

**Student/Parent Handbook
2025-2026
Tiger Elementary**



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Karrie Taylor, Director of Special Services
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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

Welcome to Tiger Elementary School!

Dear Parents/Guardians and Students:

The Student/Parent Handbook was developed to answer questions regarding procedures at Tiger Elementary. Please take some time to read it carefully and refer to it throughout the school year.

Children require attention and guidance from adults to foster their academic, social, and emotional growth and development. For this reason, Tiger Elementary parents, guardians, and educators must establish a positive relationship and practice open communication. Our staff is committed to working collaboratively with you to meet your child's needs. Please contact us if you have any questions or concerns. We look forward to a productive year filled with rewarding experiences with you and your child.

Excellence in Academics, Activities, and Character

Tiger ROAR

Respectful

On Task

Attitude

Responsible



Table of Contents

The subjects of this handbook are arranged in alphabetical order.

School Procedures and Services:

Arrival and Dismissal	Page 5
Attendance	Page 5
Birthdays/Seasonal Parties	Page 5
Bus Services/Private Transportation	Page 6
Cell Phones/Smart Watches/Electronic Devices	Page 7
Child Nutrition Services	Page 7
Classroom Placement	Page 8
Conferences and Report Cards	Page 8
Contacting Teachers	Page 9
Curriculum at Tiger Elementary	Page 9
Custodial and Non-Custodial Access Rights	Page 9
Directory Information	Page 9
Discipline/Positive Behavior Interventions & Supports (PBIS)/Bullying	Page 10
Dress	Page 13
Employment & Services Criminal History Background Checks Notice	Page 14
eLearning Days	Page 14
Field Trips	Page 14
Fire, Severe Weather, and Bullying Lockdown Drills	Page 14
Health Services	Page 14
Homework	Page 17
Insurance	Page 17
Intervention Programs	Page 17
Library Borrowing Policy	Page 17
Lost and Found	Page 18
Lunchroom Rules and Expectations	Page 18
Media Release	Page 18
Minnesota Comprehension Assessments (MCAs)	Page 19
Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing	Page 19
Pets	Page 19
Playground Rules and Expectations	Page 19
Pledges	Page 20
Professional Qualifications of Teachers	Page 20
Release Time	Page 20
School Closings	Page 20
School-to-Home Communications	Page 20
School Improvement	Page 20
Security Measures at Tiger	Page 21
Snacks/Treats	Page 21
Student Referral Process	Page 21
Student Surveys	Page 21
Suicide Prevention/Mental Health Crisis Resources	Page 21
Telephone Calls	Page 22
Two-Hour Early Release	Page 22
Visiting School	Page 22
Volunteering	Page 22
Withdrawing From School	Page 23
School District Policy Addendum	Page 23

School Procedures and Services

Arrival and Dismissal

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., and the school day starts at 8:50 a.m. Dismissal time at Tiger Elementary is 3:30 p.m. Please arrive on time to pick up your child from school.

Attendance

The State of Minnesota's school attendance laws require that children be in attendance each school day and arrive 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 work. For this reason, we appreciate having your phone number and emergency contact information updated. For your child's absence to be considered excused, you must send a note to the school if we have not spoken with you regarding the absence.

If you email an absence to your child's teacher, please copy the message to the administrative assistant: jacqueline.backen@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 or tardy pass from the office before proceeding 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 late arrival time. Two unexcused late arrivals (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 an "educational neglect" 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 for educational neglect. It is a parent or guardian's responsibility to ensure a child's mandatory school attendance. After ten excused or unexcused absences, a doctor's excuse 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 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 when you will pick up your child at the office. Children are not permitted to leave with anyone unless requested and approved by their 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 try 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 classrooms designated as "Peanut Aware," purchased treats should be avoided if they are processed at a facility that also processes peanuts or nuts. Teachers will reach out if there are allergies in the classroom. Individual snacks that are easily handled and individually wrapped (when possible) are requested.

To respect the feelings of all children in the class, we kindly request that you send birthday party invitations from home via mail or phone. The school will not provide your child's classmates' email addresses, home addresses or home phone numbers.

Bus Services/Private Transportation

Riding the bus is a privilege that can be revoked if students do not cooperate and follow bus safety guidelines. Superior Transportation is contracted to provide bus services for ISD 423 District students. Concerns related to bus service can be reported to Superior Transportation at (320)587-9989.

Expectations

- The bus driver is in charge. There may be adult monitors on the bus. Students must cooperate with the driver’s and monitor’s instructions for everyone's safety.
- All riders must be seated during the operation of the bus.
- All riders must ride the assigned bus.
- No food or drink is allowed on the bus.
- Students must keep their hands, feet, and objects to themselves.
- No inappropriate language or swearing on the bus.
- Students may only ride the bus they are assigned to. They may not ride a different bus after school to a friend’s house or to a different drop-off location.

Consequences

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

Subsequent offenses: The bus company will contact parents/guardians.

The Bus Company and the School will collaborate on the following:

- 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 dangerous or destructive act may result in immediate denial of bus riding privileges.

This process starts annually.

The bus driver, the bus company, or the Principal can submit student bus misconduct reports.

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 emergencies
- Peaceful behaviors that contribute to a safe and positive ride

Parent Transportation

When dropping off or picking up children from 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. At the elementary school level, it is common for parent pick up to take 10-15 minutes.
- Please pull as far forward as possible. This ample space will enable us to load 5-8 vehicles simultaneously, keeping traffic flowing smoothly. It also allows fewer cars to be backed up on School Road.

- **There is NO left turn allowed from School Road into the Tiger Elementary parking lot between 8:00 and 9:00 a.m. as well as 3:00 and 4:00 p.m. to reduce congestion. Please adjust your route accordingly.**
- Student drop-off in the morning can occur anywhere between 8:40 and 8:50 a.m. Students may be picked up in the afternoon between 3:30 and 3:40 p.m. or until the line is through. Consider coming toward the end of that time frame to avoid traffic and make room for parents who may not have the option to arrive a bit later.
- For the safety of our students, please use the designated pickup lane.
 - Have students load and unload on the vehicle's passenger side 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. Please do not park to drop your child off in the morning or pick them up after school; we do not want anyone walking through traffic.
 - Students will not be allowed to walk to School Road, as there is too much traffic, and we cannot monitor that space.
 - Students are not allowed to go to the Middle School parking lot for pick up.

Transportation Changes

- If you are permanently changing your child's transportation, please call the Tiger Elementary main office at (320)587-1122 **and** Superior Transportation **(320)587-9989** 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 communicate with the classroom teacher and your child.
- Only parents or legal guardians may change a child's transportation. If you would like to grant another individual permission to make transportation changes, please contact the Tiger Elementary main office at (320)587-1122 for assistance.

Cell Phones/Smart Watches/Electronic Devices

Cell phones, smartwatches, portable music players, or other electronic devices (such as Game Boys or DS players) are prohibited during the school day, unless the classroom teacher approves their use. Students may not use them at recess, as we believe they need exercise, peer-to-peer interactions, and movement. Students are not allowed to take pictures or make videos at school or on the bus.

If students use these devices in view of an adult, they will 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 listed that causes a disruption (e.g., a cell phone ringing in a locker or desk) will be turned into the office, where a parent or guardian can collect it. Because these devices generate a lot of attention, we discourage students from keeping them in their backpacks or unlocked lockers regularly. The school lacks the resources to investigate personal theft, and students are not permitted to install locks on their coat lockers.

Child Nutrition Services

Hutchinson Elementary Schools participate in an "offer versus serve" provision within the school lunch program. This program recognizes children's independence and allows them to choose three to five food items 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. We ask that parents not drop off fast food items (i.e., McDonald's, Subway, etc.) for their child's lunch. 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 program started in the Fall of 2023 and will continue to provide free breakfast, lunch, and milk for all students. Ala carte prices are posted on the [Nutrition Program Website](#).

The following pertains to a student who chooses to take extra milk:

The meal accounting system at Hutchinson Public Schools is a **Pre-Paid System**. This system requires payment for items in advance. Each family has a joint account for all their children. If the remaining balance in the account falls below \$5.00, the parent will receive an email reminder each Thursday.

The parent/guardian and student are responsible for ensuring adequate money in their account. You may monitor and deposit money to your family's account online at www.isd423.org; click [Parent ClassLink](#) and log in with your username (email address) and password. If you do not know your username and password, please call (320)234-2603. Once logged in, click the EduTrak Connect icon to go to the Food Service site. Money may be dropped off at each school building's 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 them 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 1365 South Grade Road SW, Suite #2, Hutchinson, MN 55350.

Families are encouraged to complete the Application for Educational Benefits form. Although all students will receive free breakfast and lunch, completing this form helps our schools receive funding and could qualify your student for Summer P-EBT (Educational Benefits Form), waive fees for activities, testing, and more. The Application for Educational Benefits Form is electronic and will be available starting July 1st in your Parent ClassLink at <https://parents.classlink.com/isd423>; once logged in, click the Campus icon to find the meal application—any questions, contact Fabiola Schmalz 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 email fabiola.schmalz@isd423.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 in assigning students to a class. **Ultimately, the 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, as well as their results from summative and formative tests (MCA, FAST, SAEBRS), along with their social, physical, and emotional well-being. This analysis also supports student placement in our intervention programs, which are taught by our most highly trained and experienced educators in reading, math, and social-emotional skill development.

Furthermore, classroom rosters are developed independently of assignment to an individual teacher, thereby eliminating the potential interference or subconscious bias of the teacher and parental influences. This thorough process enables the equitable distribution of our teaching staff and addresses concerns about equitable access for all students.

Conferences and Report Cards

Parent-teacher conferences are scheduled twice a year. They 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, work habits, and areas of social and emotional growth.

Please refrain from bringing siblings or other children to conferences, as the time is limited and interruptions tend to disrupt the discussion.

Please be aware that when scheduling parent-teacher conferences, the law states 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. 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 your child's education, please follow this order when talking to people: Always talk with the classroom teacher first.

- Teacher - your first contact - (320)587-1122
- Principal - Jen Mahan-Deitte - (320)234-2657

Curriculum at Tiger Elementary

The elementary curriculum **is based on MN Academic Standards** in English Language Arts, Mathematics, Social Studies, Music, Art, Physical Education, Health, School Safety, and STREAM (science, technology, robotics, engineering, art, and math). Our curriculum is continually being revised and developed to meet the needs of our students and state standards.

Tiger Elementary staff have completed or are in the process of completing training in the Science of Reading and use the literacy approach in their classrooms.

Custodial and Non-Custodial Access Rights

Schools and parents or guardians need to be aware of the rights of both custodial and non-custodial parents or guardians. Generally, divorce does not 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 includes, but is not 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 expressly limited or prohibited by a court order.

Since the law allows access to both custodial and non-custodial parents, the school district can only restrict the non-custodial parent's rights upon receipt of 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 supervise the child or the child's records will be made aware of it.

If 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 provide a copy before allowing the child to leave with the non-custodial parent. If the school is not notified of this order, it will not release the child to the non-custodial parent.

Directory Information

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

Please refer to [Policy 515](#) for information regarding the release of directory information.

FERPA does not require the release of directory information via cyberspace, and 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 our students' rights to positive physical, social, mental, and emotional growth. Individuals’ actions will not be allowed to limit their own or others’ educational progress. Maintaining an effective learning environment requires the combined efforts of students, parents or guardians, teachers, support staff, and administrators. All of these individuals are contributing members of our school community.

Rights

- Every member deserves to be treated with respect and dignity.
- Every member has the right to learn, teach, or work without interference or distraction.
- Every member has the right to feel safe and secure within the school and on the school grounds.

School Expectations and Student Behavior

Tiger Elementary believes in proactively teaching positive behavior to ensure successful learning and social development. Our school counselor provides classroom lessons to support students' social and emotional development. We have developed a building-wide approach to defining, teaching, practicing, and reviewing the positive behaviors we expect from our students.

These expectations are part of our Positive Interventions and Behavioral Supports approach that celebrates the following positive qualities:

Respectful On Task Attitude Responsible = ROAR

To ensure students learn and demonstrate these expectations (referred to as **ROAR**), staff will do the following:

- Teach and encourage students to follow the **ROAR** characteristics
- Coach students with respect in a positive and supportive tone
- Actively engage all students during instruction
- Look for students using **ROAR** behaviors and provide positive, immediate, and explicit feedback

Above the Line/Below the Line

Tiger Elementary uses a behavior management program called “Above the Line/Below the Line.” This categorizes typical behaviors into the following three categories:

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	<ul style="list-style-type: none">● Name-calling● Pushing● Being unkind and/or disrespectful● Teasing● Put-downs● Being a poor sport● Cheating/dishonesty	<ul style="list-style-type: none">● Fighting or threatening another person● Vulgar language or obscene gestures● Intentional damage to property● Sexual harassment● Ethnic or racial harassment

<ul style="list-style-type: none"> • Being Inclusive 	<ul style="list-style-type: none"> • Swearing • Inappropriate gestures • Excessive incomplete assignments • Noncompliance 	<ul style="list-style-type: none"> • Carrying a weapon or a lookalike • Stealing
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***The chart is not an exhaustive list but outlines possible school-aged behaviors.

“Above the Line”

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

“Below the Line”

A behavioral choice considered “Below the Line” is when an expectation/rule is unmet. Some “Below the Line” behaviors are documented. When a staff member observes a student breaking an expectation/rule, these steps will be followed:

<u>Initial Offense:</u>	Verbal reminder of expected “Above the Line” behavior by a staff member
<u>Classroom Support:</u>	Each teacher has a classroom behavioral plan. When your child struggles and engages in below-the-line behaviors, a teacher will communicate this to parents/guardians. The student's first visit to the Reset Room is followed by parent communication with the classroom teacher, preferably via phone or email.
<u>Continued Support:</u>	Behaviors that continue or are “Bottom Line” will be sent to the Reset Room. Students will receive support to solve problems and develop a plan to make behavioral changes.

“Bottom Line”

When a staff member observes a student engaging in a “Bottom Line Behavior,” the incident is documented. All “Bottom Line Behaviors” may be brought to the attention of the school administration, and parents/guardians can be notified accordingly. Consequences, including-lunch detention, are determined based on the severity and frequency of the misbehavior.

Behavior	First-Offense
Harassment	Warning & Parent Contact
Leaving School Grounds	Warning & Parent Contact
Physical Aggression without Injury	Warning & Parent Contact
Physical Aggression with Injury	Loss of Privilege & Parent Contact
Physical Fighting without Injury	Loss of Privilege & Parent Contact
Physical Fighting with Injury	Loss of Privilege & Parent Contact
Technology Violation (Including Cell Phones/SMART Watches)	Warning/Possible Loss of Privilege
Theft	Return Item & Parent Contact
Threat to Student or Faculty Member	Apology & Parent Contact

- ❖ **All disciplinary decisions are left to the discretion of the school administrator. If there is more than one offense, further disciplinary action will be taken.**

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 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 and guardians to discuss and support the **ROAR** qualities with their children. This helps create a partnership between school and home, fostering a positive and safe learning environment for all. With your support and involvement, all students will be successful. I will be **RESPECTFUL** in every way and stay **ON TASK** throughout the day. I will have a positive **ATTITUDE** when I walk through the door and be a **RESPONSIBLE** Tiger when I **ROAR**!

Reset Room

The Reset Room is an alternative educational environment available to all students. This space can provide a quiet place to eat, drink, rest, and build relationships in a smaller setting. It is also an environment for students experiencing difficulty managing their behavior appropriately while at school. Students may visit the Reset Room when a Tiger Elementary staff member determines that the student’s behavior is disrupting their learning or the safety of their peers. The Reset Room will provide time for the child to calm down, discuss the problem with a licensed staff member, resolve the issue with a verbal or written plan, and return to the classroom.

Bullying

According to [District Policy 514](#), bullying by an individual or a group of students is expressly prohibited on school district property or at school-related functions.

We carefully help students learn the difference between bullying, being ‘mean,’ fighting, or conflict. Our school recognizes bullying as a situation when (1) someone intentionally degrades, intimidates, embarrasses, or abuses someone else, (2) the intentional acts repeat over time, and (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 bullying but also to students who, by their indirect behavior, condone or support another student’s bullying.

Students who commit prohibited bullying may face consequences ranging from positive behavioral interventions to suspension and/or expulsion. Tiger Elementary addresses acts of bullying through specific learning activities designed for students who are bullied, students who bully, and students who witness bullying.

Bullying should be reported 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 Tennessee Warning aims to enable an individual to decide whether to provide information about her/himself to the school district.

Discipline/Consequences

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 student's behavior leads to removal from class, a parent or guardian meeting may be scheduled with the teacher to discuss behavior concerns and determine whether a behavior plan or further assessments are necessary.

If a student is exhibiting aggressive behaviors and the situation is considered an emergency, such as continuous assault, severe property destruction, elopement (running or walking away from where he or she is supposed to be), 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 reflect on their behavior and consider alternatives to inappropriate actions. Parents/guardians are notified.

Out-of-school suspensions are used if all other steps have been proven ineffective or if an incident is deemed severe enough to warrant removal from the school. The student is removed from school under the supervision of the parent or guardian for up to five days. A conference with the student, parent or guardian, teacher, and principal may be scheduled before readmission to school. All actions taken would comply with the Pupil Fair Dismissal Act. Behaviors are documented in Infinite Campus, and possible reports are 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
- No hats are allowed during the school day unless it is a designated celebration (i.e., dress up/hat day)

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

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

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

Shoes must be worn at all times while students are walking through the lunch line.

Protective footwear must be worn in case of wet or inclement weather. When snow is 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 aimed at promoting the physical, social, and psychological well-being of its students. Under 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 shall also conduct 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 seek criminal history background checks for other volunteers, independent contractors, and student employees.

eLearning Days

According to the school calendar, Grades 2 & 3 at Tiger Elementary will participate in an e-learning day when school is closed due to weather or other circumstances that prevent students from attending school. The general education teachers will provide live instruction during the day if Chromebooks are sent home ahead of the closure. Activities will be developed for students to complete at home, aligning with the classroom curriculum and Minnesota State Standards. Student participation in an eLearning day is required. If your child does not participate, they will be considered absent for the day. More information regarding eLearning and the activities will be shared with each family before the eLearning day is called.

Field Trips

Classes may take educational field trips under the teacher's direction during the school year. Parents or guardians may be asked to assist with these trips, along with completing a background check. When trips are made in school buses, parents or guardians will be notified and asked to provide 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 to protect everyone 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 addressing any special health needs of students. If your child has any health concerns, please contact the LSN or the building health office.

Excused from PE/Recess

A student may be excused from physical education and/or recess with a physician's authorization. Hutchinson Elementary School 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.

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 and tree nut products are not served in the cafeteria at Hutchinson Elementary Schools. 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 episode of vomiting and/or diarrhea, and without any other symptoms.
- Children diagnosed with a communicable illness and requiring antibiotics should be on their antibiotics for 12-24 hours (per MD specifications) before returning to school (i.e., strep throat, pneumonia, etc.). They should be free of other symptoms that fall under school guidelines (i.e., fever/vomiting).
- 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.
- Students exhibiting COVID symptoms are encouraged to follow the current CDC/MDH guidelines.
- Children exhibiting an undiagnosed rash require a doctor's note to return to school.
- Pink eye no longer requires exclusion from school. Please have the student evaluated for provider treatment recommendations.

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 medical accommodations to participate in their regular school schedule. If you feel your child needs accommodations, please contact the health office for guidance.

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 completed, notarized conscientious objection form must be returned to the school. If your student has a medical exemption, a provider must sign off on the immunization exemption. If students do not have proper immunization documentation, they will be excluded from school. Please contact the LSN or the building health office if you have any questions regarding immunizations

Medication

All medications will be administered in the health office, including prescription and non-prescription medications (over-the-counter, such as acetaminophen, ibuprofen, or liquid cough medication). Medication forms can be obtained from the building health office. A parent or guardian, or a responsible adult, must bring all medications to the health office. Students may not transfer medication unless a physician's 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 they are in their original container and a parent or 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 requires over-the-counter medication, please consider keeping your student at home, as student health and safety is a priority for our schools. If you need the non-prescription medication form, please contact the health office. The medication will be stored in the health office only during the course of the illness. After 7 days, the medication will be destroyed if not picked up by a parent/guardian or a responsible adult.

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 the parents or guardians. Financial assistance is available for vision and hearing exams. Please contact the LSN or the building health staff/nurse for more information.

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.

Lice

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 contact and 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 or guardian may choose to pick up their child to begin treatment. However, a child can remain in school, return 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.

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

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

Healthcare Staff Contact Info

Assistant Director of Health Services: Antonia Barrick
(O) 320-234-2731, (C) 320-583-4286
(F) 855-574-0782
antonia.barrick@isd423.org

Tiger Elementary: Faith Kanne
(O) 320-234-2736
(F) 855-574-0782
faith.kanne@isd423.org

Homework

Take-home work is an integral part of the learning process and increases as students progress 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, recreational reading is a vital daily activity that can help boost student achievement. Generally, ten minutes per grade level should be expected. All assigned homework is expected to be completed on time.

Homework for absences due to vacations must be made up upon the child's return to school.

Insurance

The Hutchinson School District, like most Minnesota schools, does not provide health insurance for accidental injury or an illness of your child while s/he is under the care of the school. However, a policy 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 the school year.

Intervention Programs

Tiger Elementary employs multiple trained educators to increase progress toward student success.

- **Title 1 Support:** Title I is a federally funded program that supports achieving high standards for all students. In the Hutchinson Public Schools, this results in supplemental assistance in reading and math for children in grades K-5. We operate under a multi-tiered system of support, which provides additional instruction for students who aren't meeting grade-level standards. You can find more information regarding our Title I program and assessment calendar on our school website.
- **ADSIS Support:** Alternative Delivery of Specialized Instructional Services (ADSIS) is funded through the Minnesota Department of Education and supports students with reading and behaviors. These services and resources are available for students in grades K through 5.
- **MRC Support:** Minnesota Reading Corps (MRS) is funded by the Americorps Program. The program trains staff to work with children in 2nd and 3rd grade with their literacy skills. The interventions are delivered in a 1:1 format.

If your child qualifies for these services, an informational letter will be sent to families. If you do not want your child to receive these additional services, please send your request in writing to the principal. If you have questions regarding these programs, call the principal or the Director of Teaching and Learning.

Library Borrowing Policy

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

Students visit the library weekly to engage in a library lesson teaching state or national standards and to check out books. In addition, students may visit the library at any other time during a school day by requesting a pass from their teacher. Both second and third graders may check out 3 books at each visit (depending on previous texts being returned). Additional books may be checked out if they are for a specific school project.

All items are due back three weeks from the date they were borrowed. Please abide by this due date. If necessary, items may be renewed by bringing them back to the library or online at [Follett Destiny](#). 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). In the spirit of sharing and responsibility, the following consequences will apply:

- **Overdue:** Students with overdue library items may only check out additional items once they have returned or paid for their outstanding items. The student will receive a verbal reminder the first time they are due and have not returned it.
- **Long Overdue:** Library books will be considered “lost” when they are overdue for three or more library visits, 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 it. This is to instill responsibility.
- **Earning Back Borrowing Privileges:** Students who are restricted to one item checkout can earn back their borrowing privileges. After returning an item four times 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. If items are still outstanding, library borrowing privileges will be affected, 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 when 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.

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. If brought to school for a sharing activity, they should be picked up by a parent or guardian.

Lunchroom Rules and Expectations

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

To ensure student safety, parents/guardians are not allowed to visit or accompany their student(s) during lunch.

Media Release

Photos of school activities, student accomplishments, and classroom lessons 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 required state tests that help school districts measure student progress toward mastering Minnesota's academic standards. The reading and mathematics tests determine whether schools and districts have made adequate progress toward all students being proficient in these subjects. Science is assessed in fifth grade, but that score 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 available from the Minnesota Department of Education (typically in the fall while attending Park).

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing (scroll down to 'Student Resource Documents')

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

Pets

Students may wish to share their pets as part of their school experience. **Arrangements must be made 24 hours in advance with the classroom teacher.** Animals brought to school must be vaccinated (documented by a veterinarian's paperwork), tagged, and kept on a leash. Parents/guardians should plan to bring the pet and accompany it to school. Students will meet with the pet outside the building.

Playground Rules and Expectations

- Students will show respect for others and follow instructions given by staff.
- Students will play in areas within clear sight of playground supervisors.
- Students will take turns on the equipment (counting to 25 on the swings, for example).
- Students will resolve conflicts peacefully - stop, think, and make a plan.
- Students will demonstrate sportsmanship during games. If games get too rough, the privilege of playing them may be lost.
- Students will demonstrate pride in their school by keeping the building and grounds clean and litter-free.
- Students will wear boots and snow pants during winter or be restricted to the paved area near the playground when snow is present.
- Students will put jackets or sweatshirts they have taken off in the appropriate outside tote for their class.
- Children are expected to play outside at recess if they are well enough to attend school. A note from a healthcare provider is required to keep a student inside during recess.

The playground supervisors will address inappropriate behaviors that occur on the playground. Depending on the circumstances, the following consequences may be administered:

- A verbal reminder for correct behavior
- An apology
- A time-out
- A Reset Room or office visit
- Lunch Detention

Recess is outdoors unless it is raining or the temperature and/or wind chill is at or 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 prefers not to participate in reciting the pledge is welcome 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 must follow guidelines demonstrating that they are Highly Qualified according to the State of Minnesota. Certified teaching staff are licensed by the MN Professional Educator Licensing and Standards Board (PELSB). 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

On Wednesdays from October to April, students may be released for religious instruction with the permission of their parent or guardian. Classroom instruction will continue while your child is out of the building.

Excuses for absences from religious instruction should be submitted to the respective churches, not the public school. Parents/guardians are asked to help monitor their child's attendance at release time. Please contact the church for concerns regarding behavior during release time or the transition between school and church.

School Closings

The directive to close schools comes from the Superintendent's office. 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. Additionally, a Campus Messenger is sent to each parent or 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. Each parent or guardian needs to have and maintain an email account. Campus Messenger is the tool we use to stay electronically connected with the parents or guardians of Tiger Elementary students. Please contact the office if you need to update your email information by calling (320)587-1122.

A Tiger newsletter (The Tiger Times) will be emailed every other week to keep families informed regarding upcoming events.

Occasionally, each child will bring home announcements, forms, and permission slips from school. Please 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 consistently analyzes data to evaluate areas for improvement. The front cover of this handbook lists our mission and belief statements. If you want to see a copy of our profile that compares standardized test scores, please visit the [Minnesota Department of Education's website](http://www.mn.gov).

Security Measures at Tiger Elementary

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

- Visitors can only enter the building through our main entrance. To gain admittance into the remainder of the building, visitors must buzz into the office, sign in with their State-Issued ID or driver's license, and be released through our secure door by the administrative assistant.
- All visitors to Tiger Elementary must wear a *badge* displaying their name and position, whether as a volunteer or visitor.
- All staff, as well as substitute teachers, are required to wear an identification badge.
- Tiger Elementary staff will inform office personnel when they expect visitors or volunteers to be in the building.
- If a suspicious-looking individual is in or around the building, Tiger Elementary staff will immediately notify the office so the principal can investigate the concern.
- 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. Instead, the parent or guardian should inform the office of their desire to withdraw 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 Minnesota State Department of Health's recommendation, which does not allow food that is **prepared at home to be eaten by other students in the classroom**. If you wish 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 to celebrate a special occasion.

Student Referral Process

A group of school professionals, comprising teachers, administrators, counselors, a school psychologist, an assessment coordinator, and school intervention staff, meets regularly during the school year to discuss and develop strategies for addressing student academic and/or behavioral concerns. When a teacher, parent, or guardian recognizes that a student is experiencing behavioral or academic difficulties, the teacher may consult the team for assistance. The team may also refer the student for a school assessment through the Child Study Process. We only assess once parents or guardians are contacted and give their permission.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information. 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 child 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 or 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, the school administrative assistant 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 a child early, change the child's after-school transportation), it is best to communicate the change before 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 the teacher receives the message.

Two-Hour Early Release

The Hutchinson Board of Education approved a series of two-hour early releases for staff development purposes for the [2025 - 2026 Academic Calendar Year](#). Tiger Elementary will dismiss two hours earlier (1:30 p.m.) than usual on the following dates: October 1, November 5, December 23, January 7, April 1, and May 6. This staff development time is critical as we strive to continually improve the curricular and instructional programs in all the Hutchinson schools.

Visiting School

For the safety of our students and staff, we do not allow guests on campus for lunch or recess. We want lunch and recess to be a place where students interact socially with each other. If you wish to visit a class, please obtain permission from the teacher and notify the office in advance. Upon arrival, please check in at the office and sign out upon departure. We require all visitors entering our building to be screened using our visitor management system. All visitors, without exception, will be required to present a valid driver's license or ID to obtain a badge that will permit them to visit our students and staff.

For the privacy of our students and their families, please refrain from taking pictures of other students while visiting Tiger Elementary. Visitors should only take photos or videos of other children or employees if attending an event that is open to the public (i.e., a musical or Tiger Field Day). Any adult picking up a child must provide identification upon request. Under no circumstances will children be released to an unauthorized person 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 prohibited and 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, the volunteer will receive an email to complete an online background check. Background checks must 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 background check results will be notified directly. Tiger volunteers must be 18 or older and have completed high school.

With the time and talent of volunteers, many of our programs are possible and run as smoothly as they currently do. Thank you for your cooperation as we maintain a safe and secure educational environment for our students.

Withdrawing from School

If a child must be withdrawn 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, and other outstanding items should be cleared prior to a student's withdrawal.

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