

# ACGC

## Elementary School

The **mission** of ACGC Elementary is to provide a positive, safe learning environment that promotes high levels of student achievement through standard based curriculum and data analysis by challenging students to their fullest potential with hands on learning and positive collaboration while inspiring lifelong learning.



### 2018-2019

## Parent and Student Handbook

Website: [acgcfalcons.org](http://acgcfalcons.org)  
302 S. 2<sup>nd</sup> Street  
Atwater, MN 56209  
Phone: 320-244-4740

# ACGC ELEMENTARY SCHOOL

## Parent and Student Handbook

### 2018-2019

Dear Parents:

This Parent and Student Handbook has been developed to help answer questions you may have regarding procedures at ACGC Elementary School. Please take some time to read it carefully and refer to it as a reference.

Children need attention and guidance from adults to ensure full growth and development. For this reason, it is essential that ACGC parents and educators establish a positive rapport and open communication. Our staff wants to work as a team with you to meet the academic, social, and emotional needs of your child. Please contact us as questions or concerns arise.

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

Sincerely,

Kodi Goracke  
PK-4 Elementary Principal  
320-244-4740  
gorackek@acgcfalcons.org

## ACGC ELEMENTARY

302 South 2nd Street ~ Atwater, MN 56209

Phone: 320-244-4740                      Fax: 320-974-8410

Daycare: 320-974-8174

School Doors Open at 7:30 am

Breakfast Begins at 7:30 am

Students to Classrooms starting at 7:55 am

School Starts at 8:00 am

Lunch times vary

School Ends and Buses leave at 3:55 pm

Website: [acgcfalcons.org](http://acgcfalcons.org)

Principal: Kodi Goracke

## OTHER IMPORTANT CONTACTS

### DISTRICT OFFICE and JSHS

27250 MN State Highway 4 ~ Grove City, MN 56243

**District Office:**      Phone: 320-857-2271      Fax: 320-857-2989

**Jr/Sr High School:** Phone: 320-857-2276      Fax: 320-857-2937

**Community Ed. Office:** 320-857-2651

**Dayton's Bus Garage:** 320-857-2220

### **Policy Statement on Compliance with State and Federal Law Prohibiting Discrimination**

It is the policy of the board of Education of District #2396 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulation issues thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or in employment, or recruitment, consideration, or selection, thereof, whether full-time or part-time under any education program, or activity operated by the district for which it received federal financial assistance.

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# ACGC ELEMENTARY STAFF

## 2018-2019

### Administration:

Superintendent	Nels Onstad
Pre-K – 4 <sup>th</sup> Grade Principal	Kodi Goracke
5 <sup>th</sup> – 12 <sup>th</sup> Grade Principal	Robin Wall

### Certified Teaching Staff:

Art Teacher	Gerry Kulzer
DAPE – Developmental Adaptive PE	Mike McNab
ECFE Parent Educator	
ECFE Childhood Coordinator	Peggy Starz
ECFE/School Readiness Teachers	Michelle Behm, Lissa Borchert
First Grade Teachers	Taryn Woods, Nicole Ammerman, Abby Zylstra
Fourth Grade Teachers	Heather Bednarek, Paula Dunn, Brittany Roelike, Tyler Bulau
Kindergarten Teachers	Jackie Zender, Michele White, Maria Bredeck
Media Specialist	Tami Tagtow
Music / Technology Teacher	Heidi Thoma
Physical Education Teacher	Robin Tanner
Second Grade Teachers	Tricia Lagergren, Jody Carlson, Jeremy Boeyink
Social Emotional Learning Teacher	Mark Stier
Social Worker	Lynn Peterson
Special Education Teachers	Devi Bergh, Kelli Petersen, Morgan Lara, Rebecca Arnold
Title Teachers	Liz Wheeler, Laura Hendricks, Amy Ripperger
Third Grade Teachers	Katelyn Ruter, Ashley Boeyink, Jocelyn Benson

### Non-Certified Staff:

Cook	Kari Wrobel
Cook Assistant	Janice Nichols, Mandy Garfin
Cook/Kitchen Helper	Sally Jaster
Custodians	Gregg Kragenbring, Sandy Williams, Tom Huisman
Custodian/Maintenance Supervisor	Tom Fordyce
Media Clerk	Penny Hinthier
Paraprofessionals	Tina Werner, Tracey Rogers, Tracey Schroeder, Robin Kragenbring, Chris Remmel, Missy Drange, Taren Stegeman, Pam Narragon, Mary Fredrickson, Marie VanDerBeek, Tracey Rogers, Samantha Cunningham, Denise Schroeder, Katie Evenson
SACC – School Aged Child Care	Patti Kaiser, Colleen Aasen, Chelsey Erpenbach, Stephanie Geis
Technology Assistant	Jessica Halvorson

### Office Staff:

Elementary Secretary	Nancy Thorp
Food Service Clerk	Robin Kragenbring
School Nurse	Val Carlson

# ATTENDANCE

Absences: Our goal is to ensure every student attends school regularly.

In accordance with ACGC School Attendance Policy 503, we comply by the following practices

Steps for reporting a child absent (sick, vacation, doctor appointment, etc) from school:

-Connect with the school via: email, a written note or by calling the school attendance line at (320)-244-4679 or the office at (320)-244-4693. State your child's name, date and reason for absence.

-it is the schools discretion if an absence is excused or unexcused

-failure to notify the school or return school correspondence results in an unexcused absence

Excused Absence	Unexcused Absence
-religious observance -illness -a medical appointment -a vacation that is communicated in advance -a mutually agreed upon absence between parents and administration with prior approval granted	-babysitting -shopping -haircuts -oversleeping -unable to receive transportation due to missing bus -car problems -family problems not involving the child -trip without advance notice

**Excessive Absences:** Please be assured that ACGC is complying with Minnesota law as it follows these steps:

Step 1	Step 2
Three (3) or more unexcused absences the student is Continuing Truant.	Seven (7) or more unexcused absences the student is Habitually Truant.
ACGC is required to comply with Minnesota Statute 260A.02 with states a student is "continuing truant" is they are absent without excuse for three or more days. In addition, ACGC is required to comply with Minnesota Statute 260A.03 and notify the student's parent(s) that unexcused absences are those which are not excused according to our handbook.	In Minnesota, the parent/guardian of a child is obligated to compel a child to attend school or face criminal prosecution under Minnesota Statute 120A.34 (Compulsory Attendance Statute). Your child is subject to juvenile court proceedings under Chapter 260C (Habitually Truant)
ACGC will send a letter to parents. Parents are asked to contact the school to set up a plan of support.	ACGC will send a letter to parents. Parents are asked to contact the school to set up a plan of support along with a truancy report made to the county.

## **Partial Day Absent:**

-Tardiness is defined as failure to be in an assigned classroom by 8:00 AM. A tardy is given to any student arriving between 8:00-9:00 AM.

-½ Day Absent is defined as a student that arrives at school after 9:00 AM or leaves prior to 3:00 PM

- ½ Day Absent does apply to the above absentee laws

-Parents will receive a letter from the school after 5 unexcused tardies

**Perfect attendance** is defined as not missing any minutes of school (even excused). Students achieving perfect attendance for quarter 1,2,3 and/or 4 receive a certificate along with end of quarter recognition. Those students achieving perfect attendance for the year will receive a certificate along with end of school year recognition.

## ACTIVITIES/SCHOOL CALENDAR

The internet address for the ACGC website is [acgcfalcons.org](http://acgcfalcons.org). Most school activities are posted on the school website, Twitter or Facebook page.

## BACKGROUND CHECKS

Parent volunteers are welcomed in the classrooms when **prearranged** with the teacher. Background checks are required if a parent is supervising children (field trips, in classroom help), but not needed if they come for lunch. Please go to our website: [acgcfalcons.org](http://acgcfalcons.org), under quick links, under parents and click “volunteer” to get information on how to get a background check. Please do so one week prior to allow for processing.

## BICYCLES

If parents approve, students may ride their bikes to school and place them on the provided rack. Because it is not possible to provide supervision of the grounds at all times, the school cannot assume responsibility for the bicycles. Children are not permitted to ride their bicycles on the sidewalk and can only ride them before or after school. It is advisable not to have kindergarten or first grade students ride bikes to school from a safety standpoint.

## BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books, library materials and equipment that he/she receives from school. A genuine respect should be demonstrated for all of these above-mentioned items. If books or materials are destroyed or lost by a child, the child/parents will be expected to compensate for the loss. This includes library books as well as classroom textbooks and electronics.

## BRINGING MONEY TO SCHOOL

Whenever the students need to bring money to school, (e.g. lunch tickets, milk break), please have the child bring it in an envelope marked with their name, grade, and parent’s name. If the envelope is accidentally dropped or misplaced, there may be a better chance of recovering or finding it.

Lunch Account: Try to turn in money as soon as possible to the food service clerk. Please make sure your lunch account has sufficient funds. Notices will be sent when funds are low. Milk for milk break costs extra, with the exception of kindergarten. All families are encouraged to complete an application for Free/Reduced Lunch. Parents are encouraged to use our online payment system on the ACGC website.

## BUS CONDUCT

Bus Policy #707 can be found at the following line:

<http://www.acgc.k12.mn.us/District/Policies/707%20-%20Transportation%20Of%20Public%20School%20Students.pdf>

School bus transportation **is a privilege, not a right**. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop.

The building principal or the principal’s designee for school bus/bus stop misconduct will impose consequences. In addition, all school bus/bus stop misconduct will be reported to the District’s Transportation/Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

All students are required to carry a note, for the bus driver, from a parent or guardian, if a student wants to be transported to a location other than their original bus route. In the event that a 7-12 student gets on the bus without a note, that student will be instructed by the driver to go to his/her original bus.

### **A. School Bus and Bus Stop rules:**

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the School District's procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

**B. Rules at the Bus Stop:**

1. Get to your bus stop on time. The school bus driver cannot wait for late students.
2. Respect the property of others while waiting for your bus.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay while waiting for the bus or on the bus.
9. No use of alcohol, tobacco, or drugs while waiting for the bus or on the bus.

**C. Rules on the bus:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No drinking or use of tobacco or drugs.
9. No drug paraphernalia
10. Do not bring any weapon or dangerous objects on the school bus.
11. Do not damage the school bus.

**D. Consequences:**

**1. Consequences**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

- A. The bus driver will discuss infractions with the student.
- B. When warranted the bus driver will fill out bus conduct reports and submit it to the bus manager.
  - o 1st conduct report: The bus manager will deliver a letter to the parent.
  - o 2<sup>nd</sup> conduct report: the bus manager will deliver a letter to the parent.
  - o 3<sup>rd</sup> conduct report" The bus manager will inform the building principal and a letter will be sent to parents by registered mail of the action to be taken:
  - o 4<sup>th</sup> conduct report - suspension from transportation for three school days.
  - o 5<sup>th</sup> conduct report - suspension from transportation for three school weeks.
  - o 6<sup>th</sup> conduct report - suspension from transportation for remainder of the school year.

**2. Other discipline**

Based on the severity of the student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

**3. Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other students discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

**4. Vandalism/Bus Damage**



Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

#### **5. Notice**

Students will be given a copy of school bus and bus stop rules during school training. Rules are to be posted on each bus and the driver will periodically review both rules and consequences with students.

#### **6. Criminal Conduct**

In cases involving criminal conduct (for example, Assault, weapons, possession, or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

#### **7. Cell Phones on bus**

Students who are in possession of cell phones must adhere to the Student Handbook, all Board Policies, including Internet/Computer Rules.

Each user is responsible for his/her own cell phone or electronic device and should use it responsibly and appropriately. Dayton's Bus Co. takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices.

#### **Unacceptable Uses:**

- o Any threat to hurt (We take all threats seriously.)
- o Any obscenity (Behavior of a sexual nature that makes someone else uncomfortable.)
- o Any pornography (Behavior of a sexual nature that makes someone else uncomfortable.)
- o Photo of drivers without their permission.
- o Participating in an electronic conversation relating to any of the above.
- o Cyberbullying which is repeated cyber harassment.

#### **Consequences:**

- o Mandated reporting to county social services
- o Reports to law enforcement
- o Removal from the bus

### ***Parent and Guardian Involvement***

#### **A. Parent/Guardian Responsibilities for Transportation Safety:**

1. Becoming familiar with district rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practice and reasonable discipline efforts.
5. When appropriate assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

#### **B. Parent and Guardian Notification**

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

## **CELL PHONES / ELECTRONIC DEVICES / TOYS / PERSONAL ITEMS**

**\*NO SIGHT-NO SOUND POLICY!** We do not see or hear cell phones or portable devices during class hours. The use of cell phones, portable music devices, or other electronic devices are not permitted during class time. They may not be used in classrooms or outside the classroom during the class period as they cause a disruption to the learning process. If you have a cell phone in the classroom, it must be turned off and it must be out of sight. If the phone sounds during class it will be taken from you and turned into the office. Continued cell/electronic device issues could result in having the parent/guardian come to school to retrieve the item.

### **PERSONAL ITEMS / SPINNERS / TOYS**

Do not bring spinners, games, toys, and other personal belongings at home. The District will be not responsible for lost, broken, or stolen items brought to school. These items are not to be used during the school day since they interfere with the education of our students. (This includes laser pointers, cell phones, Gameboys, etc.) The building administrator will decide if an item is school appropriate.

## **CONFERENCES**

Conferences will be scheduled so that parents and teachers may meet during the school year. You can find the scheduled dates on the ACGC school calendar.

Please take advantage of the conference times when scheduled. This is the best means of having the teacher and the parent work together for the benefit of the child. Parents are welcome to contact teachers any time throughout the year to schedule other conferences.

## **DISCIPLINE**

**Purpose:** The purposes of the ACGC Elementary Schools' discipline policy are (1) to ensure that students are aware of and comply with the school district expectations for students' conduct, and (2) to direct the district's educational program to help pupils develop the values and abilities necessary for civil conduct. Achievement of these purposes will enhance the school district's ability to maintain discipline, ensure the personal safety and educational continuity required for academic learning, and prepare children for life as contributing members in our democratic society.

Expectations for behavior are based upon promoting and developing trustworthiness, respect, responsibility, fairness, caring, and citizenship in children. Pupil cooperation is expected, valued, and essential for individual growth and an excellent learning climate at school. **STUDENT RIGHTS:** All students have the right to an education and right to learn.

<b>ACGC PBIS Expectations</b>				
(Positive Behavior Interventions and Support)				
	<b>S</b>	<b>O</b>	<b>A</b>	<b>R</b>
	<b>Self-Control</b> controlling your impulses, controlling your own behavior	<b>Ownership</b> pride over your body, words and materials	<b>Attitude</b> positive words, open outlook	<b>Respect</b> treating yourself, others and property in a positive manner
<b>Restroom</b> Voice: 1	Use, Wash, Leave	Keep it clean	Be Trustworthy, Be Timely	Allow privacy
<b>Hallway</b> Voice: 1	Hands and feet to self and off walls	Keep halls clean	Greet with a smile	Walk quietly in your space
<b>Recess</b> Voice: 4	Stop, Walk, Talk	Own your actions and your words	Be kind and be active	Make good choices
<b>Cafeteria</b> Voice: 2	Hands and feet to self	Keep your area clean	Say "Yes, please" and "No, thank you"	Remember someone prepared this food and space for you
<b>Classroom</b> Voice: 0-4	Enter quietly and have body and voice control	Be prepared to learn	Do your best	Keep it positive
<b>Assembly</b> Voice: 0	Hands and feet are still	Active listener and participant	Be grateful	Respect the speaker and others around you

# ACGC PBIS Behavior Matrix

Level of Behavior:	Examples:	Next Steps:
<b>1</b>	<ul style="list-style-type: none"> <li>-Breaking posted expectations in bathroom, hallway, cafeteria, classroom, program or other</li> <li>-Uncooperative, disrespectful</li> <li>-Disruption</li> <li>-Loud/Yelling</li> <li>-Name calling</li> <li>-Misuse of property</li> <li>-Inappropriate language or hand gestures</li> <li>-Lying</li> <li>-Cheating</li> </ul>	<p><u>Supervisor handles immediately</u></p> <ul style="list-style-type: none"> <li>-Speak calmly</li> <li>-Teachable moment- For example: stop them in hall, review hallway expectations, encourage better choices</li> <li>-Model your expectations</li> <li>-Redirect with positive praise</li> <li>-Encourage student(s)</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>-3<sup>rd</sup> (continuous) level one violation in a day</li> <li>-Physical aggression</li> <li>-Harassment/Exhibiting all 6 indicators of Bullying (see bully flowchart on back)</li> </ul>	<p><u>Supervisor handles immediately</u></p> <ul style="list-style-type: none"> <li>-Restate Previous Discussion, calmly:</li> <li>-Teachable moment- For example: stop them in hall, review hallway expectations, encourage better choices</li> <li>-Model your expectations</li> <li>-Redirect with positive praise</li> <li>-Encourage student(s)</li> </ul> <p><u>Speak to the child 1:1 to find root cause</u></p> <p><u>Student clips down, change in color</u></p> <p><u>Involve parents</u></p> <p><u>Create a plan</u></p> <ul style="list-style-type: none"> <li>-Does our school social worker, Lynn Peterson, need to be involved? Does Woodland Centers, onsite counseling, need to be involved? Do we need behavior interventions?</li> </ul> <p><u>Start documentation</u></p> <p><u>Connect back to student</u> about parent involvement, next steps, plan and other key details</p>
<b>3</b>	<ul style="list-style-type: none"> <li>-3<sup>rd</sup> (continuous) level two violation in a week:</li> <li>-Threats (verbal or non-verbal) to self, others, school</li> <li>-Threats (verbal or non-verbal) of weapons</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor reminds student of contact with parent and plan</li> <li>Student clips down, change in color</li> <li>Principal is called/notified</li> <li>Parent(s) are called</li> <li>Documentation is reviewed</li> <li>Plan with team is put into place</li> </ul>

\*This is to be used as a guide in creating safe schools through positive discipline, please note every child and situation is different\*

## **BULLYING**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. No school district can monitor the activities of students at all times, but when conduct affects the educational environment of the school and the rights and welfare of the students, it is within the control of the school to prevent bullying and to take action to investigate, respond and discipline acts of bullying which have not been prevented.

Bullying means any written or verbal expression, physical act or gesture by a student that is intended to cause or is PERCEIVED as causing discomfort to one or more students and interferes with another student or students' education. Bullying includes, but is not limited to, conduct by a student against another student that might cause harm, damage a student's property, give them reason to fear they might be harmed or create a hostile environment.

Bullying will be penalized by a warning, detention, suspension, expulsion and include parent notification as well as possible notification to law enforcement. Frequently the bully will try to justify their actions by saying what they did was "just a joke" or that they were "just kidding". These types of excuses do not justify bullying and will not be grounds for not being disciplined for the bullying behavior.

At ACGC we believe:

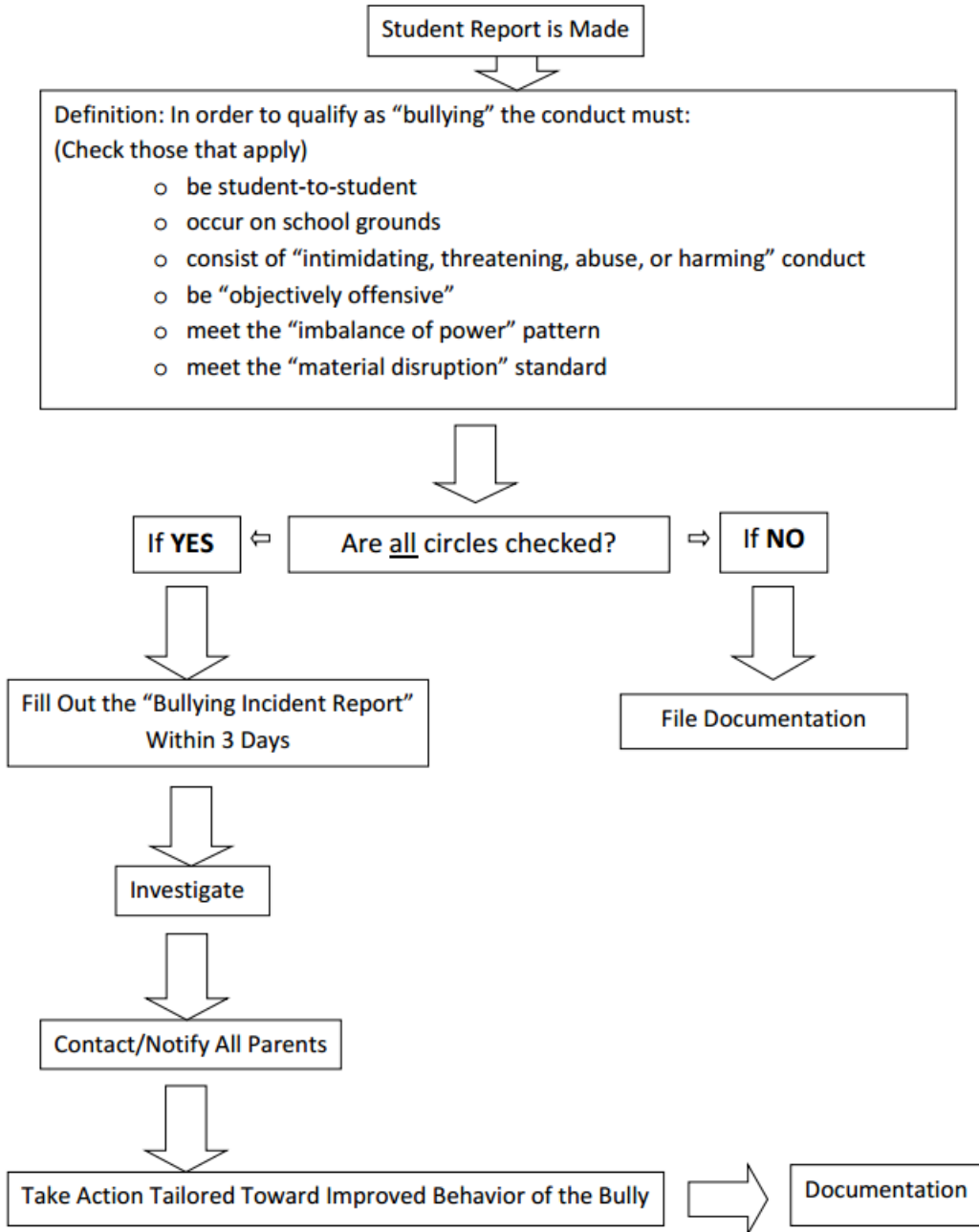
1. We do not bully others.
2. We help students who are bullied.
3. We include students who are left out.
4. We tell an adult at school and at home when somebody is being bullied.

**"Cyber bullying"** is an act of bullying that happens online through emails, social networking and other forms of technology. Just like bullying in person, cyber bullying happens over time, gets worse over time and has an imbalance of power from the bully to the victim, only this happens through technology. When cyber bullying happens off school grounds, but finds its way to school, then the school will act as though it originally occurred at school. Warning, detention, suspension and expulsion are possible disciplinary options depending on the severity of the bullying. Parents will become involved because frequently the technology used to send the bullying message is owned by the parents and or kept in the home. It is also possible that law enforcement will be involved, depending on the nature and severity of the bullying. The misuse of technology including but not limited to teasing, intimidating, defaming, threatening or terrorizing by sending or posting email messages, instant messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

**ACGC follows the procedure below to determine if a student(s) actions qualify as a bullying situation.**

**Bully Procedures:**

2014/2015



## EMERGENCY OR CONTACT FORMS

Please make sure that your family’s emergency or contact information form is completed for school. This information expresses your wishes in the event that an emergency occurs involving your children. This should be completed by the first week of school. It is the parent(s) responsibility to update the school if changes occur.

## FIELD TRIPS

Field trips are an important part of our educational program. Through these excursions, students see what they are learning in the classroom applied in real life. It’s a time to develop skills in courtesy, safety, and good citizenship, and stimulates interest and pride in the community. Field Trips are funded by ACGC Public Schools therefore students are required to attend. Students are required to ride the school bus to and from the field trip. Parents who are chaperones must ride the bus to and from the field trip as you are supervising students. Parents who are not attending the field trip are asked to not be present at the field trip location as this may cause distraction. Please sign the Field Trip Permission Slip Form, which is found in the back of this handbook.

## FIRE DRILLS / EMERGENCY DRILLS

In case of fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. There will be an evacuation plan posted in each classroom. Each teacher will instruct children regarding specific procedures. Any tampering with a fire alarm or use of smoke bombs will result in:

1. The student being charged by the police.
2. The Fire Department becoming involved, and depending on costs, bills sent to the district for fire calls (\$150.00 - \$250.00) will be imposed.
3. The student being suspended from school for a period not to exceed ten days.

In addition, practice drills for lockdowns and tornadoes are conducted throughout the school year.

## GRADING

### ACGC ELEMENTARY GRADING SCALE

Kindergarten	1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade 3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade
-Checklists, observations and rubrics for understanding are completed daily, weekly, monthly and/or quarterly -Weekly and quarterly assessments	94-100 O 88-93 S+ 78-87 S 70-76 S- 69 and below N  O= Outstanding S= Satisfactory N= Needs Improvement	99-93 A 92-90 A- 89-87 B+ 86-83 B 82-80 B- 79-77 C+ 76-73 C 72-70 C- 69-67 D+ 66-63 D 62-60 D- 59 and below is an F

## GUM

Please help keep our school neat and ready for learning. Chewing gum is not allowed at school, on the playground or on the bus.

## HEALTH OFFICE INFORMATION

1. FOOD - PEANUT SAFE / GLUTEN FREE
  - a. If a child wishes to bring a treat to share with the class, please let the teacher know. The State Department of Health requires that all food items must be **commercially prepared**. If your child is bringing a drink for snack or lunch, pop is not allowed. Also, fruit juice and Gatorade type products are discouraged because of their high sugar content. We encourage lunches from home to follow the “My Plate” guidelines.
2. FOOD- NO OUTSIDE FOOD IN LUNCH
  - a. If a parent is coming in for lunch, NO outside food (Pizza, McDonalds, etc) can brought into school for lunch. If you wish to eat a school lunch please let the office know by 8:30 am.
3. Guidelines for ADMINISTERING MEDICATIONS TO STUDENTS
  - a. The school district acknowledges that, to manage a health condition, some students may require medication during the school day to function as near to their potential as possible. *Every attempt should be made to give medication at home when possible.* The school district’s licensed school nurse, or designated trained staff, will administer prescribed medications in accordance with MN Statutes and School Board Policy. Students on a self-management of medication program must register as such with the licensed school nurse including a physician’s order and parent’s permission signed form. This is for the safety of your child.
    - i. Prescription medication requires the school’s completed, signed authorization from the student’s parent or guardian and the physician including: name of medication, dosage, time of day to be given, purpose of medication and possible side effects. This form is on the next page.
    - ii. Prescription medication must come to school in the original prescription container appropriately labeled for the student by the pharmacy or physician.
    - iii. Once in school, the medication needs to be stored in the designated locked area, and each dosage recorded on a signed medication flow sheet by the licensed school nurse or designated staff. This completed sheet will be kept in the student’s health folder.
    - iv. Prescription asthma or reactive airway disease medication used in inhalers may be self-administered by a student if the school receives a written authorization from the pupil’s parent; a physician’s written order for the medication and the inhaler is properly labeled for the student by the pharmacy.
    - v. The attached “Authorization for Medication Administration” form must be completed for each new school year and/or when a change in the medication occurs. The school must be notified immediately of any change in the medication or if no longer required. For medication dosage changes, the school also needs a written notification from the physician.
    - vi. Non-prescription medication (over-the-counter) also requires the school’s completed, signed authorization from the student’s parents or guardian and/or physician. The school DOES NOT provide any medication for students such as acetaminophen (Tylenol) or ibuprofen (Advil). Medications must come from home in the original container, NO baggies or envelopes, and must be kept locked in the school health service area. Medication cannot be kept in student lockers or bags.
    - vii. IV and IM drugs, or medications requiring pulse or blood pressure monitoring before being given to the student, must be given by an RN only.
  - b. *Please refer any questions or concerns to the school nurse by contacting the school office*
4. **INJURED OR ILL CHILD**
  - a. If a child should become injured or ill, the classroom teacher will bring him/her to the office where a decision will be made as to what will be done. No child will be sent home without prior office approval. Accurate records will be kept of all accidents or illnesses. Emergency or contact sheets must be filled out each school year with current medical information and current Parent/Guardian phone numbers. It is also important to have listed other designated people who can make decisions and pick up your child if ill or injured, & we are unable to contact you.

## 5. LATEX LIMITED

- a. "Latex Limited" means that we will not have any latex gloves or latex balloons in our buildings. Gloves and balloons are sources of latex that can easily get into the air and cause allergic reactions. Both of our sties have students who are known to have a life threatening allergy to latex. We also have some students and staff who could have a potential allergy to latex based on other medical history, so this has been determined for the safety of all students and staff.

## 6. LICE – CDC Recommendation: <http://www.cdc.gov/parasites/lice/head/school.html>

- a. Students diagnosed with live head lice do not need to be sent home early from school. They can go home at the end of the day, be treated and return to class after appropriate treatment begun. Nits may persist after treatment, but successful treatment should kill crawling lice.
- b. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
- c. Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:
  1. Many nits are more than ¼ inch for the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or many in fact be empty shells, also known as "casings".
  2. Nits are cemented to the hair shafts and are very unlikely to be transferred successfully to other people.
  3. The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
  4. Misdiagnosis of nits is very common during nit check conducted by nonmedical personnel.

## 7. *Tips for Peanut Safe Environment*

- a. *\*Be Aware* – read labels, look for "may contain nuts" or "produced on shared equipment with nuts"
- b. *\*Be safe* – after exposure to peanuts wash hands and table/desk tops with soap and water (bar, liquid, or commercial soap) (not dish soap or alcohol based hand sanitizers – these will not remove the peanut protein)
- c. *\*Be trained* – know the signs of anaphylactic reaction and how to use an Epi pen
- d. *\*Alternate rewards to food* – pencils, stickers, extra minutes at recess, listening to music while doing class work

## 8. Returning to school after an illness students must first be:

- a. Fever free for 24 hours without the use of fever reducing medicine
- b. Diarrhea free for 24 hours without the use of medicine to reduce symptoms

## HOMEWORK

Belief Statement: At ACGC we believe that student achievement occurs when teachers staff and families work together to support meaningful preparation practice so that students have every opportunity to be their best.



## **HOMELESS**

The McKinney-Vento Homeless Assistance Act (as reauthorized by Title X, Part C of the No Child Left Behind Act) defines homeless as follows:

The term “homeless children and youths”

- a. Means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1) ); and (B) includes—
  - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a) (2) (C) );
  - iii. Children and youth who are living in cars, parks and public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)

You may meet confidentially with our liaison, Misty Langseth.

## **INTERNET USE**

Students may use the internet for educational purposes in school. Use of the internet is a privilege, not a right. Unacceptable uses of the school district’s system may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments or damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion.

Unacceptable uses of the school district system and Internet resources are: knowingly downloading, viewing or printing of pornographic, obscene or sexually explicit material; obscene, abusive or profane language; and other materials or language that is inappropriate in the education setting or disruptive to the educational processes.

## **KINDERGARTEN ENTRANCE REQUIREMENTS**

1. The child must be 5 years of age on or before September 1, unless parent fills out Early Entrance Request form by April 1 and child meets all early entrance requirements.
2. A birth certificate, hospital certificate or baptismal certificate must be shown at the time of kindergarten registration in order to verify the child’s birth date.
3. A physical examination is highly recommended before entering kindergarten.
4. Immunizations must be completed and up to date before entering kindergarten. Evidence of a plan to complete immunizations will be necessary before entrance if they are not completed by September 1.
5. To attend school in Minnesota, students must show they’ve had the required immunizations or file a legal exemption with the school. Parents may file a medical exemption signed by a health care provider or conscientious objection signed by parent/guardian and notarized.

## **LOCKER POLICY**

Personal lockers are provided for student convenience and are not intended to be used for safekeeping of valuables. The school accepts no responsibility for articles lost or stolen from lockers. For this reason, we recommend that valuables be left at home. No switching of lockers is allowed without permission from the teacher. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.

School authorities for any reasons may conduct inspection of the interior of lockers at any time, without notice, without students' consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. The locker policy will be disseminated to parents and students in the same manner as other school policies of general application to students are disseminated.

## **LOST AND FOUND**

Bet we know where the missing gym shoe, mitten or hat is! Each year, many items find their way to our Lost and Found. You can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps & boots with their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

Please contact the office regarding the Lost and Found Location. Unclaimed items are donated at the end of each school year.

## **MEAL CHARGING**

### **537 MEAL CHARGE POLICY**

I. PURPOSE - The purpose of this policy is to establish consistent meal account procedures for ACGC Independent School District #2396.

#### **II. GENERAL STATEMENT OF POLICY**

A. ACGC Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning.

B. It is the policy of ACGC Schools to offer breakfast and lunch. The Food Service Department strives to produce quality meals at a reasonable cost.

C. Households may apply for free/reduced meals anytime during the school year.

Applications are mailed to all households in the school district prior to the school year via the Fall Information Highway and are included in enrollment packets. In addition, applications are available online or at each building office

#### **III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS**

A. Parents will be notified when accounts are low.

B. Account status is available with Parent Access through the District's website, [www.acgcfalcons.org](http://www.acgcfalcons.org).

C. When the account is negative, the food service clerks will call or email the family to set up a plan for payment. If the household cannot be reached, a letter will be sent home.

D. Pay Schools is available for online payments. You can conveniently access this through the ACGC School District Website, [www.acgcfalcons.org](http://www.acgcfalcons.org)

## **MEAL PREPARATION**

All meals are prepared by properly licensed staff to meet state requirements. Students needing an alternative meal need a doctor's note with a medical need in order to receive an alternate meal.

## **MEDIA RELEASE**

School activities or student accomplishments are sometimes shared or published. If you do not want your child's name/photo to appear in the media (TV, newspaper, video or ACGC website), please sign the Media Release form and return to the Elementary Office.

## **NOTES TO SCHOOL PERSONNEL**

In order to assure that noon hour and after school activities are carried out as parents wish, parents should send a note with their child concerning the following:

1. If your child has been ill, you may request that he/she stay inside for noon and/or afternoon recess. However, after the fifth day, a note from a physician may be required at the discretion of the administrator.
2. If your child is going home with someone else after school, please indicate whom your child will be with and how he/she will get to his/her destination.
3. If you are hosting a party for your child at home, please inform the school of the date and time of the party, if the children will be going to your home directly after school, or who will be attending.
4. If your child is involved in scouts, choir, etc., which meets after school, please send a note indicating which day and time the group meets and the meeting place.
5. If your child is going home with a student who rides a bus, please read the section Bus Riding With Others.

## **ONLINE PAYMENTS**

Online payment processing system can be accessed through the ACGC web site. Parents/guardians may pay for school related fees and products online, either by e-check or MasterCard, Visa or Discover cards. The following items may be paid for online at this time: Lunch accounts, sports/activity fees, class dues, class fees, milk break, driver's education, school age child care, school readiness/preschool tuition. For more information, contact the district office at 320-857-2271.

## **PARENTAL INVOLVEMENT**

Parental involvement is extremely important in school. Parent volunteers are welcomed in the classrooms. If interested, please see form for parent participation located at the end of the handbook. Please note that background checks are required as stated in the background section of the handbook.

## **PETS**

Service animals only are allowed into ACGC Elementary. No outside animals are allowed at ACGC Elementary.

## **PICKING STUDENTS UP AFTER SCHOOL**

1. During School Hours (8:00 am -3:50 pm): Report to the Office, sign your student out.
2. End of Day (3:50 pm): Wait outside or in front entry of school until students are dismissed.
3. Reminder: Buses leave at 3:55 pm.

## **PLEDGE OF ALLEGIANCE POLICY**

Per Minnesota law, students in District 2396 shall recite the Pledge of Allegiance to the flag of the United States of American one or more times each week. The recitation can take place either in individual classrooms or as an entire building over the intercom system. Any student or staff member may decline to participate and that decision will be respected.

## **POLICIES**

The following policies, and others, can be found in their entirety at <http://acgcfalcons.org/District/Policies.aspx>

- 102 EQUAL EDUCATIONAL OPPORTUNITY**
- 401 EQUAL EMPLOYMENT OPPORTUNITY**
- 402 DISABILITY NONDISCRIMINATION POLICY**
- 413 HARASSMENT AND VIOLENCE**
- 506 STUDENT DISCIPLINE**
- 514 BULLYING PROHIBITION POLICY**
- 521 STUDENT DISABILITY NONDISCRIMINATION & GRIEVANCE REPORT FORM**
- 533 ACGC WELLNESS**

## **RECESS POLICY**

Students are expected to participate in recess each day. Students need to dress appropriately for the weather conditions. The following guidelines are used during cold weather (wind chill temperatures):

- 10 or below the students stay inside
- 9 and above the students go outside for full recess

Students should dress appropriately for the weather, during the winter months. Students need to wear hats, mittens, boots, and snow pants.

## **RELEASE OF STUDENTS**

Parents need to send a signed note or call the office if a person other than the parent or guardian is going to pick up a child. Before a student can be dismissed from school, the parent, guardian, or person designated by the parent must report to the Office and sign the child out on the Sign Out Form; listing the date, time and reason the child is checking out of school early. Office personnel will contact the teacher and the student will come to the Office. The student will then be released to the parent or guardian.

If court document prohibit a parent or guardian or person designated by the parent to have contact with a particular child, it is the responsibility of the parent to give official court papers to the school. Only official court documents will be honored.

## **REPORT CARDS**

Report cards and Special Ed progress reports will be sent home after each quarter. Copies of reports may be mailed directly from school to a parent not living with their children. Please notify the elementary office in writing with the name and address of the person where the copies are to be mailed.

## **REPORTING MALTREATMENT OF MINORS, POLICY 414**

School district personnel who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker are required by state law to report it to the local child protection agency or law enforcement agency. Mandatory reporting procedures must be followed for suspected abuse or neglect that has occurred within the last three years.

## SCHOOL CLOSING

Our school website will have the most accurate and up-to-date information! In addition, information regarding the closing of school for the entire day, late start, or early dismissal will be carried on radio stations WCCO (830 AM), KWLM (1340 AM), KDJS (1590 AM), KLFD (1410 AM), Q102 (102.5 FM), and KDUZ (1260 AM), and television stations WCCO (Channel 4), KSTP (Channel 5) and KARE (Channel 11).

We also are able to send text and email automated messages regarding school closings. Please provide the school with your correct mobile phone number and email to take advantage of this technology.

Should a condition arise causing early dismissal, buses will leave soon enough to enable them to make the route. Because our District is so large geographically, please feel free to pick your student up from school if you feel the weather in your particular area warrants it. Parents do have the right to keep their children home due to weather.

## SCHOOL DAY

Children can begin arriving at ACGC Elementary School at 7:30 am with classroom instruction beginning at 8:00 am. Teachers are available and may be contacted between 7:30-8:00 am. Parents transporting their children should drop off between 7:30-7:55 am. ACGC Elementary drop off area is the east side of the building. Students should not get out of cars unless the car is parked in a designated parking area. **DO NOT** allow children to get out in the street! Students **MUST** enter through the main door **ONLY!**

→ Please do **NOT** drop students off at the north side door. That is a bus only drop off zone.

## SCHOOL DRESS

Students must wear clothing that is proper for the inside of a public building, not offensive to other students or adults, and not distracting or disruptive to the educational process. The following guidelines apply for all students in the elementary school building:

1. Clothing must not be hazardous to health or safety.
2. Appearance must not be disruptive to normal operations of the classroom.
3. Clothing or shoes must not be such as to cause damage to school property or cause extra building maintenance.
4. Hats, caps, and bandanas or other headwear may not be worn during the school day. Furthermore, all shirts worn need to cover the front and back of children. No belly buttons are allowed to be visible. Spaghetti strap shirts are not to be worn.
5. Shoes are to be worn at all times in the building. **No open toed shoes!**
6. Clothing cannot violate state health regulations, laws, or school harassment policy.
7. Clothing cannot advertise or encourage the use of alcohol, tobacco, or other mood-altering chemicals.
8. No article of clothing can have profane language written on it or exhibit sexual connotations that are objectionable to members of the school community.
9. Clothing or accessories that interfere, distract, or disrupt classroom operations will not be allowed.
10. No clothing is allowed that prevents the students from doing their best work. The principal may grant exceptions to #4 and #5 under special circumstances.

When a student wears improper clothing, school staff will ask him to do one or more of the following: change to other clothing, put shoes on, take off the inappropriate piece of clothing, or turn a shirt inside out. Students are expected to follow those directions. If they do not, or if the same problem occurs again at another time on the same or a different day, parents will be notified, and the students will be sent home. Students sent home because of improper clothing will receive an unexcused absence for the time they miss.

# STATEMENT OF NONDISCRIMINATION

## ACGC Nondiscrimination Statement

It is the policy of the Atwater Cosmos Grove City Public School to provide a free and appropriate public education to all students within its jurisdiction, regardless of the type of handicap or its severity. District 2396 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, which include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. Has a record of such impairment; or
3. Is regarded as having such an impairment. {34CFR 104.3(j)}

In order to fulfill obligations under Section 504, the school district is responsible for nondiscrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the learner is determined to be eligible under Section 504, afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to 1) inspect and review his/her child's records; 2) make copies of these records; 3) receive a list of individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment. If there are questions, please contact the Section 504 Coordinator in your child's building, Kodi Goracke.

ACGC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator:

Robin Wall  
27250 MN State Hwy 4  
Grove City, MN 56243  
320-244-4677  
[wallr@acgcfalcons.org](mailto:wallr@acgcfalcons.org)

Title IX Coordinator:

Robin Wall  
27250 MN State Hwy 4  
Grove City, MN 56243  
320-244-4677  
[wallr@acgcfalcons.org](mailto:wallr@acgcfalcons.org)

Alternative Section 504 Coordinator:

Kodi Goracke  
302 South Second Street  
Atwater, MN 56209  
320-244-4686  
[gorackek@acgcfalcons.org](mailto:gorackek@acgcfalcons.org)

Alternative Title IX Coordinator:

Kodi Goracke  
302 South Second Street  
Atwater, MN 56209  
320-244-4686  
[gorackek@acgcfalcons.org](mailto:gorackek@acgcfalcons.org)

## **STUDENT DIRECTORY INFORMATION**

Family Education Rights and Privacy Act 20 UCS 1232g5 (FERPA) provides that education records of personally identifiable information from education records may be disclosed to third parties with written consent of parents, guardians or the student.

This act permits schools to release “directory information” on a student without parent’s prior consent.

ACGC Schools will use the following as directory information unless we have in writing that parent refuses the release of the following categories of information.

\*Student name, address, and date of birth

\*Parent names

\*Participation in recognized activities, sports, weight and height of athletic teams

\*Dates of attendance

\*Most recent educational institution the child has attended

FERPA does not require the release of directory information via cyberspace. ACGC Schools will not release directory information via the World Wide Web.

If you do not want directory information about your child released, please sign the Directory Information Non-Release Form found at the end of this handbook and return it to the Elementary Office.

## **STUDENT REFERRAL PROCESS**

ACGC #2396 provides special services (Special Education, 504, English Language Learner, etc.) to all students who meet criteria through a referral process. Please follow the steps below if you have concerns about a student.

1. Contact your child’s teacher who will assist in making a referral to our SAT (student assistant team).
2. The building SAT reviews each referral.
3. In the case of a SPED referral, interventions need to be in place and documented.
4. If it is determined an evaluation is needed, parents are contacted and an evaluation-planning meeting takes place.
5. An evaluation is completed within 30 school days and a meeting is held to review results.
6. If student meets criteria for services, an Individual Education Plan (IEP) is created by the team, parent consent given and services can begin.
7. If the student does not meet criteria for services, the team brainstorms accommodations for the student success; other referrals may be made.
8. Student progress on IEP’s are reviewed every quarter; IEP’s are reviewed and updated every year; reevaluations are conducted every 3 years or as needed.

Questions about the special education process can be directed to the building administrator or child study coordinato

## **STUDENT SOLICITATION POLICY**

In order to protect students and staff from being overwhelmed by requests to buy merchandise or support charitable causes, student solicitation of other students and/or faculty will not occur during school hours or on the school bus. Students may approach faculty members before or after school to address Scouting, Bike-A-Thon, 4-H, Read-A-Thon and other fund raising issues so that the requests don’t interfere with the teaching day. Students may not solicit other students to pledge money for fundraisers without parental approval. Student sales of merchandise to other students (examples: Girl Scout Cookie Drive, Boy Scout Popcorn Sales, etc.) should take place before or after school hours so it does not interfere with student learning.

## **TELEPHONE CALLS/MESSAGES**

If you need to call a teacher, please contact them between 7:30-8:00am.. In addition, another way to contact classroom instructors during the day to discuss pertinent school-related information is through the use of e-mail. Please find the e-mail addresses of your child’s/children’s teacher on the ACGC Website and utilize them when necessary. Teachers and students will not be called from class to answer the telephone except in cases of emergency. The office telephone should not be used by elementary students for unnecessary messages. The use of the telephone to make arrangements for an after school activity is not considered a valid reason.

## **USE OF BUILDING AFTER SCHOOL**

Students may use the playground area after school. However, they should not enter the building after school hours unless involved in an after school activity or for a prearranged reason. Getting a drink or using the bathroom are **NOT** reasons to be in the building after school hours. When using the school playground area and/or school grounds outside of school hours all school and district rules still apply.

## **VISITORS AT SCHOOL**

We invite parents to visit the school, but ask that you prearrange the visit with the classroom teacher and office. In order to protect our students from potential risk of unauthorized persons in the building, you will be asked to buzz into our building and identify yourself and possibly show ID and or Driver's License. Upon being issued a visitor's pass, you should display it so people meeting you in the hall will know you have stopped in the office. If there is something you wish to discuss with the teacher, please make prior arrangements to meet during his/her free time or period.

Any students from other schools, or relatives, are not allowed to come to school to visit with one of our students. This tends to disrupt the regular classroom, and we want to avoid that situation. However, relatives can eat lunch with students when prearranged with the school and when written or verbal permission is given.

## **WEAPONS**

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property.

Possession of a weapon will result in:

1. an initial out-of-school suspension of five (5) days
2. confiscation of the weapon
3. contact with the police department
4. recommendation to the Superintendent that the student be expelled.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), upchucks, throwing stars, explosives, stun guns, and ammunition. For purposes of the Gun Free Schools Policy, the term "weapon" has a meaning as defined in 18 U.S. SS 921 and includes "(A) any weapon (including a starting pistol) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; (B) the frame or receives of any such weapon; (c) any firearm muffler or firearm silencer; or (D) any destructive device as defined in 18 U.S.C. SS 3351".

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. There are some exceptions. Firearms being transported in accordance with Minnesota law are excepted. If you have any questions about an exception, however, you must talk to the principal. A principal can authorize an exception in writing.

You should also know that possession on school property includes on a school bus, or on any property leased by a school, whether the school is public or private.

Any student who is determined to have brought a weapon to school or onto any school district grounds will be expelled for a period of not less than one year. The superintendent on a case-by-case basis may modify this policy. Furthermore, these are guidelines and variations of discipline actions are up to the discretion of the building administration.

All discipline is ultimately up to the discretion of the building principal or designee.



**INDEPENDENT SCHOOL DISTRICT NO. 2396**  
**RELIGIOUS, RACIAL, DISABILITY, OR SEXUAL HARASSMENT AND VIOLENCE REPORT**  
**FORM**

General Statement of Policy Prohibiting Religious, Racial, Disability or Sexual Harassment

Independent School District No. 2396 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Circle as appropriate sexual \ racial \ religious.

Name of person you believe harassed or was violent toward you or another person. \_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person. \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

# ACGC FALCONS

ATWATER - COSMOS - GROVE CITY PUBLIC SCHOOLS ISD #2396

**Elementary**

302 South Second Street  
Atwater, Minnesota 56209  
Phone: 320.244.4740  
Fax: 320.974.8410

**5-12 Building**

27250 MN Hwy 4  
Grove City, MN 56243-5003  
Phone: 320.244.4730  
Fax: 320.857.2937

**Val Carlson**

School Nurse  
Phone: 320.244.4674

## SCHOOL CONSENT FORM FOR ADMINISTRATION OF MEDICATION

(To be renewed annually)

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

### PHYSICIAN'S OR AUTHORIZED PRESCRIBER'S ORDER:

Medication	Dosage	Time
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Diagnosis/Medical reason for medicine

\_\_\_\_\_ ICD 10 Code \_\_\_\_\_  
\_\_\_\_\_ ICD 10 Code \_\_\_\_\_

Other recommendations/restrictions/unusual side effects: \_\_\_\_\_

The student is both capable and responsible for self-administering this medication (for inhalers)

No \_\_\_\_\_ Yes, supervised \_\_\_\_\_ Yes, unsupervised \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Physician's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Clinic \_\_\_\_\_ Fax No. \_\_\_\_\_

### PARENT/ GUARDIAN AUTHORIZATION

1. I request that the above medication be given to my child during school hours as ordered by this student's health care provider (HCP) I understand I must provide prescription medications in an original pharmacy container with a current label. Over-the-counter preparations must be provided in the original, labeled container.
2. I give permission for a teacher/responsible adult to administer the medication on a field trip, as necessary, following school procedure.
3. I will immediately notify the school of any change in the medication or Health Care Provider's (HCP) order, dosage change, frequency, or duration of administration.
4. I give permission for this information to be released to school personnel. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child's safety and school success.
5. I understand that I can refuse to share this information with other school staff (contact school nurse).
6. I release all school personnel and the school district from any and all liability in the event of any adverse reaction resulting from the use or administration of this medication.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone (Home)

\_\_\_\_\_  
(Parent /Guardian Name Printed)

\_\_\_\_\_  
Phone (cell)

\_\_\_\_\_  
Phone (work)

**PERMIT FOR NON-PRESCRIPTION  
(over-the-counter)  
MEDICATION**

Non-prescription medication (over-the-counter) requires a completed, signed authorization from the student's parent/guardian and/or physician.

The school **DOES NOT** provide any medication for students such as acetaminophen (Tylenol) or ibuprofen (Advil). Medications must come from home **in the original container, no baggies or envelopes**. Aspirin products will only be given with a physician's signature/order due to the risk of Reye's syndrome.

I, \_\_\_\_\_, give ACGC Schools permission  
Parent/Guardian name

to give my child \_\_\_\_\_  
Child's name and grade

the following medication \_\_\_\_\_.

Dosage: \_\_\_\_\_

Time: \_\_\_\_\_

Until: \_\_\_\_\_

For the following condition/reason: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone Number



ACGC ELEMENTARY SCHOOL  
Field Trip Permission Slip  
2017 - 2018

My child / children has / have permission to go on any field trips scheduled for the current school year for his / her:

- Class
- Special Event / Presentation

Information on field trips will be sent home with your student prior to each field trip.

Name

Grade & Teacher

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Parent/Guardian Signature

Date

Please sign and return this form to your child's teacher.

**INDEPENDENT SCHOOL DISTRICT NO. 2396**  
**STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM**

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 2396 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because \_\_\_\_\_

\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_

If the alleged discrimination was toward another person, identify that person: \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_

Location of the incident(s): \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

\_\_\_\_\_  
(Date)

**MEDIA RELEASE FORM**

I do not want my child/children's photo/name to appear in the Media.

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**DIRECTORY INFORMATION NON-RELEASE FORM**

I do not want my child/children's directory information released to any person/organization except those mandated by law or statute.

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_