

WRENSHALL ELEMENTARY STUDENT AND FAMILY HANDBOOK

25-26



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MISSION~A SMALL SCHOOL WHERE WE CULTIVATE BIG FUTURES.

VISION~CELEBRATING AND INVESTING IN EACH STUDENT TO LAY THE FOUNDATION FOR LIMITLESS
OPPORTUNITIES.

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INTRODUCTION

Thank you for being a part of our school community. The Wrenshall High School Handbook is intended to inform students and families of the general expectations, policies, and procedures of our school. To help you be successful, this handbook containing an explanation of high school expectations and policies has been prepared for your reference. It is important that you become familiar with the procedures and policies that govern the school. All students are required to abide by the Rights and Responsibilities Handbook. Some rules are condensed in this handbook; however, complete policies are available on the district website. The student handbook can also be found on the homepage of the school website (isd100.net)

Have a safe and successful school year!

Wrenshall School Staff, Administration and School Board

Staff Directory

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<u>Main Office Manager</u> Josie Hlava Ext. 2000 jhalava@isd100.org	<u>Student Records/MARRS</u> Trish Swanson Ext.2002 tswanson@isd100.org
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Deb Fenlason	Elementary Music/Band	trahkola@isd100.org
Chloe Swanson	Library/ Elementary Specialist	cswanson@isd100.org
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Erin Riley	Images Newspaper	images@isd100.org

Letter from your Principal

Dear Wrenshall Families,

It is my pleasure to welcome you to a new school year at Wrenshall School. We look forward to working together to ensure that every student has a rewarding and successful experience as a Wrenshall Wren.

At Wrenshall, we believe children learn best in an environment built on **mutual respect, safety, and partnership** between students, families, and staff. Together, we can create a school community where students experience the excitement of learning and grow both academically and socially.

As we begin this year, we continue to strengthen our **Wrens Strong Positive Behavior Intervention framework** in the elementary grades, which promotes a common language and clear expectations for all students centered around Respect, Effort and Belonging. We are also implementing **Restorative Practices**, which focus on repairing harm, resolving conflict, and building strong relationships within our school community. These efforts ensure that our students not only thrive academically but also feel supported and safe.

This **Parent/Student Handbook** is designed to be a helpful guide to your child's school experience. After reviewing it, I encourage you to stay engaged and actively involved in your child's education. Together, there is no limit to what our students can achieve.

Best wishes for a successful and rewarding school year!

In Partnership,

Principal Blanchard

Part I: General Information



ELEMENTARY ENTRANCE AGE

Students may enroll in school at Wrenshall Elementary provided they are at least five years old on September 1st for Kindergarten, or at least six years of age for first grade. Please contact the school for more details.

Arrival and Dismissal Times

Buses arrive	8:00 – 8:15 a.m.
Breakfast served/cafeteria	8:00 – 8:20 a.m.
Classes begin	8:20 a.m.
Lunch and recess (2 Sections)	10:50 a.m-11:55 a.m..
Walkers dismissed	3:05 p.m.
Bus students dismissed	3:10 p.m.
Buses depart	3:20 p.m.

ENTRANCE AND END OF THE DAY PROCEDURES

If your child does not ride the bus please time his or her arrival for no earlier than 8:00 a.m. Although teachers arrive earlier they are not supervising hallways or the playground. Their time is spent preparing for the day.

Classes begin at 8:30 a.m. and we ask that students **not** arrive earlier than 8:00 a.m. as supervision of students isn't provided until that time. Elementary students arriving prior to 8:00 a.m. may only do so if they are attending Wrens Club (Advanced scheduling is required).

The building is to be cleared by 3:15 p.m. each day, unless you have an appointment with a teacher or an after-school activity.

Elementary students are to proceed directly home or to the residence of after-school care following 3:08 dismissal. Elementary students are not to stay after school unless their parent/guardian has made arrangements with the child's teacher, Principal or the student is involved in extracurricular activities. **Any non-participants must be accompanied by parents. Notes must be sent if students are staying for an after school activity.**

Students that are released early to walk home are expected to leave school grounds when dismissed.

***The school is not liable for injuries sustained on school grounds after 3:15 p.m. for any students that are not involved in extracurricular activities.

ELEMENTARY EARLY DEPARTURE OR ALTERNATE PICKUP

Changes to Student Dismissal

Any change to your child's usual dismissal routine (e.g., another adult picking them up) **requires a note or call from a parent/guardian**. Please notify classroom teachers by **2:30 p.m.**

For safety:

- Parents/guardians picking up children early must **report to the main office**, not the classroom.
- Students will be sent to the office for release.
- Students may **not make their own plans during the day** to go somewhere other than home.

These procedures help prevent confusion, minimize classroom interruptions, and ensure your child's safety.

PARENT CONCERNS AND QUESTIONS

If you have a concern or question, please contact the appropriate staff member. We want to work with you to provide the best experience for your child. We do ask that you follow the chain of command in our school. Here is a list of the steps to follow in order:

1. Talk to the staff member directly involved (bus driver, teacher, paraprofessional, coach, etc.)
2. If not resolved, contact the Principal
3. If not resolved, contact the Superintendent
4. If not resolved, contact the School Board

We do understand there are some issues that require you to go directly to a supervisor. We will be glad to assist you in those situations.

LIBRARY BOOKS

Our media center contains study areas and a wide variety of literature for all students to access separated by grade level and interest level. Students that lose library books may be required to replace the missing books or their parents may be required to replace the missing books before they are allowed to take out additional library books.

CHANGE OF ADDRESS

Changes of address, telephone number, or emergency information during the school year should be reported to the main office as soon as possible so that emergency forms and instant alert information can be updated.

LOST AND FOUND

Many of our students possess the same brand and/or color of jackets, snow pants, boots, backpacks, athletic gear, balls, etc. Labeling of personal items will minimize confusion in locating owners of lost items. Please label your child's possessions.

Items that have been turned in as lost will be kept in the lost and found which is located at the bottom of the elementary staircase next to the cafeteria. Each year numerous items from lost and found are unclaimed. Items left in lost and found for three weeks will be given to a local charity due to the lack of storage space. Students should check in the main office to recover lost textbooks or items of value.

BIRTHDAYS/SEASONAL PARTIES

If acceptable, classrooms acknowledge your child's birthdays and seasonal events throughout the year.

Treats for your child's birthday are traditional but not mandatory. All treats need to be store bought and in the original package. Each classroom will communicate more details.

Please be aware of Peanut free classrooms, avoid any treats with peanuts and nuts or anything processed in a plant with peanuts or nuts. In an attempt to respect the feelings of all students we request: Mail or text invites from home (they will not be passed out in school.

BRINGING ITEMS TO SCHOOL

Students should be reminded not to bring valuable or dangerous items to school. We cannot safeguard valuable items. Our students should not bring items from home unless approved by the teacher or Principal.

PETS

If you would like to share a family pet with the class, please contact the teacher in advance to arrange for the visit. Once you arrive at school with the pet, be sure to have control over it at all times. A large group of excited children can cause some unusual reactions in pets. We generally ask parents/guardians to return the pet home with them on the same trip. Any extended stay for the pet should be pre-arranged with the classroom teacher.

BUS TRANSPORTATION

All students are entitled to be emotionally and physically safe while being transported to and from school. Certain laws and regulations govern the operation of school buses. Minnesota Statute, section 123.7991 lists as one of seven concepts that: ***Transportation by school bus is a privilege, not a right.*** Safety on the buses is our prime consideration and thus riding privileges can be revoked. Cooperation and appropriate, safe behavior on the bus is expected of all students.

Bus Rider Policy

For everyone's safety, students are expected to follow bus rules at all times.

- The bus driver is in charge—follow directions promptly.
- Stay seated while the bus is moving; keep head, hands, and arms inside.
- No scuffling, fighting, or inappropriate language.
- Keep the bus clean—no littering or damaging property. (Students pay for damage they cause.)
- Be on time at your stop and follow safe procedures when crossing the road.
- Wait until the bus stops completely before boarding.
- Ride only from your assigned stop and get off only at school unless you have prior office approval.
- After-school guest riders must be prearranged; morning routes do not allow guests.
- Misconduct will be reported to the principal, and parents will be notified. Repeated violations may result in loss of bus privileges.

Consequences for Misbehavior on the Bus

Kindergarten through 6th grade

First Offense: The driver has given your student a verbal warning, and a bus incident report will be sent home. Students may be moved to a different seat.

Second Offense: One-day bus suspension.

Third Offense: Three-day bus suspension; conference with student, parent, school, driver.

Fourth Offense: Five-day bus suspension.

Fifth Offense: Loss of bus riding privileges for the remainder of the school year.

***The administration reserves the right to skip any of the above steps depending on the severity of the infraction/s. This will be handled at the discretion of school administration.**

SCHOOL CALENDAR

The school board adopts the school calendar annually.

Follow this Link: <https://www.isd100.net/>

COMMUNICATION

We strive to be consistent with our families with communication. Our staff is required to initiate consistent communication with families via phone calls, notes, apps, school website, student achievement reports and conferences. The *Images* is now available to access in color online on our district website at [isd100.net](https://www.isd100.net/)

CHILD NUTRITION SERVICES

The purpose of the Wrenshall Food Program is to provide well-balanced meals at a reasonable cost. All meals and beverages are to be consumed in the cafeteria. Students are responsible for discarding unused food, wrappers, containers and returning trays and utensils to the washing station. All students can receive one breakfast and one lunch free daily. MDE Free School Meals Program FAQ <https://education.mn.gov/MDE/dse/FNS/SNP/free/>

EMPLOYMENT/VOLUNTEER BACKGROUND CHECKS

We have opportunities for employment throughout the year please visit the school website. We welcome volunteers to support our classrooms during the school year. Background checks are required before employment or volunteering takes place.

VISITING SCHOOL

Minnesota State law requires all visitors/volunteers to check into the school. During school hours visitors must check in with the main office and receive a visitors pass and sign out before they leave the building. If you need to pick up your child during the day, please check in with the office and the receptionist will **call your child down**.

FOOD IN THE CLASSROOM

Students may bring in a healthy snack each day. Teachers allow time during the day for children to have a healthy snack. Snacks high in sugar/and or caffeine are discouraged. We recommend a snack from one of the food groups: Fruits, grain, vegetables, protein, dairy. Please see our Wellness Policy 533 at isd100.net

TECHNOLOGY

MEDIA CENTER

Our Media Center is located on the first floor.

We offer both digital and print resources for our students.

Elementary students go to the library for book check out and for literacy instruction.

COMPUTER AREA

Please treat these areas with care. **Food and drink are prohibited in the computer rooms.** Any beverage consumed in a computer lab will result in a beverage violation. Responsible behavior in this area is expected. As the computer room is considered a classroom, all other classroom expectations apply.

COMPUTER USE / INTERNET

Wrenshall students are provided the opportunity to access the Internet for educational research and information. Electronic information research skills are now fundamental and vital to the education of citizens, the work force, and for higher education. Unless parents/guardians specifically request their child not to have Internet access (See Denial of Access Form), the school district will allow student access to the Internet.

The Computer and Internet Acceptable Use Policy establishes the policies and guidelines for acceptable, responsible, and safe use of the Wrenshall School District's technology resources. Violation of the policy, or any other inappropriate use of the system, may result in computer

and/or Internet privileges being revoked. In addition, disciplinary action, and/or legal action may be taken.

APPENDIX

Computer and Internet Acceptable Use Policy

PURPOSE

The intent of this policy is to establish policies and guidelines for acceptable and safe use of the Wrenshall School District technology resources by students, staff, and any other users. Technology resources include all data, video, and telecommunication equipment and systems, including but not limited to computers, networks, Internet resources, printers, scanners, cameras, projectors, and telephones. This policy complies with guidelines of the Children's Internet Protection Act (CIPA) and other applicable federal and state regulations including the FERPA-Family Education Rights and Privacy Act.

GENERAL STATEMENT OF POLICY

Electronic information research skills are now fundamental and vital to the education of citizens, the work force, and for higher education. Access to the Internet enables students and employees to explore thousands of libraries, databases, and other information resources around the world. The school district expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its proper use. Unless parents/guardians specifically request their child not to have Internet access, the school district will allow student access to the Internet.

RESPONSIBLE & ETHICAL USE

A. Expectations and Responsibilities

1. Use of school district Internet access is limited to educational purposes such as research, class assignments, instruction, collaborative educational projects, and professional development.
2. Users will protect their individual accounts by keeping passwords secure, not using another person's account, and reporting any computer account or security problems to a teacher, technology staff, administrator, supervisor, or other appropriate authority.
3. Users will respect the legal protection provided by copyright, trademark, and licenses.
4. All users will use school district services and facilities in a manner that does not interfere with or disrupt other network users, services, or equipment.
5. Users storing data and information on district diskettes, hard drives, or servers do so at their own risk. The district will not be responsible for any loss of data, assignments, or projects.
6. The school district is not responsible for unauthorized financial obligations resulting from staff or student users of the district's Internet access accounts.
7. Users will be polite, appropriate, and adhere to all generally accepted standards of

courtesy and etiquette.

8. If a user inadvertently accesses unacceptable material or an unacceptable Internet site, the user should immediately notify the most immediate teacher, supervisor, tech director, or administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.
9. The School district does not support personal equipment. Users will not install any personal equipment or software on any district- owned device or system.

B. Unacceptable Uses and Restrictions

1. Users will not access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. materials with obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or could cause damage, danger, or disruption to the educational process; or
 - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or may constitute harassment or discrimination.
2. Users will not post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to addresses, telephone numbers, access codes, passwords, labeled photographs, any information that would make the individual's identity easily traceable, and any unauthorized disclosure, use, or dissemination of personal information regarding minors.
 - a. This includes, but is not limited to, any use or accessing of online social networking sites or social chat sites.
3. Users will not attempt to gain unauthorized access to the school district systems or any other system ("hacking") through the school district system.
4. Users will not knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not attempt to login through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
6. Users will not violate copyright laws or usage licensing agreements, or otherwise use another person's intellectual property without the person's prior approval or proper citation. This includes the downloading, copying, or exchanging of pirated Software or music to or from any School computer, and plagiarizing works found on the Internet.

7. Users will not vandalize, damage, disable, or physically abuse the property of the school district, another person, or organization.
 8. Users will not access or attempt to gain access to unauthorized information or another person's materials, information, or files without the direct permission of that person.
 9. Users will not knowingly waste school district technology resources and supplies including the printing of any information or images that are not for assigned School projects or purposes.
 10. Users will not purposefully interfere or disrupt school district technology equipment, software, or systems, which includes but is not limited to:
 - a. deliberately crashing machine(s);
 - b. spreading computer viruses, worms, or other malicious software (malware);
 - c. unauthorized security probing or evaluation activities;
 - d. wide-scale distribution of messages to forums or mailing lists unrelated to current classroom or school district topics.
 11. Users will not engage in any illegal act or violate any local, state, or federal statutes.
 12. Users will not use school district Internet access or accounts for unauthorized commercial use and/or financial gain unrelated to the mission of the School district.
- C. **Vandalism and harassment will not be tolerated.** Any instances of vandalism or harassment will result in the consequences listed in this policy or the Wrenshall Student Handbook.

Vandalism is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, school district, or other networks that are connected to the school district network. This includes, but is not limited to, the uploading or creating of computer viruses.

Harassment is defined as the persistent unwanted annoyance of another user, or the interference in any way of another user's work.

STUDENT EMAIL

- A. The school district provides student email accounts for educational purposes only. Provided email is limited in scope depending on student grade level.
- Grades PK-6 can only send and receive emails from teachers and staff.
 - Grades 7-9 will receive district email addresses only. These students will not be able to email persons outside of the district, including parents/guardians.

- Grades 10-12 will receive fully functioning email addresses. These students will be able to email persons inside and outside of the district, including parents/guardians.
- B. Student email communications are intended for educational purposes only. All email accounts belong to the school district and students are granted access at the sole discretion of the school district staff. All email communications are subject to monitoring for acceptable use.
- C. Students shall use their district provided email account for educational purposes only. Students should not use this account for personal uses including, but not limited to, private social networking, online dating, blogging, etc.
- D. Students are ***not*** allowed to access their personal email accounts from school computers.

LEARNING MANAGEMENT SYSTEM

The school district utilizes a Learning Management System (LMS) to facilitate student collaboration and create a 21st century learning environment (Not all teachers use it). Students will be able to receive and turn in some assignments through the LMS. Parents may be able to access student work online by requesting a user account for Infinite Campus through the district Technology Director. Persons not listed in the student's official school file as parents or guardians will not be granted access.

CONSEQUENCES

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

- Suspension or cancellation of computer use or access privileges;
- payment for damages and repairs;
- discipline under other appropriate school district policies, including Suspension;
- suspension or termination of employment; or
- civil or criminal liability under other applicable laws.

FILTERING

With respect to any of its computers with Internet access, the school district will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

Harmful to minors means any picture, image, graphic image file, or other visual depiction that:

- a) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, and/or other private bodily functions;
 - b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
4. The district is obligated to monitor and/or review filtering activities.
5. The district implements several methods to help protect the network from harmful viruses and reduce the amount of spam email (email filter, firewalls etc.) A privacy disclaimer is attached to all outgoing email messages. All of these methods address the need to keep our system operational and protect the district from lawsuits.

LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system and individual computers.
- B. Routine maintenance and monitoring of the School district's computer system may lead to a discovery that a user has violated a policy or the law.
- C. The technology network and equipment is owned and operated by the school district for the express use of staff and students in education-related activities. The district retains the right to monitor activity of users.
- D. An individual investigation or search may be conducted if the school authorities have reasonable suspicion that the search will uncover a violation of law or school district policy. In addition, data and other materials in files maintained on the school district systems may be subject to review, disclosure, or discovery under state and federal law.
- E. Parents have the right to request to review the contents of their child's files. Parents have the right to request the termination of their child's computer access at any time.
- F. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies.
- G. The school district will cooperate fully with any legal requirements of any Federal Freedom of Information Act request, Family Educational Rights and Privacy Act (FERPA) request or Minnesota Data Practices Act request.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Wrenshall School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. District networks are private networks used as an education tool by employees and students. District computer networks are monitored electronically. Use of the school district computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including

but not limited to: loss, damage, or unavailability of data stored on the district's diskettes, tapes, hard drives, mailboxes, or servers. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district computer system. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all technology, telecommunication systems, Internet, or computer

INTERNET USE AGREEMENT

- A. The purpose of the Internet and the educational value to be gained from proper Internet use is the joint responsibility of students, parents, and employees of the district.
- B. The school district will assume children have permission to use the Internet unless a signed Denial of Access Form (attached) is returned to the school. The form must be filed in the school office.
- C. If the Denial of Access form is not signed and returned, acceptance of all terms and conditions in this policy is implied.

**Wrenshall Public Schools
DENIAL OF ACCESS FORM**

Please complete, sign, and return this form only if you **DO NOT** want your child/children to have access to the Internet.

Dear Parents or Guardians:

Access to the Internet has become a standard teaching tool that enables students to explore thousands of libraries, databases, and other resources around the world. The school district expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. The Wrenshall Public Schools will assume your child has your permission to use the Internet unless this form is returned to the School's main office.

The School district has taken precautions to attempt to limit access to inappropriate or offensive materials with educational filters. However with changing web addresses and site titles, it is impossible for the district to restrict access to all inappropriate or offensive materials at all times. If you or your child finds a site that is inappropriate or offensive to you, please report the site address to your child's teacher, the library media specialist, technology coordinator, or Principal

Teachers and staff will use this document to monitor the parent's/guardian's requests. Please be aware, however, that the Internet is used extensively for research including access to district purchased databases. If you return this form, your child/children's use of technology resources will be limited to word processing, specific computer applications, and other non-electronic resources.

I, _____ (print name), do not want my child/children to have access to the Internet.

Please list the children you do not wish to have access to the Internet, along with their grade. Return this form to the school's main office.

Children's Names

Grade

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian's Signature _____

Date _____

This restriction will remain in effect until the parent/guardian requests a release of access denial for their child/children in writing to the building Principal.

ATHLETICS/ACTIVITIES

- ☐ K-6 parent volunteer elementary basketball program
- ☐ Volleyball camp for elementary girls grades 3-6
- ☐ Grades K-6 Cheerleading
- ☐ Art Club
- ☐ Lego club
- ☐ Girl Scouts/Boys Scouts
- ☐ Father/Daughter Ball
- ☐ After school enrichment programs: Look through flyers sent home throughout the school year.

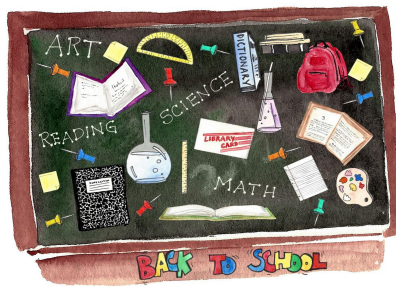
COMMUNITY EDUCATION

Please go to isd100.net and look for the Community Education tab for more information about events and Early childhood and child care.

ANNUAL SCHOOL EVENTS

Here at Wrenshall we have a variety of annual events that elementary students and their families have an opportunity to participate in:

- ☐ Grandparents Day (September)
- ☐ Music Programs (throughout the year)
- ☐ Scholastic Book Fair (During conference times November and March)
- ☐ Earth Day Clean up (April)
- ☐ 5th Grade Conservation Day (September)
- ☐ 5th Grade Starbase Program (October)
- ☐ 6th Grade Osprey Environmental Center (Spring)
- ☐ School Wide Science Fair (February)
- ☐ Veterans Day Program (November)
- ☐ Track and Field Day (May/June)
- ☐ Book Tasting Night (May)



Part II: Academics

Attendance and Truancy Policy

PARENTS: For tips on helping your student attend school go to www.absencesaddup.org

Regular and punctual attendance is required by Minnesota law and is essential for academic success. Absences should occur only when unavoidable. Students, parents/guardians, and the school share responsibility for ensuring good attendance.

***Absences from School for Religious and Cultural Observances**– American Indian students are permitted to be absent from school for instruction conducted by tribal spiritual or cultural advisors.

Attendance Guidelines

- **Verification:** Parents/guardians must notify the school by 8:30 a.m. on the day of absence or provide written/email verification within 24 hours.
- **Excused Absences:** Illness (doctor's note may be required), medical/dental/mental health appointments, religious observances, family emergencies, funerals, official school activities, college visits, and active military duty.
- **Unexcused Absences:** Oversleeping, missing the bus, babysitting, vacations, work, being "needed at home," or other reasons not approved by the school.
- **Early Dismissal:** Requires a signed parent/guardian note submitted before first period. Early dismissals should be limited to essential appointments.
- **Tardies:** Six (6) or more tardies in a class per quarter will be recorded as one (1) unexcused absence. Missing more than ten (10) minutes of class counts as an absence for the entire period.

Truancy Prevention Program

Wrenshall School participates in the Carlton County Truancy Prevention Program.

Interventions and Consequences

The school may use the following supports and interventions:

- Parent/guardian notification and conferences
- Referral to school counselor, psychologist, or mental health services
- Collaboration with the Carlton County Truancy Officer
- In-school attendance contract

Habitual Truancy

A student under 18 is considered a *habitual truant* if absent without lawful excuse for:

- 7 school days (elementary)

Open- Enrolled Students: *The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8 .*

Definition of a Habitual Truant – A student who has been absent without lawful excuse for 3 or more class periods on 3 days may be referred. A Habitual Truant is a child under the age of 18 who is absent from attendance at school without lawful excuse for 7 school days if in elementary school or for 1 or more class periods on 7 school days if the child is in secondary school.

Excused Absences – The burden of a child being excused from school is placed on the parent/guardian of the child. A school has the right to accept or deny an application for an excused absence. Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent.

*It should be noted that elementary students arriving after 9:22 a.m. and/or leaving before 2:15 p.m. will be counted as half a day absent from school.

Excused Absences

An excused absence indicates a legal absence from school via parent/guardian or doctor verification. However, the school reserves the right to excuse or unexcused any non-medical absence according to state guidelines and school district rules and procedures.

Parents are expected to call the school in the morning to report and explain the absence of their child from school. Upon return to school and checking in the student should bring a written note by parent/guardian or doctor in case of a medical absence.

If a student has to leave school early, he or she must have his or her parents call the main office secretary at extension 2000 or be able to show a written excuse signed by a parent.

Furthermore, after parent approval, the student must receive permission from the school office before leaving the building. Any absences that occur throughout the school day that are not approved by the office prior to student departure, are considered unexcused and cannot be excused later by a parent.

Prearranged Absences:

A prearranged absence form must be obtained from the main office when students are going to be absent from school for an extended period of time.

PARENT INVOLVEMENT

Parents/guardians are an integral part of our Wrenshall School family. There are opportunities for involvement in school activities and in individual classrooms. Each classroom will have more detailed information for volunteer opportunities. One of the main ways parents can contribute is by supporting their children in their learning and participating with them in school events.

FIELD TRIPS

All class field trips are planned by each individual teacher and are not required as part of the educational curriculum. Teachers may take field trips to enrich our students' educational experience.

The teacher or advisor should make field trip requests. All overnight field trips must be approved by the school board.

Students on a field trip will conduct themselves appropriately, follow the direction of the chaperone/s, and abide by all school rules and regulations while on a field trip.

Parents must give written permission for the student to go on field trips. Students need to be responsible to take slips home and return them on time.

Students not attending field trips are expected to attend school during the field trip. Any absences will count toward the school's attendance policy and potential truancy.

SCHOOL SUPPLIES

If you are in need of a list of school supplies your child will need, please speak to the classroom teacher, check the school website, or read the September issue of Images. School shoes may be the same ones they wear at home. Backpacks help keep materials together and are an easy way for students to carry their school supplies, books, lunches, etc. to and from school.

CONFERENCES

Parent/Teacher conferences are held twice a year for families, one in November and a second one in March. Teachers will send home notifications to set up date and time that works best for families

ASSESSMENTS

As required by the State of Minnesota we assess our students on a yearly basis during the month of April. Elementary testing starts in grade 3.

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. For more information regarding testing click on the link: [MCA Parent Fact Sheet](#)
[Frequently Asked Questions: Why Statewide Test Results Matter](#)

RESOURCES FOR STUDENTS AND FAMILIES

We have resources available for families to utilize throughout the year that include a School Family social worker, K-12 School counselor, Northhome, Birch and Pines, Speech Services

SPECIAL EDUCATION

All students referred for special education assessments must have signed parent permission prior to assessment. After the assessment, parents will be called in for a conference to discuss the results and recommendations. Services are provided when this criteria is met.

If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please inform the district administration that you do not want the district to check the Medicaid System.

Psychologist -- Assesses some students for better understanding of the student's ability to learn.

Special Education Teacher -- Teaches students who are unable to learn in the way that most students do even though they may have the ability.

Speech / Language Clinician -- Works with students with significant communication disorders such as articulation problems or language delay.

Adaptive Physical Education -- Works with the Physical Therapist as a diagnostician and helps plan programs for students with fine motor difficulties who are receiving other special education services.

Physical Therapist -- Works with the Occupational Therapist as a diagnostician and helps plan programs for students with gross motor difficulties who are receiving other special education services.

Certified Occupational Therapist Assistant (C.O.T.A.) -- Works directly with special education students that the Occupational Therapist and Physical Therapist have diagnosed as having significant motor development delay.

SECTION 504

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance.

ISD #100 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under this Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

A complete 504 policy is on file in the district office. Please contact district administration for more information on this policy

TITLE I

Our school offers Title I reading and/or math assistance to students in grades K-6 who qualify for services. Title I is a federally funded program which supports a full-time teacher that provides instruction aimed at strengthening the skills of participants.

PK-6 OUTDOOR CLASSROOM

Outdoor education and play support emotional, behavioral and intellectual development.

Studies have shown that students who learn outdoors develop: a sense of self, independence, confidence, creativity, decision-making and problem-solving skills, empathy towards others, motor skills, self-discipline and initiative.

Teachers have begun an initiative to start outdoor education. The spaces are located on the side of the school building near the trail. The expansion of this program will be ongoing as grants and other funding sources will be researched to support the costs of adding seating, curriculum, and shelters.

HOMEWORK TIPS

Model the Importance

- Set a regular homework time.
- Provide supplies (books, pencils, paper).
- Create a quiet, well-lit study space.
- Show the value of learning by reading/writing yourself.
- Stay connected with teachers.

Monitor Assignments

- Know what homework is assigned.
- Be aware of how long it should take.
- Follow the teacher's directions for parent involvement.
- Make sure work is started and finished.
- Review teacher comments on returned work.
- Limit TV and technology during homework time.

Provide Guidance

- Respect your child's learning style (visual, auditory, hands-on).
- Notice if they work better alone or with support.
- Help them stay organized (planner, folder, backpack).
- Encourage good study habits (planning ahead, breaking down big tasks).
- Talk about assignments to ensure understanding.

Be Proactive

- Meet the teacher early in the year.
- Communicate if problems arise.
- Work with teacher and child on a plan for success.
- Follow up to be sure the plan is working.

Part III- Building Culture/Climate



***STANDARDS OF CONDUCT**

*Please refer to the High School Handbook for a guide on behaviors and consequences. Wrenshall School is committed to a safe, positive learning environment where students are supported in becoming responsible and respectful community members. Discipline is viewed as a learning experience designed to guide students toward self-control, respect, and responsible behavior.

Expectations

- Be Prompt and Prepared – Arrive on time with needed materials and assignments.
- Respect Staff – Listen, follow directions, and take responsibility for your actions.
- Respect Others – Use appropriate language, listen, and value differences.
- Respect Property – Care for personal, school, and community property.
- Support Learning – Stay on task and allow others to learn.
- Show Social Skills – Be courteous, respectful, and considerate.
- No Bullying – Bullying will not be tolerated and may result in consequences up to expulsion.

Philosophy

- Learning happens best in a safe, respectful environment.
- Discipline is meant to teach, not just punish.
- Consequences are fair, respectful, and aim to improve future behavior.

Roles & Responsibilities

- School Board – Ensures order and supports staff.
- Superintendent – Sets guidelines and provides support.

- Principal – Enforces rules, involves parents, and uses discretion in discipline.
- Teachers & Staff – Provide a safe learning environment and model respectful behavior.
- Parents/Guardians – Partner with the school to support their child's behavior.
- Students – Are responsible for knowing and following the Code of Conduct.

Positive Behavior Interventions

Wrenshall elementary school models Positive Behavior Interventions to help support our students learn and grow. We aim to take a restorative approach if behaviors occur.

It is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

Positive behavioral interventions and support is a way for schools to encourage positive behavior.

- Through this framework, we teach students about behavior, just as they would teach about other subjects like reading or math.
- The focus is to prevent, not punish.
- We teach our students behavior expectations for every area in the building to build a common language amongst both staff and students.

We will recognize students following our **Respect, Effort, Belong** expectations by giving them praise and they will receive a Wrens Strong ticket to be used for weekly drawings.

We have listed expectations for different areas of the school which include, hallways, restrooms, buses, playground and cafeteria. Signs will be displayed in these shared spaces for daily reminders for the students to see.

WRENS STRONG EXPECTATIONS

Restroom

Respect	Effort	Belong
☐ Lock your stall bathroom ☐ Respect everyone's privacy	☐ Flush the toilet when done ☐ Wash your hands appropriately	☐ Keep the bathroom clean ☐ Report problems with sink, toilet or messes to an adult

Lunchroom

Respect	Effort	Belong
☐ Use good manners ☐ Keep your area clean	☐ Don't play with your food ☐ Use indoor voices	☐ Sit in designated area ☐ Keep hands and feet to yourself

Playground

Respect	Effort	Belong
☐ Listen and follow directions from adults ☐ Use kind words	☐ Use equipment appropriately ☐ No rough play	☐ Include everyone play together ☐ Put equipment away

School bus

Respect	Effort	Belong
☐ Listen to your bus driver ☐ No food or drink allowed	☐ Stay seated at all times face the front ☐ Use indoor voices	☐ Keep track of your belongings ☐ Use kind words and actions

Hallway

Respect	Effort	Belong
☐ Keep hands and feet to self ☐ Stay quiet – classes are in progress	☐ No Running ☐ Keep hallways clean	☐ Go directly to your destination ☐ Set a good example

WRENS STRONG STUDENTS OF THE MONTH

We recognize and celebrate students by nominating students who show Wrens Strong attributes Effort, Respect, Belong and fall into either academic or exemplary. The nominees are displayed in our monthly Images newsletter and their pictures by the business office.

VALUABLES

Students are encouraged to leave valuables and large sums of money at home. Student cubbies are unfortunately not the most secure places in a building with so many people. Please consult with office staff if you wish to have items placed in safe keeping for the day.

THEFTS

All thefts should be reported to school staff or administration immediately. **The school cannot and will not assume responsibility for theft of personal property.**

STUDENT BULLYING PROHIBITION POLICY

BULLYING PROHIBITION – POLICY 514: 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. An act of bullying, by either an

individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
2. damaging a student's property
3. placing a student in reasonable fear of harm to his or her person or property, or
4. creating a hostile educational environment for a student

Discipline procedures for a student found to be in violation of this policy may include, but are not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

*This also includes cyber-bullying and other forms of bullying via the internet, and social networking applications.

IS IT BULLYING?

Rude=Inadvertently saying or doing something that hurts someone else is.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Examples of bullying behaviors:

<u>Direct Bullying</u>	<u>Indirect Bullying</u>
Physical: hitting, kicking, shoving, spitting	getting another person to assault someone spreading rumors
Verbal: taunting, teasing, racial slurs, verbal sexual harassment	deliberate exclusion from group activities cyberbullying
Non-Verbal: threatening, obscene gestures eye rolling, seat saving	

Responsibility for Safe Behavior

Students are expected to be physically under control at all times to avoid injury to themselves and others; thus running in halls, rough play, fighting, etc. are prohibited!

Referral Slips

Instructional staff and administration will have these in their possession. Referral slips will be written for students following acts of inappropriate behavior. The purpose is to:

- address inappropriate student behavior

- inform parents of inappropriate behavior exhibited by their child
- serve as documentation for repeated acts of inappropriate behavior
- serve as a referral to the school counselor, psychologist, or Principal
- serve as documentation of consequences administered to students
- serve as documentation for the Discipline Review Committee

Law enforcement will be contacted

- In the event of an assault (verbal or physical)
- In the event of a weapons violation
- In the event of tobacco/alcohol/drug violations
- When a law appears to have been broken
- In the event of significant theft
- In the event of significant vandalism
- In the event of disorderly conduct on school premises

County Attorney's Office will be contacted

- In the event of excessive absenteeism/truancy

***Classroom discipline (discipline administered within the classroom) is left to the discretion of the classroom teacher**

****Levels of consequences may be recommended by the teacher, staff member, or supervisor citing the violation. However, the school administration and/or Discipline Review has the ultimate responsibility for determining consequences.**

*****Parents/guardians will receive notification regarding any **significant** behavior violations and resulting consequences (This may include talking to a parent in person or over the phone, a voice mail, a text message, an email, a letter, et**

Wrenshall School recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, we will enforce the following.

AWAY FOR THE DAY

CELL PHONES & COMMUNICATION DEVICES

Wrenshall School recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, we will enforce the following.

In grades K-6 if a cell phone is brought to school it will be powered off and stored in a locked cell phone locker in the teachers classroom until the end of the day.

Administration will follow progressive disciplinary actions if students are in violation of this policy

AUDIO/VIDEO DEVICES/SMART WATCHES

Smart Watches are not allowed in class. Students may operate iPods, MP3 players, radios, tape players, CD players, and any similar devices only with headphones and only in the following circumstances: on the bus to and from school; in school prior to the start of classes in the morning, and after school. Violations of the aforementioned policy will result in the same consequences as cell phone violations (See "Communication Devices") Classroom teachers

reserve the right to follow their own classroom policies regarding device usage. Students bringing audio/video devices to school should recognize the risk of theft. The school is not responsible for stolen property.

STUDENT DRESS CODE POLICY

Students are expected to dress appropriately for the public school setting at all times.

Hoods:

All students are not to wear hoods, or other head coverings within the building during the school day unless there is a special event and permission has been granted.

Clothing:

Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors and illegal on school property, will not be allowed.

Objectionable emblems, badges, symbols (including confederate flags & swastika's), derogatory mascots, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to any group, evidences of gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals is not allowed.

Shoes

Shoes are to be worn in the school setting at all times.

Sunglasses

Sunglasses are not necessary in the school building and are not to be worn in class or during indoor school functions.

Gang Related Apparel:

The School District, in its desire to keep students free from threats or harmful influence of gangs or other violent groups, believes that apparel identified as "gang-related" can be reasonably construed as hazardous to the health and safety of the school environment. Gang symbols, signs, slang, attire, and graffiti will not be allowed in the school setting. Students, staff, and parents who have evidence of these influences in our school should report the concern to school administration immediately.

Behavior or dress suspected as being gang related will be reported to the Sheriff's Department.

Chains, Extreme Jewelry, Etc:

Heavy link chains may not be worn as a necklace, bracelet, belt, or wallet attachment. If it is determined that the chain is heavy enough to be used as a weapon or could jeopardize the safety of the student in possession or any other student or staff member, the student will be asked to remove the item and refrain from wearing the item in the future. Failure to comply or repeated offenses will result in disciplinary action.

Spike collars, chains, heavy locks, some rings/earrings or other extreme wear, will not be allowed if determined to be hazardous to health/safety or is considered to create a distraction to the educational process.

Blankets:

Blankets are not allowed in school.

STUDENT EXPECTATIONS FOR EVENTS & ASSEMBLIES

Students are to follow all behavior expectations during school events and assemblies. Violations of rules or inappropriate behavior may result in removal from the event, activity, or assembly. Additional consequences may be administered.

It is the hope of Wrenshall School Staff and Administration that the student body will demonstrate their support for our athletic teams by attending home games. Once at the game, it is important that each student adheres to certain expectations that will make an enjoyable, safe evening for all.

1. Students are to enter the building through the main lobby entrance where tickets are sold.
2. Once students are admitted to the school activity, they are to remain in the building throughout the activity. If students choose to leave, they are subject to not being readmitted.
3. For the safety of players, the individual's safety, and respect for spectators viewing the game, student fans are asked to limit movement in and out of the gym while play is in progress. The game supervisor may monitor traffic and choose to readmit students only at quarter breaks, time-outs, and/or other stoppages of play.
4. Students are asked to NOT sit on concession tables or stairways.
5. We should support our team in the gymnasium. Socializing with friends should be done primarily in the gym. Students spending extensive amounts of time in the halls or lobby will be asked to return to the gym.
6. Students are expected to utilize positive methods and expressions of support for our team and display good sportsmanship toward the opposing team and fans.
7. All activities are an extension of the school day and school rules apply to those in attendance.
8. Locker and classroom hallways are off limits during games. Students must seek permission from game supervisor, administration, or ticket seller to enter these areas.
9. Elementary students attending after school events must be accompanied by an adult.
10. Students are to respect all staff members, ticket sellers, etc.

SCHOOL WEAPONS POLICY

Students are forbidden to possess any instrument, in school, on school grounds, at the bus stop, on the bus, or at a school-sponsored activity, that is a weapon or ammunition.

Weapons violations include any kind of weapon (loaded or unloaded) or ammunition on a person, inside their locker, or in their vehicle including **pocket knives, hunting rifles, bows, etc.**, and any other dangerous article or substance being unlawfully used as a weapon against another.

Offense: For students in grades K-12, possession of a weapon will result in the following action by the school authority:

1. Notification of the police
2. Confiscation of the weapon if feasible
3. An initial suspension of 5 days & a conference with parent/guardian prior to the student returning to school
4. A recommendation for expulsion may be made by the Superintendent

"Possession" is defined as having a weapon on one's person or in an area subject to one's control on school property, at the bus stop, on the bus, or at a school-sponsored activity.

***If a student has accidentally brought a weapon or ammunition to school they are to turn it in immediately to administration or an adult supervisor if administration isn't available (i.e.- on the school bus). If it is determined that it was a complete accident, no one was threatened or harmed, and the student turned it in immediately upon discovering it, no consequences will be administered. All weapons and ammunition turned over will not be given back to the student and parents will be called to come pick it up.

DRUG-FREE & WEAPON-FREE ZONE

Drug-Free and Weapon-Free Zone: Minnesota Law considers the school as a drug-free and weapon-free zone. The zone includes school grounds and extends one city block, or 300 feet, beyond the boundaries of school property.

The law is tough on anyone caught selling or possessing illegal drugs in this zone. The law is also tough on anyone caught possessing or using a dangerous weapon in this area.

Juveniles convicted of these crimes, who are at least 14 years old, can be treated as an adult and sentenced in an adult court.

EXPULSION FOR POSSESSION OF FIREARM

The Minnesota State Crime Bill of 1995 states: A school board must expel, for a period of at least one year, a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purpose of this section, a firearm is defined in United States Code, title 18, section 921.

SAFETY HAZARD VIOLATIONS

Potential safety hazards exist for students in the following areas:

1. *Fire alarms* – Students who tamper with or set off the fire alarm system will be suspended and turned over to the appropriate local authorities for prosecution.
2. *Fire crackers* – Possession or use of any firecrackers, smoke bombs, or any other pyrotechnical device in the building, at the bus stop, on the bus, on school grounds or at school activities is forbidden because of the health and safety of the student body. Violators will be turned over to the appropriate local authorities for prosecution.
3. *Firearms and knives* – Guns and knives are not permitted on school property and will be confiscated. Law enforcement may be called depending on the circumstances.

4. *Threats & Assault*- Students that threaten physical violence against any staff member or student or actually assault a staff member or student will be assigned appropriate consequences that may include suspension or expulsion.

**HARASSMENT, HAZING, DISCRIMINATION, AND
VIOLENCE ARE AGAINST THE LAW**

**WRENSHALL SCHOOL DISTRICT NO. 100's
POLICY AGAINST HARASSMENT, HAZING, DISCRIMINATION, AND VIOLENCE**

Everyone at Wrenshall School District No. 100 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment (includes harassment because of sexual orientation), as well as hazing, and violence of any kind.

1. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following, when related to religion, race, or sex:
 - name calling, jokes, or rumors
 - graffiti
 - notes or cartoons
 - unwelcome touching of a person or clothing
 - offensive or graphic posters, book covers, clothing, etc.
 - any words or actions that make a student or staff member feel uncomfortable, embarrassed, or upset.
2. If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher, counselor, administrator, or the district's Human Rights Officer as soon as possible.
3. Students may also make a written report. It should be given to a teacher, counselor, administrator, or the district's Human Rights Officer.
4. A student's right to privacy will be respected as much as possible.
5. We take all reports of religious, racial, or sexual harassment or violence seriously and will take all appropriate actions based on your report
6. The school district will also take action if anyone tries to intimidate you or tries to take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial, and sexual harassment and violence. Complete policies are available on the school district's website and in the district office upon request.

**INDEPENDENT SCHOOL DISTRICT NO. 100
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 100 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability 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)_____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

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

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

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 or group. 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.

(Date) _____ (Complainant Signature)

Received by _____
(Date) _____



Part IV-Health/Safety/Wellness

Recess Policy- Students have daily opportunities for physical activity during recess, which complements, but does not replace, physical education.

- **Outdoor Recess:** Weather permitting. Students must dress appropriately (coats, snow pants, hats, gloves, boots). Outdoor recess is canceled if the temperature is below 0°F or wind chill is -10°F or lower, or due to air quality or other safety concerns.
- **Indoor Recess:** Provided when outdoor recess is unsafe.
- **Supervision & Safety:** Recess is always supervised by adults trained in first aid and CPR. Medical restrictions for individual students are respected and confidential.
- **No Punishment:** Participation in recess cannot be denied as discipline or for makeup time. Unless a child is violating safety protocols for others we will issue an alternative recess.
- **Play Areas:** Safe playgrounds and equipment are provided for free play.

Morning Recess:

- Students not eating breakfast report to the playground (or Commons in inclement weather).
- Students eating breakfast go to the cafeteria, then proceed to the playground or Commons.

Noon Recess:

- All K-6 students have outdoor recess when weather allows.
- Students too ill to be outdoors will be referred to the nurse

Dress for Recess

- Hats & gloves most of the year
- Winter: coat, snow pants, boots, hat, mittens/gloves
- Closed-toe shoes only (no sandals/flip flops)

Play Safe

- Stay in designated areas
- Keep hands & feet to yourself — no rough play
- Share equipment
- No snowballs, rocks, mud, or unsafe games
- No cellphones, trading cards, skateboards, rollerblades, or baseball/softballs, cell phones

Be Respectful

- Treat others the way you want to be treated
- Include others, no excluding to be mean
- Respect supervisors and follow directions

Line Up & Report

- Line up right away at the whistle
- Enter quietly and calmly
- Tell a supervisor right away if someone is hurt or if there's a problem

Swings

- Sit only — swing straight forward and back
- No standing, twisting, or jumping off
- Only 6th graders may give pushes
- Never run between swings

EMERGENCY CONTACT CARDS

It is required that all families should have a card on file and will be contacted via email or phone call if the school does not have one.

ILLNESS AT SCHOOL

Should a student become ill while at school and is unable to attend classes, the student is to report to the nurse's office as soon as possible. The nurse is on duty daily. If a student should become ill

when the nurse is not on duty, the student is to report to the main office secretary as soon as possible.

If necessary, the nurse or main office secretary will make arrangements for the student to go home. **Under no circumstances should a student leave for home without checking out through the main office.** (See “Check Out Procedures” above and “Passes: Out-of-Building Pass”) If the nurse feels that student needs to go home the absence will be considered medically excused and won’t count against the child’s attendance.

Students must notify nurse or office staff if checking in or out of the nurse’s office.

*It is imperative that your child’s emergency card stays up to date so that you can be notified in the event of an illness or emergency. Please notify the school if there are any changes that need to be made to your child’s emergency card.

SCHOOL CLOSINGS/EMERGENCY ANNOUNCEMENTS

Emergency school closings and information on late starts will be announced through our Instant Alert telephone system and on our school website at isd100.net **No announcement means school is in session. Please have updated telephone numbers or emails listed in Infinite Campus to receive these messages.**

Parents/guardians should arrange for and thoroughly discuss with their child what should be done if they are transported home early due to an emergency. In addition, the school strongly encourages parents/guardians to have emergency transportation plans on file for each child.

ACCIDENTS AT SCHOOL

If your child is seriously injured at school, you will be notified. If emergency treatment is needed, and we cannot contact you, we will notify your family physician or take the child to the hospital. The school carries no insurance on students and is not responsible for accidental injuries. Be certain the emergency information form is up to date and complete in the main office.

Emergency forms are sent to each family annually and should be returned immediately. It is important to your child(ren) that we have this updated information. Please notify the main office during the school year if phone numbers change, or if you have any special requests (i.e. hospital preference), who we should call first, special health problems, etc. **It’s very important that you indicate on the emergency form, any current medical issues and medications.**

REPORTING ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the person in charge (immediately) and to the school nurse or main office if possible. An accident report must be filed by the supervising adult within 24 hours and the completed form must be sent to the nurse’s office.

HEAD LICE POLICY

Wrenshall School has a no nits, no head lice policy. We strongly suggest that **you** check your child's head for head lice and nits **weekly**. If you have any questions about how to do this or what to look for, you may contact the Wrenshall school nurse at extension 2005.

If you find head lice or nits on your child at home, please notify the school so we can check the other classroom students to prevent the spreading of lice as well as to prevent your child from being re-infected.

If head lice or nits are found at school these steps will be followed:

1. Parent/guardian or emergency contact will be called and the student will be sent home.
2. The child will be excluded from school until the day after treatment.
3. The child must be checked by appropriate school staff before being allowed back into the classroom. If nits or lice are found, students will be sent home.
4. You may contact the nurse to get methods, techniques, and tips for the treating of head lice.

VISION AND HEARING SCREENING

Vision and hearing screening will be done in the fall for first, second, third, fifth, eighth and eleventh grades. A screening can also be done for any child anytime during the school year if a problem is suspected. Contact the school nurse at extension 2005 if you have questions or concerns.

SCHOOL PATROL

Elementary students who walk to school and/or who cross streets by or enroute to school are to cross under the guidance of the school patrol when and where provided. Only walkers who utilize the school patrol will be dismissed prior to bus students. The school patrol consists of responsible sixth grade students who have been trained to get students safely across our streets and roads. Patrol members are on duty from 8:00 to 8:20 a.m. and from 2:55 to 3:10 p.m. each school day.

SCHOOL SAFETY AND EMERGENCY DRILLS

As part of our Crisis plan we follow the *The I Love You Guys Foundation* Standard Response Protocol (SRP) . It is a unified, easy-to-follow set of procedures for schools to respond to emergencies such as intruders, lockdowns, severe weather, or evacuations. It provides clear, consistent language and steps for staff and students to follow, ensuring safety and minimizing confusion during critical incidents.



All schools are required by the Minnesota Department of Education to schedule regular safety drills throughout the school year. The three different drills practiced are fire, tornado, and lockdown. We also are prepared for an evacuation if that was needed. We have a team that meets each school year to review our emergency plans and revise as needed. In addition, we debrief after drills to consider ways to improve.

Fire Drills: In order to assure the safety of our students, the Minnesota Department of Education requires five fire drills throughout the school year. When the fire alarm sounds, students and staff leave the building in a quiet, orderly manner. Teachers take their Emergency Grab and Go bags, do an attendance check, and report their status to the principal or admin designee. Our goal is to be out of the building in under 2 minutes.

Tornado Drills: One tornado drill is held in the spring to coordinate with the Statewide Tornado Drill Day. Students are moved to designated safe areas to help minimize exposure to falling or flying debris. The principal or admin designee checks all areas for proper procedures.

Lockdown Drills: The lockdown drill is locks, lights and out of sight. We have five lockdown drills each school year. All students and staff stay out of sight in their locked classrooms. The principal and maintenance staff check the building to make sure all staff and students are properly following procedures. The goal is to maintain a safe environment for all our students and staff.

Evacuation: Our fire drill serves as our evacuation practice--getting out of the building efficiently. In the event of a true evacuation, all students, staff, and visitors would evacuate to our primary evacuation site: Wrenshall Fire Hall. There would be a formal system in place for parents

to be united with their children. We thank you in advance for your cooperation to ensure the safety of our students.

CHILD ABUSE AND NEGLECT REPORTING

School District employees are **required** to report evidence of child physical or sexual abuse, neglect, emotional maltreatment, or prenatal exposure to controlled substances. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child neglect, physical or sexual abuse, emotional maltreatment, or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action.

The district administration, school nurse, counselor, and/or reporter of the incident may discuss the situation with the child or youth and emphasize that the school is not interested in accusing or punishing anyone, but rather, is interested in helping ensure that the maltreatment does not continue.

Upon receiving a report of suspected neglect, physical or sexual abuse, emotional maltreatment, or prenatal exposure to controlled substances, the reporter of the incident must call the proper authorities within 24 hours. Each local social service agency and law enforcement agency has legal authority to interview at school, without parental consent, the alleged victim and any other minors who currently reside with or who have resided with the alleged perpetrator.

IMMUNIZATIONS

Minnesota state law requires immunizations for students in Kindergarten through 6th grade:

DTaP: (Tetanus, diphtheria, pertussis): **5 doses**

Polio: **4 doses**

MMR: (Measles, mumps, rubella): **2 doses after** birthday

Hepatitis B: **3 doses** over 6 months

Varicella (Chicken pox): **2 doses after** first birthday **OR** medical documentation of disease history.

Minnesota immunization law: Statute 212A.15 sub.2 **REQUIRES** that in order for a child to enroll in school a parent must show they have received the required immunizations or an exemption. Please make sure that your child has all the necessary immunizations/paperwork into the nurse's office **BEFORE your child attends class.**

Immunization/exemption forms (exemption forms must be notarized) are available in the nurse's office or on the Wrenshall website, under services, then under health. Parents can call their child's doctor's office and have their immunization records faxed to the school (fax: 218-384-4293 Attn: School Nurse)

Communicable Diseases Information

Please notify the school if your child appears to have any of these diseases and confirm the diagnosis with your doctor.

Disease	Early Symptoms	Incubation	Restriction of Attendance
Chicken Pox	Slight fever, general feeling of illness and blister like rash with scabs appearing after 3 to 4 days	2-3 weeks	Excluded from school for 6 days after the last eruption. All crusts should be dry.
Hand, Foot and Mouth disease	Low grade fever, runny nose, sore throat, blister like rash in mouth	3-6 days	First week of illness, virus may be in stool for a week
Mononucleosis	Sore throat, swollen glands, headache, fever and very tired.	4-6 weeks	NONE
Influenza	Fever of 100 or greater and cough and sore throat	24 hours before and up to 7 days after illness begins	2-7 days
Strep Throat (associated with rash is called Scarlet Fever)	Sudden fever, sore throat, headache, nausea, vomiting.	1-3 days	Return 24 hours after the start of medical treatment
Pink Eye (conjunctivitis)	Redness, itching and drainage from eyes.	24-72 hours	Exclude until treated by a physician
Impetigo	Blisters, pustules, rapidly covered with honey-colored crust	1-10 days	Until sores are healed or treated for 24 hours. Call the school nurse.
Head Lice (Pediculosis)	Excessive itching of scalp, presence of lice/nits	Eggs hatch in 7-10 days	Exclude until treated with lice killing product (call school nurse when nits or live lice found.)
Ringworm of the Scalp	Itching, small scaly ringed patches with broken hair. Some inflammation and hair loss.	3 weeks or longer	Exclude until treated by a physician.
Ringworm of the body	Flat, spreading ring shaped area, center appears clear.	4-10 days	Until treatment started or area is covered.

Scabies	Intense itching, burrows and small lesions on skin i.e., fingers wrists, elbows	Several days to several weeks	Exclude until 24 hours after treatment begins by the physician.
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ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL

These steps must be completed before any medication will be given at school. Medication forms are available in the nurse's office. Whenever possible, medication should be given at home and every effort should be made to avoid school hours.

1. A "Wrenshall School Medication Administration Authorization" form must be fully completed annually (once per year) **and** when any change in the prescription or requirements for administration occurs. This form is available from the school nurse or can be found on the Wrenshall school website, under services, then under health.
2. All medication(s) must come to school in the original container, if prescription, it must also be labeled for the student in accordance with the law and must be administered in a manner consistent with the instructions on the label or an updated medication order by a medical doctor.
3. All medication(s) are provided by the parent or guardian. **The school does not supply any medications for students or faculty.**
4. **Medications are not to be carried by the students, and will be left with the appropriate school district personnel** (i.e.- school nurse, secretary, office staff, etc.). The only exceptions to the requirement that students cannot carry medications are: prescription asthma medications that are self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent.

Non-Prescription:

1. Elementary students must follow all steps listed above for both prescription and non-prescription medications; this includes Tylenol, Ibuprofen, Motrin, cold medications, etc. Elementary students do not have the ability to self administer medication or have medication on their person at all.
2. The school must receive signed authorization on the school's non-prescription medication form (This form can be obtained in the nurse's office) from a parent/guardian permitting high school students to self-administer specific medication(s). Elementary students do not have this ability and all medication must be administered by the school nurse.
3. No medications will be provided by the school.
4. Medications must be brought in the original bottle.
5. The school may revoke a student's privilege to possess and use non-prescription pain relievers if there is any concern of abuse of this privilege.

***Any violations of these rules may result in disciplinary measures.

PARENT CONCERNS AND QUESTIONS PROTOCOL

If you have a concern or question, please contact the appropriate staff member. We want to work with you to provide the best experience for your child. We do ask that you follow the chain of command in our school.

Here is a list of the steps to follow in order:

1. Talk to the staff member directly involved (bus driver, teacher, paraprofessional, coach, etc.)
2. If not resolved, contact the Principal
3. If not resolved, contact the Superintendent
4. If not resolved, contact the School Board

We do understand there are some issues that require you to go directly to a supervisor. We will be glad to assist you in those situations.

Wrenshall School Board wschoolboard@isd100.net

Mary Carlson	Board Chair
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