

# **SPRINGFIELD ELEMENTARY SCHOOL**

**Parent/Student Handbook**

**2017-2018**



**“BE UNCOMMON!”**

***SPRINGFIELD PUBLIC SCHOOLS—LEARNING FOR ALL!***

**BOARD OF EDUCATION**

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Keith Kottke—Superintendent  
Patrick Moriarty—High School Principal  
Jeffrey Kuehn—Elementary Principal  
Paul Arnoldi—Activities Director

**SCHOOL TELEPHONE NUMBERS**

District Office        723-4283  
High School Office    723-4288  
Elementary Office     723-4286

**SCHOOL HOURS**

Staff    7:40 a.m. – 3:40 p.m.  
Students 8:10 a.m. – 3:05 p.m.



### **Expectations of Students in Our School**

- We expect you to represent our school and community with class.
- We expect you to treat others with respect and dignity.
- We expect you to be responsible and work to the best of your ability.
- We expect you to be safe and follow all the rules/expectations set forth by administration, teachers and support staff.
- We expect you to maintain a positive attitude and develop strong relationships with peers, school staff, and community members.
- We expect you to fulfil your potential and achieve at high levels
- We expect you to make all of us very proud.



## **FORWARD**

*\*The Springfield Elementary School is part of Independent School District No. 85. This handbook is a guide for parents of children enrolled at Springfield Elementary School. It contains basic information about school procedures. It is hoped that the handbook will serve as an easy reference source throughout the year. Questions that cannot be answered by this handbook may be referred to the elementary office.*

## **ABSENCES**

The Springfield Elementary School requires all students to attend school unless ill or a family emergency occurs. Students who have been absent must either bring a note of explanation signed by the parent or guardian and the parent or guardian must telephone or email the elementary office indicating why the student is absent. In the interest of student safety, the school will call families of students that are not accounted for. In the event that the school does not receive a response from parents or guardians, the absence will be considered unexcused.

The student is responsible for making up all class work and assignments missed during absences. Prearranged absences are those which you know will occur on certain dates. Parents must contact both the elementary office and the teacher when they know their child will be absent. Arrangements will be made in advance for the student to make up school work that will be missed.

## **JUSTIFIABLE REASONS FOR ABSENCE**

### **Illness of Student:**

Students are not expected to be in school if they are ill. Attending school when one has symptoms of a contagious disease is not only dangerous to the student but it may result in a longer period of illness. Such attendance is also unfair to other students and staff. If the child becomes sick at school, we will contact you or a person you have designated as responsible and ask you to pick your child up.

### **Serious Illness or Emergency in the Immediate Family:**

When those cases arise it is understandable that the student may have to be absent. If possible, please advise the school of the situation.

### **Impassable Roads or Extreme Weather Conditions:**

In most instances, school will not be in session during these conditions, however there are times when the weather may be more severe in one area than another. At that time, parents/guardians must use their own judgment as to whether or not to send their child(ren) on the bus.

### **Medical or Dental Appointments:**

It is recognized that not all appointments can be made on Saturday or after school. Dental and medical appointments in surrounding towns should justify missing only a small portion of the day. Please send a note with the child and call or email the office before they will be absent.

### **Family Trips:**

Extended trips with parents/guardians may be educational in nature and may be deemed an appropriate experience for the students. When those occasions arise, please discuss this matter with the teacher well in advance. Shopping trips and other less significant excursions do not apply to this category.

**Make-up Work:**

If a student is absent from school, it is extremely important for them to get their assignments and have their work completed when they return to school. One day is allowed per day of absence to complete make-up work.

**Absence and Attending Extra-Curricular Events:**

It is expected that students who are ill not attend evening activities at either the high school or elementary school. If they were too ill to be in school, they should be home resting so they can attend school the following day.

*\*Late students arriving before 9:30 AM are considered tardy. Students leaving before 1:30 PM are considered absent for the afternoon.*

**ATTENDANCE**

State law requires attendance at school of pupils between the ages of 7-18. Springfield Public School complies with Minnesota Compulsory Attendance Laws.

Springfield Elementary School acts in accordance with policies set forth by Brown County. Students with excessive absences and tardies may be required to provide the school with medical verification from a doctor stating that they are too ill to attend school.

Students with two unexcused absences will be considered 'at risk' for truancy and a phone call will be made by the principal noting the significance of regular attendance and positive communication between the home and school. At three unexcused absences a letter, current attendance record, and brochure (Brown County Educational Neglect and Truancy) will be sent home stating the status of the child as a 'continuing truant.' The mailing will cite state law and will provide the family with a complete list of responsibilities and consequences tied to the student's truancy status. Additionally, students with excessive absences (7 or more unexcused) will be defined as "habitually truant" and will be reported to appropriate county officials and parents could be charged with educational neglect.

**ARRIVAL AT SCHOOL**

All students in kindergarten through sixth grade should report to the east playground before school. The school day for elementary students begins at 8:10 a.m. No student should arrive before 7:45 a.m. Playgrounds are not supervised prior to that time. We realize that sometimes both parents go to work early. If this is the case, please make arrangements for your child(ren) to go to a neighbor's or friend's house and come to school later. Please do not drop them off at the school unattended and unsupervised. During inclement weather we will have the school open and the students who enter the building will be asked to go to a designated area that will be supervised.

If your child needs to come into the building early for a particular health reason, please contact the elementary office so special arrangements can be made. We are asking your cooperation in helping us attend to these matters. Also, please see that your child(ren) are dressed for the conditions of the weather outside.

Those students without proper attire for the given weather conditions will be directed to the office and parents will be contacted.

For students taking the school breakfast option, doors to the cafeteria will not open until 7:45 a.m. Students waiting for breakfast should sit quietly in the adjacent hallway until the breakfast supervisor arrives. Students will not be supervised until this time and for any individuals that fail to wait in an appropriate manner, measures will be taken to restrict before school access.

### **AFTER SCHOOL**

The school day for students in kindergarten through sixth grades ends at 3:05 p.m. each day. All students are expected to leave the building by 3:15 p.m. Exceptions include students who are:

- Staying to talk to a teacher. (Student must have prior permission.)
- Participating in after school activities or meetings.
- Required to stay for previously agreed upon disciplinary action.

Students who plan to attend extracurricular activities as spectators may return to the building prior to the start of the event. They will not be allowed to stay at school until the event begins since there is no supervision.

### **BIRTHDAY PARTIES**

If your child is having a birthday party, please find a way to extend the invitation other than passing them out in school. Children are emotionally sensitive at this stage and those who do not receive an invitation may have difficulty dealing with the disappointment in a school setting.

Food prepared in homes cannot be served to children in public schools. This is a law. Please send only packaged treats for parties and birthdays. In addition, we ask that you not send gum as part of these celebrations.

### **CARE OF SCHOOL-OWNED MATERIALS**

Students are expected to respect school property including all equipment inside and outside of the building. If children should willfully or accidentally damage property, the parents/guardians will be called to confer with the principal. At that time, the type or amount of restitution will be decided. You will be asked to replace property which are lost or damaged beyond repair.

### **CHANGE OF FAMILY STATUS**

You are asked to inform the school immediately of changes in your family status such as changes in address, telephone number, parent/guardian's work place or parent/guardian's marital status. Correct and current information is essential in order to contact parents by mail or phone in the event of an emergency.

### **CHILD ABUSE AND NEGLECT**

All adult school personnel are required by law to report any suspected case of child abuse or neglect to the appropriate law enforcement agencies.

### **CURRICULUM MATERIALS**

All print or non-print curriculum materials are available for parents/guardians to review. A list of curriculum materials and key knowledge and skills to be covered is provided to families with fall registration materials. Essential learning standards for each grade-level in reading and math are posted online under the Elementary Curriculum tab on our homepage. Parents may use this resource as a tool to provide additional guidance and support from home. Please contact the elementary office if you wish to examine curriculum material(s).

## **DISCIPLINE POLICIES**

The home and school have a joint responsibility to instill acceptable discipline within each student. School rules are kept to a minimum and special sessions/assemblies will be held with the students to clarify and emphasize school rules. Parents/Guardians will be informed on all occasions that warrant their attention. Disciplinary action may be administered by the classroom teacher or principal.

Every student at Springfield Elementary is accountable for his/her behavior. If a student chooses to behave in a way that is disrespectful to others, disruptive to the learning environment, violates the rights of others or makes school unsafe, the student will have an appropriate consequence.

Because it is not possible to list every misbehavior that occurs, matters not specified will be responded to as necessary by staff. Minor misbehaviors are dealt with by the bus drivers, chaperones, teaching assistants, teachers, administrators, and other appropriate district staff. Behaviors that are more serious in nature will be handled directly by the principal in consultation with school staff, students, families, and if necessary, local law enforcement.

### **SPRINGFIELD ELEMENTARY STUDENTS LIVE ABOVE THE LINE**

We at Springfield Elementary School view mutual respect among students and adults as a fundamental part of the educational process. This mutual respect includes respecting each other, respecting ourselves, and respecting the environment around us.

We as a community of learners believe that each person should be able to do their best and help others do the same. Students, parents, and school personnel must share the responsibility for creating a quality environment.

The "Above The Line" concept was developed by Corwin Kronenberg, a nationally recognized expert on behavior management, and is listed below:

The goal of the Above The Line language is:

- To promote a safe and caring environment.
- To teach the difference between appropriate and inappropriate behavior.
- To guide and expect students to be responsible for their own problems.

Within this program the behaviors are divided into three groups:

- Above the line
- Below the line
- Bottom line

The three behavior categories with some sample behaviors are illustrated below:

#### **ABOVE THE LINE**

- Be Respectful (of the school, of one-another, and of ones-self)
- Be Responsible (follow rules and accept consequences for my actions)
- Be Safe (follow the instructions/directions of school personnel)

#### **BELOW THE LINE**

- Swearing/ inappropriate language/ disrespectful speech
- Being uncooperative
- Rough play, pushing, or hitting
- Possession of nuisance devices
- Violating internet acceptable use policies
- Dress code violation
- Disruptive behavior

#### **BOTTOM LINE**

- Vandalism/theft
  - Fighting
  - Harassment or bullying of any kind (see district policy 514)
  - Threats of bodily harm
  - Weapon or Look Alike Weapon Possession
- Students are expected to demonstrate ABOVE THE LINE behaviors. If a student makes a behavior choice that falls BELOW THE LINE, the student will be held responsible for the behavior.
  - Students who choose BELOW THE LINE behavior may be given a choice by the adult in charge. They may be asked if they want to “fix it” or if they want a consequence for falling below the line. If the student selects the “fix it” option, the student will be responsible for developing an acceptable plan for the problems s/he caused.
  - When a student requests a consequence for a BELOW THE LINE behavior, the consequence will be assigned by the adult in charge.
  - Springfield Elementary does not have a standard consequence for every BELOW THE LINE behavior. Each student is a unique individual with personal, social, and educational needs. As a result, every disciplinary action becomes unique in nature. A consequence will be generated for every situation following these guiding principles. The consequence will be RELATED to the behavior, delivered RESPECTFULLY, and be REASONABLE.
  - There are some behaviors that are considered totally inappropriate at school. These behaviors are considered BOTTOM LINE behaviors. A BOTTOM LINE behavior is a violation of state law, district policy, or totally unacceptable behavior. When a student demonstrates BOTTOM LINE behavior, it will require involvement of the principal, parent(s)/ guardian(s), and may also involve legal authority.

The following may be considered as consequences. However, consequences are not limited to the following options. The elementary principal will make the final determination in regard to consequences.

**Fix It Ticket:** A plan developed by the student to “fix” the problem.

**Detention:** A 30 minute period that may be assigned before school, after school or during lunch and/or recess.



**ISD:** (In School Detention) The student will spend the day in the elementary office completing normal school work.

**OSS:** (Out of School Suspension) The student will not be allowed on school grounds for class or other activities.

**Exclusion:** A recommendation to the school board that a student be prohibited from further attendance throughout the remainder of a school year

**Expulsion:** A recommendation to the school board that a student be prohibited from further attendance for up to twelve (12) months from the date the student is expelled.

### **PBIS and “THE TIGER WAY”**

At Springfield Elementary we take pride in maintaining a positive learning environment for all students. PBIS (Positive Behavior Intervention System) is the means by which we strive to focus on the good things (Tiger Terms), teach clear expectations across settings (Teaching Matrix), and recognize students (Tiger Tickets) for the contributions they make to our school. On the following pages, you’ll find copies of the “Teaching Matrix,” “Tiger Tickets,” and “Tiger Terms” that our staff will use to coach, communicate success, and reward students in our expectations across all settings in our school.

Students receiving Tiger Tickets will be recognized on a quarterly basis and parent phone calls may be made to communicate their efforts when special comments are noted by staff. Students and classes receiving Tiger Tickets will also be eligible to win prizes and other rewards for their ability to be “Respectful, Responsible, and Safe” (The Tiger Way). Tickets will also be sent home to families with report cards at the end of each quarter.

Please review them with your child and use it as a guide from home. Your support and consistency in asking your child to obey and abide by these expectations will only further our school’s ability to be a safe and uplifting environment for learning. We appreciate your support and cooperation in this endeavor!

### **DRESS AND APPEARANCE**

The appearance of any student is primarily the responsibility of the student and his/her parent/guardian. Appropriate attire is to be used in order to keep the school environment purposeful, practical, and meaningful. Student dress and appearance shall not be hazardous to the health and safety of anyone in the school community, nor shall it have a negative effect or be disruptive to the educational process.

It is the parent’s/guardian’s responsibility to see that the student is dressed appropriately for school activities and to meet the existing weather conditions. Students must have snowpants, boots, hats, gloves, or mittens to wear for outdoor play during the winter season. Students will be outdoors for recess until either the temperature or wind chill dips below -10 degrees. Also, please encourage students to layer sweaters and sweatshirts because of the variation in room temperatures and weather. Non-marking gym shoes are required for physical education classes.

#### **The following regulations apply to student dress:**

- No caps/hats may be worn in the building during the school day.
- Outer garments such as coats and jackets may not be worn in the classroom.

- No clothing may be worn that depicts any form of illegal activity, advertises a drug or tobacco product or contains obscene writing, profanity, suggestive phrases or promotes violence.
- Shirts: Tops should cover the “tummy”. Tank top straps should be at least 1 inch in width. Undergarment straps should not be seen. Halter tops should not be worn to school.
- Shorts, Pants and Skirts: “Short” shorts and skirts are not appropriate in the school setting. Students should be able to sit in their desks or on the floor comfortably if needed. Shorts and pants should be fastened around the waist with no undergarments shown.
- Footwear must be worn at all times.
- Sandals: Please consider safety when choosing sandals to be worn at school. Students spend a portion of their day on playground equipment and running on the playground. Playground equipment and other surfaces can be slippery, especially on colder mornings when dew is present. Sandals with higher heels or that do not offer a great deal of support are prone to causing injury.
- No chains, spiked belts/collars, or other accessories (piercings, necklaces, etc.) that are deemed to pose a health/safety risk or educational distraction will be allowed.

### **EARLY CHILDHOOD SCREENING**

Each year children ages 3 and 4 will be screened in the fall and spring. Parents/Guardians of these children will be contacted. The screening is free of charge and is mandatory for public school attendance. Screening is used to determine school readiness and eligibility for special services. Children with developmental delays may be eligible for preschool, early childhood special education, speech, language, and/or occupational therapy. Information concerning time and place will be mailed out and placed in local newspapers.

### **ELECTRONIC DEVICES**

Cell phones (including smart watches), compact disc players, cassette or MP3 players, palm pilots, personal DVD players, hand-held video games, laser pointers\* or similar devices may not be carried during the school day, 8:10- 3:05. These devices shall be turned off and remain in the student’s locker during the school day. Any device capable of taking pictures, photographs, etc. is strictly prohibited from locker rooms and restrooms at Springfield Public School or any location where a school related activity is being held. Items will be confiscated for the following amount of time.

- 1<sup>st</sup> Offense     Warning with parent phone call and pick-up.
- 2<sup>nd</sup> Offense     3 School days with phone call and pick-up.
- 3<sup>rd</sup> Offense     5 School days with further discipline possible due to insubordination.

A confiscated device will be returned to the parent/guardian if they choose to personally pick it up from the principal’s office.

*\*Medical research suggests that exposure to laser pointers, for as little as two seconds may cause impaired vision and physical damage to the retina. Lasers used in this manner may be considered a weapon and fall under the weapons policy.*

### **ENRICHMENT OPPORTUNITIES**

We believe that a child’s learning can be greatly enriched through activities above and beyond the scope of our daily curriculum and instruction. We also believe that these experiences can help children to develop strong relationships and self-discipline. Our district is committed to developing a diverse and engaging selection of after-school and summer community education experiences. Our hope is that these activities will encourage continued learning for elementary students in the areas of the arts, athletics, and scholastic

exploration. Efforts will be made to keep fees to a minimum and allow for abundant participation. Please consider registering your child for at least one activity during each of the seasons of the school year. For more information on our community education programs, please contact Roseanne Kaseforth at 507-723-4286 or visit the “Community Education” links at [www.springfield.mntm.org](http://www.springfield.mntm.org) and Facebook.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Every pupil of this district will have equal educational opportunities, regardless of race, religion, gender, national origin, age, marital status with regard to public assistance or disability. No student shall be excluded on such basis from participation in or access to educational opportunities, counselling, or extracurricular activities.

### **FIELD TRIPS**

Field trips serve as valuable educational experiences. They offer the students the opportunity for learning outside of the classroom. The same rules of conduct apply on field trips that normally apply in the classroom and on the bus.

Parents/Guardians will be notified of the date, time, place, and purpose of each field trip and will have the right to request their child be excluded, if necessary. The child will be supervised at school if parents prefer he/she does not participate in a field trip.

A minimal student fee (not to exceed \$25.00 per child/year) may be requested to help offset the cost of the trip. If parents/guardians have any questions about the experience, they should contact the classroom teacher.

### **FOOD, DRINK, GUM**

Food and drink will not be allowed outside the cafeteria with the exceptions of classroom/holiday parties, birthday treats, or as allowed by the principal and classroom teacher. Gum is also not permitted either in school or on other school grounds with the unique exception of spring test environments (research has shown that gum chewing/peppermint can improve brain function).

### **GRADING**

We believe that grades are one form of feedback that students, staff, and families can use to improve student learning. We desire for our grading practices to encourage reflection and spur on high academic achievement for each child. Grades should never be punitive in nature. Rather, they should represent the current level of mastery for a child in relation to essential knowledge and skills in a particular subject and grade-level. Our expectation is that our grading system will be accurate, specific, fair, and timely. We desire to provide students, families, and future teachers with the most clear and appropriate feedback on a child’s progress towards specific learning goals.

The following principles will guide our elementary grading system:

- Students will receive multiple grades tied to the specific learning skills/standards in each of their classes and in character education (The Tiger Way—RESPECT, RESPONSIBILITY, and SAFETY).
- Grades will be based upon a 4-point scale (4 = Meets the most rigorous standards independently, 3 = Meets the basic standards independently, 2 = Meets the basic standards with support, 1= Does not yet meet the basic standards with or without support). Please note that a score of 3 is the target for showing proficiency with a standard. A score of 4 is only assigned when a child has demonstrated full mastery of the most rigorous learning targets/skills within a standard. Our staff have been trained in the “Depth of Knowledge” concept by the Minnesota Department of Education and the assessments

that our teachers develop will have questions tied to the 4 levels represented on the 4-point grading scale. For example, if a teacher develops a quiz for a math class, the quiz will likely have a series of questions that range in difficulty from level 1 (basic recall) to level 4 (extended thinking). If a child answers all of the level 1,2, and 3 questions correctly but misses the level 4's they have shown mastery of level 3 content and will earn a score of 3.

- Grades will be determined through a series of classroom assessments/activities vs. homework assignments (homework will still be assigned, corrected, discussed, and returned, but it will not account for a portion of the child's academic grade)
- Grades will not be averaged. Students will earn grades based upon their most recent and prevalent demonstrations of knowledge/skill within each standard. For example, if a child begins a quarter with scores of 1, 2, 2, 1 within a specific skill area and ends the quarter with scores of 3, 4, 3, 3, it is apparent that growth has occurred and that their current level of performance is now at a 3 or higher. In other words, students will not be penalized for not knowing the content at the beginning of instruction. Furthermore, they will be rewarded for demonstrating authentic learning over the course of a grading period which research shows improves engagement and motivation.
- Missing work must be completed. Scores of "0" are not an option and all work assigned has educational value. Students that have missing work will be held in from recess, lunch, or other periods of their day in order to complete these tasks. Students that demonstrate habitual difficulty with completing work may also be assigned to our after-school "Hover Room" intervention where a staff member will support the child in completing work, staying organized, and developing other habits of responsibility.
- Late/missing work will be accepted for full credit up until a week prior to the last day of the grading period/quarter.
- Retakes and do-overs on classroom assessments will be allowed for full credit at any point up until a week prior to the last day of the grading period/quarter.
- Extra credit will not be offered to students as a "replacement option" for missing, late, or poorly completed assignments. By allowing full credit for retakes/do-overs, the need for extra credit is thereby eliminated.
  - Extension exercises may be offered to students (at the teacher's discretion) that have completed all work on time and at a level of 3 or higher.

Educational research and best-practices support standards-based grading and as we work through this year, we hope to be active learners in how this shift impacts communication and learning. Quality feedback has been proven to have a tremendous influence on student learning and our aim is to provide all stakeholders with the most impactful feedback possible.

*\* If you'd like to learn more about Standards-Based Grading, please visit the link on the left side of Mr. Kuehn's school webpage. There you'll find a series of videos and other activities/resources that will help to build your understanding of this idea.*

### **HEALTH AND EMERGENCY**

Since students often become ill during the day and are not able to stay in school, it is essential that each parent fill out an emergency card each year so the school personnel know where to reach a parent or other contact person during the school day. It is important that arrangements are made with a neighbor or relative to pick up the child and care for him/her if a parent cannot be reached. Please include a cell phone number if that is the quickest way to reach you.

## **HOMEWORK**

We value the practice of assigning regular homework at Springfield Elementary School. We also recognize the varying developmental needs of children and the busy schedules of families. In order to best meet the needs of students, we utilize balanced and rigorous curricula across content areas that are based upon state and national standards. Homework serves the academic purposes of reinforcing new skills, reviewing past content, and preparing for future learning or assessment. In addition, we believe that homework helps to enhance character and the values of hard work, responsibility, self-discipline, organization, time management, and perseverance. Furthermore, we believe that homework provides a point of communication between the school and home. We encourage parent involvement in homework as it helps to generate critical and positive conversations about learning.

Homework that is assigned will be explained in advance and a portion of class time will be used to build student understanding. Students are expected to use this time wisely and to complete as much of the work in school as possible. While the majority of homework will likely be assigned within the core subjects (reading/language arts, math, science, and social studies), it is possible that activities from other subjects will require work at home. In addition, it should be expected that students will have greater homework demands as they progress throughout each grade level in preparation for their junior high and high school experience. It is always our intent to work collaboratively as a faculty to communicate with one-another and limit the volume of work assigned on any given evening. It is also our hope to limit the amount of homework assigned over weekends and holidays so as to preserve time for families and rest. We want our students to be alert and engaged in the classroom each day. It's our hope that our homework practices will only support this cause. We encourage you to contact your child's teacher or the elementary principal with any questions that you may have regarding homework.

## **LEARNING SUPPORT TOOLS**

Students and families are encouraged to check their Infinite Campus, Schoology sites, district homepage, online grades, assessment history, and individual teacher websites on a regular basis. Homework assignments and supplementary curriculum pieces will be available for viewing. These sites will also provide links to online learning sites and textbooks that will offer tutorials and regular practice opportunities. Contact information of staff will also be present to assist with communication between home and school. The district website can be found at [www.springfield.mntm.org](http://www.springfield.mntm.org). It will contain direct links to Infinite Campus, Schoology, and teacher websites.

## **INSURANCE**

The school district does not provide any type of accident insurance for injuries incurred by students at school. Parents/Guardians are encouraged to review their present health and accident insurance program to determine its adequacy.

The school district has accident insurance available through Student Assurance Services, Inc. This plan will provide benefits for medical expenses incurred because of an accident. A form will be included in your child's elementary back-to-school packet. An explanation of the costs and benefits of this plan are available in the district office.

## **LOST AND FOUND**

All clothing, especially outerwear, and school supplies should be marked with identification. Misplaced articles will be placed in the school "Lost & Found" area in the elementary. Please have your child check regularly for lost items. Clothing and supplies that are unclaimed will be given to an appropriate agency after a reasonable length of time.

## **KINDERGARTEN ATTENDANCE**

Children who are five years of age on or before September 1st may attend kindergarten. We have an all-day, every day program that covers essential learning outcomes for students in both core content and specialty areas.

Kindergarten round-up is held annually during the month of February as an opportunity to meet and greet families and communicate the opportunities and expectations for incoming Kindergarten students. In addition to the round-up experience, the school will also host an annual Kindergarten Camp in August to afford incoming Kindergarten students the opportunity to meet teachers, classmates, and develop familiarity with our facilities, general routines, and procedures prior to the start of the school year.

## **PARENT INVOLVEMENT**

Springfield Elementary School recognizes and supports a parent's interest in his/her child's education and the commitment to his/her success at school. We acknowledge that each student's future success depends on the education he/she receives today and we strive to create a partnership to provide conditions which allow a child to be successful.

Some best practices for parents to follow on a daily basis include:

- Checking student backpacks and planners (please use your child's Infinite Campus, Schoology page, and teacher's websites as a reference point)
- Setting aside a quiet time and place for homework (please require 30 minutes of silent reading when no homework is assigned)
- Establishing a time for discussion about the school day (a family meal for example)

It's also important that parents set the tone for student responsibility by drawing a connection between their effort and success in school with other privileges. Students are often motivated by the knowledge that their attitude and work may be tied to opportunities for additional enjoyment.

We welcome parent involvement through your attendance at programs, activities, conferences, and meetings. We also hope to provide opportunities for you to communicate with the school and its staff and to become involved as volunteers.

## **PARENT PERMISSION SLIPS**

Please write a note and send it to the classroom teacher for the following situations:

- Your child is going to someone else's home after school.
- Your child is riding a different bus.
- Your child will leave school early.
- Your child is staying with someone different or is having someone different staying at home with them.

In case of an emergency it is important to know where you can be reached. Once students arrive at school, they cannot leave school grounds without permission. All students who are arriving and leaving during the school day must sign in and out of the office.

*\*Without prior written consent or phone call from parents, students will be required to follow their normal routines and travel habits.*

### **PETS**

Bringing animals and pets to the school should be to assist the educational objectives of a lesson. Approval of visiting animals is at the discretion of the principal and the classroom teacher.

### **REFERRAL FOR STUDENTS**

Parents/Guardians with specific academic and/or social/emotional concerns for their child may seek further school assistance by requesting a referral for special services. Parents/Guardians are advised to contact the child's teacher or the school's principal for assistance and appropriate paperwork.

### **RESTRICTED TOYS**

No baseballs (or other hard balls), skateboards, roller skates, roller blades, electronic or mechanical toys, or toys resembling a weapon will be allowed in school unless the student has advance permission from the principal. It is not advisable for students to bring in special toys from home. While it is fun to share toys of that nature for "show and tell", students run the risk of losing or damaging the toy. The school will not assume liability for any lost, damaged, or stolen items.

### **SAFETY DRILLS**

Minnesota state law requires public schools to conduct fire drills, ALICE drills, and one tornado drill each school year. It further requires that directions to the nearest safe exit be posted in each classroom. Drills will be held in a manner that best prepares students and staff for actual events and poses a minimal disruption to the learning process.

NOTE—ALICE protocol (Alert, Lockdown, Inform, Counter, and Evacuate) will be utilized during both drill procedures and any situation in which a perceived threat exists to school safety. Students and staff will use real-time information to make choices that either remove them from the threat and/or limit the threat's ability to act. The school will initiate multiple drills annually to discuss and/or practice the varied responses outlined by the ALICE acronym. It is expected that all stakeholders (students, staff, and even visitors) will treat these drills with the utmost respect and care for the learning at hand.

### **SAFETY PATROL**

The school's Safety Patrol is on duty before and after school each day. This service is provided by our 6<sup>th</sup> grade students under the direction of their teachers as well as both state and local law-enforcement. The duty of the Safety Patrol is to help students cross streets safely and protect them from accidents. Students and adults are to follow the patrol's instructions and report any violations that are witnessed to the elementary office.

### **SCHOOL COMMUNICATIONS**

We strongly encourage the regular review of Infinite Campus, Schoology pages, the district website and individual teacher webpages. These sites contain regular updates of the most essential information for students and families and should be used as a guide for planning at home.

Parents/Guardians should also make a habit of asking their children if they have notes or papers which are supposed to be given to them. Checking backpacks and folders on a nightly basis is a good routine to establish to ensure ongoing awareness and communication with regard to school events. This is very important

throughout the school year. Parents/guardians should expect children to gradually take responsibility for giving them school notices as they progress through the grade levels. However, we also realize that children forget from time to time. Please feel free to call the teacher or office if you have unanswered questions.

When sending money to school with children (for pictures, lunch/milk money, etc.), please put it in an envelope marked with the child's name, grade, teacher, amount, and purpose for which the money is spent.

### **SCHOOL DISTRICT POLICIES**

Elementary students will be expected to follow all school district policies as set forth by the Springfield Board of Education.

### **SCHOOL HEALTH**

#### **General Information:**

A school nurse will be in school Monday-Friday from 9:00 a.m. to 1:00 p.m., throughout the school year. She will provide health services, oversee and administer medication, check immunization records and refer as necessary, screen vision and hearing and refer as necessary, do scoliosis screening for 5<sup>th</sup> and 6<sup>th</sup> graders, check color vision, and present to classes on health topics including "growth and development" for 5<sup>th</sup> and 6<sup>th</sup> grade students.

Children with some illnesses such as impetigo, strep throat, or bacterial conjunctivitis (pink eye) must be treated for 24 hours before returning to school. A child will be sent home from school if he/she has a temperature of 100 degrees or higher. A child should be fever-free for 24 hours before returning to school (this is without the use of over-the-counter meds, such as Tylenol or Motrin). A child should be kept home from school if any vomiting has occurred within the last 24 hours.

Head lice are another health issue that the home and school should monitor closely. Lice can affect anyone regardless of age, gender, race, or hygiene and it must be dealt with in a timely manner. Children believed to have lice will be referred to the school nurse for inspection and communication with families. Once treatment has begun, the child should return to school and resume all of his/her normal activities.

If a child has a possible infectious disease, disease prevention and control guidelines, consistent with the national standards put forth by the American Public Health Association and the American Academy of Pediatrics, will be followed. In some cases, a physician's note may be required for re-entry into school. Visits to the physician are at the parent's expense.

#### **Immunizations:**

According to Minnesota law, before a child enters kindergarten, he/she must have five (5) DTP, four (4) polio, three (3) hepatitis B, two (2) measles, mumps, and rubella (MMR), and two (2) varicella immunizations or show proof of having had the chicken pox disease (month and year verified by signed physician's note). These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school.

Students transferring from another school district will have 30 days from the time of enrollment to provide proof of immunizations. Minnesota law requires schools to deny entrance to new students who do not have the proper immunizations.

#### **Medication Policy:**



In accordance with the Minnesota Department of Health's recommendations, Springfield Public School WILL NOT provide any medication (including Tylenol). All medications must be provided by parents/guardians.

**Prescription Medication Will Be Administered Under These Conditions:**

1. Medication is accompanied by a signed medication form from a parent/guardian authorizing school personnel to comply with the physician's signed form. Written notifications must include:
  - a. Student's name
  - b. Name of medication
  - c. Time of administration
  - d. Dosage and route of administration (if refrigeration is required)
  - e. Termination date for administration
  - f. Signature of physician and parent/guardian
  
2. Medication should only be brought to school in the original container labeled by the pharmacy. The pharmacy should divide the medication for home and school into two bottles with proper labels to avoid the need to transport medication daily. The label should include the following information:
  - a. Name, address, and telephone number of pharmacy
  - b. Patient's name
  - c. Name of prescribing practitioner
  - d. Name of manufacturer or the finished dosage form of the drug
  - e. Directions for use
  - f. Additional labels, as needed
  - g. Date of original issue or renewal
  - h. Generic or trade name of drugs and strength (except when specified by prescriber to the contrary)
  
3. The school nurse or designated person will sign initials that medication has been given to the student along with date and time.

**Over The Counter Medication Will Be Administered Only If The Following Conditions Are Met:**

1. Medication must be accompanied by a signed medication form from the parent/guardian and physician, or medication WILL NOT be given in school.
  
2. Medication must be brought in original container and accompanied by specific instructions from parent/guardian and physician when medication is to be given.
  
3. Non-prescription medication will be given for a maximum of five days with parent permission. After that time, orders from a physician will be required.

*\*All medication must be brought to the elementary nurse's office. All medication will be stored in a locked cabinet and will be distributed by authorized school personnel only.*

According to the blood borne pathogen law, students whose clothes become bloodied at school are not permitted to remain with their class because of the possibility of students coming into contact with infected blood (HIV, HBV). Parents will be called to bring in clean clothes.

## **SCHOOL LUNCHES AND MILK**

Student rates are:

Breakfast - \$1.55

Regular Daily Lunch-\$2.50

Adult Lunch-\$3.95

Yearly Snack and Milk (elementary snack break)-Grades K-6- \$90.00

Milk only-\$45.00

Snack only-\$45.00

Kindergartners receive free milk for milk breaks. (State of Minnesota Program)

*\*Please note that students who qualify for reduced price school meals will receive free lunches and breakfasts. All kindergarten students qualify for free breakfasts.*

*\*The snack/milk program does not fall within the supports of the free/reduced federally funded lunch program. Families in need of assistance for this program should consult with the elementary office.*

School lunch payments should be placed in an envelope with the child's lunch number and family name written on it. Students have been assigned a four-digit number that will be keyed into the computer each time the student has a meal. A written notice will be sent and a call will be placed by the elementary office when the account is empty. If an account reaches a negative balance of \$10, all children in the family, grades K-12, will be denied a full meal. The child will be served a cold sack lunch and milk until the family account is at a positive balance.

If a student is absent or brings cold lunch, no money will be subtracted from the family account. The lunch money will carry over to the next month. Students bringing a bag lunch may bring \$.50 if a carton of milk is wanted.

## **SCHOOL VISITATIONS**

School visits are typically not for extended periods of time and are not to be disruptive of the learning environment for others.

### **Visitors In The Building:**

All visitors-including parents, guardians, non-Springfield students, vendors, and community members-must report to the school office upon entering the building to sign in and receive a visitor's badge.

### **Parent/Guardian Visitors:**

Parents/Guardians are welcome to visit their child's classroom throughout the school year.

Parents/Guardians must prearrange their visit with the classroom teacher to avoid any scheduling conflicts. Please check-in at the school office to sign in and receive a visitor's badge upon arrival.

### **Student Visitors:**

Student classroom visits are not permitted without a special invitation from the classroom teacher and principal. A student who is considering or will be enrolling in the school may visit the school on a prearranged basis with approval of the principal. No school age friends are allowed to visit more than one school day per year. This requires the principal's prior approval.

## **SMOKE AND TOBACCO FREE ENVIRONMENT**

In accordance with school policy, Springfield Elementary School is a smoke and tobacco free environment. All tobacco usage is prohibited.

### **SPORTS TICKETS**

A student sport ticket may be purchased for \$30.00 which will entitle a student to attend all home events (not tournaments).

### **STUDENT PROGRESS REPORTS AND CONFERENCES**

At the end of each nine-week quarter, report cards are issued to each student. Parent-Teacher conferences are scheduled once during the school year in November. Mid-term reports will not be distributed as regular grade updates will be sent home to families via email notifications through Infinite Campus. Students receiving low grades at mid-term will receive a hard copy of the report by mail. Parents are expected to communicate with their child regarding their performance. In cases where a child is not meeting the standards, parents are expected to work with the child to remedy the situation (with the support of school personnel if necessary) in an expeditious manner. Parents and teachers are expected to communicate on a regular basis and either party may request a conference at any other time if deemed necessary.

### **STUDENT RECORDS**

Certain information about students is considered “public” under state and federal laws and school district policy. Unless parents give specific instructions to the contrary, the school will give out the following information: name, address, phone number, date and place of birth, dates of attendance, participation in activities, degree and awards received and pictures for school-approved publications, newspapers, and videotapes. If you do not wish this information to be given out about your child, please notify the principal in writing. All other student records are considered private and are open only to parents and to school personnel with a legitimate interest.

### **TECHNOLOGY**

Education in the 21<sup>st</sup> century requires students, staff, and families to have access to and be competent with a variety of technological tools. Technology can be used to enhance student learning and bring the curriculum to life. Teachers that are skilled in the use of technology are more dynamic as instructors and they are able to engage students with content that is both vivid and current. The elementary building possesses a wealth of technology resources and we believe that it is our responsibility as educators to help students use it efficiently and appropriately. Instruction will be provided via the core curriculum, a weekly Media Literacy course, and through an online keyboarding course known as “Type to Learn 4.” Our emphasis in these areas will be the following:

- Building awareness of internet safety, cyberbullying, and other online challenges
- Developing sound keyboarding skills (by the end of 4<sup>th</sup> (20 wpm), 5<sup>th</sup> (25 wpm), and 6<sup>th</sup> grade (30 wpm)
- Enhancing skills in reading, writing, communication, and analysis of digital print sources
- Developing skill with Microsoft Office and Google programs (Word, Excel, PowerPoint, Publisher, Docs, Sheets, Slides, etc.)
- Utilization of iPads and other devices to apply 21<sup>st</sup> century skills

Students will be expected to abide by the district’s Internet Acceptable Use policy and any damages that may occur to technology resources as a result of inappropriate conduct, will be the burden of the child’s family.

For further information on our district's "21<sup>st</sup> Century Learning Project" please visit the "Technology" link under the "Our District" tab on our homepage.

### **TELEPHONE USE BY STUDENTS**

The office telephone may be used by the students for important school business or emergencies. The principal's office reserves the right to determine what constitutes an emergency or important school business. Children are NOT to use the telephone for social calls, to stay overnight at a friend's house, etc. These arrangements are to be made in advance at the parent's/guardian's home and with their knowledge.

### **TRANSPORTATION**

#### **Bicycles:**

Students may ride bicycles to and from school. Bikes are to be walked on school property. Upon arrival at school, the students must park their bikes in the racks on the west side of the building. The school cannot be responsible for bikes brought to school. Bikes should be locked daily.

#### **Busing:**

The school district contracts with independent owners for transporting students to and from school. The transportation company's responsibility does not include picking up or delivering students to locations other than their place of residence. If a student has a need to be transported elsewhere, the parent/guardian must contact the bus contractor and bear the cost, if any, for the alternative transportation. Superior Transportation can be reached at 507-723-5018.

#### **School Bus Safety and Conduct Rules:**

Elementary students will follow the school bus safety and conduct rules as put forth by the Springfield Board of Education. A brief summary of these expectations are noted in the enclosed PBIS Teaching Matrix (The Tiger Way). Students experiencing difficulty following the expectations for bus safety will face progressive disciplinary measures ranging from assigned seating, to temporary suspension of bus privileges, to alternative transportation measures.

### **VALUABLES**

The school cannot accept responsibility for any personal items brought to school. We discourage students from bringing items of value, such as cameras, radios, jewelry, cell phones or cash since it cannot be properly secured at school or on the bus. Items such as baseball gloves, tennis shoes, toys, etc. should be permanently marked for identification.

### **VOLUNTEERS**

Volunteers play a valuable role at Springfield Elementary. All parents as well as community members are encouraged to become a part of our volunteer program. Volunteers are used to chaperone field trips, tutor students, assist the teacher with classroom projects, help with health screenings, provide library help, or serve as a resource to share information with students about one's job, hobby, or travel experience. Anyone wishing to volunteer is asked to fill out the volunteer form in the open house packet or call the elementary office.

### **WEATHER EMERGENCIES**

In the event of a tornado warning (where a tornado has been sighted in the area), the children will not be dismissed from school, but will take their places for a tornado drill. Under these circumstances children will be dismissed from school only if a parent/guardian comes to the elementary office for them.

By the same token, when winter weather conditions set in during a school day and you are concerned for your children, you may come and get them from the elementary office, but if there is any danger we will hold them here until transportation is safe again. If a neighbor is coming to pick up your child, written documentation will be necessary. We want to know where each child is.

Emergency announcements will be given over the radio. The following radio stations will make announcements:

KLGR-Redwood Falls	AM 1490	FM 97.7
KNUJ-New Ulm	AM 860	FM 107.3
WCCO-Minneapolis	AM 830	