

# West Elementary School

Student/Parent Handbook  
2015 – 2016



Hutchinson Public Schools, ISD #423  
West Elementary School  
875 School Road SW  
(320) 587-4470  
[www.isd423.org](http://www.isd423.org)

**2015 - 2016**  
**West Elementary School**  
**Student/Parent Handbook**

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**ADMINISTRATION**

Daron VanderHeiden, Superintendent  
To Be Determined, Director of Teaching and Learning

Donna Luhning, Business & Finance  
Lisa Kraft, Special Services  
Brian Mohr, Bldg./Grounds/Transportation

Dolf Moon, Community Education Director

Anne Broderius, West Elementary Principal  
Dan Olberg, Park Elementary Principal  
Lori VanderHeiden, Park Assistant Principal

Todd Grina, Middle School Principal  
Bill Carlson, Middle School Assistant Principal

Patrick Walsh, High School Principal  
Michael Scott, High School Assistant Principal  
Thayne Johnson, Athletic Director

**SCHOOL TELEPHONE NUMBERS**

West Elementary	587-4470
Park Elementary	587-2837
Middle School	587-2854
High School	587-2151
Early Childhood Family Education	587-8908
Community Education	587-2975



Dear Parents,

Our Student / Parent Handbook has been developed to help answer questions regarding procedures at West 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 West parents 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.

I am looking forward to a productive year filled with rewarding experiences with you and your child.

Yours in Education,

Anne Broderius

Please complete and return this form by Friday, September 11, 2015 to the West Elementary Principal's Office – Attention: Anne Broderius, Principal.

.....

We have received a copy of the 2015 - 2016 West Elementary Student / Parent Handbook.

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

(Please Print) \_\_\_\_\_  
Parent or Guardian Date

Llene el formulario y regréselo por favor el viernes, 11 de septiembre del 2015 a la oficina de la primaria West - atención: Anne Broderius, directora de la escuela primaria West.

.....

Hemos recibido una copia del manual para estudiantes/padres de la escuela primaria de West para el año 2015-2016.

Nombre del estudiante: \_\_\_\_\_

Profesor: \_\_\_\_\_

(Por favor firme en letra de molde) \_\_\_\_\_  
Padre o tutor Fecha

**TABLE OF CONTENTS**

**ARRIVAL** ..... 1

**ATTENDANCE**..... 1

**BIRTHDAYS / SEASONAL PARTIES**..... 2

**BRINGING ITEMS TO SCHOOL** ..... 2

**BULLYING** ..... 2

**BUS SERVICES / TRANSPORTATION**..... 2 - 4

**CHILD NUTRITION SERVICES** ..... 4 - 5

**CLASSROOM PLACEMENT** ..... 5

**CONFERENCES AND REPORT CARDS** ..... 6

**COUNSELOR** ..... 6

**CURRICULUM AT WEST ELEMENTARY** ..... 6-7

**CUSTODIAL AND NON-CUSTODIAL ACCESS RIGHTS**..... 7

**DIRECTORY INFORMATION** ..... 7

**DRESS** ..... 8

**FAMILY EMERGENCY INFORMATION** ..... 8

**FIELD TRIPS**..... 8

**FIRE, SEVERE WEATHER, AND BUILDING LOCKDOWN DRILLS**..... 8

**HEALTH SERVICES** ..... 8 - 10

**HOMEWORK DUE TO ABSENCES** ..... 10

**INSURANCE**..... 10

**KINDERGARTEN ENTRANCE** ..... 10

**LATE STARTS**..... 10

<b>LIBRARY .....</b>	<b>10 - 11</b>
<b>LOST AND FOUND .....</b>	<b>11</b>
<b>LUNCH PERIOD EXPECTATIONS .....</b>	<b>11 - 12</b>
<b>MEDIA RELEASE .....</b>	<b>12</b>
<b>MONEY .....</b>	<b>12</b>
<b>POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) .....</b>	<b>12 - 13</b>
<b>PETS IN SCHOOL .....</b>	<b>13</b>
<b>PLANNING ROOM .....</b>	<b>13</b>
<b>PLAYGROUND RULES .....</b>	<b>14</b>
<b>PLEDGE .....</b>	<b>14</b>
<b>PROFESSIONAL QUALIFICATIONS OF TEACHERS .....</b>	<b>14</b>
<b>PSYCHOLOGIST .....</b>	<b>14 - 15</b>
<b>QUESTIONS, CONCERNS, COMPLAINTS, COMPLIMENTS .....</b>	<b>15</b>
<b>SCHOOL-TO-HOME COMMUNICATIONS .....</b>	<b>15</b>
<b>SCHOOL CLOSING .....</b>	<b>15 - 16</b>
<b>SECURITY MEASURES AT WEST .....</b>	<b>16 - 17</b>
<b>SNACKS FROM HOME .....</b>	<b>17</b>
<b>STUDENT REFERRAL PROCESS .....</b>	<b>17</b>
<b>TELEPHONE CALLS .....</b>	<b>17</b>
<b>TITLE I PROGRAM .....</b>	<b>18</b>
<b>VISITING SCHOOL .....</b>	<b>18</b>
<b>VOLUNTEERS .....</b>	<b>18</b>
<b>WINTER ATTIRE .....</b>	<b>18</b>

**WINTER RECESS ..... 19**  
**WITHDRAWING A STUDENT..... 19**  
**SCHOOL DISTRICT POLICY ADDENDUM.....19**

## **ARRIVAL**

Student hours are from 8:35 a.m. to 3:15 p.m. If your child does not ride the bus, please time his or her arrival for no earlier than 8:15 a.m. Although teachers arrive earlier, they are not supervising the playground or hallways. Their time is spent in team meetings, lesson preparations, etc. School begins at 8:35 a.m. Dismissal time at West is 3:15 p.m.

## **ATTENDANCE**

**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 are asked to call the school office at 587-4470 before 9:00 a.m. to report your child's absence. Calls will be answered by voicemail before 8:00 a.m. and after 4:00 p.m. It will be important to give the following information: name of student, grade, name of teacher, and length of 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. If we have not spoken with you or a responsible adult regarding the absence, you must send a note to school in order for your child's absence to be considered excused.

If you email an absence to your child's teacher, please also copy the message to the attendance secretary: [jamie.kaping@hutch.k12.mn.us](mailto:jamie.kaping@hutch.k12.mn.us)

School begins at 8:35 a.m.

- A student is considered tardy if he or she arrives after 8:40 a.m. All tardy students must obtain a late/tardy pass from the school office prior to going to their classroom. Students who choose to eat breakfast at school will not be counted tardy.
  - Two unexcused absences due to late arrivals (arriving more than two hours after the school bell) will equal 1 full day unexcused absence.

Regular attendance is essential to student learning and will be monitored by West Elementary.

- Parents may receive a letter in regards to a child's current attendance totals as a reminder of the importance of consistent attendance and how it related to success in academic and work habits.
- If tardies and/or absences continue, an intervention meeting may be scheduled to develop an action plan for regular attendance.
- Once a student has surpassed ten excused or unexcused absences a second letter will be sent with current attendance totals. A doctor's note may be required to excuse any future absences related to illness.
- Seven unexcused absences will be referred to Social Services.

## **BIRTHDAYS / SEASONAL PARTIES**

If acceptable, classrooms acknowledge your child's birthday and seasonal events throughout the year. Your child's teacher will inform you of the date chosen for birthday acknowledgement. Treats from the birthday child to share with classmates are traditional, but not mandatory. Some classrooms encourage a non-edible birthday or party favors (ex. Pencils, stickers, etc.) to share with the classmates. Again, this is optional. For students in a peanut aware classroom, treats with peanuts, nuts or having been processed in a plant that also processed peanuts/nuts, should be avoided.

In an attempt to respect the feelings of all children in the class we request:

- Mailing or phoning invitations from home (they will not be passed out at school).
- Not picking up a group of party guests at school.
- Not expecting young children to ride an unfamiliar school bus to the party. Please make other transportation plans for the party.
- Contact information for parties, play dates (phone numbers, addresses, emails, etc.) will not be provided.
- Student(s) first and last name and Parent(s) first and last name can be provided upon request.

## **BRINGING ITEMS TO SCHOOL**

Students should be reminded not to bring valuable or dangerous items to school. We simply cannot safeguard valuable items (electronic games, music players, toys, etc.). Our students should not bring items from home unless approved by the teacher or principal.

## **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.

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

## **BUS SERVICES / TRANSPORTATION**

### **Private Transportation**

Parents bringing or picking up their children at West Elementary School must obey the following guidelines:

1. Parents should park their car in a designated parking stall in the parking lot on the West side of the building (across from Hunter's Ridge Community Church).
2. When picking children up after school, it is required that parents come inside the building. For safety reasons it is best to escort your child to your car in the parking lot (hold your child's hand so he/she does not run ahead of you into the street or parking lot).



3. Parents of kindergarteners are expected to wait in the foyer until 3:05 p.m. At that time, parents may go to your child's classroom to pick your child up from the teacher. Please do NOT go to your child's classroom prior to dismissal.
4. Parents of first graders are expected to wait in the foyer until your child's class comes to the foyer. Please do NOT go to your child's classroom prior to dismissal.
5. It is important that the teacher be notified before 2 p.m. with a signed and dated note from the parent when and if your child's transportation schedule will change.
6. Parents are requested to discuss with their child the importance of not going with another person or to a playmate's house without their written permission.
7. If a parent is to pick up a child prior to dismissal time, it is required that you sign out your child in the school office. At that time your child will be called to the office to meet you.
8. Request for end of day changes need to be communicated to the office by 2 p.m.

### **Biking / Walking**

Due to the young age of our students and the heavy traffic around our school, West Elementary students are discouraged from riding bicycles or walking to school. School patrol personnel are not provided at West. *Parents who choose to allow their children to walk or ride their bicycles to school must send written permission to the building principal.*

### **Bus Services**

Students who live within the school district boundaries receive free bus transportation to and from school. Riding the bus is a privilege that can be revoked if students do not cooperate and follow bus safety guidelines. Because transporting children on a bus is very serious business with potential dangers, we will enforce bus regulations. Parents will be notified of any significant violations. Students can help ensure a safe and enjoyable ride for all children by observing the following:

### **Bus Rider Expectations**

1. The bus driver is in charge! For everyone's safety, cooperate with the bus driver's instructions.
2. All riders must be seated during operation of the bus.
3. All riders must respect each other and their own and other's property.

### **The Following Are Inappropriate Behaviors That Can Result In Denial of Bus Riding Privileges:**

- Failure to remain seated
- Refusal to obey the driver / bus patrol
- Fighting / hitting / kicking / profanity / harassment
- Hanging out of windows
- Smoking / lighting matches / spitting, etc.
- Throwing objects on and / or off the bus
- Name calling / teasing others
- Moving / changing seats while the bus is in motion
- Vandalism
- Saving seats for other students

**IF CHILDREN CHOOSE TO ENGAGE IN INAPPROPRIATE BUS BEHAVIOR, THE FOLLOWING PROCEDURES WILL BE FOLLOWED:**

**1<sup>st</sup> Offense:** When a problem is identified and the driver and student(s) have not been able to resolve it, a bus conduct report will be issued and serve as a written warning. Parents will be notified of the report and the principal will meet with the student.

**2<sup>nd</sup> Offense:** If the problem occurs again, the student will be denied bus riding privileges for three days. The parents will be notified of the second offense and the principal will meet with the student.

**3<sup>rd</sup> Offense:** If the problem occurs a third time, the student may be suspended from riding the bus for a period not to exceed two (2) weeks. The parent will be notified of the third offense and the principal will meet with the student.

**4<sup>th</sup> Offense:** A fourth offense may require a meeting with the student, parents, and principal. Bus riding privileges may be denied for the remainder of the school year.

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

**Reinstatement:** Elementary students (K-5) may be reinstated to step one (first report) if they have no bus conduct reports during each trimester. A new school year always begins with a clean slate.

Concerns and emergencies related to bus service can be related to:

**Vision Transportation Phone.....320-234-0888**

**CHILD NUTRITION SERVICES**

Hutchinson Elementary Schools participate 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. The school lunch is priced as a unit, so no reduction is made if one or two food items are refused. Milk is available for those who prefer to bring their own lunch at a cost of \$.30 per carton. Milk purchased with a lunch brought from home is NOT provided free to those students who are eligible for free meals. Students who participate in the Federal Free and Reduced Meal program **must pay for milk** if they bring a cold lunch or purchase additional milk with a meal.

Meals are served, starting the first full day of school. Menus are sent home monthly and are also available on the school website. Cost for student lunches is \$1.95 per meal (approximately \$39.00 per month).

Breakfast is offered each school day, beginning at 8:15 a.m., with the exception of Late Starts. There is no charge for breakfast.

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

**It is the responsibility of the parent/guardian and student to ensure that they have adequate money in their account.** You may monitor your child's account online at [www.isd423.org](http://www.isd423.org); click on the Campus Portal icon and login with your user name and password. This is also the place to make online payments. 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 payments. Make check payable to "West Elementary" or "Hutchinson 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. All students in a family may have their lunch money paid for on one check, but be sure to write all names on the "memo" area and how it should be divided. Your lunch payment checks may also be mailed to Central Office at 30 Glen St NW, ATTN: Child Nutrition, or dropped off at Central Office.

Parents 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 immediate family (parent or sibling) need to have prior approval from the child's parent and the parent needs to call the school before guest(s) arrive at school. Cost of a lunch for adults is \$3.65 and \$1.95 for children. We appreciate having visitors bring the correct change since the school has very limited change on hand. Tickets may be purchased in the school office. We prefer that you not charge to your child's account. 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 the school lunch.

**Your children may qualify for free meals. The Application for Educational Benefits Forms can be picked up in the office, or on the school website at [www.isd423.org](http://www.isd423.org). Click on "Services and Resources", then "Nutrition Program", "Free and Reduced Meals" and then "Application". This also helps our school qualify for additional education funds and discounts. Parents are strongly encouraged to complete the necessary paperwork immediately because children are charged for lunches while waiting for approval of the application.**

### **CLASSROOM PLACEMENT**

In the spring, parents may give input regarding their child's placement for the following school year. There are many factors to assigning a student to a class. Ultimately, placement of students is a school decision.

## **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 will be issued three times a year. Students are evaluated in subject areas as well as in work habits, and social and emotional growth areas.

Whenever possible, do not bring siblings or other children with you to the conferences. Conference time 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.

## **COUNSELOR**

The West Elementary Counselor works collaboratively with students, parents, and teachers. The Counselor works with students individually, in groups, and in the classroom.

During individual sessions, frequent topics include: anxiety about coming to school, family changes, and concerns with friends. The use of puppets, crayons, games, and books are used to learn about identifying and expressing feelings.

Small group topics may include friendship, family changes, and other special topics as needed. During small group sessions, students will learn how to express feelings, while practicing social skills through games, books, and role playing.

Weekly classrooms lessons are taught from a program called Second Step. Second Step is a prevention program that teaches skills for social and academic success. As part of our school-wide Character Education Program, the Counselor, along with the Planning Room Supervisor, teach monthly classroom lessons based on our “B Rules”: Be Kind, Be Responsible, Be Safe, Be Respectful and personal safety rules.

The Counselor is here to collaborate with you, the parent. Please call or email any questions or concerns about your child.

## **CURRICULUM AT WEST ELEMENTARY**

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

Enrichment at West is embedded in the curriculum and is designed to meet the unique needs and abilities of children that would be best served by having extended experiences. As we discover

particular strengths in students, we will strive to provide educational opportunities that speak to their area(s) of strength and interest.

### **CUSTODIAL AND NON-CUSTODIAL ACCESS RIGHTS**

Schools and parents need to be aware of the rights possessed by both custodial and non-custodial parents. 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 by 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 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 educational records of personally identifiable information from education records may be disclosed to third parties without written consent of parents, guardians, or the student. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. West Elementary will not release address or phone number information for invitations for outside of school parties or events.

This act permits schools to release "directory information" on a student without a parent's prior consent. West Elementary will use the following as directory information unless we have in writing that the parent refuses the release of the following categories of information:

Student's first and last name  
Parent's first and last name

## **DRESS**

Although we do not have a formal dress code, we would like parental support in having children cooperate with the standards we have established as explained below:

- Students are expected to arrive at school with a neat and clean appearance.
- Clothing deemed distracting will not be allowed. No inappropriate wording, symbols or language will be permitted on clothing worn to school. (This includes trendy T-shirts with questionable or double-meaning messages.)
- Hats should not be worn in the school building, except for special occasions.
- Adults entering West are also asked to respect the dress code rules.
- Proper shoes must be worn at all times. Physical Education (Phy-Ed) Shoes – It is the school’s policy that children should have tennis shoes for physical education. This is a safety precaution for your child. The tennis shoes should be clean, with laces in good condition. Shoes should not have black soles that mark the floor. Flip Flops (sandals with no back strap) and open toed shoes are discouraged and should be saved for non-school days. Please respect this standard and help your child come to school with the appropriate footwear.

## **FAMILY EMERGENCY INFORMATION**

We must have on file names, addresses, and phone numbers of relatives and/or friends to call if we cannot reach you in case of an emergency. Please notify the office if changes occur during the school year.

## **FIELD TRIPS**

Educational field trips may be taken by classes during the school year under the teacher’s direction. Parents may be asked to assist with these field trips. When trips are made in school buses, parents will be notified and asked to give written permission for their child to go with the group.

## **FIRE, SEVERE WEATHER, AND BUILDING LOCKDOWN DRILLS**

Fire, severe weather, 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 building nurse is on duty during the school day to assist students who are ill or injured. You may contact the building nurse at West Elementary by calling 320-234-2735.

### **Health Services Coordinator**

A Licensed School Nurse (LSN) is responsible to coordinate all health services and to address any special health needs of students. If your child has any health concerns, please contact- Mandy Sturges, LSN at 320-234-2731.

### **Medication**

All medications will be administered in the health office including prescription and nonprescription medications such as Tylenol, Ibuprofen, or liquid cough medication. Medication forms can be obtained from the nurse. A parent 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 must complete the medication form before prescription medications will be administered.

Nonprescription or over the counter medication will be given only if it is in an original container and a parent completes the medication form. The nonprescription medication must be in an age appropriate formulation, for example Children's Tylenol.

### **Excuse from PE/Recess**

A student may be excused from physical education and/or recess with a physician's authorization. West Elementary does not have an indoor recess program. If you feel that your child is too sick to participate in recess, 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 nurse for more information.

### **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 nurse if you have any questions regarding immunizations.

### **Student Health Information Form**

This form will be sent home at the start of each school year. Parents are asked to complete the form and return to school. *If your phone numbers have changed, please contact Central Office at 320-587-2860 to have the information updated. Thank you.*

### **Health Conditions**

Many children in school have health conditions. Some examples include asthma, allergies, diabetes and seizures. Please notify the LSN or building 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 West Elementary. Please check with your child's teacher before sending a classroom snack.

### **Illnesses**

Please do not send your child to school if your child has a temperature of 100°F or greater, is vomiting, or has diarrhea. Your child may return to school once he/she is symptom free for 24 hours. For more information on illness, please contact the building nurse, or refer to the “Reminders from the School Health Office” handout. Please notify the office if your child will be absent from school.

### **HOMEWORK DUE TO ABSENCES**

If your child has an extended absence because of vacation, homework can be made up after your 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 she/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 student insurance program is purchased, it is an agreement between the parent and the insurance company. Please call the office if you would like more information.

### **KINDERGARTEN ENTRANCE**

Children will be enrolled in Kindergarten based on their legal right to enter. Children must be five years old on September 1<sup>st</sup> in order to start Kindergarten. Parents should be prepared to provide a copy of their child’s birth certificate when registering.

### **LATE STARTS**

The Hutchinson Board of Education approved a series of two-hour late starts for Staff Development purposes for the 2015-2016 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 7      November 4      January 6      February 3      April 6      May 4**

### **LIBRARY**

The West Elementary Library is delighted to share over ten thousand books and magazines with students and staff.

**Number of Items:** Students in kindergarten and first grade are invited to check out two items during their regularly scheduled library time. Students are welcome to return and select new items between scheduled library times, with the permission of their classroom teacher.



**Please Return on Time.** Students check out items for one week and should return items or renew them at their weekly scheduled library visit. 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.

**Ongoing Consequences:** Students are expected to take care of lost or damaged items before the last day of school. In the event that this does not occur, 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. In the spirit of instilling respect for others' property, students are asked to personally return the items to library staff and inform library staff of the damage. The extent of the damage will determine whether the material can be repaired or needs to be replaced. Students with lost/damaged/long unresolved borrowing issues may be asked to check out only magazines.

**New Students Arriving During the School Year:** Students arriving after the school year has started will be asked to borrow only one material for the first book check-out they attend. When the student returns the material on time and in good condition, full borrowing privileges will be offered.

**Refunds:** *If the material is returned within 3 years after the student has paid for it, the money will be refunded.*

### **LOST AND FOUND**

Each year mittens, sweaters, caps, boots, etc. are turned in to the Lost and Found and are not claimed. Parents should follow these suggestions to help eliminate lost items:

- Clearly label your child's coats, jackets, sweaters, caps, boots, etc. with his or her full name (label ANY article of clothing that your child may remove).
- Stop by the Lost and Found area near the Media Center entrance.
- Use caution in allowing articles of sentimental or monetary value to be brought to school. Leaving such things at home will often prevent unnecessary stress and frustration.

If your child should lose something, please have him/her report the loss as soon as possible. Lost articles that are not claimed by the end of the third week of June will be given to charity.

### **LUNCH PERIOD EXPECTATIONS**

The lunch period is viewed as part of the child's total school experience. It is expected that students will demonstrate the same good citizenship during the lunch period as during the rest of the school day. In order for all students to enjoy a nutritious lunch in a pleasant environment, the following rules will be observed:

1. Wait patiently as you move through the serving line.
2. Be polite to the kitchen staff.
3. Use inside voices.
4. Food is not to be played with or thrown.
5. Raise your hand if you forgot something and the supervisor will get it for you.
6. No standing on the table rails or seats. Hands and feet should be facing the table with feet under the table.
7. Raise your hand to leave the table (i.e., bathroom). Students must be excused from the table at the end of the lunch period by the supervisor.
8. Students must clean up any food or milk spills they create. Adult assistance is provided as needed.
9. All students are expected to clear their place at the table and put utensils, tray, and trash in proper areas.
10. Students are to walk in the lunchroom when dismissed from the lunchroom. No running in the lunchroom or hallways.

### **MEDIA RELEASE**

School activities, student accomplishments and classroom 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 or twitter, sent home with classmates, etc.), please send your request in writing to the principal. This excludes the yearbook.

### **MONEY**

Except for small amounts (less than \$5.00), payments for lunch money, field trips, etc. should be made by check and be made payable to West Elementary. Checks eliminate the problem of money being lost on the way to school. **When money is sent with your child, please put it in an envelope with the child's name, room number (or teacher) written on the outside. Also, please indicate what the money is for.**

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

#### **School Expectations and Student Behavior**

To ensure successful learning and social development, West Elementary believes in proactively teaching positive behavior. We have developed a building wide approach to define, teach, practice, and review the positive behaviors we expect from our students.

These expectations, West Be Rules, are posted throughout the school:

**Be Respectful    Be Responsible    Be Safe    Be Kind**

To ensure students learn and demonstrate the expectations of the Be Rules, staff will do the following:

- Teach and encourage students to follow our Be Rules.
- Coach students with respect and a positive supportive tone.
- Actively engage all students during instruction.
- Look for students using Be Rule behaviors and provide positive, immediate, and explicit feedback.

### **PBIS Communication**

The West staff will communicate minor and major behavioral concerns with parents before those issues become more significant and/or persistent. If persistent minor issues 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 major offense may include a parent conference or an administrative referral.

Minor Offenses	Major Offenses
<ul style="list-style-type: none"><li>• Talking back or arguing</li><li>• Not listening to an adult</li><li>• Verbal or physical disruptions</li><li>• Irresponsible use of building or supplies</li><li>• Disrespect</li><li>• Teasing</li><li>• Cheating</li><li>• Lying</li><li>• Not respecting personal space or boundaries</li><li>• Other small behaviors that do not follow school expectations</li></ul>	<ul style="list-style-type: none"><li>• Fighting or threatening another person</li><li>• Inappropriate language or gestures</li><li>• Intentional damage to property</li><li>• Excessive incomplete assignments</li><li>• Sexual, ethnic or racial harassment</li><li>• Stealing</li><li>• Bullying</li><li>• Carrying a weapon or look-alike</li><li>• 3 or more minor offenses for the same behavior</li></ul>

### **Planning Room**

The Planning Room is an alternative educational environment for use by students who are experiencing difficulty managing their behavior appropriately while at school. Students may visit the Planning Room when it is viewed by a West Staff member that inappropriate behaviors exist. The Planning Room will provide time for the child to calm down, talk out the problem with a facilitative listener, resolve the issue with a verbal or written plan, and return to the classroom. Parents will usually be notified when their child has visited the Planning Room. Parents may be asked to give permission to have their child involved in the direct teaching of positive social skills by an adult in a small group setting, if a child is experiencing difficulty with following rules and/or developing positive peer relationships.

### **Parent Support of PBIS**

We encourage parents to discuss and support the Be Rules with your child. This helps to create a partnership between school and home, and a positive, safe learning environment for all. With your support and involvement, all students will be successful.

### **PETS IN SCHOOL**

If students wish to share their pet as part of a school experience, they may bring them only after arrangements have been made well in advance with the classroom teacher. In all cases, parents should plan to bring the pet and remain to take the pet home. Visits with animals will be held outside of the school building as much as possible.

## **PLAYGROUND RULES**

Use of the playground before school and during the school day is viewed as part of the child's total school experience. It is expected that students will demonstrate the same good citizenship during their time on the playground as they do during the rest of the school day. To promote a fun and safe playground experience for all students, the following rules have been established:

### **Playground Rules**

- Always stay inside the fenced in area.
- Staff will retrieve the runaway balls.
- Students should not climb on the fence.
- Rubber mulch should stay on the ground.
- Keep your hands and feet to yourself.
- Wear appropriate and safe shoes.

### **Equipment Rules**

- Children must sit and only go down slides.
- Children should not climb on the outside of the equipment.
- No jumping off equipment, including swings.
- Children must sit on swings and not run through them.
- Underdog pushes are not allowed.
- No chicken fights or climbing on top of the monkey bars.
- Jump ropes and sidewalk chalk are to be used on pavement only.
- Children are not allowed to bring toys from home outside.
- Children must go down the equipment tunnel.

## **PLEDGE**

West Elementary 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 are required to follow guidelines demonstrating that they are Highly Qualified according to the State of Minnesota. Parents have the right to request the professional qualifications of their child's classroom teacher. Please call the school principal with questions.

## **PSYCHOLOGIST**

West Elementary has the services of a school psychologist. Under current state/federal regulations, the school psychologist is mandated to spend a majority of his/her time serving special education students. However, some of his/her time can be focused in the areas of

prevention and non-special education needs. Services these individuals can and do provide include the following:

- Consulting with parents, teachers, administrators, and helping members of professions and agencies in the community.
- Individual evaluation of children in the areas of personal social adjustment, intelligence, academic achievement, and sensory and perceptual motor functioning.
- Referring parents and children to other helping resources.

### **QUESTIONS, CONCERNS, COMPLAINTS, COMPLIMENTS**

We want to know what you think about West 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 (or principal'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 587-4470
- Principal – Anne Broderius 234-2628
- Director of Teaching & Learning 587-2860

During the school day, teachers may not retrieve messages on their voicemail or email until the end of the teaching day. They will respond to your message at their earliest convenience.

### **SCHOOL-TO-HOME COMMUNICATIONS**

The vast majority of school-wide communications are conducted electronically. It is extremely important for each parent/guardian to have and maintain an email account. Campus Messenger is the tool we use to stay electronically connected with the parents/guardians of West students. Please contact the office if you need to update your email information by calling (320) 587-4470.

Occasionally, each child will bring home announcements, forms, permission slips, etc. from school. It is important that parents read these to be informed about school events.

**SCHOOL CLOSING** (No school, school to start late or release early, bus services limited, etc.) Listen to the following radio and TV stations. PLEASE DO NOT call the radio/TV stations or the schools. We need to keep our school lines open.

KDUZ 1260 AM  
KARP 106.9 FM  
School Website

WCCO 830 AM, WCCO 4  
KARE 11  
Campus Messenger

KMSP FOX 9  
KSTP 5

“No school” means all students are excused from attending (Pre-K–12, including ALC). It also means that any extracurricular practices or contests are canceled.

**Early School Closing Information** (School closing earlier than usual because a storm is moving in or weather conditions have become worse):

Closing time will be expressed in terms of number of hours early (e.g. 2 hours early means that if your student normally arrives home at 3:30 p.m. and school is let out two hours early due to inclement weather, your student will arrive home at approximately 1:30 p.m.).

Bus routes will run the same as other days, but will be earlier. In the extreme case where buses are unable to transport students, these students will be sheltered in the school until the parents or guardians pick them up or other arrangements are made.

Call your child’s school if you need additional help in understanding the emergency procedure. Be sure to explain the procedures to your children and review them when severe weather is imminent.

### **Student Absences Because of Weather**

**Parents always have the right** to keep their children home because of weather conditions. If you feel that road conditions or weather conditions make it unsafe for your children to attend, please have them remain at home. Students will be able to make up any work missed. Please call your child’s school and advise them of the reason your child will be absent that day.

### **SECURITY MEASURES AT WEST**

Listed below are security measures that will be in effect at West Elementary this year to help ensure the safety of students and adults at our school. These procedures were developed based upon input from parents, staff, and administration and may be enhanced or changed throughout the school year.

1. Signs will be posted directing visitors/volunteers to report directly to the office as they enter the school.
2. All visitors to West will need to wear either a *volunteer* or *visitor badge* when spending time at West Elementary.
3. All staff, as well as substitute teachers, will be required to wear a badge with their name on it.
4. West staff will make office personnel aware when they are expecting visitors/volunteers to be in the building.
5. If there is a suspicious looking individual in or around the building, West staff will immediately notify the office so the principal can investigate the concern.
6. All parents must stop in the office to check out their children when picking them up during the school day. If a parent goes to a classroom or to the playground to pick up their child, they will be politely redirected to the office to wait until their child is sent down to be officially checked out from the building.

7. No child will be taken from the playground by a parent or guardian. Rather, the parent or guardian should inform the office of their desire to remove their child from school. Office personnel will contact playground staff who will direct the child to the office.

### **SNACKS FROM HOME**

ISD 423 follows the recommendation of the Minnesota State Department of Health in not allowing food that is prepared at home for school parties or treats. Your child's teacher will communicate the snack procedures for your child's classroom.

### **STUDENT REFERRAL PROCESS**

ISD #423 provides special services to all students who meet criteria through a referral process. Please follow the steps below if you have concerns about your student:

1. Contact the building Principal, Special Education Coordinator or your child's teacher.
2. The building Child Study Team considers each referral.
3. If it is determined an evaluation is needed, parents are contacted and an evaluation/planning meeting takes place.
4. An evaluation is completed within 30 school days and a meeting is held to review results.
5. If student meets criteria for services, an Individual Education Plan (IEP) is created by the Child Student Team, parent consent is given, and services can begin.
6. If the student does not meet criteria for services, the team brainstorms accommodations for the student's success; other referrals may be made.
7. Student progress on IEP's are reviewed every trimester; IEP's are reviewed and updated every year; reevaluations are reviewed every 3 years or as needed.

Any questions regarding the special education process can be directed to the Building Principal or Special Education Coordinator.

### **TELEPHONE CALLS**

Students may not be interrupted during school hours by outside calls and messages except in case of an emergency. However, if it is necessary to reach your child at school, the school secretary will relay the message to your child's teacher.

Student use of the school telephone is discouraged. After school plans should be made prior to leaving home in the morning.

If 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 office or teacher by phone or email. Request for end of day changes need to be communicated to the office by 2 p.m.

## **TITLE I PROGRAM**

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-3. No child is placed in the Title I program until school personnel have consulted with a child's parent and their permission is received. If parents have questions regarding the Title I program they should call the principal or the Special Services Director.

## **VISITING SCHOOL**

**Parents are always welcome at West Elementary. If you wish to visit a class call the office beforehand. When you arrive, please check in at the office and sign out when leaving.** We require all visitors to pick up a visitor's badge to ensure the safety of all children. School age children not enrolled at West 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. These visitors are welcome to visit the child during the lunch / recess period.

## **VOLUNTEERS**

*We need you! Volunteers are necessary, encouraged, and appreciated.*

To help protect the welfare of our students at West Elementary and throughout the district, the School Board has adopted guidelines for those who choose to volunteer their services. These guidelines will be for certain events and extra-curricular activities. We know that this is an extra step in the process of volunteering, but we hope this doesn't deter volunteerism in our schools.

Volunteers who work directly with students and the supervision of students for field trips that leave city limits; and volunteers who work directly with students for extra-curricular activities as a coach or advisor will need background checks. These background checks will be at the district's expense and information will be kept confidential. Background check forms will be available at the West Elementary office.

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 within Hutchinson Public Schools.

## **WINTER ATTIRE**

Since our children wait at bus stops, transfer buses, and go outside during the noon hour, parents are reminded that hats, boots, mittens, and snow pants are as necessary as coats. It is very windy at West Elementary and the children need caps and mittens much earlier in the fall and much later in the spring than in more sheltered areas. Children are expected to play outside at noon. If you question whether extra outdoor clothing will be necessary, it is a good idea to be prepared and always have those items available in the backpack.

Recess is outdoors unless it is raining or the temperature and/or wind chill is below 0. Please dress accordingly.



### **WINTER RECESS**

West Elementary School uses temperature and wind chill as the criteria for deciding if students will go outside during the school day:

- Warmer than 0 degrees (outside recess for the entire recess period)
- 0 to -10 (students go outside for a partial recess - approximately 10 minutes - when possible)
- -11 below or more (students stay inside for entire recess)

### **WITHDRAWING A STUDENT**

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 and exit interview sheet 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 the school district policies. Full policy definitions and the accompanying procedures are available for review at the Central District Office and on the district website at [www.isd423.org](http://www.isd423.org).

**WEST ELEMENTARY SCHOOL CALENDAR**  
**2015-16 School Year**

Monday, September 7 ..... Labor Day (no school)  
 Tuesday, September 8..... Orientation for Kindergarten and Grade 1  
 Wednesday, September 9 ..... First Full Day of Regular School at West  
 Monday, September 28..... Fall Pictures  
 Wednesday, October 7..... Two Hour Late Start  
 Tuesday, October 13..... West Elementary Evening Conferences  
 Wednesday, October 14..... West Elementary Conferences (no school)  
 Thursday & Friday, October 15 and 16..... MEA (no school)  
 Monday, November 2 ..... Picture Retakes  
 Wednesday, November 4..... Two Hour Late Start  
 Thursday & Friday, November 26 and 27 ..... Fall / Thanksgiving Break (no school)  
 Thursday, December 3..... End of First Trimester

Friday, December 4..... Staff Development (no school)  
 Thursday, December 24 - Friday, January 1 ..... Winter / Holiday Break (no school)  
 Monday, January 4..... School Resumes after Winter / Holiday Break  
 Wednesday, January 6 ..... Two Hour Late Start  
 Thursday, January 28..... West Elementary Evening Conferences  
 Friday, January 29..... Conferences/Staff Dev. Day (no school)  
 Wednesday, February 3 ..... Two Hour Late Start  
 Monday, February 15..... Presidents Day (no school)  
 Friday, March 4..... End of Second Trimester

Monday, March 7 ..... Staff Development (no school)  
 Wednesday, March 8 ..... Beginning of Third Trimester  
 Monday, March 21 – Friday, March 25 ..... Spring Break  
 Wednesday, April 6 ..... Two Hour Late Start  
 Monday, April 18..... Spring Pictures  
 Wednesday, May 4..... Two Hour Late Start  
 Monday, May 30..... Memorial Day (no school)  
 Thursday, June 2 ..... Last Student Day & End of Third Trimester  
 (subject to change due to weather make-up schedule)

**Weather make-up schedule:**

First and Second Day – No student make-up required  
 Third Day – February 15<sup>th</sup>  
 Fourth Day – March 7<sup>th</sup>  
 Fifth Day – June 3<sup>rd</sup>