

Tiger Elementary Student/Parent Handbook

2023-2024

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Hutchinson, MN 55350

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Principal

Lesli Mueller, Director of Child Nutrition

Lynn Neumann, Director of Community Education

Dan Olberg, Park Elementary Principal

Bailey Rettmann, West Elementary Principal

Nick Schmidt, Director of Technology

Michael Scott, Director of Teaching/Learning

Tim Singer-Towns, High School Assistant Principal

Jennifer Telecky, High School Principal

Justin TenEyck, Director of Buildings & Grounds

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 Tiger 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 Tiger 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.

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

Welcome to Tiger Elementary School!

Respectfully,



Michael Daugs
Principal

Tiger
Potential
Relationships
Integrity
Dependability
Empathy

Excellence in Academics, Activities and Character

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School Procedures and Services

Arrival

Student hours are from 8:50 a.m. to 3:30 p.m. **We ask that students do not arrive at school before 8:40 a.m.** Although teachers arrive earlier, they are not supervising the playgrounds or hallways. Supervision of students begins at 8:40 a.m. School begins at 8:50 a.m. Dismissal time at Tiger Elementary is 3:30 p.m.

Attendance

School attendance laws of the State of Minnesota require that children must attend school regularly. Children are expected to be in attendance each school day. Students are also expected to come to school on time. For attendance questions, please refer to District [Policy 503](#) for more information.

For the security of children, parents/guardians are asked to call the school office at 320-587-1122 before 9:00 a.m. to report their child's absence. Calls may be answered by voicemail before 8:00 a.m. 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 administrative assistants: jacqueline.backen@isd423.org and jamie.kaping@isd423.org

School begins at 8:50 a.m. A student is considered tardy if he or she arrives after 8:50 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 one 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 and an intervention meeting may be scheduled to develop an action plan for regular attendance. Seven unexcused absences will be referred to social services. An attendance update will be sent after 10 days of absence. After 14 absences, a doctor's note may 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 call the Tiger office at 320-587-1122 before 2:00 p.m. or 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 (After 3rd and 4th written warnings)

Five-day denial of bus privilege (After 5th and subsequent written warnings)

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 :

- Please be patient and give yourself plenty of time. The safety of our students is our number one priority and the process has been designed with this in mind. It is not uncommon at the elementary school level for parent pick up to take 10-15 minutes.
- Please pull as far forward as possible. This will allow us to load 5-8 vehicles at a time and keep the flow of traffic moving smoothly.
- If possible adjust your route so that you can enter the lot from the south and then leave to the north. This will help avoid the congestion created on School Road when cars are trying to take a left into the lot and out of it.
- Student drop off in the morning can occur anywhere between 8:40 and 8:50. In the afternoon students can be picked up between 3:30 and 3:40 or until the line is through. Consider coming toward the end of that time frame to avoid traffic and to make room for parents that do not have the option to come a bit later.

- For the safety of our students, please use the pick up lane as designed.
 - Have students load and unload on the passenger side of the vehicle against the curb. Picking up students in the traffic lane or asking them to cross through traffic to the parking lot creates an unsafe environment for our students and more stress for those exiting through the traffic lane.
 - Students will not be allowed to walk to School Road, as there is too much traffic, and we are unable to monitor that space.
 - Students are not allowed to go to the Middle School parking lot. We have 18 buses and 700-800 students using the space behind the school already.

Transportation Changes

- If you are making a permanent change to your child's transportation, please call the Tiger Elementary main office as well as Hutchinson Bus Lines if it will impact your child's bus route.
- All temporary changes to your child's transportation should be communicated to the Tiger Elementary main office. The office will make sure to communicate with your child's classroom teacher and child.
 - Only parents or legal guardians can make changes to a child's transportation. If you would like to grant another individual permission to make transportation changes, please contact the Tiger Elementary main office for assistance.

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. Governor Tim Walz signed the Free School Meals for kids bill on March 17, 2023. This new program starts Fall 2023 and will provide free breakfast and lunch for all students. Milk only and ala carte prices are posted on the website [Nutrition Program](#).

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 a joint account for all their students. If the money remaining in the account falls below \$5.00, the parent will receive an email reminder each week on Thursdays.

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 under the Quick Links dropdown 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 or dropped off at the District Office at 30 Glen St NW, Hutchinson, MN 55350.

Families are encouraged to complete the Application for Educational Benefits form. Although all students will receive free breakfast and lunch the completion of this form helps our schools receive funding and could qualify your student for Summer P-EBT, waived fees for activities, testing, and more. The Application for Educational Benefits Form is electronic and will be available starting July 1st in your Tiger Portal at portal.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.” 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 Tiger 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 - 320-587-1122
- Principal- Michael Daus - 320-234-2657

Curriculum at Tiger Elementary

The elementary curriculum includes language arts, mathematics, social studies, music, art, library, physical education, health, safety, ~~keyboarding~~ and STREAM (science, technology, robotics, engineering, art, and math) 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. Tiger 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. Tiger 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

Please refer to district [policy 506](#) for more information.

Philosophy

At Tiger 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, Tiger 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 Positive Interventions and Behavioral Supports approach that celebrates positive qualities such as:

Potential **R**elationships **I**ntegrity **D**ependability **E**maphy

To ensure students learn and demonstrate these expectations, (commonly referred to as **P.R.I.D.E.**), staff will do the following:

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

Above the Line/Below the Line

Tiger Elementary uses a behavior management program known as “Above the Line/Below the Line.” This 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 Tiger 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 P.R.I.D.E. 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 Tiger 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. Tiger 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.

Tennessee Warning

A Tennessee Warning may be necessary in some school district investigations involving students. The purpose of the Tennessee 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 may 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

Tiger Elementary Grades 2 & 3 will participate in an e-learning day due to school closure according to the school calendar. 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.

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 nurse or health assistant 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 Tiger Elementary by calling 320-234-2736.

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. Students may not transfer medication unless a physician order is on file.

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 Tiger 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 seven 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. Tiger 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 Tiger 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 diagnosed with a communicable illness and require antibiotics should be on their antibiotics for 24 hours before returning to school (i.e. strep throat, 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: Alexis Kramer
 (O) 320-234-2731
 (C) 320-583-4286
 (F) 855-574-0782
alexis.kramer@isd423.org

Tiger Elementary: Faith Kanne
 (O) 320-234-2736
 (F) 855-574-4821
faith.kanne@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 needs 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

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

- **Title I 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. You can find more information regarding our Title I program and our school assessment calendar on our school website.
- **ADSIS Support:** Alternative Delivery of Specialized Instructional Services (ADSIS) 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 [2023-2024 School Year Calendar](#). 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 4 November 1 December 6 February 7 April 3 May 1**

Library Item Policy

The Tiger Cub Library is delighted to share over eleven thousand books and magazines with students and staff. ~~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

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 “Tiger & West 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 or an alternative arrangement is made with the school librarian.
- 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 a lost item has previously been paid for, a refund will occur if the following two requirements have been met:

- The book is returned in good condition.

- The payment was received during the current school year: If a lost item has previously been paid for, a refund will occur if the following two requirements have been met:
- The book is returned in good condition.
- The payment was received during the current school year.

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.

******As a measure to ensure student safety, it has been decided not to allow parents/guardians to visit/accompany his/her student(s) during lunch.

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. Tiger 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.

Inappropriate 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
- 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/below 0 degrees Fahrenheit. Please dress accordingly.**

Pledges

Tiger Elementary School 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 is the tool we use to stay electronically connected with the parents/guardians of Tiger Elementary students. Please contact the office if you need to update your email information by calling 320-587-1122.

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

Tiger 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 Tiger Elementary

Listed below are security measures that are in effect at Tiger 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 Tiger 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. Tiger Elementary 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, Tiger Elementary staff will immediately notify the office so the principal can investigate the concern.
6. 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.

Suicide Prevention/Mental Health Crisis Resources

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist.

McLeod County Resources

- Call **CRISIS from a mobile phone or from a land line, call your county crisis team.
- Call the McLeod Mental Health Crisis Line at (320) 864-2713
- Help by text is also available, 24/7. Text MN to 741741.
- National Suicide Prevention Lifeline at 1-800-273-TALK (8255)
- SAMHSA Disaster Distress Helpline at 1-800-985-5990
- Peer Support Connection Warmlines: Peer to peer telephone support line that's safe and supportive. Hours: 5 p.m. to 9 a.m. Phone: 844-739-6369
- Hutchinson Health Mental Health Line (320) 484-4585 or via [telehealth services](#)
- Mental Health & Substance Use Disorder Resources. <https://fasttrackermn.org>

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 office by phone or email. If you must call during the school day, it is best to call before 2:00 p.m. to ensure that the teacher receives the message.

Visiting School

For the safety of our students and staff, we do not allow guests for lunch or recess. We want lunch and recess to be a place where students interact safely with each other. 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. 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 Tiger 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 Tiger 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.

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. A District employee must initiate the volunteer background check process. After the formal request is made, the volunteer will receive an email to complete an online background check. Background checks need to be 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. Tiger volunteers must be 18 years or older and/or have completed high school.

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. 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.](#)