



## Elementary Handbook 2023-2024

Welcome to South Point Elementary School! Whether it's your child's first year in elementary school or the last, we want your family to have a great experience with our school. We are excited to have you as a part of the East Grand Forks Elementary Learning Community where everyone is valued and respected.

This journey requires that we work together – school, home, and community – to make sure that all students have the chance to do the best they can and to feel a sense of accomplishment that is real and long-lasting.

Your child's education is our business and we are well equipped and eager to handle this responsibility. Like any caregiver, we need input from you to implement the best strategies and practices to most successfully work with your child. As your child's advocate, you need to help ensure that we have an open line of communication to work together for your child.

This handbook is a guide that will help you know what to expect throughout the school year. It includes all the important policies and procedures you need to know. These policies and procedures have been designed to contribute to the orderly operation of the school. Schools that are organized and orderly provide a safe, pleasant environment in which children can learn and grow. They are also places where parents and guardians feel welcome and comfortable when they visit.

This handbook includes Elementary School Procedures, General Topics, and several important District Policies. Consistent district-wide procedures and policies help us manage our schools and keep the focus on education.

It is our personal goal to provide *"Excellence to every learner, every day."* Our objective is to greet the students each day, find time as often as possible to see them in the classroom, and be able to say goodbye at the end of each busy day.

We look forward to working with you this school year.

Sincerely,

Mrs. Suraya Driscoll  
Principal

Mr. Kyle DeWitt  
Assistant Principal

## OFFICE HOURS AND STUDENT HOURS

Elementary School office hours are 7:30 a.m. - 4:00 p.m.

**Student hours are 8:00 a.m. – 2:45 p.m.**

[District Calendar](#) or <http://bit.ly/3rYCh9Z>

## EMPLOYEE DIRECTORY

Directory information can be found on our district website or at this [LINK](#).

## VISITORS

Minnesota statute requires all school visitors to first report to the main office to receive a visitor's pass. The office staff will then make sure the visitor is cleared to proceed to the classroom or venue. If you wish to speak in person to your student's teacher, you will need to make an appointment with the student's teacher to set up a specific time and date of when their teacher is available to meet. No outside public will be permitted in classrooms unless invited by the classroom teacher for specific reasons. Again, you must stop at the main office to check in and receive a visitor's pass before proceeding to the student's classroom.

## ATTENDANCE

Regular attendance in school is essential to the success of our students. The importance of school attendance is shown in the state's **Compulsory Education Law**, which requires that every elementary-age child "must receive instruction." As parents and guardians, you play the most important role in your child's education. Making sure your children arrive at school every day rested, well-fed, and ready to learn is a great contribution to your children's education.

## PARENT/GUARDIAN ATTENDANCE RESPONSIBILITIES

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

**Parents/guardians are required to notify the office via a note or telephone call prior to 8:00 a.m. on or before the day their child will be absent for any reason.** Failure to call may result in an unexcused absence. Please call and leave your name, your student's name, and your child's teacher's name as well as the reason for the absence. The call allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses that may be affecting our students. This policy has been instituted for the safety of your child; therefore, your cooperation is appreciated. 218-773-1149

## EXCUSED ABSENCES

An absence will be excused if the parent calls, emails the school, or provides a written note, which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:

1. Illness, injury, or hospitalization of the student. Students are allowed up to 10 total absences a year, or five days in a row, due to illness. A doctor's note must be provided if your child is gone from school for more than three days in a row. The parent/guardian will receive an excused absence letter from the school to reflect the days the student has been absent. This letter will be sent after 5 excused absences.
2. Medical, dental, and other professional appointments that cannot be scheduled outside school hours.
3. Family emergency, serious illness in the family, or a death in the family.
4. Religious or cultural holidays or observances as approved by the administration.
5. Mandatory court appearances.
6. Conditions beyond the student's control. Examples are automobile accidents or delayed school buses due to inclement weather.
7. Pre-approved family trip/vacation. Parents are strongly encouraged to schedule such trips during school breaks and vacations. Your child's academic progress depends on his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc., that have occurred while your child was absent from school. Please notify your child's classroom teacher and the school office well ahead of time when you know your child will be absent due to a planned family activity/vacation. Your child will be expected to complete all homework

upon his/her return.

8. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation plan, or Individual Health Plan.

### UNEXCUSED ABSENCES

Examples are running late, oversleeping, malfunctioning alarm clocks, missing buses, and so on. It is the parent/guardian's responsibility to contact the school regarding the student's absence. The parent/guardian will receive a letter from the school after your student has more than 3 unexcused absences. Students under 18 years of age who have any combination of 7 unexcused absences will be referred to Polk County Human Services for educational neglect.

### TARDIES

The student's day begins at 8:00 a.m. Students are tardy after 8:05 a.m. and must be signed in at the office and receive a tardy slip to take to their teacher.

### EXTENDED ABSENCES

1. Parents should be aware that according to Minnesota State Law, a student absent for fifteen (15) consecutive days must be withdrawn.
2. If a student experiences an extended long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

### PROCEDURE FOR DROPPING OFF AT SCHOOL

When dropping off children in the morning, be aware that buses begin arriving about 7:30 a.m. so please drop children off in front of the building. Children who are walking to school or being dropped off **should not arrive at school before 7:30 a.m., as teachers report to school at 7:45 am. There is limited supervision between 7:30 a.m. and 7:45 am.**

### DISMISSAL DURING THE DAY

Parents/guardians are asked to call or send a note with their child prior to appointments and vacations, etc. Please include the name of the person picking up your child if it is someone other than the parent/guardian for your child's safety. Whoever picks up the child will be required to sign the child out of the office. An administrative assistant will contact the child through the teacher. Please do not go to the classroom to pick up your child.

### RELEASE OF STUDENTS

Children will be released from school to the custodial parents/guardians or to those adults listed on the student's enrollment or emergency information form. ***Parents must contact the school office in advance to authorize the release of their child to someone else. (Written notice is preferred).***

If there is a disagreement between parents regarding visitation or removing children from school, we will ask you to provide us with the court orders to document the restrictions. To assure the safety of your child, you may be requested to provide identification if staff are unsure of your identity.

All parents, whether custodial or non-custodial, may visit a student at school or remove a student from school, provided the parent complies with the District's visitor's policy and does not disrupt the student's program of education. Both custodial and non-custodial parents also have the right to attend parent-teacher conferences. However, the district is not required to hold a separate conference for each parent and has the right to attend other school events designed for parents. The fact that the parents are divorced or legally separated does not alter these rights unless a parent provides the School with a court order or other legally binding document specifically prohibiting physical contact between a non-custodial parent or other named individual and a student.

### END OF THE DAY DISMISSAL PROCEDURE

If there are any changes to your student's end-of-the-day routine, you must notify the office by 1:00. Students will be walked out of the building at the end of the day by their teacher where they can be picked up at the front of the building in the pickup/dropoff lane. South Point Safety Patrol as well as staff volunteers will be out by the pickup/dropoff lane as well as at the corner of the pickup/dropoff lane and 19<sup>th</sup> Street to assist in the safe transportation of our students. As you are exiting the parking lot, please watch for pedestrians who may be walking to or from the parking lot. We appreciate your cooperation in keeping our parking lot safe and being mindful of your surroundings.

## **CLASS PLACEMENTS FOR THE SCHOOL YEAR**

The South Point staff is committed to providing the best possible education for your child's unique needs. Every child's placement is important and deserves careful consideration. Classroom teachers, specialists (PE, library, and music teachers), learning support staff, and the principal are all part of the placement process.

When configuring each class, we take into account the following elements:

- Academic needs
- Social needs
- Special services scheduling
- Gender balance
- Student leadership
- Equitable class size
- Diversity
- Learning styles

As a staff, we will employ our best professional judgment when considering the needs and strengths of each child and his or her placement in a particular classroom. Attempts to accommodate parent requests for a specific placement, often result in a disruption in the balance of classrooms that the staff works so hard to ensure.

## **COMPLAINTS**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

## **E-LEARNING DAYS**

To optimize the learning opportunity afforded by the State of MN 2017 legislation, EGF Public Schools has opted to participate in E-Learning days in the event of inclement weather. **Only 5 E-Learning days will be allowed each school year.** Your student will receive a BINGO card packet containing five cards from their classroom teacher. Your student must complete an activity under each column, have a signed signature, and return their BINGO card to their classroom teacher within three school days after the E-Learning day was issued. Returning the BINGO card will verify your student's attendance on the E-Learning day. Failure to return the card will result in an absence for your student on that E-Learning day. In the event your child forgets their E-Learning packet at school you can access the BINGO cards through our district website at [egf.k12.mn.us/page/elearning](http://egf.k12.mn.us/page/elearning).

- Notice of an E-Learning day will be given as soon as possible through the school's auto-messaging system.
- Teachers will be available electronically or by phone from 9:15 a.m. to 8:00 p.m. on E-Learning days. Please contact the school office at 218-773-1149 with any questions.

## **EMPLOYMENT BACKGROUND CHECKS**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **PARENT VOLUNTEERS**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should speak to the building principal. A background check may be required by the school district. Parents/guardians who visit the school should sign in at the main office before entering a classroom. Specific procedures for parent volunteers, such as a sign-in requirement and prearrangement with the classroom teacher are required. For more information, contact the building principal.

## INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Field trips are considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Transportation to and from school for students living within two miles of school. (at this time we transport all students)
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Teachers may ask the children for a small fee to cover the cost of treats for class parties.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Principal of your building.

## BICYCLES

Bicycle liability and protection are the sole responsibility of the bicycle owner or rider. Parents permitting their children to ride bicycles to school need to explain to their children the following rules:

- Bicycles must be ridden on the right-hand side of the road or a designated bike trail.
- When arriving at school, the bicycle should be placed in the bike rack immediately.
- Bicycles must be left in the racks **until after the buses leave** at dismissal time.
- Bicycle security is the student's responsibility; the bicycle should be locked while at school.
- Wearing a bike helmet is highly recommended and encouraged for safety.
- Bicycles should be walked until off-school grounds.

## IN-LINE SKATES

Elementary students **may not** use in-line skates, skateboards, or scooters on school property. Students who use any of these to travel to school must not use them once they reach school property. Parents are strongly encouraged to have their children wear a helmet when riding or wearing these items.

Students who wear roller shoes (tennis shoes with wheels) cannot use the wheels during the school day or on school property because of the safety hazard they pose to the wearer and to other students.

The school is not responsible for lost, stolen, or damaged items that are worn or ridden to school. Items that pose a nuisance to the school environment may be confiscated and returned at a later time.

## STORM PROCEDURES FOR CANCELLATION OR DELAY OF SCHOOL

If weather conditions are such that school cannot be in session, you will be alerted by the school's automated system. Your primary number will be called. You can create and manage your account by adding and editing personal information. Go to [www.egf.k12.mn.us](http://www.egf.k12.mn.us) and under Menu, click on ParentVue. You may also check the school website, the District's social media accounts, and/or listen to local radio and TV stations for announcements. Be sure to listen for East Grand Forks Public Schools. Parents/guardians may use their judgment in keeping students home or picking them up early in storm conditions

## **DRESS CODE**

We take pride in the appearance of our students. Parents should use discretion in regard to proper dress. If the undesirable dress is noticed, the Principal will confer with the parent. For health and safety purposes, students should wear weather-appropriate clothing and footwear, etc., as we do require them to go outdoors during the students' recess time all year long.

## **TENNIS SHOES**

To avoid accidents, all children are required to have a pair of tennis shoes for use in Physical Education classes. This safety requirement is essential. Black-soled shoes and slip-on shoes are strongly discouraged.

## **ELECTRONICS AND NUISANCE ITEMS**

*(Cell phones, iPods, Trading cards, etc.)*

Students should refrain from bringing cell phones, other electronics, trading cards, etc., to school, as they interfere with our educational purpose. Items that are brought to school should remain in the student's locker or with the classroom teacher and their use is not permitted during the school day. **Staff will not be responsible for, nor investigate, the loss or damage of electronic equipment and related materials.**

## **EMAIL ADDRESSES**

Please keep the office informed if your email address changes. We will be using electronic communication whenever possible this year, and in order to keep you informed we need to have a current address. To make changes, please log into your ParentVUE account to make your updates. If you need assistance, you can email changes to DeAnn Phelps at [dphelps@egf.k12.mn.us](mailto:dphelps@egf.k12.mn.us). You may also call South Point at 773-1149.

## **EMERGENCY NAMES AND PHONE NUMBERS**

The current work numbers for parents as well as names and phone numbers to call in an emergency are needed at school. *Please keep us informed of any changes so that we can reach you if needed for your child's welfare.*

If you are going to be out of town and another adult is responsible for your child, it is important that we be aware of these changes in writing prior to your period of absence. In the event of an emergency, if we are unable to reach you or the emergency contact person(s), we will call 911 for immediate assistance. It is, therefore, critically important that we have such current data on file.

## **BREAKFAST AND LUNCH**

Good nutrition is an essential part of a good education. It is also critical for proper childhood development. It starts with a good breakfast for children to have the energy and nutrition for the day. Eating breakfast and lunch makes it easier for students to concentrate on learning, think clearly, and be on their best behavior.

If your child has special dietary concerns that the school should know about, talk with the Principal. Current prices for school lunches and breakfasts as well as lunch menus are listed on our district website at [egf.k12.mn.us](http://egf.k12.mn.us) listed under Food Services.

## **IN ACCORDANCE WITH SCHOOL-WIDE PBIS EXPECTATIONS:**

### **LUNCHROOM EXPECTATIONS**

- Follow directions of adult supervisors
- Have lunch number ready
- Get needed utensils
- Speak in a quiet (restaurant) voice
- Walk slowly in line without distracting others
- Use appropriate table manners
- Clean the area around your table before leaving
- Eat an appropriate amount of the lunch provided or brought from home
- Find a place and stay seated until dismissal

If a student is fighting or throwing food, the student will be suspended from the lunchroom or school. The student will also meet with the principal and parents will be called.

## **APPLY FOR FREE/REDUCED LUNCH**

Students will receive school breakfast and lunch meals free. Even though every student receives free breakfast and lunch families must complete the Free and Reduced Lunch Form for the upcoming school year. This is crucial for accessing state finding for our school district. An application is available at [egf.k12.mn.us](http://egf.k12.mn.us) listed under Food Services. Simply complete this form at the beginning of the school year. A paper application is available upon request; please contact the school office. The information you provide on the form is confidential. You may also file a lunch application at any point during the year.

## **HOMEMADE FOOD, SNACKS, AND TREATS**

There may be special occasions for students to share treats with the class. **All food must be commercially purchased and individually wrapped.** Homemade cakes and treats are **not** acceptable due to state health codes.

A classroom may have a student with an allergy. Information will be provided by the classroom teacher asking for a limit on the allergen in the classroom. Beverages not permitted in the classroom or at lunch include coffee drinks, teas, energy drinks, and shakes.

## **CLASS PARTIES**

There are occasions during the year for classroom parties.

## **FIELD TRIPS AND PERMISSION FORMS**

Both transported and walking field trips are taken by classes to broaden their educational experiences. An information letter and permission form will be sent home for parental approval before any trip. There are various times during the year when we wish to take the children to local places off our school grounds, such as the high school, senior citizen home, the park, local stores, etc. **For such trips, parents/guardians will be asked to sign a general permission form and an image release form that will be effective for the entire year. These forms are made available at the beginning of each school year and includes consent to the use of student images on social media and local news outlets.**

## **PARENTS TEACHERS ORGANIZATION (PTO)**

PTO, which stands for Parents, Teachers, Organization, is the elementary school's volunteer organization made up of parents, teachers, and principals, working together to benefit our children in the best way possible. The schools' PTOs provide many volunteers and offer funds to the elementary schools for the purpose of providing educational extras for the students. In November all elementary schools kick off with a Turkey Bingo, which is one of several fundraisers that the PTO organizes during the school year. In April, look for more family fun at the PTO carnival. PTO meetings are generally held monthly. Check the district calendar for the meeting dates. We hope you will consider being an active part of this organization.

## **ANIMALS**

Animals are not allowed in school buildings, except those provided through the district's science curriculum. This includes birds, reptiles, and all animals with fur. Service animals are accepted with identification.

## **SEARCHING LOCKERS AND DESKS**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials. (Policy 5650)

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

## **PERSONAL POSSESSIONS AND THE STUDENT'S PERSON**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

## **DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees." (Policy 505)

## **LOST AND FOUND**

Lost and found boxes are located near the cafeteria. Unclaimed items left on buses are brought to the school. At the end of each semester, unclaimed items are given to a charitable organization. Parents are strongly encouraged to label all students' clothing, footwear, school supplies, etc. Pupils should be encouraged to check the lost and found boxes if they have lost something.

## **HEALTH SERVICES**

**The School Nurse along with a Certified Nursing Assistant provides:**

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or are placed under their parent's or emergency contact's care.
- Administration of medication and treatments under the direction of the school nurse. Health screenings are recommended by the MN Department of Health (Vision, Hearing, Scoliosis).
- School health record maintenance.
- They assess the health needs of students; develop appropriate health, emergency, and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between healthcare professionals, educators, students, and their families.

## **SCHOOL HEALTH RECORDS**

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines, or diagnoses of infectious diseases. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law.

## **SCHOOL ACCIDENTS**

In the event your child is involved in an accident at school, the teacher, school nurse, or office personnel will administer first aid. If the accident appears serious in nature, parents and/or emergency medical assistance will be called.

## **EMERGENCY ACTION PLANS**

If your child has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, bee sting allergy, diabetes, seizures) please request a Health Care Plan form from your school's health office to ensure that appropriate health/safety measures are developed and implemented for your student.

## **ADMINISTRATION OF MEDICATION/TREATMENTS IN SCHOOL**

"Internal medication should be given only by or on the order of a physician." The giving of aspirin or any other drug internally at school is not approved, as this is the responsibility of the parent or the physician. Children who must depend upon medication in order to stay in school must have a written order from a physician giving specific directions for taking medication. Medication to be administered must be brought to school in a container appropriately labeled by a pharmacy or by a physician.

The school will designate a specific, locked, and limited-access storage space within the school to store the medication. The school will ensure that there is a copy of the "Physician's Written Order and Parent Authorization Form" in the pupil's medical records file and a copy is available for immediate reference by the principal and/or person designated by the principal to administer the prescribed medication.

The school shall refuse to administer prescribed medication to any child whose parent or legal guardian has not fully completed the approved “Physician’s Written Order and Parent Authorization Form.”

## **IMMUNIZATION**

Minnesota Statutes Chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact Minnesota Immunization Hotline @ 612-676-5100 or the MDH website: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize).

## **ILLNESSES**

Many parents are concerned about when children should stay home or attend school. The following information is intended to help with this decision:

- If the child has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication.
- If the child has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- If the child has any rash that may be disease-related or the cause is unknown, check with your healthcare provider before sending him/her to school.
- If the child has open/draining skin sores or inflamed/draining eyes or ears the student should stay home until seen by your healthcare provider.

**When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.**

**Please see the District COVID-19 updates by visiting [egf.k12.mn.us](http://egf.k12.mn.us).**

## **PLAYGROUND and LUNCHROOM RULES**

Playground rules will be reviewed and practiced by all classroom teachers and paraprofessionals at the beginning and throughout each school year. The school rules and procedures will be enforced by all supervisors during all outdoor breaks and recess.

### **South Point Expectations – Be Respectful. Be Responsible. Be Safe.**

- Play in designated areas only.
- Follow directions of playground staff.
- Use appropriate language and volume.
- Follow all safety rules.
- When the whistle sounds move with purpose to building for class.

## **BUILDING RULES**

Building rules will be reviewed and practiced by all classroom teachers at the beginning of each school year. The rules and procedures will be enforced by everyone in the building with the expectations of being Respectful, Responsible, and Safe.

Each inappropriate behavior will be addressed as an individual circumstance with the goal of changing student behavior in a positive manner. Serious issues, such as fighting or damage to property, will result in parental contact.

### **Cheating and Plagiarism**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a “0” in proficiency rating for that test or assignment and will be disciplined in accordance with the school district’s “Student Discipline” policy.

### **Bullying (Police 514)**

Any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student or student's educational benefits, opportunities, or performance. Bullying includes but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student
2. Damaging a student's property
3. Placing a student in reasonable fear of harm to his or her person or property; or
4. Creating a hostile educational environment for a student

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated in this handbook. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or other pending completion of an investigation of bullying, consistent with applicable law.

Upon completion of the investigation, the school district will take appropriate action. Such actions may include, but are not limited to, warnings, suspensions, exclusions, expulsions, transfers, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statute authority, including Minnesota Pupil Fair Dismissal Act; school district policies; and regulations. ***You can find the Bullying Policy on our EGF website at [www.egf.k12.mn.us](http://www.egf.k12.mn.us) under the tab "Our District," then click on EGF School District Policies.***

## PLEDGE OF ALLEGIANCE

In accordance with state law, the district will recite the Pledge of Allegiance to the United States of America one or more times each week. Any student who does not wish to participate in reciting the pledge may elect not to do so. All students must respect another person's right to make that choice. **Parents of the students wishing to not participate in reciting the pledge must notify the teacher of their child's choice.**

## SPECIAL NEEDS PROGRAMS

The district takes pride in the quality of staff and the variety of programs available to students with special needs for learning. Regular classroom and Special Education teachers work together to provide extraordinary programming to accommodate the needs of their students.

Special needs programs offered within the school district and in cooperation with the Area Special Education Cooperative, include (please note this is an overview of services provided. It is up to the IEP Team to decide what the best placement option for the student is):

- Early Childhood (ECSE) and Home Based (ages 0-5) (call Susan Johnson at 866-687-2732, ext. 211 for information)
- Specific Learning Disability (SLD)
- Speech and Language Therapy (SLP)
- Developmentally Cognitively Disabled (DCD)
- Emotional Behavioral Disorders (EBD)
- Autism Spectrum Disorder (ASD)
- Lifeskills

### Other programs offered by the district are:

English as a Second Language (ESL)

Title 1 – Federal program for students with needs in reading/language arts and math

## SECTION 504

Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. Has a physical or mental impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning, and working;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3)

*Students must meet specific criteria to receive accommodations. For more specific information, contact the building principal.*

## **STUDENT BEHAVIORAL MANAGEMENT POLICY PHILOSOPHY**

Learning best takes place in an orderly and safe environment, where students learn responsibility and respect. This policy states acceptable rules of conduct to students in order to foster a positive and safe learning environment.

## **STUDENT CODE OF CONDUCT (Policy 506)**

Disciplinary action may be taken against students for any behavior, which is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees. ■ [CODE OF CONDUCT - Final Revisions - 2023-2024.pdf](#)

## **DISMISSAL**

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. The Minnesota Pupil Fair Dismissal Act shall be considered a part of the Independent School District 595 Disciplinary Policy.

## **COMMUNICATIONS**

### **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **Procedure for Notifying Students and Parents or Guardians of Violations**

Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

### **Maintenance of Student Discipline Records**

It is the policy of the school district that complete and accurate student discipline records be maintained.

The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act.

### **Interaction with Law Enforcement Authorities**

School officials will work with law enforcement authorities whenever it is necessary for the well-being of the students and school personnel.

*The complete Student Behavioral Management Policies (#s 501, 506, 506F, 515, 529, & 529F) are available on our East Grand Forks website at [www.egf.k12.mn.us](http://www.egf.k12.mn.us) under the tab Our District, then click on EGF School District Policies.*

## **RIGHTS AND PROTECTIONS POLICY**

Protection of Pupil Rights (PPRA) - Family Education Rights and Privacy (FERPA)

The East Grand Forks Elementary schools understand the need to maintain a safe and respectful educational setting for its students. In order to ensure that student safety and privacy are maintained the schools will adhere to the following practices:

- Parents/Guardians have the right to inspect instructional materials
- Parents/Guardians have the right to limit surveys or evaluations used by outside agencies
- The schools will protect student information/records and distribute them only to authorized individuals/agencies
- The schools will notify parents (annually) that privacy policies are in place to protect their children from disclosure of personally identifiable information

The intent of these practices is to provide parents/guardians the opportunity to review instructional materials, address concerns, and propose reasonable alternatives. District Policy #515 lays out a detailed procedure for schools to follow when a concern is brought forth.

## **CRISIS MANAGEMENT**

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

## **RELIGIOUS, RACIAL and SEXUAL HARASSMENT, VIOLENCE POLICY**

Everyone in District 595 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment, violence, or hazing of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:

- Name-calling, jokes, or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, or principal. You may also make a written report. It should be given to a teacher, counselor, principal, or the District Human Rights Officer, Superintendent Mike Kolness. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial, or sexual harassment, violence, or hazing and will take all appropriate actions based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have filed a report. This is a summary of the school district's policy against religious, racial, and sexual harassment, and violence. Complete policies are available in each school office upon request.

## **WEAPONS POLICY**

It is a violation of the policy of ISD #595 for any individual to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or destructive device or a “look-alike” weapon or destructive device in school, on school grounds, at school activities, at bus stops, or in school vehicles, or entering upon or departing from school premises, property, or events. Weapons and destructive devices as defined in Article III of this policy will not be tolerated. Students who bring a firearm to school shall be referred to the criminal justice or juvenile delinquency system by the building administrator. Students in possession of a weapon as defined in Article III, Section A, which does not constitute a weapon or destructive device pursuant to the Gun-Free School Act, shall be subject to disciplinary action, including possible expulsion for one calendar year, upon the recommendation of the administration. Other possible consequences for violation of this policy may include:

- Notification of parent or guardian
- Involvement of the police with a recommendation to charge
- Suspension for up to five days and/or
- Exclusion/expulsion from school by the School Board (Policy #501)

## **RESPONSIVE CLASSROOM**

Many instructors at South Point Elementary have integrated the Responsive Classroom model. Responsive Classroom is an approach to teaching and learning that seeks to balance social and academic skills. By using the Responsive Classroom model, guidelines for building community are set, rules are created, and high expectations for learning and behavior are established. Children feel like they belong, have been empowered, and can have fun in a safe manner.

## **Responsive Classroom Components**

- **Morning Meeting** consists of a greeting, sharing, activity, and news and announcements
- **Guided Discovery** is a purposeful technique to introduce materials, areas, or activities to students
- **Academic Choice** allows students to choose their learning activity within a range of choices structured by the teacher
- **Logical Consequences:** take a break, loss of privilege, break it-you fix it (apology of action), buddy room, social conferencing, and/or meeting with the principal

Establishing school-wide rules will take place within the first month of school. Following that, a copy of the school rules and consequences will come home for parents to discuss with their children.

## **PARENTVUE**

ParentVUE is available for families to view their child's lunch account, attendance, grades, and personal data. ParentVUE allows viewing rights to only records of their children/child.

If you have computer access and are interested in gaining access to ParentVUE, please contact the office at 218-773-1149.

## **REPORTING TO PARENTS**

Progress reports and report cards will be sent to custodial parents. They will also be sent to non-custodial parents if a request for a second household mailing has been filled out on the registration form.

## **TRANSPORTATION AND CONDUCT**

***Your school bus ride is a privilege, not a right . . . please follow bus safety rules!***

***A student transportation request must be completed before your child will be transported. The online form can be found at [www.egfk.12.mn.us](http://www.egfk.12.mn.us) under transportation.***

The East Grand Forks School District's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.

- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

East Grand Forks School District is committed to providing safe and efficient bus transportation to all eligible students between the bus stop nearest the student's home/daycare and his or her assigned school. Every transported elementary student in East Grand Forks will have no more than two-selected drop-off points. Telephone requests will not be honored. Transporting students to school and home daycare will be accomplished with a consistent procedure that will work efficiently, eliminate confusion and reduce the hazards to our students (Policy #s 707, 708, & 709).

Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Large school projects and sporting equipment such as rollerblades, ice skates, skis, skateboards, golf clubs, etc., are **not allowed** on the bus. Please make other arrangements to get items such as these to school.

Please be at your **assigned bus stop** at least **5 minutes** (no more than 10 minutes) **ahead** of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact Deb at the **Transportation Director at 218-773-0476**.

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privileges.

Consequences for inappropriate behavior on the bus will be referred to the school administration. Due process will be followed in all disciplinary proceedings.

- **First Offense:** Warning. Bus Conduct Report completed, students meets with administration, Conduct Report sent home, and parent/guardian contacted
- **Second Offense:** Bus Conduct Report completed, meeting with administration, seat assignment, Conduct Report sent home, and parent/guardian contacted
- **Third Offense:** Bus Conduct Report completed, meeting with administration, Conduct Report sent home, parent/guardian contacted, the student may be suspended from the bus for up to 3 days
- **Fourth Offense:** Bus Conduct Report completed, meeting with administration, Conduct Report sent home, parent/guardian contacted, student may be suspended from the bus for up to 5 days
- **Further Offenses:** Based on the severity of a student's conduct, more serious consequences such as suspension or expulsion from bus may also result from school bus misconduct

## **WITHDRAWING CHILDREN**

If you will be moving and your child will be withdrawn from the East Grand Forks Public Schools, please inform the school secretary by sending a note or calling the office indicating the date of the last day of attendance. We will send the student's school records directly to the new school. We wish you the best at your new school!

At any time please feel free to contact the school administration if you have any questions or concerns regarding this handbook. Being Respectful, Responsible, and Safe are our first priorities at South Point Elementary.