

Park Elementary

Student/Parent Handbook

2021-2022

100 Glen Street SW

Hutchinson, MN 55350

Phone: 320-587-2837

Fax: 320-587-4821

Dan Olberg, Principal

Email: dan.olberg@isd423.org

School website: www.isd423.org/park-elementary/

DISTRICT 423 SCHOOL BOARD

JoEllen Kimball, Chairman
joellen.kimball@isd423.org

Keith Kamrath, Vice Chairman
keith.kamrath@isd423.org

Michael Massmann, Clerk
michael.massmann@isd423.org

Tiffany Barnard, Treasurer
tiffany.barnard@isd423.org

Erin Knudtson, Director
erin.knudtson@isd423.org

Sara Pollmann, Director
sara.pollmann@isd423.org

ADMINISTRATION

Daron VanderHeiden, Superintendent
Michael Scott, Director of Teaching/Learning
Rebecca Boll, Director of Business & Finance
Karen Lerfeld, Director of Special Services
Lesli Mueller, Director of Child Nutrition
Nick Schmidt, Director of Technology
Brian Mohr, Director of Bldg/Grd/Transportation
Lynn Neumann, Director of Community Education

Anne Broderius, West Elementary Principal
Mike Daugs, Tiger Elementary Principal
Dan Olberg, Park Elementary Principal

Brenda Vatthauer, Middle School Principal
Bill Carlson, Middle School Assistant Principal

Robert Danneker, High School Principal
Jennifer Telecky, High School Assistant Principal
Bill Tschida, Activities Director

SCHOOL TELEPHONE NUMBERS

West Elementary	320-587-4470
Tiger Elementary	320-587-1122
Park Elementary	320-587-2837
Middle School	320-587-2854
High School	320-587-2151
District Office	320-587-2860
Early Childhood Family Education	320-587-8908
Community Education	320-587-2975

Introduction

Dear Parents/Guardians and Students:

The Student/Parent Handbook has been developed to help answer questions you may have regarding procedures at Park Elementary. Please take some time to read it carefully and refer to it as a reference throughout the school year.

Children need attention and guidance from adults to ensure full growth and development. For this reason, it is essential that Park Elementary parents/guardians and educators establish a positive rapport and open communication. Our staff wants to work as a team with you to meet the academic, social and emotional needs of your child. Please contact us as questions or concerns arise. You are welcome at all times to visit our school or classroom to become familiar with your child's learning environment.

We are looking forward to a productive year filled with rewarding experiences with you and your child.

Welcome to Park Elementary School!

Respectfully,



Dan Olberg
Principal

Park Pledge

P	We are all Partners.	(shake hands with partner)
A	We are Awesome students.	(do a high five with partner)
R	We are Responsible.	(pat partner's back)
K	We are Kind kids.	(put hand over heart)
C	Cooperation	(shake hands with partner)
A	Assertiveness	(from crouching to standing)
R	Responsibility	(tap thumb on chest)
E	Empathy	(hand on chin – thinking)
S	Self-Control	(zip mouth and throw away the key, then hands across chest, holding self)

Excellence in Academics, Activities and Character

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School Procedures and Services

Arrival

Student hours are from 8:45 a.m. to 3:25 p.m. **We ask that students do not arrive at school before 8:30a.m.** On days when the weather is inclement, students go to designated areas of the building until 8:45 a.m. On days when the weather is not inclement, students need to stay outside until 8:30 a.m. School times are expected to change beginning December 1st with the opening of Tiger Elementary. Watch for more information.

Attendance

Students are rewarded for perfect attendance each trimester. In order to achieve this standard a student must not have any absences or have been tardy or released early from school.

School attendance laws of the State of Minnesota require that children must attend school regularly. Children are expected to be in school every day unless they are ill or there is an emergency in the family. Students are also expected to come to school on time.

For security of children, parents/guardians are asked to call the school office at 320-587-2837 before 9:00 a.m. to report their child's absence. Calls may be answered by voicemail. It is important to give the following information: name of student, grade, teacher's name, date, and reason for absence. If we do not hear from you, we will attempt to call you at home or at work. For this reason we appreciate having your phone number and emergency number updated. In order for your child's absence to be considered excused, you must send a note to school if we have not spoken with you or a responsible adult regarding the absence.

If you email an absence to your child's teacher, please copy the message to the secretary: sara.peterson@isd423.org

School begins at 8:45 a.m. A student is considered tardy if he or she arrives after 8:45 a.m. All tardy students must obtain a late/tardy pass from the office prior to going to their classroom. If a student arrives more than two hours after the school bell, he/she is considered **absent** for a partial or a full day, depending on the time of the late arrival. Two unexcused late arrivals (arriving more than two hours after the school bell) will equal 1 unexcused absence.

Parents/guardians will be contacted by school if there are more than five unexcused tardies in a trimester and/or three unexcused absences during the year. If tardies or absences remain unexcused, you will be sent a "continuing truant" letter. Seven unexcused absences will be referred to social services. After ten excused or unexcused absences, a doctor's excuse will be required following any future absences related to illness. There is a specific district doctor form that will accompany the 10-day letter.

If you must remove your child from school during the school day, please send a signed, dated note to your child's classroom teacher stating the time you will pick up your child at the office. Children are not permitted to leave with anyone unless requested and approved by the parents/guardians. You must come to the school office and sign your child out. Children are not allowed to leave the school during the school day without being checked out through the office. Please make every attempt to schedule routine dentist or doctor appointments outside of school hours.

Birthdays/Seasonal Parties

We acknowledge your child's birthday at school unless you request that we do not. Treats from the birthday child to share with classmates are traditional but not mandatory. All treats must be commercially made. For those classrooms designated, "Peanut Aware," purchase of treats should be avoided if they are processed at a facility along with peanuts/nuts.

In an attempt to respect the feelings of all children in the class, we ask that you mail or phone invitations from home.

Bus Services/Private Transportation

Riding the bus is a privilege that can be revoked if students do not cooperate and follow bus safety guidelines. Hutchinson Bus Lines is contracted to provide bussing services for ISD 423 District students. Concerns related to bus service can be reported to Hutchinson Bus Lines at 320-234-0888.

Expectations

1. The bus driver is in charge. There may be adult monitors on the bus. For everyone's safety please cooperate with the driver and monitor's instructions.
2. All riders must be seated during the operation of the bus.
3. Ride your assigned bus. A bus pass from the office is required for any other privileges.
4. No food or drink is allowed on the bus.
5. Students need to keep hands, feet and objects to themselves.
6. No inappropriate language or swearing on the bus.

Consequences

Initial offense: Bus drivers will offer verbal reminders of bus expectations

Subsequent offenses: Bus company will contact parents/guardians

Bus Company and School will collaborate on:

Written warning

Three-day denial of bus privilege

Five-day denial of bus privilege

Two-week denial of bus privilege

Denial of bus privilege for the remainder of the school year

Severe Clause: Any act that is dangerous or destructive may result in immediate denial of bus riding privileges.

This process starts over annually.

Student bus misconduct reports can be made to the bus driver, bus company, or Principal.

Training

The school district will provide school bus safety training for all students. Upon completion, students shall be able to demonstrate knowledge and understanding of the following:

- Transportation by a school bus is a privilege, not a right
- District policies for student conduct and school bus safety
- Procedures for safely boarding and leaving a school bus
- Procedures for safe vehicle lane crossing
- School bus evacuation and other emergency situations
- Peaceful behaviors which contribute to a safe and positive ride

Private Transportation

When bringing children to school or picking them up at school, please note the following safety rules that will be enforced by the Hutchinson Police Department:

1. **Grove Street is closed** to through traffic, other than buses, from 8:00-8:45 a.m. and again from 3:00-3:30 p.m.
2. The **driveway** from Grove Street is for **authorized vehicles only**. Do not come in the back except for emergency or handicap reasons.
3. When transporting your children, please **pick them up and drop them off** on **Glen Street**.
4. Please do not park cars on crosswalks in front or on the side of the building. Please observe the parking restrictions that are in place to protect our Safety Patrol and our pedestrians.
5. Please respect the Safety Patrol members and their directions.

Cell Phones/Electronic Devices

The use of cell phones, smart watches, portable music devices, or other electronic devices such as Game Boys or DS players are not permitted during the school day unless approved by the classroom teacher. They are not to be used at recess as it is our belief that students need exercise and movement during their recess periods. Students must not take pictures or make videos at school or on the bus. If students are using these devices in view of an adult, they may be instructed to return the item to their backpack or asked to turn in the device to a staff member until the end of the school day. Any electronic item that causes a disruption (i.e. cell phone ringing in locker or desk) will be turned in to the office where it can be picked up by a parent/guardian. Because these types of devices generate a lot of attention, we discourage students from keeping them in their backpack or in our unlocked lockers on a regular basis. The school does not have the resources to fully investigate personal theft of these types of devices nor are students allowed to put locks on their coat lockers.

Child Nutrition Services

Hutchinson Elementary Schools participates in an “offer versus serve” provision within the school lunch program. This program recognizes the independent nature of children and allows them to choose three to five food items offered in the required amounts. Students should select only what they intend to eat and are encouraged to try new foods. However, they must choose three of the five food items offered to qualify the lunch for Federal and State reimbursement.

Meals are served, starting the first full day of school. Menus are posted on our school website www.isd423.org.

The USDA has approved a Nationwide waiver to allow schools to provide **FREE** breakfast and lunch for ALL students for the 21-22 school year through the Seamless Summer option. Milk is available for those who prefer to bring their own lunch at a cost of \$0.50. Milk purchased with a lunch brought from home is NOT provided free. Students in grades 4 and 5 have the opportunity to purchase ala carte items. These range from \$0.50 to \$1.60 per snack or \$2.35 for an additional entrée.

The meal accounting system at Hutchinson Public Schools is a **Pre-Paid System**. This system requires that you pay for items in advance. Each family has an account through a computerized system. If the money remaining in the account falls below \$5.00, the Parent will receive an email reminder.

It is the responsibility of the parent/guardian and student to ensure that they have adequate money in their account. You may monitor and deposit money to your family's account online at www.isd423.org; click on the Tiger Portal icon and login with your username and password. If you do not know your username and password, please call 320-234-2603. Once logged in click on the Smartschoolk12 icon to go to the Food Service site. Money may be dropped off at each school building drop box located in the office area. Payments should be made with a check or money order since the school is not responsible for lost cash. Make checks payable to “Hutchinson Public Schools” and enclose it in an envelope with your child’s first and last name and the words ‘lunch money’ written on it. Post-dated checks cannot be accepted. Your lunch payment checks may also be mailed to the District Office at 30 Glen St NW, ATTN: Child Nutrition, or dropped off at the District Office.

Custodial parents/guardians and younger siblings are invited to eat lunch at school with their student anytime throughout the school year. An advance call is required to reserve your meal. Visitors other than custodial parent/guardian or siblings, need to have prior approval from the child’s custodial parent/guardian and the custodial parent/guardian needs to call the school before the guest(s) arrive at school. Cost of an adult lunch is \$4.60. Visitor lunches cannot be charged to your student’s account. Lunch tickets must be

purchased in the school office before meeting your student for lunch. We appreciate having visitors bring the correct change since the school has very limited change on hand. Please use this lunch opportunity to eat our school lunch with your child; do not bring in fast food since this is a distraction to other students who are eating school lunch.

Your children may qualify for other benefits by completing the Application for Educational Benefits form. The Application for Educational Benefits Form is electronic and can be found through your Tiger Portal at www.isd423.org; click on the Tiger Portal icon and login with your username and password. If you do not know your username and password, please call 320-234-2603. Once logged in click on the Smartschoolk12 icon to go to the Food Service site. Click Food Service and then click “Apply for Free/Reduced Benefits”. If approved your student may be eligible for P-EBT dollars for days they are not in school. Approved students would also qualify to have their registration fees for sports waived and discounts on memberships to museums, theaters, park passes, and other programs in Minnesota. Approved applications also help our school qualify for additional education funds and discounts. Parents are strongly encouraged to complete the necessary paperwork in July. Any questions contact Kristin Nelson at 320-234-2603.

Additional information about our district's Meal Charge and Debt Collection procedures can be found on the District website in the [Nutrition section](#). If you have questions, please call 320-234-2603 or send an email to kristin.nelson@isd432.org.

Classroom Placement

In the spring, parents/guardians may give input regarding their child's placement for the following school year. There are many factors to assigning students to a class. **Ultimately, placement of students is a school decision.** Elementary and secondary building administrators collaborate with teachers and counselors to examine each student's academic profile to ensure a successful, equitable classroom placement for the next academic year. This comprehensive profile includes the student's strengths along with summative and formative test (MCA, FAST, SABRES) results, and their social, physical, and emotional well-being. This analysis also supports student placement in our intervention programs taught by our most highly trained and experienced experts in the areas of reading, math, and social/emotional skill development. Furthermore, classroom rosters are developed independent of assignment to an individual teacher, without the potential interference or subconscious bias of the teacher, or parental influences. This thorough and comprehensive process allows for equitable distribution of our teaching staff and allows for reduction of equitable access concerns for all students. In addition, all certified teaching staff are licensed under the New PELSB licensing system.

Conferences and Report Cards

Parent-teacher conferences are scheduled twice a year. The purpose of these conferences is to provide opportunities for the parent/guardian and teacher to share information about the child, learn about his/her successes, and plan for the remainder of the year.

Report cards are issued three times a year. Students are evaluated in subject areas as well as in work habits, and areas of social and emotional growth.

Whenever possible, do not bring siblings or other children with you to conferences; the time to conference is short and interruptions tend to limit the discussion.

Please be aware that when scheduling parent-teacher conferences the law provides that the school is not required to hold a separate conference for each parent. One conference will be held.
Please contact the principal if you need to make other arrangements.

Contacting Teachers

We want to know what you think about Park Elementary. Please call or drop in. If your child tells you something about school that sounds unreasonable, please send a note or call us. This type of communication helps prevent misunderstandings. When you are especially pleased about something a teacher or the school is doing, it would be nice to hear from you. A phone call or a note about something that pleases you can make a teacher's day!

If you are concerned about a situation regarding your child's education, here is the order in which to talk to people.

Please, always talk with the classroom teacher first.

- Teacher -- your first contact -- 320-587-2837
- Principal-- Dan Olberg -- 320-234-2656

Covid Safe Learning Information & Resources

The Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE) will provide guidance and requirements for Minnesota school districts during the 2021-2022 school year.

Guidance and any requirements may impact some policies and procedures outlined in this handbook. Please refer to the district website for COVID Safe Learning Information and Resources.

Curriculum at Park Elementary

The elementary curriculum includes language arts, mathematics, science, social studies, music, art, library, physical education, health, safety, keyboarding and technology education. Our curriculum is continually being revised and developed to meet the needs of our students and state standards.

Custodial and Non-Custodial Access Rights

Schools and parents/guardians need to be aware of the rights possessed by both custodial and non-custodial parents/guardians. Generally, divorce does not completely sever the non-custodial parent's ability to make inquiries and obtain information about his or her child's progress or achievement in school. By law, a non-custodial parent, just as a custodial parent, has the right to access and receive copies of school records and information; to attend parent-teacher conferences; and to be informed about their child's welfare, progress and status. This would include, but not be limited to: access to school records, notification of school events, attendance at parent-teacher conferences, attendance at individual education program meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by a court order.

Since the law generally allows access to both the custodial and non-custodial parent, the school district cannot restrict the rights of the non-custodial parent without a copy of a court order. The custodial parent is responsible for providing the school with a copy of any revised orders that affect custody or visitation. When presented with such an order, the building principal and all teachers or other persons who have supervision of the child, or the child's records, will be made aware of the order.

In the event the non-custodial parent has visitation rights such that he or she will pick up the child from school, the school must be informed of this order and be provided a copy of the order before allowing the child to leave with the non-custodial parent. If the school is not informed of this order, the school will not release the child to the non-custodial parent.

Directory Information

Family Education Rights and Privacy Act (FERPA) provides that education records of personally identifiable information from education records may be disclosed to third parties with written consent of parents/guardians or the student.

This act permits schools to release “directory information” on a student without parent/guardian prior consent. Park Elementary will use the following as directory information unless we have in writing that the parent/guardian refuses the release of the following categories of information: student name, address, telephone number, and parent names.

FERPA does not require the release of directory information via cyberspace. Park Elementary will not release directory information via the World Wide Web. If you do not want “directory information” released, during the current year, please put it in writing and return it to the Principal’s Office.

Discipline/Positive Behavior Interventions & Supports (PBIS)/Bullying Philosophy

At Park Elementary we intend to protect and nurture the rights of our students to physical, social, mental, and emotional growth. Actions of individuals will not be allowed to limit their own educational progress or the progress of others. Maintaining an effective learning environment requires the combined effort of students, parents/guardians, teachers, support staff, and administrators. All of these individuals are citizens in our school community.

Rights

1. Every citizen deserves to be treated with respect.
2. Every citizen is entitled to learn, teach, or work without interference or distraction.
3. Every citizen has the right to feel safe and secure within the school and school grounds.

School Expectations and Student Behavior

To ensure successful learning and social development, Park Elementary believes in proactively teaching positive behavior. All students have classroom lessons from our school counselor to support their social and emotional development. We have developed a building-wide approach to define, teach, practice, and review the positive behaviors we expect from our students.

These expectations are part of our Responsive Classroom approach that celebrates positive qualities such as:

Cooperation Assertiveness Responsibility Empathy Self-Control

To ensure students learn and demonstrate these expectations, (commonly referred to as C.A.R.E.S.), staff will do the following:

- Teach and encourage students to follow C.A.R.E.S.
- Coach students with respect and a positive supportive tone.
- Actively engage all students during instruction.
- Look for students using C.A.R.E.S. behaviors and provide positive, immediate, and explicit feedback.

Above the Line/Below the Line

Park Elementary uses a behavior management program known as “Above the Line/Below the Line.” This is in conjunction with the Responsive Classroom approach and identifies typical behaviors into the following three categories. Further explanations and/or consequences of each type of behavior is provided below the chart.

Above the Line	Below the Line	Bottom Line Behaviors
<ul style="list-style-type: none">• Being Respectful• Being Responsible• Being Safe• Being Cooperative• Being Peaceful• Being Assertive• Being Empathetic• Using Self-Control• Being Inclusive	<ul style="list-style-type: none">• Name-calling• Pushing• Being unkind and/or disrespectful• Teasing• Put-downs• Being a poor sport• Cheating/dishonesty• Swearing• Inappropriate gestures• Excessive incomplete assignments• Noncompliance	<ul style="list-style-type: none">• Fighting or threatening another person• Vulgar language or obscene gestures• Intentional damaging of property• Sexual harassment• Ethnic or racial harassment• Carrying a weapon or lookalike• Stealing <p>Bottom line behaviors are reviewed to make sure the consequences are developmentally appropriate.</p>

***The chart is by no means an exhaustive list but rather outlines possible school-aged behaviors.

“Above the Line”

Each classroom will establish expectations/rules during the first days of school based on the “Above the Line” behaviors listed. These expectations/rules will be displayed in the classroom and throughout the building. Every attempt will be made to clearly convey expectations/rules to students and parents/guardians.

“Below the Line”

A behavioral choice that is considered “Below the Line” is when an expectation/rule is not met. Some “Below the Line” behaviors are documented. When a staff member observes a student breaking an expectation/rule, the following steps are followed:

Initial Offense

Verbal reminder of expected “Above the Line” behavior by a staff member.

Classroom Support

Each teacher has a classroom behavioral plan. When your child is struggling and making below the line behaviors a teacher will communicate this to parents/guardians. The students first visit to the Reset Room is followed by parent communication by the classroom teacher, preferably via a phone call or potentially as an email.

Continued Support

Behaviors that continue or are “Bottom Line” will be sent to the Reset Room.

Students will be given support to problem solve and have a plan to make behavioral changes.

“Bottom Line”

When a staff member observes a student who is involved in a “Bottom Line Behavior”, the inappropriate behavior is documented. All “Bottom Line Behaviors” may be brought to the attention of school administration and the parents/guardians can be notified. Consequences, including suspensions, are determined based on the severity and frequency of the misbehavior.

PBIS Communication

The Park Elementary staff will communicate “Below the Line” and “Bottom Line” behavioral concerns with parents/guardians before those issues become more significant and/or persistent. If persistent “below the line” incidents occur, we will reteach expectations, determine the motivation behind the behavior, and work with the student to eliminate behaviors that interfere with learning. The consequence of a “Bottom Line” offense may include a parent conference or an administrative referral.

Parent Support of PBIS

We encourage parents/guardians to discuss and support the C.A.R.E.S. qualities with your child. This helps to create a partnership between school and home as well as a positive, safe learning environment for all. With your support and involvement, all students will be successful.

Reset Room

The Reset Room is an alternative educational environment available to all students. This space can provide a quiet place to eat and build relationships in a smaller setting. It is also an environment for students who are experiencing difficulty managing their behavior appropriately while at school. Students may visit the Reset Room when it is viewed by a Park Elementary staff member that the student’s behaviors are disrupting their own learning/safety or the learning/safety of their peers. The Reset Room will provide time for the child to calm down, talk out the problem with a licensed staff member to resolve the issue with a verbal or written plan, and return to the classroom. Some students need a setting for indoor recess and the Reset Room provides this service.

Academic Resource Room

The Academic Resource Room is open during lunch and recess time. This is a quiet environment, with a staff member present, to help support students with academic work.

Bullying

According to [District Policy 514](#), 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.

We are careful to help students understand the difference between bullying and fighting or conflict. Our school recognizes bullying as a situation when (1) someone continues being mean to someone else on purpose; (2) it happens over and over again over several days; (3) it is unfair and one-sided. You can ask these questions to determine if a conflict has become bullying:

1. Is someone being mean on purpose?
2. Does it keep happening?
3. Have I been unable to get it to stop through my words or reporting?
4. Is it unfair and one-sided?

This 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.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions to suspension and/or expulsion. Park Elementary addresses acts of bullying through specific learning activities directed toward students who get bullied, students who bully, and students who see bullying occur.

Reports of bullying should be made either to classroom teachers, playground supervisors, bus drivers, the principal/assistant principal, or any other adult.

Tennessen Warning

A Tennessen Warning may be necessary in some school district investigations involving students. The purpose of the Tennessen Warning is to enable an individual to make an informed decision about whether to provide information about her/himself to the school district.

Crisis Prevention Intervention

According to State Statute 121a.45 Grounds for Dismissal, any student may be dismissed from class for any of the following reasons:

- Willful violation of any school district policy.
- Willful conduct or behavior that disrupts the rights of others to an education or the ability of school personnel to perform their duties.
- Willful conduct that endangers the student or other students, or surrounding persons, including school district employees or property of the school.

If a pattern of behavior leads to a student being removed from class, a parent/guardian meeting will be set up with the teacher to discuss behavior concerns and determine the need for a behavior plan or further assessments.

If a student is exhibiting crisis behaviors and the situation is considered an emergency such as continuous aggression, continuous severe property destruction, elopement (running or walking away from where he or she is supposed to be), continuous self-injurious behavior, or disrobing, a staff member may provide immediate intervention to protect the child or other individuals from injury by the use of Non-Violent Crisis Prevention Intervention methods (CPI).

Suspensions

In-school suspension may be given for the remainder of a day or the following day. During this time students are removed from the classroom and given quiet time to evaluate their behavior and consider alternatives to inappropriate behavior. Parents/guardians are notified.

Out-of-school suspensions are used if all other steps have been proven ineffective, or if an incident is deemed serious enough to warrant removal from the school. The student is removed from school under the supervision of the parent/guardian for up to five days. A conference with the student, parent/guardian, teacher, and principal may be scheduled before readmission to school. All actions taken would be in compliance with the Pupil Fair Dismissal Act. Behaviors are documented in Campus with possible reports submitted to the State of Minnesota.

Dress

Students are expected to wear neat, clean, and appropriate clothing to school.

Appropriate clothing includes, but is not limited to the following:

- Clothing appropriate for the weather
- Clothing that does not create a health or safety hazard
- Clothing appropriate for the school activity

Inappropriate clothing includes, but is not limited to the following:

- Clothing that is not in keeping with the community standards.
- Clothing which bears a message which is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.

Gym shoes are required and may be stored in student's lockers.

Protective footwear must be worn in case of wet or inclement weather. Whenever there is snow on the ground, boots must be worn to and from school and while students are outside. Snow pants, caps or hats, and mittens or gloves must be worn during cold weather months.

Employment and Services Criminal History Background Checks Notice to Parents and Guardians

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall 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.

eLearning Days

Park Elementary Grades 4 & 5 will participate in an e-learning day due to school closure. Activities will be developed for students to complete at home and aligned to classroom curriculum and Minnesota State Standards. Student participation on an e-learning day is required. If your child does not participate they will be considered absent for the day. More information regarding e-learning and the activities will be shared with each family before the e-learning day is called.

The 2021-2022 approved school calendar states that Preschool - Grade 3 (West Elementary and Tiger Elementary) will not participate in e-Learning weather days, but instead will be making up any missed days at the end of the school year. Please refer to the [calendar for details](#).

Field Trips

Educational field trips may be taken by classes during the school year under the teacher's direction. Parents/guardians may be asked to assist with these trips, along with the completion of a background check. When trips are made in school buses, parents/guardians will be notified and asked to give written permission for each trip. In most instances, payments made toward field trips are non-refundable.

Fire, Severe Weather and Building Lockdown Drills

Fire, tornado, and building lockdown drills are organized and held throughout the school year for the protection of all persons in the building.

Health Services

Health Office

A licensed building nurse or professional health staff is on duty during the school day to assist students who are ill or injured. They are trained in CPR, First Aid, and medication administration. You may contact the building health office at Park Elementary by calling 234-2837.

Health Services Coordinator

A Licensed School Nurse (LSN) is responsible for coordinating all health services throughout the district and to address any special health needs of students. If your child has any health concerns, please contact the LSN or building health office.

Medication

All medications will be administered in the health office including prescription and nonprescription medications such as acetaminophen, ibuprofen or liquid cough medication. Medication forms can be obtained from the building health office. A parent/guardian or responsible adult must bring all medications to the health office.

Prescription medications must be in the original pharmacy container and labeled with the student's name and correct dosage. The physician and parent/guardian must complete the medication form before prescription medications will be administered.

Non-prescription or over the counter medications will be given only if it is in an original container and a parent/guardian completes the medication form. The nonprescription medication must be in an age appropriate formulation, for example Junior Strength Tylenol. The health office does not stock over the counter medications. If you have given your child any medication prior to school, please leave a detailed message with the health office. If your child is in need of over the counter medication, please consider keeping your student at home as student health and safety is a priority for our schools.

Cough drops or other cough suppressants (i.e. suckers, mints,etc) are not administered at Park Elementary. Cough drops are considered a choking hazard as well as having other safety risks. Research shows that drinking water or use of liquid cough medicine, that is administered in the health office, is just as effective in helping with coughs. If you choose to use a liquid cough medicine that is over the counter a non-prescription medication form is required to be filled out by parent/guardian and must be age appropriate (children's strength), in the original container, and delivered by a responsible adult. If you need the non-prescription medication form, please contact the health office. The medication will be stored in the health office only during the course of the illness. After 7 days the medication will be destroyed if not picked up by parent/guardian or responsible adult.

Excused from PE/Recess

A student may be excused from physical education and/or recess with a physician's authorization. Park Elementary does not have an indoor recess program. If you feel that your child is too sick to participate in recess/PE, please consider keeping him/her home from school.

Screenings

The LSN coordinates vision and hearing screenings for students based on Minnesota Department of Health recommendations. If a vision or hearing concern is identified, a referral letter will be sent to parents/guardians. Financial assistance for vision or hearing exams is available. Please contact the LSN or building health staff/nurse for more information.

Lice

Lice is a normal part of childhood and surveys show that among primary school children 1 in 10 have head lice at any one time. Our school does not send home letters if a student in a classroom has head lice, nor do we perform random head checks. If we identify head lice on your child at school, we will give you a call to notify you. Written information may also be sent home with your child. In accordance with recommendations from the Centers for Disease Control (CDC), the Minnesota Department of Health (MDH), the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN), children found to have head lice in school DO NOT need to be sent home early. A parent/guardian may choose to pick up their child to begin treatment. However, a child can remain in school, go back to class, and be treated that evening, after school. Parents/Guardians are asked to send back the treatment form to the health office. Any absences due to lice after initial finding/treatment will be considered unexcused.

Checking your child once a week will help in early detection and treatment. Lice go through a short life cycle, however they reproduce quickly and can lay multiple eggs (nits) a day. Their quick reproduction and difficult detection can cause lice to be left unidentified for weeks or months. It can take up to 2 weeks to get rid of lice with proper treatment, this is due to the life cycle of lice.

Reminder head lice cannot live past 48 hours if not on a human head, they do not live on animals, they do not burrow under the skin, and they cannot jump or fly.

Our school promotes the check, treat, complete program and information can be obtained at
<http://www.isd423.org/district/servicesresources/health-services/head-lice/>

Immunizations

Students in Minnesota must be up to date on all required immunizations in order to enroll in school. If a parent chooses not to immunize their child, a conscientious objection form must be completed, notarized and returned to school. If students do not have proper immunization documentation, they will be excluded from school. Please contact the LSN or building health office if you have any questions regarding immunizations

Student Health Information Forms

The student health information form is completed with online registration. If you are unable to complete the form online please contact the District Office at 320-587-2860.

Health Conditions

Many children in school have health conditions. Some examples include asthma, allergies, diabetes and seizures. Please notify the LSN or building health staff/nurse of any health concerns your child has. A plan of care will be completed with the parent, and physician if needed, to safeguard your child's health and safety while here at school. We have attempted to eliminate all latex products from the building, and peanut/tree nut products are not served in the cafeteria at Park Elementary. Please check with your child's teacher before sending a classroom snack.

Illnesses

- Children with a fever of 100 °F or greater should not be in school. Children should stay home until they have been fever-free for 24 hours, without the use of fever reducing medication (acetaminophen/ibuprofen)
- Children with vomiting and/or diarrhea should not be in school. Children should stay home for 24 hours after the last vomiting and/or diarrhea episode and without other symptoms.
- Children who have red, itchy, mattering eyes should be evaluated by a health care provider and cleared to return to school.
- Children diagnosed with a communicable illness and require antibiotics should be on their antibiotics for 24 hours before returning to school (i.e. strep throat, pink eye, pneumonia, etc.) and should be free of other symptoms that fall under school guidelines.

- Children exhibiting influenza like illness, which includes fever, runny nose, cough, shortness of breath, etc. should not be in school. If undiagnosed, children should stay home until he/she is symptom-free for 24 hours.

For more information on illness, please contact the building health office, or refer to the **Reminders from the School Health Office** handout or visit the school website at <http://www.isd423.org/district/servicesresources/health-services/>.

Healthy children in school should not need medicinal accommodations to participate in their regular school schedule. If you feel your child needs accommodations, please contact the health office for guidance.

Healthcare Staff Contact Info

District Nurse: Malary Richter

(O) 320-234-2731
 (C) 320-583-4286
 (F) 320-587-4821
malary.richter@isd423.org

Park Elementary: Jessica Neid & Bethann Wilson

(O) 320-234-2734
 (F) 320-587-4821
jessica.neid@isd423.org and bethann.wilson@isd423.org

Homework

Take-home work is a part of the learning process and increases as students move through the grades. It provides practice on skills presented in school, an opportunity for creative thought at home, and family involvement (for example, Math Home Links). Additionally, time spent in recreational reading is an important daily activity to boost student achievement. Generally, ten minutes per grade level should be expected. All assigned homework is expected to be completed.

Homework for absences due to vacations need to be made up after the child returns to school.

Insurance

The Hutchinson School District, like most Minnesota schools, does not provide health insurance for accidental injury or for an illness of your child while s/he is under the care of the school. However, a policy that is in addition to your family policy may be purchased through the school. If this insurance program is purchased, it is an agreement between the parent and the insurance company. Forms are sent home at the beginning of school.

Intervention Programs

Park Elementary works with multiple entities to support students' success.

- **Title 1 Support:** Title I is a federally funded program that supports the achievement of high standards for all students. In the Hutchinson Public Schools this results in supplemental assistance in the areas of reading and math for children in grades K-5. We operate under a multi-tier system of supports to provide additional instruction for students who are not meeting grade level standards.
- **ADSID Support:** Alternative Delivery of Specialized Instructional Services (ADSID) is an application process through the Minnesota Department of Education to receive funding to support students with reading and behavioral needs. These Services and resources are available for students in grades 2 through 5.
- **MRC Support:** Minnesota Reading Corps (MRS) is funded by the Americorps Program. This program trains staff to work with children in 2nd and 3rd grade with their literacy skills.

An information letter will go out to families if your child qualifies for these services. If you do not want your child to receive these additional services, please send your request in writing to the principal. If parents/guardians have questions regarding any of these programs, they should call the principal, assistant principal, or the Director of Teaching and Learning.

Late Starts

The Hutchinson Board of Education approved a series of two-hour late starts for staff development purposes for the [2021-2022 school year](#). On the dates listed below, school will begin two hours later than usual. This staff development time is critical as we strive to continually improve the curricular and instructional programs in all the schools.

October 6 November 10 February 2 April 6 May 4

Library Item Policy

The Park Elementary Library is delighted to share its many books, e-books, audio books, and magazines with all students and staff.

Number of Items: Students visit the library often for the purpose of scheduled book checkout. In addition, students may visit the library any other time during a school day by requesting a pass from their teacher. The following are the maximum number of items that any student usually has out at one time; students may occasionally have additional books for projects: 2nd grade -3 3rd grade -3 4th grade - 4 5th grade - 4

Please return items on time. All items are due back three weeks from the date they were borrowed. Please abide by these due dates. If necessary, items may be renewed online at <https://destiny.isd423.org/>. Click “Park Elementary School”, then the “login” button. Type username: first name, last name, no space, graduation number, identical to portal; password: Tigers lunch number) or by bringing them to the library. In the spirit of sharing and responsibility, the following consequences will apply:

- **Overdue:** If a student has overdue items from the library, they may not check out any additional items until they have returned or paid for them. The first time they are due and unreturned, the student will receive a verbal reminder.
- **Long Overdue = Lost:** Items will be considered “lost” when they are overdue for three or more library times and a written payment notice will be sent home with the student. Should a student require five or more reminders to return items, s/he will be restricted to one item checkout when s/he resolves the lost item by returning or paying for its loss. This is in an effort to instill responsibility.
- **Earning Back Borrowing Privileges:** Students restricted to one item checkout have the opportunity to earn back borrowing privileges. After four times of returning one item on time and in good condition, the student may check out two items. After four times of returning two items on time and in good condition, the student may check out three items and so on until the student assumes full borrowing privileges.
- **Ongoing Consequences:** Students are expected to take care of lost or damaged items before the last day of school. In the event items are still outstanding, library borrowing privileges will be affected for the following school year, and all fines will carry over into subsequent school years until paid in full.

- **Damaged:** If any items checked out from the library are damaged during the time a student has them checked out, that student must pay for the damage. The cost will depend on whether the item can be repaired or needs to be replaced.

Refunds: If the item is returned in good condition within the current school year after the student has paid for it, the money will be refunded in full.

Lost and Found

Students sometimes misplace or forget clothing and other items at school. Found items are kept near the lunchroom and are available for students to reclaim. After each trimester we will donate any unclaimed articles to charity.

Jewelry, glasses, etc. are kept in the office. Please mark **all** personal items with first and last names. Valuable items should not be brought to school, or if brought to school for a sharing activity should be picked up by a parent/guardian.

Lunchroom Rules and Expectations

1. Students are to be seated during their 20-minute eating time and may visit quietly with only those at their table while keeping hands and feet to themselves.
2. Students may not save seats.
3. Students are discouraged from using the restrooms during their lunch period. Restroom breaks generally occur before coming to the cafeteria.
4. When dismissed by the lunchroom supervisors, students are to empty any remaining food and wrappers/containers from their tray into the garbage and recycle plastic sporks before lining up in a single file line to deposit trays in the dishwashing area.
5. Students who exhibit “Below the Line” behaviors may be asked to stay in during their recess.

*Out of respect for students eating school lunch, parents/guardians who would like to visit during lunchtime are asked to either purchase school lunch or take the child out for lunch, instead of bringing fast food for their child.

Media Release

School activities, student accomplishments, and classroom lessons and photos are sometimes shared or published. If you do not want your child’s name/photo/video/work to appear in the media (TV, newspaper, video slideshow, school website, social media, Twitter, classroom platforms, school publications, staff trainings, etc.) please send your request in writing to the principal. This excludes the school yearbook.

Minnesota Comprehension Assessments (MCAs)

The Minnesota Comprehensive Assessments (MCAs) are the state tests that help school districts measure student progress toward Minnesota’s academic standards. The reading and mathematics tests are used to determine whether schools and districts have made adequate progress toward all students being proficient. Science is required for fifth grade students but is not included in calculations toward proficiency measures for the State of Minnesota.

Reading and mathematics tests are given in grades 3-8, 10, and 11. Science tests are given in grades 5 and 8 and once in high school, depending on when students complete their life sciences curriculum. Students take the MCAs in the spring of the year. Park Elementary School will send home your child’s MCA results as soon as they are made available from the Minnesota Department of Education. Current fifth grade students will receive their individual MCA results from the Middle School.

To read more about the MCAs, including the option to opt out, please refer to the back of this handbook for pages from the Minnesota Department of Education.

Pets

Students may wish to share their pets as a part of a school experience. **Arrangements must be made 24 hours in advance with the classroom teacher.** Animals brought to school must be vaccinated, tagged, and kept on a leash. Parents/guardians should plan to bring the pet and remain with the pet at school. Students will meet with the pet outside the building.

Playground Rules and Expectations

1. Students will show respect for others and follow instructions given by staff.
2. Students will play on playground areas within clear sight of playground supervisors.
3. Students will take turns on the equipment (counting to 25 on the swings, for example.)
4. Students will resolve conflicts peacefully. Stop, think, and make a plan.
5. Students will demonstrate sportsmanship during games. **Should games get too rough, the privilege to play them will be lost.**
6. Students will show pride in their school by keeping the building and grounds free of litter.
7. Students will wear boots and snow pants during the winter months or be restricted to the paved area near the playground.
8. Children are expected to play outside at recess if they are well enough to be at school.

“Below the Line” and “Bottom Line” behaviors that occur on the playground will be addressed by the playground supervisors in the following manner:

- A verbal reminder for correct behavior
- A time-out at “the wall”
- Send to the Reset Room or the office: loss of recess privilege

**Recess is outdoors unless it is raining or the temperature and/or wind chill is near 0 degrees Fahrenheit. Please dress accordingly.

Pledges

Park Elementary School routinely recites the Park Pledge and the C.A.R.E.S. Pledge along with some actions that support the following ideas:

P	We are all Partners .	(shake hands with partner)
A	We are Awesome students.	(do a high five with partner)
R	We are Responsible .	(pat partner’s back)
K	We are Kind kids.	(put hand over heart)
C	Cooperation	(shake hands with partner)
A	Assertiveness	(from crouching to standing)
R	Responsibility	(tap thumb on chest)
E	Empathy	(hand on chin – thinking)
S	Self-Control	(zip mouth and throw away the key, then hands across chest, holding self)

Park Elementary School also abides by Minnesota State law and recites the Pledge of Allegiance to the United States of America one or more times each week. Anyone who does not wish to participate in reciting the pledge may elect not to do so. Students are expected to respect another person’s right to make that choice.

Professional Qualifications of Teachers

All of our staff members are required to follow guidelines demonstrating that they are Highly Qualified according to the State of Minnesota. Parents/guardians have the right to request the professional qualifications of their child’s classroom teacher. Please call the school principal with questions.

Release Time

Students may be released for religious instruction with parent/guardian permission on Wednesdays from October to April. Excuses for absences from religious instruction must go to the respective churches and not to the public school. Parents/guardians are asked to help monitor their child's attendance at release time. Please contact the church if you have concerns regarding behavior during release time or the transition between school and church.

School Closings

The directive to close school comes from the office of the Superintendent. Official announcements are listed on the school's website (www.isd423.org) along with the following radio or TV stations: KDUZ 1260 AM, KARP 106.7 FM, WCCO 830, KARE 11, WCCO 4, KMSP FOX 9 and KSTP 5. In addition, a Campus Messenger is sent to each parent/guardian who has provided a current email address, notifying them of a school closure.

School-to-Home Communications

The vast majority of school-wide communications are conducted electronically. It is vital for each parent/guardian to have and maintain an email account. Campus Messenger and Twitter (@parkelem) are the tools we use to stay electronically connected with the parents/guardians of Park Elementary students. Please contact the office if you need to update your email information by calling 320-587-2837.

Occasionally, each child will bring home announcements, forms, permission slips, etc. from school. It is important that parents/guardians read these to be informed about school events. Your interest in reading them will encourage your child to continue to bring them home.

School Improvement

Park Elementary School faculty constantly analyze data to evaluate areas where there is room for improvement. The front cover of this handbook lists our mission and belief statements. If you would like to see a copy of our profile that includes a comparison of standardized test scores, please visit the [Minnesota Department of Education's website](#).

Security Measures at Park Elementary

Listed below are security measures that are in effect at Park Elementary School to help ensure the safety of students and adults at our school. These procedures were developed based upon input from parents/guardians, staff, and administration.

1. Visitors are only able to enter the building through our main entrance. In order to gain admittance into the remainder of the building, visitors must buzz into the office, sign in with their State Issued ID/driver's license, and be released through our secure door by one of the secretaries.
2. All visitors to Park Elementary need to wear either a *volunteer* or *visitor badge* with their name and position on it.
3. All staff, as well as substitute teachers, are required to wear an identification badge.
4. Park Elementary staff will make office personnel aware when they are expecting visitors/volunteers to be in the building.
5. Visitors other than custodial parents/guardians who wish to eat lunch with students must be granted permission from the custodial parents/guardians and then be placed on the approved list kept by building secretaries.
6. If there is a suspicious-looking individual in or around the building, Park Elementary staff will immediately notify the office so the principal can investigate the concern.
7. All parents/guardians must stop in the office to check out their children when picking them up during the school day. No child will be taken from the playground by a parent or guardian. Rather, the parent/guardian should inform the office of their desire to remove their child from school. Office personnel will contact playground staff or the classroom teacher who will, in turn, direct the child to the office.

Snacks/Treats

ISD 423 follows the recommendation of the Minnesota State Department of Health **not allowing food that is prepared at home for school parties or treats**. If you desire to provide treats, please send commercially prepared items. Minnesota State Law strongly recommends healthy snack choices. An alternative suggestion is to purchase a book for the classroom or the media center in your child's name as a celebration of a special occasion.

Student Referral Process

A group of school professionals consisting of teachers, administrators, counselors, a school psychologist, an assessment coordinator, and school intervention staff meet regularly during the school year to discuss and develop strategies for addressing student academic and/or behavior concerns. When a teacher/parent/guardian recognizes that a student is having behavioral or academic difficulties, the teacher may consult the team for assistance. The team may also refer the student for school assessment through the Child Study Process. We do not proceed with assessment until parents/guardians are consulted and give permission.

Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The school administration or designee will provide reasonable notice to parents/guardians of planned surveys. Parents/guardians have the opportunity to review the survey and to opt their student out of participating in the survey. Please see [District Policy 520](#) for further information.

Telephone Calls

Students may not be interrupted during school hours by outside calls and messages, except in the case of an emergency. However, if it is necessary to reach your child at school, the school secretary will forward your call to the teacher's voicemail. Whenever you need to make arrangements that are out of the norm (i.e., pick-up child early, change of child's after-school transportation) it is best to communicate the change prior to the beginning of the school day by either sending a note with your child or contacting the teacher by phone or email. If you must call during the school day, it is best to call before 2:30 to ensure that the teacher receives the message.

Visiting School

Parents are welcome at Park Elementary. Please keep in mind, however, that lunchtime is an important time for students to socialize with their peers. If you wish to visit a class, please get permission from the teacher and inform the office beforehand. When you arrive, please check in at the office and sign out when leaving. We require all visitors who enter our building to be screened with our visitor management screener called Lobbyguard.

Lobbyguard will scan your driver's license or State Issued ID and print a badge. All visitors, without exception, will need a driver's license or ID to obtain a badge that will allow you to visit our students and staff. For the privacy of our students and families we ask that you do not take pictures of other students while visiting Park Elementary.

Visitors should not take pictures or videos of other children or employees unless attending an event that is open to the public (i.e. musical or PE Fun Day). Any adult picking up a child must provide identification upon request. Under no circumstances will children be released to a person who is unauthorized, under the age of 18, intoxicated or suspected of abuse. School age children not enrolled at Park Elementary are not permitted to visit during the instructional day. Extended visits by relatives or family friends are not permitted and are disruptive to the classroom. If you would like to meet your child in school at the end of the day, you must wait for your child by the office.

Volunteering

To protect the welfare of our students, criminal history background checks for volunteers are required for those who work on-site without supervision and for all off-site volunteers (including field trips that leave the city limits, coaches and advisors). These background checks will be at the district's expense and information will be kept confidential. To

start the background check process, contact the school for a Volunteer Background Check Request form. This form needs to be submitted and your background check completed and approved well in advance of the volunteer opportunity. Approved background checks are good for two years. Volunteers who are denied based on the results of the background check will be notified directly.

Without the time and talent of volunteers, many of our programs would not be possible or run as smoothly as they currently do. Thank you for your cooperation as we continue to maintain a safe and secure educational environment for our students.

Note - criminal history background checks are also required for all new employees, at their expense, prior to starting employment.

Withdrawing from School

If it is necessary to withdraw a child from school, please notify the school at least 48 hours in advance by stopping in person or calling the school office. A withdrawal form should be completed and returned to the school office by the child's last day. Lunch accounts, non-returned books, etc. should be cleared prior to the withdrawal of a student.

School District Policy Addendum

Many of the statements in this handbook are directly related to school district policies.

Full policy definitions and the accompanying procedures are available for review at the District Office and on the district website. www.isd423.org/policy

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

[Click here for the guide and refusal form.](#)