementary Principal
District 504/Title II Officer

Brent Nelson
Title: High School Principal
District 504/Title II Officer

Mailing Address:
Mora High School
400 Maple Avenue East
Mora, MN 55051
Phone: (320) 679-6200

Mailing Address:
Mora Elementary
200 N. 9th Street
Mora, MN 55051
Phone: (320) 679-6200

Mailing Address:
Mora High School
400 Maple Avenue East
Mora, MN 55051
Phone: (320) 679-6200

CONTACT US

Principal:

Randy Qual
Rqual@moraschools.org

Primary Administrative Assistant:

Lane Schafer
Lschafer@moraschools.org

District Nurse:

Shauna Cronk
Shaunacronk@moraschools.org

Special Education Coordinator:

Jenny Berry
Jberry@moraschools.org

Assistant Principal:

Jennifer Fussy
Jfussy@moraschools.org

Intermediate Administrative Assistant:

Briana Lukenbill
Brilukenbill@moraschools.org

Health Office Assistant:

Katy Leach
Kleach@moraschools.org

Early Childhood Coordinator:

Carrie Eberhardt-Sell
csell@moraschools.org