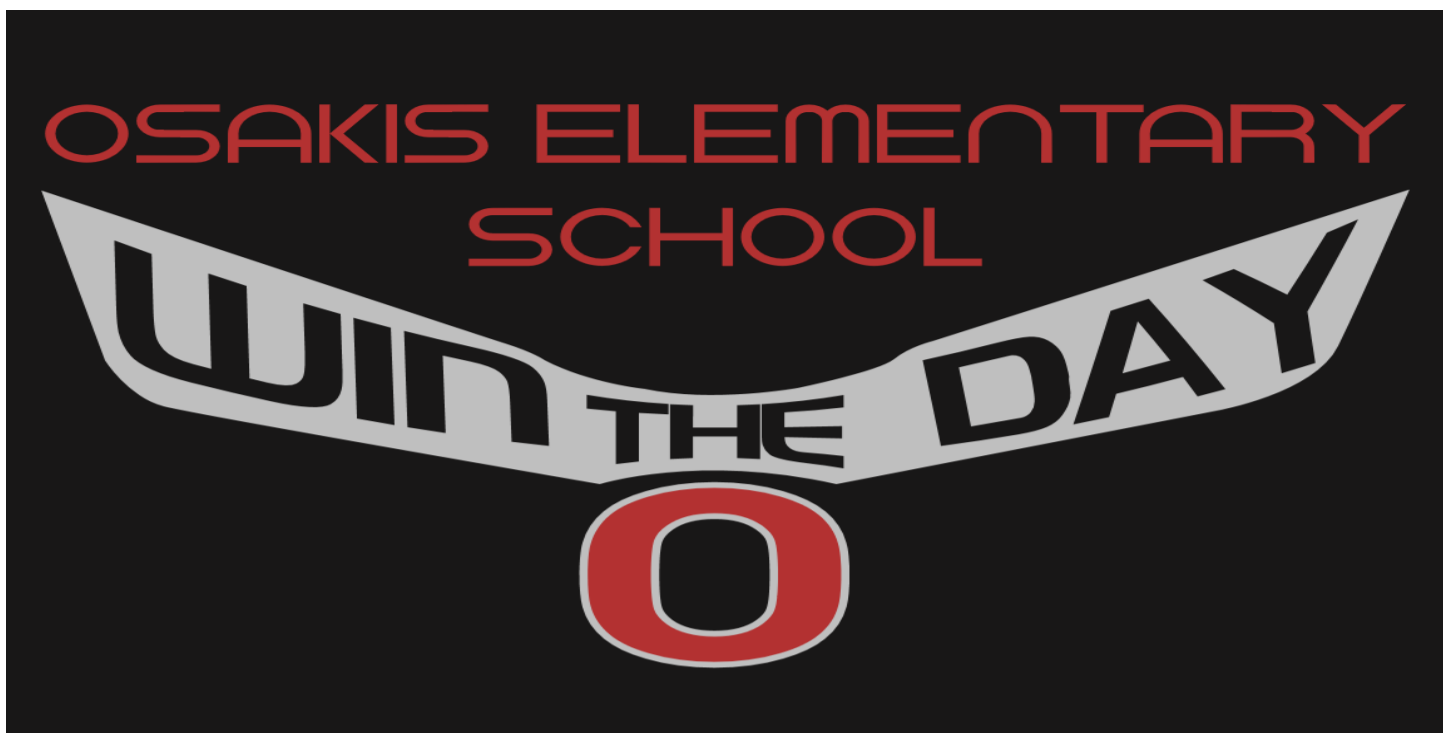


Student Handbook '23-'24



Our mission is to engage and support all students in building a solid foundation of knowledge, skills and character.

Elementary Office @ 859-2191 ext. 1

www.osakis.k12.mn.us

Board Approved August 14, 2023

Table of Contents	Page(s)
Attendance, School Hours.....	2
Absences	2
Background Check	2
Book Responsibilities	3
Bicycles	3
Toys.....	3
Bullying, Threats.....	4 - 5
Cell Phones & Fidgets	3
Curriculum	3
Daily Schedule	3
Directory Information	3
Discipline	4
Distance and Hybrid Learning	3
Student Expectations	5
Dress Code	5 - 6
Harassment Policy	4
Sports	6
Free and Reduced Meal Applications ..	6
Emergency Drills	6
Health Information	6 - 7
Illness and Emergency Care	7
Lost and Found	7
Fire / Tornado / Lockdown Drills	6
Fragrances	6
Prohibited Items	4
Parent-Teacher Conferences	8
Medication Policy	6 - 7
Milk Money	8
Lockers	4
Lunch	7
Parties / Bus	9 - 10
Pets	9
Rules for Playground	9
Rules for Athletic Events	9
Rules and Procedures for Bus	10
School Supplies	11
School Transfers	11
Snacks	11
Title I	12
Toileting	12
Weather Emergencies	12
Visitors	13
Identification	13
Acknowledgement Sheet	14

SCHOOL HOURS 8:10 am – 3:00 pm

The school building is open at 8:10 am for students and closes at 3:10 pm. Any student needing to arrive prior to 8:10 am or leave after 3:10 pm must use the school's child watch program (SACC). Breakfast service begins at 8:10 am and class begins at 8:25 am. Students waiting for doors to open in the morning are not allowed to play football or other activities in front of the school. Students that walk home will be dismissed at approximately 2:55 pm and bus riders will be dismissed at approximately 2:57pm. Students must leave the building after school unless going to SACC (child watch), BOLT, or other arrangements made with staff. Students are not allowed to stay in the building to wait for older siblings to finish after school activities.

ATTENDANCE AND ABSENCES

Regular attendance is mandatory for your child/children. If a child is absent, **it is the parent's responsibility to call the school by 9:00 am.**

Please use the following guidelines:

1. **Sickness** - Please call the elementary office by 9:00 am if your child will be absent that day. **A call home will be made that same day unless a parent calls in or a signed note is brought to school that morning.** To ensure every child's safety, we need to verify the whereabouts of each absent child. If assignments are to be picked up, please call/email and make arrangements. This is especially important if the child will be gone two or more days. Children will be allowed to stay in at recess for illness with a physician's note.
2. **Vacations** - Arrange with the teacher and office in advance. (See #5)
3. **Doctor or Dental Appointments** - The teacher should receive a written note prior to the appointment. The appointment will be counted as an excused absence if a half-day or more is missed.
4. **Tardiness** - If a child is unable to be at school on time, the student should have a signed, written excuse or a parental call to the office. Please check into the office upon entering the school building so the absence can be changed. If a student arrives unexcused after 10:00 a.m. it will be considered a one half day absence and he/she will not be able to participate in after school athletic contests that school day. Three **unexcused** tardies will result in a noon detention. The procedure for unexcused absences (see #6) will also be followed for habitually tardy students. If a student is late from breakfast and is determined they had enough time to eat, the result will be a detention.
5. **Extended illness** with a doctor's note is expected. Family trips will be exempted if the school is notified **in advance**. Schoolwork will be completed according to the requirements of the teacher. The class time missed may have to be made up at the request of the teacher or principal.
6. Parents can expect the following process when student's attendance becomes a concern:
 - **First connection with parent(s)** - classroom teacher will reach out with concerns and offer support, gather information, ascertain context, etc. Document date, time, and information gathered.
 - **If significant absenteeism continues**, and regular classroom teacher communication is not enough support Mr. Schmidt and school social worker will get involved.
 - **If parent(s) request direct support**. School social worker will connect with parent(s) and student(s).
 - **The Behavior Team will review the attendance information**, and make a determination what action will be taken.

BACKGROUND CHECK PROCEDURE

The School Board's hiring policy requires a criminal history background check on all school employees and volunteers.

BOOK RESPONSIBILITIES

Please stress to your child that textbooks and library books should be properly treated. Parents, students and teachers will assess the condition of the books issued each fall. A year-end assessment will also take place to determine if unnecessary damage has been done to the books. Fines or replacement costs must be paid.

BICYCLES

Children riding their bikes to school are asked to walk their bikes across the streets. No bike riding on the school ground other than to get to the bike racks. All bikes should be parked in the bike-racks and locks are encouraged.

CANDY, GUM, AND SOFT DRINKS

High school's vending machines are off limits to elementary students during school hours including bus departure and arrival times. Candy, gum, and soft drinks may be in school with teacher permission during special events and parties.

CELL PHONES/SMARTWATCHES

Cell phones are not permitted in the classroom and should be turned off during school hours. If cell phone or smart watch usage is a problem as determined by staff or administration, the phone or smartwatch will be turned in to the elementary office and parents will be asked to pick up their child's device.

FIDGETS/POP ITS

Fidgets and pop its may be a helpful self-regulating tool however, teachers have discretion on how and when fidgets may be used in the classroom. If fidget usage is a problem, the fidget will be turned in to the elementary office and parents can pick up the fidget later.

TOYS (Electronic Toys and Personal Belongings)

Toys and other distracting personal belongings such as cellphones, electronic games and trading cards may not be brought to school unless the student's classroom teacher has given prior permission. Such items may be taken from the student's possession and sent home with them or their parent/guardian as arranged. Note: Any item that causes a distraction towards the educational process (fidget spinners, trading cards, etc.), is prohibited unless being used for an educational purpose. In addition, if these prohibited items are traded, lost, or stolen it is not the school's responsibility as they are not to be in school.

CURRICULUM

By state mandate, we must teach curriculum that meets the Academic Standards in English Language Arts (ELA), Mathematics, Social Studies, Science, Health and Physical Education, and Arts (dance, media arts, music, theater, and visual arts).

DISTANCE/ HYBRID LEARNING/AT HOME LEARNING

In the event that in-person school is suspended due to weather, emergencies, or pandemics distance/hybrid learning will be activated along with distance/hybrid learning policies. During distance/hybrid learning students will be counted for attendance and daily check-ins are mandatory. Assignments and progress monitoring will take place during distance/hybrid learning.

DIRECTORY INFORMATION

“Directory Information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph(s), date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and honors/awards received. It also includes the name, address and telephone number of the student’s parents(s). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student’s parent or guardian.

DISCIPLINE / BEHAVIOR

“Win The Day” is the theme of our Positive Behavior Policy at Osakis Elementary School. We expect children to behave in an appropriate manner. By “winning the day” we encourage our students to work hard and be the best students they can. When they do this they “Win The Day”! Elementary children are expected to get along with one another and obey school and classroom rules/policies. If a discipline problem arises, the best progress can be made when parents and the school work together. The purpose of discipline is to both correct improper behavior and to set patterns for better/positive behavior. Disciplinary action may be taken against students for any behavior that is disruptive of good order that violates the rights of others. A teacher or other school employee may use reasonable force when necessary to restrain a student to prevent harm to another or oneself. Disciplinary action may include but is not limited to meeting with the teacher, counselor or principal; Detention; Loss of school privileges; Parental conference with school staff; Modified school programs; Removal from class; Suspensions (Pupil Fair Dismissal Act of 1974 & 1983), prohibiting a student from attending school for a period no more than 5 days at a time, not to exceed 15 days; Exclusions; and Expulsion (Pupil Fair Dismissal Act of 1974 & 1983, Minnesota Statutes 127.31 Subd. 2-12) prohibiting the enrollment or re-enrollment of a pupil for no longer than the school year. **(See MSBA Student Discipline Policy JAF in its entirety)**

Students in preschool through 3rd grade are not allowed to be suspended from school as per MN State Statute.

PROHIBITED ITEMS

Weapons, tobacco, drugs, alcohol, and electronic chemical deliver device (vaping/e-cigarettes) are strictly prohibited on school grounds. Any student in possession of these items either on persons or in lockers will be subject to disciplinary action and may involve law enforcement.

LOCKERS

Lockers are school property and are expected to be kept clean and in working order. Any items located in lockers are subject to search including personal items. Students may put locks on their lockers with teacher and administration permission.

POLICY PROHIBITING HARASSMENT, HAZING and VIOLENCE

Osakis Public Schools has a zero tolerance policy in the following areas: harassment (race, color, creed, religion, national origin, sex, age, marital status, family status, economic status, sexual orientation, or disability), bullying, cyberbullying, (on school grounds) weapons, firearms, hazing, and physical violence. This includes using threatening language such as kill or any words implying harm. For all parties involved, expulsion, suspensions, or detention for various lengths of time, depending on severity, will be issued at the discretion of the administration.

BULLYING

An act of bullying, by either an individual student or a group of students is expressly prohibited on school district property or at school-related functions. The policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting email messages, instant messages, text messages, phone calls, digital pictures or images, or Web-site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. **(See MSBA Bullying Policy 514 in its entirety)**

Osakis Anti-Bullying program:

- **We will not bully others.**
- We will try to help students who are being bullied--
don’t be a silent bystander--you can help!
- We will try to include students who are left out.
- If we know that somebody is being bullied, **we will tell** an adult at school and at home.

THREATS

We have a zero tolerance to threats. If a child makes a threat towards another child or staff member, they will receive a consequence based on the context and severity of the threat.

OSAKIS ELEMENTARY STUDENT EXPECTATIONS

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Walk quietly and safely in the hall ● Keep our school clean ● Using appropriate language and voices ● Respect others ● Obey the classroom rules ● Work hard in all subject areas ● Complete your school work on time ● Enjoy School! | <p>Respect Yourself,
Respect Others,
Do Your Best, and “Win The Day!”</p> |
|---|--|

DRESS CODE

Dress should not be distracting to others, nor present health or safety problems. Since children have outside recess, winter dress (boots, hats, gloves, mittens, etc.) is especially important. Due to potential foot injury and tripping, students k-4 will not be allowed to wear flip-flops in school. Parents are encouraged to mark clothing (especially snow pants) with students' names or initials.

- Faculty members and administration will have final say as to whether a garment meets the dress code.
- No clothing is allowed that is vulgar, profane, or otherwise inappropriate. No clothing is allowed that belittles another or shows intolerance of different races, cultures, or religions.
- Jeans with areas of wear are allowed. If jeans have holes in an inappropriate location, the student will be sent to the office to cover the hole(s) or be asked to change.

- Tops that are wide sleeve tanks may be worn during school hours if it meets the other standards of dress code. Tops must cover the stomach area and cleavage. If a faculty member deems a shirt inappropriate, the student may be asked to change or wear another acceptable shirt over it.
- No undergarments should be visible at any time.
- Shorts must be the appropriate length for school.
- Bandanas are not allowed with the exception of special dress ups days. Hats and hoods should not be worn during school hours with the exception of dress up days or special occasions.
- Shoes must be worn at all times. No wheel shoes.
- Violations of this dress code could result in disciplinary action.

ELEMENTARY SPORTS

Teachers, parents, and volunteers coach many of the sports. Elementary sports participation eligibility is subject to passing grades and behavior policy. Permission and information sheets are sent to parents at the opening of the sport seasons. Younger siblings and other students are not allowed at practices unless they have a note from **parent and coach**, otherwise if they must stay after school, School Age Child Care/SACC is available from 3:00 to 5:30 PM.

FREE AND REDUCED MEAL APPLICATION (Educational Benefits Application)

It is vital that parents fill out a free and reduced meal form, seal it in an envelope and turn it into the elementary office, even if you don't think you will qualify—Federal monetary support to the school (Title Aides, Title teachers) is based entirely on free and reduced meal applications. *These applications are confidential.* Teachers, elementary, high school and district secretaries, cooks and administration do not see these forms. Students are not identified in any way as free and reduced meal recipients. Title I is a federally funded program designed to assist students in math and reading. Students are enrolled/dismissed from the program based on test scores and teacher/parent recommendations.

FIRE/TORNADO/LOCKDOWN DRILLS

State guidelines indicate that we must practice emergency procedures including fire, tornado, and lockdown drills. These drills are planned and supervised by administration and, on occasion, local fire and law officials. Our school building is equipped with a system that automatically relays a fire alarm to the fire department. For this and other reasons, we cannot tolerate any false alarms caused by a student pulling an alarm or otherwise causing the alarm to sound. Students who do cause a false alarm could be fined and may be suspended from school for up to five days

FRAGRANCES

With students suffering from asthma, allergies, or a heightened sensitivity to fragrances, it is requested that staff and students keep fragrances to a minimum.

HEALTH INFORMATION

The Health Service is staffed by a health paraprofessional. Parents can help the school staff by following and knowing the medication guidelines, immunization requirements and by telling us about any changes in their child's health.

MEDICATION POLICY

- o Parents are to contact the health service aide (ext. 1193) to identify student medication needs.
- o Parents must bring the medication to the school nurse--don't send with child.
- o Parents and a Doctor must sign an authorization form giving school personnel permission to administer any medication (prescription and over the counter).

- o A supply of medication in the **original** pharmacy bottle with a current prescription date and label must be brought to Health Services.
- o Medication will be administered only by trained personnel: health aide, school nurse, and health aide substitutes.
- o Parents who request and authorize medication administration prescribed by the physician releases school personnel from any liability resulting from adverse reactions of medication.
- o No initial (beginning) dose of medication will be given at school in case there is a reaction.
- o Unused portions of medications will be sent home with the student or destroyed.

ILLNESS AND EMERGENCY CARE

Parents will be notified immediately of serious injury or illness. If parents cannot be reached, student's emergency contact will be called. Parents need to be aware of their child's health each day and to keep them home from school when ill. As a general rule, students with a fever should stay home. A student will be sent home if their temperature reaches 100 degrees. Students must have a normal temperature for 24 hours before returning to school. Students with Communicable Diseases (pink eye, head lice, etc) will be excluded from school according to standing orders or physician's guidelines. Please keep your child home for at least 24 hours if they have any of the following conditions: Vomiting, Diarrhea, Strep (on medication for 24 hours). If your child has Chicken Pox please keep them home until all of the spots have crusted over.

Several students visit the health office every day. The nurse treats every child to the best of her ability both as a medical professional and with empathy. The nurse will try to notify parents by note or phone call when needed. Please notify the school if emergency contact information changes.

HEALTH SCREENINGS

- Vision & Hearing Screening: (Fall) routine vision & hearing screening for mandated grades and by request during the year.
- Scoliosis Screening: Girls in grade 5 and 6.
- Kindergarten screening for students entering kindergarten.

LOST AND FOUND

A lost and found rack/table is located by the primary hall in the south end of the Elementary school. Please ask your child to check it frequently if they are missing any items. We urge you to mark clothing and property so a quick return is possible. Unclaimed items are discarded once a month for health reasons, typically at the end of each month.

BREAKFAST & LUNCH

Breakfast and Lunch are free to all students. Al a carte food items are not free. The Osakis School District uses a family lunch account system. Each family has an account in which the money can be placed to purchase Al a carte items, however Elementary students are not allowed to purchase from Al a carte. Families can pay online through Payschools (from web page go to Family Access and Food Service. If on Skyward, go to fee management and then Payschools. Bag Lunches - Students bringing their own lunch may purchase milk at the price established each year. The lunch account can be checked online via the parent portal. Call Shari Klukken at extension 1195 if you have any questions about your account.

PAYSCHOOLS ACCOUNTS

You can make payments for activities online. From the Osakis homepage follow the Family Access, Food Service "Payschools".

MILK MONEY

Elementary children have a "milk break" each day independent of lunch. Parents may pay for the year or in other amounts they wish. "Milk break" milk is not covered under free or reduced lunches. Charges for milk break are deducted from the family food services account.

NOTICES HOME

Periodically, notices are sent home either by individual teachers or the elementary office regarding special events, school programs, parties, etc. Impress upon your child the importance of sharing school papers with you.

NON-CUSTODIAL PARENTS

Osakis Public School will assume that non-custodial parents have the same rights and privileges to their children as custodial parents, unless the principal's office receives legal notice of special circumstances. These notices are kept on file and it is the parental duty to provide timely updates.

PARENT - TEACHER CONFERENCES

There are two scheduled conferences once in the fall and once in the spring. Please make every effort to attend these conferences, as they are very important to your child's education. Additional conferences may be held upon request of the parents or teachers.

PARTIES

Generally, we have celebrations in the elementary grades for Fall Festival, Holidays/Winter, and Valentine's Day. If celebrations (or other activities or programs) do not go along with your beliefs, please send a note or email to your child's teacher and this will be respected. Handing out birthday party invitations at school can sometimes cause hard feelings so we encourage parents to call other parents to personally invite their child to the party. If children are riding on a bus to go to your child's party/house, *please check with the bus driver beforehand* to make sure there is enough room for the extra children. In addition, there are times when a child may want to bring a birthday treat to his or her classmates. Please arrange with your child's teacher for special treats. *As part of the wellness policy, there will be no party snacks given to students before lunch.* A note about our Fall Festival: This is seen by our staff as a fun holiday and a time to dress up. We do not advocate scary or satanic views of Halloween. No scary or violent (weapon accessories) costumes, please. If you have any questions or concerns, contact your child's teacher.

PERMISSION TO LEAVE SCHOOL GROUNDS

Elementary children may leave the school ground only when there is a specific need and there is a note/call/email from home.

PICKING UP CHILDREN FROM SCHOOL

If you are picking up your child during school hours, please meet your child in the Elementary Office Vestibule. When picking your child up from school early, please send a note to the teacher or call (or email sklukken@osakis.k12.mn.us) so your child can meet you at the office in the vestibule. Buses line up and depart at the east entrance between the times of 2:45 pm and 3:10 pm. Please keep this in mind if you are picking your child up during that time—please use the east entrance. Visitor parking is available outside the east doors. Please do not leave your car parked unattended by yellow curb.

PETS - BRINGING ANIMALS TO SCHOOL

Pets **are not allowed** on school grounds or in the school building. Exceptions made for medical or service animals with proper documentation.

PLAYGROUND EXPECTATIONS

Be respectful of your fellow students, staff and playground equipment. We want you to have fun on the playground and be safe. Remember that the playground supervisors are in charge on the playground—follow their directions and show them respect. **Let your aide know** as soon as possible if there is a problem on the playground. Specifically:

- ★ Do not throw rocks, gravel or snowballs (unless at snowball target).
- ★ Slide feet first and do not crawl up the slide.
- ★ No tackle football.
- ★ Dress appropriately for the weather.
- ★ Do not push students off playground equipment.
- ★ Refrain from flipping or jumping off the swings.
- ★ Use appropriate language.
- ★ Leave electronic equipment at home (mp3 players, cell phones, video games ...)
- ★ Please share equipment and allow/invite other children to participate.
- ★ Stay off fences.
- ★ Please leave any stay animals alone and stay of neighboring property.
- ★ Do not leave the playground without the supervisor's permission/knowledge. Let the supervisor know if you are leaving for an appointment, going to see the school nurse or for any other reason.

Athletic Event Rules for Basketball/Volleyball/Wrestling

- We encourage all students to support our extracurricular activities. Sportsmanship is an important part of this support. We ask that all fans (young and old) act in an appropriate manner.
- Students are to remain in their seats until halftime or the game is over.
- Students who leave the building during any part of the game or match - **May not re-enter without permission.**
- Students are encouraged to stand and respectfully join in the National Anthem. If you do not wish to participate in the National Anthem, please sit quietly.
- Sportsmanship is important. Supportive cheering is encouraged. Visiting teams and fans are our guests and should be treated as such. Yelling at officials or the opposing team members will not be tolerated. Please refrain from "Booing".
- If the rules are not followed, you will be asked to leave.

CAFETERIA EXPECTATIONS

- Seating will be directed by lunch duty supervisors.
- Lunch duty supervisors are responsible for the supervision and orderly conduct of the students. Supervisors will not force a child to eat food or drink milk; however, they may encourage them.
- Students may not trade food or give food away without permission.
- No loud talking or loud noises.
- Proper table manners should be used at all times.

- Students may not leave their seats without permission from a lunch duty supervisor.
- All students must exit as a group at the direction of their supervisor.
- No running, pushing or shoving. Always be courteous and respectful of each other.
- Lunch duty supervisors are to be treated with respect and courtesy. They have complete authority in the lunchroom and they are expected to enforce the cafeteria rules.
- Children cannot leave the school grounds except with permission.

Please follow these rules at all times. We want to keep the cafeteria clean. This will help ensure that everyone enjoys their meal and has plenty of time to enjoy their recess.

BUS EXPECTATIONS

Student behavior on the bus is governed by the same rules/policies as in school. Students should remain seated, talk quietly, and behave. The bus driver, principal or superintendent will deal with improper behavior. Inappropriate bus behavior may lead to suspension from bus services. New bus riders and those who had bus discipline problems the previous year will go through a bus-riding course the first week of school. The dress code also applies to buses. Because a bus may break down, students need to be dressed properly in the winter.

SCHOOL BUS PROCEDURES

Bus routes and times are issued from the Superintendent's Office prior to the opening of school in the fall. Problems concerning route, pick up, returns, etc. should be directed to that office (859-2191 extension 1187).

If your child is to ride a different bus to visit, attend a party, or for any other reason, a note must be sent. The child's teacher will ok the note and send the student to the Elementary Office for the final approval. **If a group of students are riding a different bus (for birthday parties, sleepovers, etc.) then prior arrangements should be made directly with the bus driver to make sure there is enough room.** If your child will not be riding the bus on a given day, a note must be sent to the teacher.

Riding a school bus is a privilege and it carries responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their first responsibility is to be driving the bus safely. Students will cooperate with the following regulations:

- To ensure timely and effective resolution to bus related issues it's important that parents and/or students communicate with the bus driver first. If the issue persists then contact administration.
- Students are to obey all orders of the drivers and show proper respect to the drivers.
- Pupils are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination.
- Loud talking, bothering other students, vulgar language and excessive noises are not permitted.
- While waiting for a bus, please do so without running around, bothering other students, or causing any safety issues.
- **Let the bus driver know as soon as possible** if there is a problem on the bus.
- When crossing the road, cross in front of the bus, never in back, and never rush out in front of the bus before it stops to pick you up. Look both ways before crossing the road.
- Students will be held financially responsible for any damage they do to the bus.
- Students who are going to change their destination should bring a note to the elementary office that day and give to the bus driver.
- Students are not to hang out of or throw things out of the bus windows or the floor. Please help to keep the bus clean.

- If assigned seats by the bus driver, students must sit in those seats. A seat may not be saved by a student for another student.
- Eating and drinking on the bus is prohibited unless permission is given by the bus driver.
- If possible, notify the bus driver if you will be absent the next day.
- Each passenger is expected to help in keeping the bus clean. Shoes and boots should be free of mud.
- Be sure to be out at your stop when the bus arrives. The bus drivers try to be on time. The bus drivers are instructed not to wait for those who are often tardy. The time schedule does not permit waiting for anyone.
- It is at the administration's discretion to remove/suspend any student from riding the bus if they are being unsafe and endangering others or the ability of the bus driver to do their job.

SCHOOL SUPPLIES

Generally, children require supplies such as notebooks, pencils, crayons, etc. These lists are posted at area stores. Please send facial tissues often. Many classes ask each parent to send in a large facial tissue box for classroom use. Each child is required to have a pair of gym shoes that stays at school for their daily physical education class. Children's backpacks should be small enough to fit in the elementary lockers—drawstring backpacks work great.

SCHOOL TRANSFERS

When moving from the district, call the office ahead of time so the paperwork can be processed. Generally, there is not much to do when leaving the district except making sure personal articles are not left, books are returned and giving official notification. Your new district will mail/fax a letter to us confirming enrollment and requesting records.

SNACKS / WATER BOTTLES

Children may have "snacks" at milk break. We discourage children from bringing candy, gum, or unhealthy food. We encourage you to send a nutritious snack. Be aware that some classrooms are allergy free and snacks that can be brought to these classes are strictly monitored. Students may have a water bottle in class--no flavored drinks please.

STAYING AFTER SCHOOL

Any students who stay after school for a school related activity **must** bring a note from home stating that they have permission to stay after. Please remember to let the school know when your child will be staying after school. Students who stay after are to remain with their advisor/coach until their activity ends. A younger student/sibling **may not** stay after with an older brother or sister who is in an activity unless there is a note/permission from the coach/ director of activity. The k-6 School Aged Child Care (SACC) is open from 3:00 pm to 5:30 pm for siblings and other students who need to stay after school but are not in an activity.

SPECIAL PROGRAMS

The Osakis School District offers numerous special services to meet the needs of students. When parents, teachers, or the elementary principal feel a student may benefit from special services, a referral is made. Obtaining written parental permission is the first step in any assessment. Trained personnel will administer the tests. Follow-up conferences are held with parents, teachers, and any special services personnel. If services

are needed, a plan will be presented to the parents. Parents with questions concerning any of these programs should contact the Elementary Office or their child's teacher.

TITLE I

At times it is necessary for a child to receive extra help in the areas of reading and mathematics. Referrals for this program come from teachers and parents. Title I is not special education. Title I is a Federally funded program designed to assist students. The child will remain a part of the regular classroom while receiving assistance from trained personnel in the areas of basic skills for short periods each day. Many children participate in this program throughout the course of a year. Parents will work with the Title I personnel and classroom teacher to set goals for the child. **Parents, please note:** Because Osakis Elementary receives Title I funds, parents may request and the Osakis School District will provide information regarding the professional qualifications of the students' classroom teacher(s). **It is vital that parents fill out a free and reduced meal form, even if you do not think you will qualify—Federal monies to the school for Title Aides and Title teachers is based entirely on free and reduced meal applications.** These applications are confidential: Teachers, cooks, and administration do not see these forms and students are not identified in any way as free and reduced meal recipients.

TOILETING

If medical issues exist, a doctor's note must be provided. If your child has toileting issues with no medical conditions, parents may be called in to provide clean up and clothing. Accidents do happen, but due to health issues, we will work together on toileting.

TESTING PROGRAMS

Minnesota Comprehensive Assessments will be given to comply with Federal and State regulations in grades 3-6. "Fast" testing is conducted throughout the year to monitor student progress and program effectiveness in grades K-6. These scores are used to help the school staff evaluate success - both of themselves and of their students.

WEATHER EMERGENCIES

School may be closed, delayed, or dismissed early on days of severe weather. Parents please visit one of the following information sources. This is especially important when the weather turns bad during the day as school may be dismissed early. We encourage you to sign up for and use Skyward. Skyward uses "Skylert" as instant alert system. This system is activated when the school calls in an announcement.

School Web:

www.osakis.k12.mn.us

Social Media: Facebook - Osakis Public School Twitter - @ISD213 Instagram @isd213

Radio - KIKV - Alexandria - 100.7 FM KEYL - Long Prairie - 1400 AM

KXRA – Alexandria – 92.3 FM, 94.3 FM, 99.3 FM, 100.3 FM, 105.7 FM, 1490 AM,

T.V. - WCCO - Ch. 4, FOX - Ch. 9, KSTP – Ch. 5, KARE 11 – Ch. 11

VISITORS

Visitors will need to have a valid state approved ID to enter the building. Parents are not allowed to walk their children to their classrooms or lockers unless you have arranged it with the teacher. If you are picking your child up, they will meet you in the vestibule of the Elementary School office or walk outside to you. If you need to go beyond the vestibule please get "buzzed in" with your ID—this includes visits to the playground. Parents that visit over the lunch period and eat lunch with their child will need to be "buzzed in" with ID and get a visitor pass. Please DO NOT bring outside food in, enjoy our school provided lunch at a small fee. When parking, please do not park along solid yellow line as this is for pick-up and drop-off.

IDENTIFICATION

All drivers' licenses, state identification cards, concealed handgun licenses, consular ID cards, green cards, and active military cards are acceptable for "buzzing" into the building.

Parents/Guardians,

Please review the Osakis Elementary Handbook with your child, sign the acknowledgement page/checklist and return to their homeroom teacher by September 15, 2023.

It is an honor and privilege to work with you and your child.

Win the Day!

Yours in Education,

Mr. Schmidt - Osakis Elementary Principal

Osakis Elementary Acknowledgment Student/Parent Checklist

Parents and Guardians,

You can access the Elementary Student Handbook on our website: www.osakis.k12.mn.us, under the Elementary tab under Elementary Student Resources. Listed below are some of our policy/procedure items from our student handbook. Please check off these items that you have read and understand them. This form must be returned to your student's homeroom teacher. If you have questions, please contact the office.

- Free and Reduced Meal / Educational Benefits Application
- Photo use – I give permission for school photos and videos including my child to be used in the yearbook, school digital, and hard copy communications and to be shared with local media.
- Bullying – I understand the bullying policy (see Osakis Elementary Handbook).
- In-District Field Trips – I give permission for short In-District trips (museum, bowling, fire station, etc.). Teachers will inform you of dates. Out-of-District trips will require separate permission slips.
- Discipline/Behavior – I understand the discipline/behavior policy (see Osakis Elementary Handbook).
- Students may enter the building at 8:10. School hours are 8:25-3:00. SACC (School Age Child Care) is available from 7:00-8:00 am and 3:00-5:30 pm. Contact elementary office for more information.
- Dress Code – I understand the Dress Code policy (see Osakis Elementary Handbook).
- Attendance and Absences – I understand the attendance and absence policy (see Osakis Elementary Handbook). Attendance is very important. As a school, we are held accountable by the Minnesota Department of Education to be sure our students are in school.
- School Bus Rules and Procedures – I understand riding the bus is a privilege and I understand the rules and procedures (see Osakis Elementary Handbook).
- Elementary sports – I understand the elementary sports procedures (see Osakis Elementary Handbook).
- I am aware that the student handbook is available on-line at www.osakis.k12.mn.us.
- I understand the policies/procedures in the handbook.

Student's Name (Print)

Grade and Homeroom

Date

Parent/Guardian Name (Print)

Signature

Date

If you would like a hard copy of the handbook, please request one from the office.