Moose Lake Elementary Parent/Student Handbook 2026-2027



For current school and district information be sure to visit our website at:

http://www.mooselake.k12.mn.us

Elementary Office: (218) 485-4435

Charlie Borak, Elementary Principal: Ext. 1116
Carrie Sanda, Elementary Secretary: Ext. 1112
Sondra Fischer, School Nurse: Ext. 1114

MOOSE LAKE COMMUNITY SCHOOLS

Independent School District #97 • 4812 County Road 10 • Moose Lake, MN 55767

To: Parents of Moose Lake Elementary Students
From: Charlie Borak, Principal (charlie.borak@isd97.org)
Re: MLE Parent / Student Handbook
Date: September 3rd, 2026

We are extremely excited about the opportunity to work with you to provide your child the best educational experience possible. Our school's quality, reputation, and success rest on family involvement and engagement.

Moose Lake Elementary has the following expectations for students:

- Attend school regularly with the proper materials and be prepared to learn
- Respect the rights and property of others
- Behave in a manner that promotes a positive teaching/learning environment
- Be respectful, courteous, and cooperative with school personnel and others
- **ASK - All behaviors need to be appropriate, safe, and kind!**

Please take some time to review the information in this handbook with your child and return the last page of this handbook indicating you and your child(ren) have reviewed it. Knowing the expectations and policies will help students be successful learners. If there is anything we can do to help your child, please do not hesitate to call. Thank you for your time.

Sincerely,

Charles Borak

Charlie Borak, Principal
Moose Lake Elementary School

Moose Lake Elementary Staff

Charlie Borak	Principal	Rm 116	Ext. 1116
Carrie Sanda	Secretary	Rm 112	Ext. 1112
Holly Josephson	MARSS/Due Process	Rm 113	Ext. 1113
Sondra Fischer	Nurse	Rm 114	Ext. 1114
Nicolle Gilbertson	Kindergarten	Rm 208	Ext. 1208
Nikki Goodnature	Kindergarten	Rm 206	Ext. 1206
Pam Erickson	First grade	Rm 304	Ext. 1304
Brittany Baier	First grade	Rm 301	Ext. 1301
Crystal Becker	Second grade	Rm 303	Ext. 1303
Cathy Sheetz	Second grade	Rm 306	Ext. 1306
Zoe Bystrom	Third grade	Rm 312	Ext. 1312
Hannah Young	Third grade	Rm 311	Ext. 1311
Rachel Jenkins	Fourth Grade	Rm 314	Ext. 1314
Taylor Glushkov	Fourth grade	Rm 313	Ext. 1313
Shelly Olson	Fifth/Sixth grade	Rm 318	Ext. 1318
William Carlson	Fifth/Sixth grade	Rm 317	Ext. 1317
Erin Nordstrom	Fifth/Sixth grade	Rm 320	Ext. 1320
Jessica Arver	Fifth/Sixth grade	Rm 319	Ext. 1319
Ann Stephenson	Title I Interventionist	Rm 308	Ext. 1308
Abby Kahara	ADSIS Interventionist	Rm 315	Ext. 1315
Megan Nielsen	ADSIS Interventionist	Rm 714	Ext. 1714
Missy Gamst	SLD	Rm 132	Ext. 1132
Rylie Matteen	EBD	Rm 128	Ext. 1128
Dawn Holte	DCD	Rm 125	Ext. 1125
Stacia Spiess	Speech	Rm 131	Ext. 1131
Genevieve Berthelot	Music	Rm 505	Ext. 1505
Spencer Walton	Band	Rm 510	Ext. 1510
Mary Deyoung	Art	Rm 608	Ext. 1608
Taylor (TJ) Moberg	PE	Rm 410	Ext. 1412
Jillian Smith	Counselor	Rm 135	Ext. 1135
Ashley Cummins	Social Worker	Rm 112	Ext. 1112
Laura Sieben	FSSW	Rm 112	Ext. 1112
Kendra Sickler	Childcare Director	Rm 220	Ext. 1220
Kim Siedlecki	ECSE Teacher	Rm 202	Ext. 1202
Athena Hatfield	ECFE Speech	Rm 131	Ext. 1131
Julie Duesler	ECFE Coordinator	Rm 216	Ext. 1216
Kaitlyn Warpula	ECFE Teacher	Rm 215	Ext. 1207
Graciana Evans	ECFE Teacher	Rm 219	Ext. 1219
Vicki Radzak	Community Education	Rm 602	Ext. 1602
Adelyn Helfman	Community Education	Rm 602	Ext. 1602
Ashley Omar	OT	Rm 129	Ext. 1202
Kelly Dorman	Library Para	Rm 137	Ext. 1137
Nahin Gatica-Cruz	4th-6th Grade Spanish	Rm 712	Ext. 1712

Paraprofessionals: Karen Cisar, Melissa Monte, Sarah Vargo, Michele Sorvik-Larosse, Alyssa Haedrich, Shannon Williams, Laurie Hanson, Jennifer Eschenbach, Samantha Koecher, Kassie Mitchell, Aiden Larson, and Amanda Bergerson

Recess Supervision: Kevin Russeth

School Board Policies

All school board policies may be accessed by using the school district website (www.mooselake.k12.mn.us). Choose the District tab located at the top of the page. On the drop down menu, select District Policies. The Moose Lake Community School does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

Concerns or Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond verbally or in writing to the complaining party regarding the school district's response to the complaint.

Teacher Contact

The best time to talk to your child's teacher in person at school is 8:00 to 8:10am and 3:30 to 3:45pm. Typically, the elementary secretary will call the teacher down to the office for your visit. You may call at other times and leave a message for the teacher on his/her voice mail extension. Your child's teacher can also be reached via email. Please refer to the STUDENT/PARENT COMMUNICATION PROTOCOL below.

STUDENT/PARENT COMMUNICATION PROTOCOL

This communication protocol was developed to help promote direct communication so that problems and concerns can be addressed quickly, efficiently, and effectively between the parties involved. We are asking students and parents to follow this protocol when issues arise throughout the school year. Moose Lake Community School staff is committed to student success and will listen to concerns, maintain confidentiality and return calls/emails in a timely manner.

TEACHER

Students are encouraged to express their concerns directly to their teacher. Parents can contact teachers in person, via telephone or email. Teachers will make every effort to get back to you as quickly as possible, but it may be a day or two.

SCHOOL COUNSELOR

If appropriate and the concerns are not resolved, then the student or parent should discuss the matter with the Counselor. Counselors can help with concerns that deal with academic planning, goal setting, academic & behavioral supports, progress reporting and records.

Issues pertaining to teacher practices should be expressed to the Principal.

PRINCIPAL

Most concerns will be resolved by this point. However, if you still need to speak with someone about your situation, please contact Principal, Charlie Borak at 218-485-4435 ext 1116.

SUPERINTENDENT

If your concern has not been resolved through the Principal's office, please contact Superintendent, Eric Butche at 218-485-4435 ext 1108.

Free Universal Meals (Breakfast / Lunch)

All K-12 students will be able to receive one free school breakfast and one school lunch from the school cafeteria. Any "a la carte" items, milk only, a second milk, or second meals are not included and will be available for purchase. Students will be allowed to purchase a second breakfast or lunch if the student has already selected a reimbursable breakfast or lunch at a cost as listed below.

Second Breakfast Cost 2026-2027	Second Lunch Cost 2026-2027
Full Breakfast: $2.50	Full Lunch: $5.00
Additional Side: $1.00	Additional Side: $1.00
Second Milk: $0.50	Second Milk: $0.50
	Second Entree Only $3.00
	Soup/Breadstick $3.00

Food Deliveries: Students are encouraged to plan ahead by bringing money to purchase a school lunch or packing a lunch from home. The main office will not accept food dropped off for students from outside vendors during the school day. Parents or guardians may drop off food for their child. Only an individual lunch (purchased or homemade) may be delivered. The office will not interrupt class or notify students for deliveries. Deliveries can be picked up from the office during passing or lunch time.

MEALS: Meals are to be eaten in designated areas only. Students have a responsibility to keep the lunch area clean. After completion of lunch, all students are requested to:

1. Place paper products in trash cans and recyclables into proper containers.
2. Scrape trays.
3. Stack trays and place eating utensils in the proper areas.

Suicide Prevention Information

Contact information for the Suicide and Crisis Lifeline is: **988**
If you are in an immediate crisis please contact 911.
The phone numbers for the county mobile crisis services are as follows:
Carlton County: 1-844-772-4724 or Pine County: 1-800-523-3333

Attendance

Regular attendance is necessary for a good education. Classroom attendance and academic success are directly related. Students have a responsibility to attend class regularly and to follow the correct procedure when absent from school.

EXCUSED ABSENCE PROCEDURE

During the 2025-2026 school year, Moose Lake Elementary began using a new system for reporting absences. Please note this process is **only for elementary students**.

All parents/guardians are asked to complete the **Google Form** (LINK HERE: https://docs.google.com/forms/d/e/1FAIpQLSdR0yJmbQw-OrNk4NokxM80DeJhNRvLGzcCriDbhiqGXhjaLg/viewform?usp=header) to report their child(ren)'s absence. Once submitted, the office will receive the information and notify classroom teachers. This system will help us keep attendance records accurate and consistent.

We ask that you use this form for all attendance updates—including illnesses, vacations, early pick-ups, or late arrivals. You are always welcome to communicate directly with your child's teacher if you'd like, but please be sure the form is filled out so the office has the official record.

Acceptable reasons for excused absences: (The complete list can be found in Policy 503)

- Personal illness
- School related activities
- Professional appointments (excluding hair appointments)
- Funerals/Family emergencies
- Out of town trip **if prearranged**
- Administrative decision

(Please note that all excused absences, including illness related absences, count towards the 15 day total allowed by district policy.)

Illness-Related Absences:

1. Please keep sick and symptomatic students home from school to prevent the spread of illness to others.
2. See 'Exclusion Guidelines in the School Setting' on pages 13-14 for details

Other Reasons Absences:

If you plan a family trip or need to take your child out of school for various reasons, please contact the child's teacher as far in advance as possible. It's likely the teacher can arrange to have your child do some of his/her make-up work in advance rather than waiting until he/she returns.

(Please note that all excused absences, including illness related absences, count towards the 15 day total allowed by district policy.)

Minnesota state law requires that all children between seven and sixteen, mentally and physically fit, must attend school every day that school is in session. No child can be excused from compulsory school attendance. Meetings between the Carlton County Attorney's Office and school district representatives have resulted in a uniform Carlton

County truancy procedure. It is the express goal of the above parties to solve truancy problems in a cooperative manner with students and families, and to involve the court's authority only when necessary. In the best interest of the students, we strictly enforce this rule at Moose Lake Elementary School. If your child is absent, we require a written excuse or a phone call to the elementary office at 218-485-4435. If the school does not receive any parental notice for the child's illness then a child is considered "unexcused". Under Minnesota State Statute a child is considered "Continuing Truant" when he/she has three days of unexcused absences. He/she is considered "Habitual Truant" when the child accumulates seven unexcused absences in a school year.

Excessive Absences - MLCS requires that parents/guardians and in some instances county agencies are notified when a student is excessively absent. Students with ongoing health issues that may result in excessive absences will be required to bring a note from a physician either at the start of the school year or when the health issues first arise. The note shall state the health reasons the student may miss school. A note from a parent or guardian will also be required for each absence in order to be excused. Concerns about excessive absences will be dealt with by the principal on an individual basis in compliance with Policy 503. Parents/guardians will receive a letter after a child is absent 8 school days throughout the year. We also reserve the right to request a doctor's note for absences after 15 days of absence. In addition, we reserve the right to not excuse an absence.

Tardiness – A student is considered tardy if he/she comes to school between the time of 8:25 – 10:30 am. If a student attends school after 10:30 am it is considered ½ day absent.

Full Day Credit – A student is given a full day credit of attendance if he/she remains in school until after 1:00 pm.

Arrival for Students / Safety Procedures / Dropping off and Picking up Students
Arrival to school: For purposes of your child's safety and overall student supervision, we are requesting that all elementary students arrive at school no earlier than 8:00am unless you are utilizing our Mini-Moose School-Age Care service. Moose Lake Elementary School classes start at 8:25am and end at 3:15pm. The main entrance doors will be locked at 8:30am. Student access to the elementary school after 8:30am will be through the elementary office door with our new buzzer system. No parent/guardian will be allowed access to the school prior to 8:30am.

Dismissal time is a busy part of our day, and safety is our top priority. Please use the main entrance pick-up line or main parking lot when picking up K–12 students. The Early Childhood parking lot should be reserved for Mini Moose and PreK families only. Your cooperation helps ensure a smooth and safe dismissal for everyone.

Dropping off students from a car: There is a designated student "drop off" area located in the front of the large parking lot. Keep in mind that there is no short-term parking in this area! In addition, please do not drop off students in the bus unloading area. All parents/guardians/visitors must report to the elementary office and sign in before access is permitted. If you need to talk with your child's teacher in the morning please check with the elementary office secretary and she will be able to assist you in contacting them. If you wish to make a change in the way you usually have your child go home from school (ie.

Grandparent is to pick him/her up or), we must have a note or a call from home. For your child's safety we ask that you let us know of any change in departure plan. If you are picking your child up from school, please check in at the office and sign your child out (a sign out book is located on the office counter). We want to assure that your child is not being taken by an unauthorized person. Students are not to make plans during the school day to go someplace other than home.

Appropriate Clothing

Classroom: We like our students to wear comfortable, neat, and weather appropriate clothing. The students are not allowed to wear clothing having inappropriate messages, such as tobacco or liquor messages. Our buildings are kept cool in the winter, so it is a good idea to send an extra sweater with your child then. Please label all clothing items.

Playground: In the winter we require that primary (K-2 grade) students wear hats, mittens or gloves, coats, snow pants and boots on the playground. We want them to be warm and dry as they enjoy the outdoors so they can learn as much as possible once they are back indoors. If the temperature is below -10 degrees Fahrenheit, actual or windchill, the principal will make the decision as to whether or not the students will have recess inside or outside. **Footwear:** Tennis shoes are required for the gym. No black soled shoes, please. Note: "Shoes with wheels" are fine to wear, as long as the wheels are not used! Rolling around school property on "Heelys" or any other wheeled shoes is not allowed! Due to students doing a lot of running during PE class, flip-flops and "Crocs" type shoes are unsafe and should not be worn to PE class. It would be good practice to have a pair of "gym" shoes at school if students typically don't wear them on a daily basis.

Fall Festival:

Costume dress for the annual Fall Festival must be appropriate, respectful, and inclusive of all members of our school community. Costumes must not include fake blood, fake weapons, or any elements that depict violence.

In addition, costumes should avoid themes, props, or humor that could be interpreted as mocking, stereotyping, or misrepresenting any culture, group of people, ability, or identity. Examples include costumes or props that make fun of physical disabilities, cultural or religious attire, or any group based on race, ethnicity, gender, or personal identity.

Students are encouraged to be creative and have fun while showing kindness and respect through their costume choices. If a student or family is unsure whether a costume idea is appropriate, they are encouraged to check with a teacher or school administrator before the event.

Our goal is to make the Fall Festival a safe, fun, and welcoming celebration for everyone.

"ASK" - (Appropriate, Safe, and Kind)- Behavior Expectations for all students

Moose Lake Elementary is working through PBIS (Positive Behavior Intervention Supports) Training and has implemented a student behavior expectation mantra called "ASK". ASK stands for "Appropriate", "Safe", and "Kind". We expect all K-6 students to make behavior decisions based on these three guiding principles. We encourage families to use this same delivery with their children at home as well. We also utilize Restorative Practices in school in our "circle" process and in mediation of conflict.

Assessments and Testing Dates:

Minnesota Comprehensive Assessments (MCAs) - Tests for the MCA's will be for students in grades 3–6. Testing dates are typically in the months of April or May with specific days to be determined.

Local District Assessments -FastBridge Assessments will also be conducted three times (fall, winter, and spring) during the school year.

PLAGIARISM- Students caught plagiarizing school assessments or homework will receive a zero on the assessment/assignment. Repeat offenders may have additional consequences.

Report Cards:
Report cards will be handed out to parents/guardians at parent/teacher conferences or mailed home after each trimester by parent request. MLE uses Standards-Based Report (SBR) cards. Information about SBR can be found on our website under the Elementary School drop down menu.

Bicycles
Bicycles may be ridden to and from school and parked in the bike racks. However, during the school hours bikes will not be ridden on the school grounds. We recommend that all bicycles be locked during the day.

Birthdays
Birthdays are a special time for elementary school-aged children. Please check in advance with your child's teacher if you wish to bring treats for your child's birthday. Note: Treats that are brought to school must be store-bought as required by the Minnesota Department of Health. If homemade treats are brought to school, they will be sent back home. Parties at home: If you are having a party for your child at home, please mail the invitations or phone parents/guardians, unless you are inviting the entire class. We have hurt feelings if invitations are passed out in school and some children are excluded. Students leaving school at the end of the day to attend the party must have signed parental/guardian permission to do so. If there will be more than two students going to the party, parents/guardians should make arrangements to drive the students to the party rather than use the buses.

Birthday Book Program (New for 2026–2027)
Beginning with the 2026–2027 school year, students will be recognized for their birthdays during our weekly morning announcements. Students with birthdays in June, July, and August will be recognized on their half birthday. As part of the celebration, each student will have the opportunity to choose a birthday book to keep. This year's birthday books have been generously donated by Legacy of Excellence. If you prefer that your child not participate in birthday recognition or receive a birthday book, please notify your child's classroom teacher and the elementary school secretary as soon as possible.

Bullying and/or Inappropriate Student Behavior

Moose Lake Elementary is committed to providing a safe and respectful learning environment for all students. Acts of bullying or inappropriate student behavior, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. Students need to feel emotionally and physically safe while at school. Students need to report instances of bullying/inappropriate student behavior to school staff so they can intervene. (See the ML Bullying Prohibition Policy 514 at the end of this handbook for further specifics.)

Bus Information:

Routes: Bus routes are established by the district. If your child is starting kindergarten or is new to the district, you will be notified of bus times before the onset of the school year. Bus routes for all returning students will remain the same unless notified otherwise. Pick up times vary, especially as the weather changes, so be sure to have your child waiting at the designated location a few minutes prior to that listed on the schedule. Students are to take their assigned bus to and from school and are to be picked up at their assigned bus stop. Questions about bus information can be directed to Jason Syrett by emailing him at: jason.syrett@isd97.org or calling the bus garage at: 218-485-4435 ext. 1801.

Notes/Change of Buses: If your child will be riding a different bus or getting off at a different stop, a bus ticket "Ticket to Ride" form is required. These forms are readily available in your child's classroom, each school office, and can be found on our district website under "Calendar/Resources." The ticket should be shown to the teacher, stamped in the office, and then presented to the bus driver of the alternate route. Groups of children changing buses to attend parties must have prior approval from the bus driver to make sure that space is available for the extra students on the bus route.

Bus Discipline Procedure: Students should practice our "ASK" (Appropriate, Safe, and Kind) behavior model when riding the bus. Minnesota statutes require that transportation be provided to eligible students to and from school. It shall be the policy of the Moose Lake School to comply with statutes, however it shall be the policy of the school district not to place the school in liability. While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves at the end of the school day. Once a child boards the bus – and only at that time – does he/she become the responsibility of the school district. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards of classroom behavior. In such cases when a child does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building principal. Children who become serious disciplinary problems on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. The safety and welfare of transported students is an absolute necessity. The action or conduct of any individual, which is contrary to this principle, shall be reported to the administration for disciplinary action. Misconduct in the following areas will be cause for disciplinary action. Misconduct is understood to be, but

not limited to the following:

1. Failure to remain seated facing forward
2. Refusing to immediately obey directions of the driver
3. Disruptive behavior
4. Not respecting the rights of others
5. Bringing any weapon or dangerous object on the school bus
6. Fighting, harassment, intimidation or horseplay
7. Throwing objects out of or on the bus
8. Hanging out of windows or not keeping aisles free and clear of book bags and instruments
9. Eating, drinking, using tobacco or drugs
10. Vandalism

If a student displays inappropriate behavior on the school bus or at the bus stop, the student will be referred by the bus driver/transportation supervisor to the principal for disciplinary action. In severe situations, the bus driver will hand deliver a written referral to the principal. The following discipline may be given:

1st offense- Warning
2nd offense- 5-day suspension from riding the bus
3rd offense- 10-day suspension from riding the bus
4th offense- 20-day suspension from riding the bus/meeting with parent
5th offense- Suspended from riding the bus for the remainder of the school year

REASONABLE FORCE: Staff will follow the district's Restrictive Procedures Plan. The use of reasonable force is allowed by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

THEFT: Any student caught stealing may be suspended out of school and a referral to law enforcement will be made. The school is not responsible for any personal property stolen from desks, lockers, music storage areas, etc.

VANDALISM: Any student who vandalizes school property will receive disciplinary action including, but not limited to restorative intervention, suspension, or restitution. Vandalism is defined as violations against property including, but not limited to, damage, destruction, arson, breaking and entering, theft, robbery, extortion, trespassing, unauthorized usage or vandalism of school property, property of school district visitors, or property belonging to school staff and students (including property of the family members of school staff and students), even if the property is off school grounds; violations regarding failure to compensate for damage or destruction of such property; and possession of any stolen property.

Cellular Phones and Personal Electronic Devices - "Off and Away"

In an effort to improve student focus on learning and reduce distractions during school, Moose Lake Elementary and High School participate in "Off and Away", which means that students will not have access to their cell phones or other personal electronic devices from 8:00 am until 3:15 pm. This includes passing, lunch and other activity times. Removing

cell phone use from the classroom will increase student engagement, learning, and social interactions, and limit the negative impacts of social media. We ask that families help by reinforcing this message at home. As always, our school has a landline phone in every class and office space so that important messages or emergency communication can be delivered to a student during the day. Students are encouraged not to bring any electronic devices to school (iPods, earbuds/wireless headphones, personal computers, cell phones, smart phones, etc.). District employees will not be responsible for storing, safeguarding or troubleshooting any student's personal electronic device. Neither the district nor its employees will be responsible for the theft loss data loss damage destruction misuse or vandalism of any student personal electronic device brought into the district or on school property or on school buses. Students who choose to bring a personal device to school assume all responsibility for the use of personal devices, including internet access and data transmission. Parents are advised that cellular devices are not subject to the district's internet filters and responsibility for ensuring appropriate access to the internet rests with the individual student and family. It is a violation of our disciplinary code for a student to video, record, or otherwise photograph anyone without his/her written permission or the principal's permission.

Progressive Cell Phone Discipline Procedure

First Violation

- The device is confiscated by staff and turned into the office.
- Parent/guardian is notified of the violation by teacher.
- The student may retrieve the device from the office at the end of the school day.

Second Violation

- The device is confiscated and turned **into** the office.
- Parent/guardian is notified of the violation by building principal.
- A parent/guardian must pick up the device from the office.
- Additional disciplinary consequences may be assigned in accordance with school policies.

Additional Violations

Repeated violations beyond the second offense may result in further disciplinary action, including but not limited to loss of device privileges during the school day, behavior contracts, or other consequences deemed appropriate by school administration.

Definitions

For the purpose of this policy, possession includes having a cell phone or personal electronic device visible, in use, or accessible during prohibited times. Students are encouraged to keep devices silenced and stored in lockers, backpacks, or other designated locations during instructional periods.

The administration reserves the right to address circumstances on a case-by-case basis when warranted.

INTERNET USE: Using the Internet is a privilege not a right. There is no guarantee of privacy when using any school technology. All students are expected to abide by the Moose Lake Community Schools Internet Acceptable Use Policy. Personal student devices will not be allowed onto the network. Exceptions may be made in the case of a specific educational purpose and then must be pre-approved by the principal and technology coordinator.

Headphones

For sanitary reasons, students are asked to provide their own wired headphones for Chromebook use. Our Chromebooks use a standard plug-in used by other portable devices. Please DO NOT send bluetooth/wireless headphones to school with your child.

Chromebook Information

MLCS Chromebook Handbook Procedures are located at the end of this document.

Dangerous Items/Weapons

Students are forbidden to use, possess, or distribute any item which could threaten or harm persons or property. The possession, use, or distribution of an identifiable weapon or "look-alike" weapon may result in consequences ranging up to a one-year expulsion. The possession, use or distribution of a gun will result in suspension and a recommendation for expulsion. The possession of an object/substance used in an aggravated assault or used to threaten bodily harm will result in consequences ranging to expulsion. A police referral will be made for any type of weapon violation. Students are expected to report harmful, threatening or suspicious situations to an adult immediately. Failure to do so may result in disciplinary action.

Discipline and the MLE Behavior Definition Matrix

Moose Lake Elementary is using a positive, school-wide discipline program. It is important that school and home work together to help children learn and develop appropriate behavioral skills. The goals are to ensure that children can function as independently as possible in their school/home community. The discipline plan used at the elementary ranges from verbal warning up to out-of-school suspensions depending on each individual situation. Behavior expectations for all students include the following and focus on our school mantra for student behavior of **"ASK" - Appropriate, Safe, and Kind**. "ASK" examples include:

BE PROMPT AND PREPARED

1. Be on time
2. Come with appropriate materials
3. Come with assignments completed

RESPECT AUTHORITY

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for your behavior

RESPECT THE RIGHTS OF OTHERS

1. Use appropriate voices
2. Listen to the speaker
3. Respect the opinion and point of view of others
4. Respect individual differences and sensitivities

RESPECT PROPERTY
1. Respect personal property of others
2. Respect school property

DISPLAY A CONCERN FOR LEARNING
1. Remain on task
2. Respect the rights of others to learn

DISPLAY APPROPRIATE SOCIAL SKILLS
1. Accept disagreement, criticism, consequences, and compliments gracefully
2. Display courtesy
3. Display tact

The MLE Behavior Matrix (MLE Behavior Definitions): This designed matrix is a document tool that allows staff to determine what path we use for consequences and/or resolution when we encounter negative student behavior. The MLE Behavior Matrix (MLE Behavior Definitions) can accessed at the following link:
https://www.mooselake.k12.mn.us/ (under the elementary school drop down menu.)

Elearning Days (school cancellation for snow/weather/state tournaments)
The first two days that school is canceled, whether due to snow/emergency/state tournament, will not result in e-learning days. E-learning days will only be considered for any snow/emergency/state tournament days on the third canceled school day and beyond. Any instant alerts that go out to families regarding emergency cancellations will explicitly communicate whether or not the day will be an e-learning day. Please refer to our e-learning plan on the district's website (www.mooselake.k12.mn.us). We are required to take attendance on these days. Please follow the instructions from your child(ren)'s classroom teacher on how to do this.

Emergency Procedures
Five fire and lockdown drills will be held regularly during the school year. A tornado drill will also be practiced in the spring. Procedures for these drills will be reviewed with students so they are aware of what action is necessary.

Emergency School Closing*:*

Before School: During severe winter storms when the superintendent deems it unsafe for our buses to run, school will be closed or will start late. **INSTANT ALERT:** Our school has an automated "Instant Alert" system that is able to send out important messages as they occur. All students' families should receive a telephone/cell Instant Alert message notifying them if school will be closed or would be starting late. **(*If you know you have not received these recorded messages from the school, please call the school to verify that we have a correct phone number in our system.)***

During School: When serious storms develop during the school day and the superintendent feels it would be better to send students home early, an Instant Alert message will be sent out to all students' families. We will also have the radio and TV stations announce the closing. It is crucial that your child knows where to go if this situation arises so we are not sending him/her to a locked or empty house. If the weather looks threatening and no one is home, call the school to let us know where your child

should go. Discuss ahead of time with your child a safe alternative if no one is at home.

General Information Phone Numbers: 218-485-4435
District Office: Extension 1109
Elementary Office: Extension 1112
High School Office: Extension 1101
Early Childhood Programs: Extension 1216 / Mini Moose Childcare: Extension 1220
Community Education: Extension 1602
Transportation: Extension 1801

Harassment and Violence Policy
Everyone at the Moose Lake Elementary School has a right to feel respected and safe. Consequently, we want to familiarize you with our policy to prevent religious, racial, or sexual harassment, and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender: name calling; jokes or rumors; pulling on clothing; graffiti; notes or cartoons; unwelcome touching of a person or clothing; offensive or graphic posters or book covers or; any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad. If any words or actions make you feel uncomfortable or fearful, you need to tell the principal or the Human Rights Officer, Jillian Smith. We take all reports seriously and will take appropriate actions based on the reports. The school district will also take action if anyone tries to intimidate the victim or take action to harm him/her because he/she reported the situation. This is just a summary of the district's policy against religious, racial and sexual harassment and violence. Complete copies are available in the Elementary School Counselor's office and in the school offices. Remember: Religious, racial and sexual harassment and violence are against the law! For more information contact: Jillian Smith @ 485-4834 extension 1135.

Health and Nurse's Office Information:

Student Illnesses
Although school attendance is important for learning, please keep your child at home when he/she is too ill to function properly or when he/she could place other students at risk. If your child should begin to feel ill at school, we will allow him/her to rest in the health office. If no improvement is seen and/or your child develops a fever or other worsening symptoms, we will notify you using the primary contact and/or emergency contact information listed in Infinite Campus. Be certain your contact information in Infinite Campus is up-to-date and complete, and/or notify the school if there are any changes. Pick-up of your child is requested within 1 hour of notifying you.

Incidents
If your child has been injured at school, you will be notified immediately. If emergency treatment is necessary but we cannot make contact with you or any of the emergency contacts, we will call the ambulance. The school carries no insurance on students and is not responsible for accidental injuries.

Returning to School Following Injury
If your child has been previously injured and is returning to school with a cast, splint or

any activity restrictions, a health care provider's note stating the diagnosis/injury and instructions/restrictions is required for safety reasons. An additional note from the health care provider will be required for your child to return to normal activities again.

Exclusion Guidelines in the School Setting

Students will be excluded and/or sent home from school if exhibiting the following:

Illness or Condition	Exclusion Guidelines
❑ Fever of 100.4° F or higher	Keep your child home from childcare and school until 24 hours after fever is gone (without the use of a fever reducing medicine) and your child is healthy enough for routine activities.
❑ Vomiting or Diarrhea	Keep your child home from childcare and school for 24 hours after the last episode of vomiting or diarrhea and your child is healthy enough for routine activities.
❑ Respiratory Illness (including COVID-19, Influenza, RSV, etc)	Keep your child home from childcare and school until 24 hours after fever is gone (without the use of a fever reducing medicine) symptoms are better overall, and your child is healthy enough for routine activities.
❑ Rash with fever and/or change in behavior or activity level	Keep your child home from childcare and school until a medical exam indicates these symptoms are not those of a communicable disease that require exclusion, and until 24 hours after fever is gone (without the use of a fever reducing medicine) and your child is healthy enough for routine activities.

Medications

The Nurse's Office does not supply stock medication for students such as pain/fever reducers, tums, cough drops, itch creams, etc. If students require prescription or over-the-counter medications to be administered during school hours, a Medication Order Form must be completed and signed by a health care provider and parents **prior** to any medication administration at school. Medication must be provided to the school nurse in the prescribed container properly labeled with the student's name, date, medication name, dosage, time and directions for administration. High school students are allowed to carry and administer their own over-the-counter pain medication such as acetaminophen and ibuprofen. Controlled substance medications must be transported by the parent or other designated adult.

Asthma and Inhalers

Please notify the school nurse if your child has asthma. Be sure to update your child's Asthma Action Plan with their health care provider each year. A Medication Order Form must be completed and signed by their health care provider and parents for students who require an inhaler at school. The health care provider can designate on the form if the student is capable and responsible enough to properly self-carry and self-administer the inhaler, or if the inhaler should be housed in the health office. The student's inhaler must

be properly labeled with the student's name, date, medication name, dosage, time and directions for administration.

A spacer or valved holding chamber is recommended when using an inhaler.

Food or Environmental Allergies
If your child has any food or environmental allergies, or requires an EpiPen or a restrictive diet at school, please contact the School Nurse to discuss specific accommodations or safety measures that are needed.

Medical Conditions
If your child has any medical conditions or requires any assistance devices or medical equipment, please contact the School Nurse so that a health care plan specific to your child's needs can be created.

Early Childhood Screening
Early Childhood Screening is completed in the fall for children ages 3 ½ to 4 ½ attending our School Readiness programs and Mini Moose Child Care, if they have the appropriate birthdates. Paperwork is sent home with parents to complete and return to the school. Julie Duesler (ECFE Director) and Kendra Sickler (Mini Moose Director) complete the Brigance Developmental Tool, and the School Nurse completes height / weight, vision / hearing, all while the child is at school. The school nurse reviews the screening summary with parents, and obtains the required signature at a time convenient for the parents and school nurse. If there are children who do not attend our School Readiness program or Mini Moose Child Care, a screening date is set up in February for these children. Appointments are scheduled, and parents are responsible for bringing their children to this screening. The information for the February screening is mailed out mid January. Early Childhood Screening is a Minnesota state mandated requirement in order to enter Kindergarten. Please be sure your child is on the Moose Lake school census, as this is our source to reach out to eligible children. Contact Julie Duesler with any questions at 485-4435, ext. 1216.

Requirements to Enter Kindergarten
Five-year Physical Exam / Wellness Check performed by your child's health care provider (Physical Examination Form must be completed by health care provider and returned to school)

1. Up-to-Date Immunizations (Submit Immunization Records or Immunization Exemptions to the School Nurse)
2. Birth Certificate (to verify birth date and correct spelling of their legal name)
3. Completion of Early Childhood Screening

Early entrance to kindergarten is considered only in rare circumstances for students who demonstrate exceptional readiness for the academic, social, emotional, and developmental expectations of kindergarten.

Parents or guardians seeking early entrance must submit a written request to the school principal no later than February 15 preceding the school year in which the child would attend kindergarten. Requests received after February 15 may not be considered. Here is

the link to the required components of early entrance into kindergarten: https://docs.google.com/document/d/1tKzvc2Jufhj0PKyokkHLbDjJGcJxummk/edit?usp=sharing&ouid=118089987348699920022&rtpof=true&sd=true

Approval of early entrance is not guaranteed and will be made on a case-by-case basis by the district administration based on established readiness criteria and assessment results. The decision of the district is final.

Homebound Instruction

If a child is absent for a significant time as a result of a serious accident or illness, he/she may be eligible for homebound instruction. Contact the principal for more information. (218-485-4435 ext. 1116)

Homemade Treats

Homemade treats for classroom distribution will no longer be allowed in the Elementary School, School Readiness, and the ECFE Programs. This guidance is coming directly from the Minnesota Department of Health. All food/treats for classroom sharing need to be store-bought. All store-bought treats brought to school need to be in the original container/package so that the ingredients and carbohydrates can be checked before students eat them. This policy is for the health and safety of all students, particularly those with food allergies and diabetes. If homemade treats are brought to school, they will be sent back home.

Home Reading Focus (PreK-Grade 3)

Please review the ML "Home Reading Focus" located below. The Home Reading Focus is designed to provide families some daily reading guidelines for your child at home.

ML Home Reading Focus

Moose Lake Elementary PreK - Gr. 3 Home Reading Expectations

Early Childhood/Kindergarten:

We expect that kindergartners be read to for at least 5 minutes per day. It is important to read and enjoy stories together, and it is also important to discuss and retell the stories. Early readers should be encouraged to find print in the world around them (i.e. "Today at the grocery store, we will look for the letter 'A.'" or "Let's look through this magazine together and try to find the word 'the.'")

With your support, kindergartners should be able to:

- *Retell familiar stories, including key details such as where the story takes place and who the main characters are*
- *Tell who the author and illustrator are and what their roles are in telling a story*
- *Make connections between events in the story and illustrations (i.e. "This is a picture of Goldilocks trying Baby Bear's porridge.")*
- *Discuss connections, similarities, and differences between two familiar stories*
- *Begin looking for letters and words that they recognize*

First Grade:

Students are expected to read a minimum of 10 minutes per day at home, and that time is to be recorded on their monthly reading calendars. First graders should also practice their spelling words and group sight words each day.

With your support, first graders should be able to:

- *Retell stories using key details, and show an understanding of the main theme or lesson of the story*
- *Identify words or phrases in a story or poem that suggest feelings or appeals to the senses*

- *Describe differences between information provided by the pictures in a book and information found in the text itself*
- *Read first grade-level texts out loud with accuracy and expression*

SECOND GRADE:

Students are expected to read a minimum of 20 minutes per day at home, and that time is to be recorded on their monthly reading calendars. Second graders should read aloud during this time, while an adult listens and provides support. Students will also be given a variety of word lists to practice at home.

WITH YOUR SUPPORT, SECOND GRADERS SHOULD BE ABLE TO:

- *Ask and answer **who, what, where, when, & why** questions to demonstrate an understanding of the key details in a text*
- *Discuss how characters in a story respond to major events and challenges*
- *Describe the overall structure of a story: the beginning introduces the story and the ending concludes the action*
- *Use the context of the story or text to self-check for accuracy when reading unfamiliar words*

THIRD GRADE:

Students are expected to read a minimum of 20 minutes per day at home. This includes silent or oral reading, studying word lists, and reading assigned stories in textbooks.

WITH YOUR SUPPORT, THIRD GRADERS SHOULD BE ABLE TO:

- *Find answers to questions about a text in the text itself (i.e. "In this paragraph, it says... which tells me that...")*
- *Describe characters' motivations and feelings and how the characters' actions contribute to the sequence of events in the story*
- *Distinguish the difference between their personal point of view, as the reader, and the point of view of the narrator or characters in a story or the point of view of the author of an informational text*
- *Read third grade-level texts with accuracy and solid comprehension (understands what the words say as well as what they mean)*

Family READ Toolkit from MDE

The Families READ Toolkit is a Minnesota Department of Education resource that helps teachers give families ideas and tools to support their child's reading development. This resource is designed to be flexible so it can be adapted to the unique needs of children, families, and school partnerships. All materials are aligned with Minnesota's developmental standards and assessments for early language, literacy, and reading.

Families can access the toolkit to find simple, practical ways to help their child grow as a reader at home.

Link: https://education.mn.gov/MDE/dse/READ/eng/toolkit/

Please see page 4 for information about our intervention and academic screening process.

Lockers and Personal Possessions Within a Locker

Student lockers are intended for daily use for housing students' coats/jackets, shoes/boots, and school related items. Lockers are the property of the school and are subject to inspection at any time per school district policy 502. Writing in school lockers is prohibited and students should never store food or liquids for extended periods of time in their assigned locker. Moose Lake Elementary will not be responsible for lost, stolen, or damage to personal property. Locks can be rented through the elementary office for $7.00. The $7.00 rental fee will be refunded when the lock is turned in prior to the end of the school year.The personal

possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Only school locks can be used. School authorities may, for any reason, conduct an inspection of the interior of lockers at any time without notice, without student consent, and without a search warrant.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant per school district policy 502.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules per school district policy 502. The search will be reasonable in its scope and intrusiveness.

Lost and Found

Each year our lost and found is filled with items misplaced by children. Many items are quite valuable. We ask that you please label jackets, sweaters, hats, etc. so it will make it easier to locate the owner. If your child is missing an item, please encourage him/her to check the lost and found in the elementary office.

Money, Valuable Items, Electronics, Toys, and Fidgets

Students are discouraged from bringing money to school. If they need to bring money, please place it in an envelope labeled with the student's name and grade. Valuable items such as electronics, jewelry, computer games, radios, skates, skateboards, etc., should not be brought to school. Students should not bring toys to school except for approved playground items (such as footballs or jump ropes) or for designated classroom activities such as Show and Tell. Squirt guns and similar items are not permitted at school.

Some students benefit from using fidgets or sensory tools (such as NeeDoh® squishies) to help with attention, focus, or sensory regulation. Not all students need these supports, and fidgets should only be brought to school when there is a demonstrated need. Families should communicate with their child's classroom teacher before sending a fidget to school. If a fidget becomes a distraction to the student's learning or the learning of others, or if it is used as a toy rather than a learning support, the student will be asked to take it home.

Moose Lake Elementary is not responsible for lost, stolen, or damaged personal property.

MCA Parent/Guardian Refusal Form - The form for opting out of the Minnesota Comprehensive Assessments (MCA's) is located in the back of this handbook.

Picture Day - Individual student picture day will be held on September 22 and 23, 2026 with a retake day of October 13, 2026. Additional information about what day/time your child's picture day will be shared out prior to September 22 and 23, 2026.

Parent/Teacher Conferences - Moose Lake Elementary School will have four parent/teacher conferences this school year.
Back to School Conferences - Thursday, September 3rd, 2026 (12:45 - 6:30pm)
Conferences - Tuesday, November 17, 2026 (12:30 – 7:30pm)
Conferences - Tuesday, April 13, 2027 (12:30 – 7:30pm)

Pets - Students are not allowed to bring live animals or pets on the bus. Students wanting to bring a pet to school must get permission from the teacher and arrange for transportation through the parents/guardians. Animals that are poisonous or could be harmful are not allowed to be at school.

Pledge of Allegiance
In accordance with state statute, students at MLE shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. We recognize the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose is to provide for recitation of the pledge of allegiance and instruction. The recitation shall be conducted:
A. By each individual classroom teacher or
B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.
Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice (Minn. Stat. 121A.11).

Student Guests - Students occasionally ask to bring relatives and friends to school for the day or for lunch. We feel this could be disruptive to the students, the teacher, and is a potential liability issue to the district. Therefore, we don't allow guests to attend school or to attend daily school lunch time.

Student Messages - This should only be done in the event of emergencies. If necessary, call the office and leave your message with one of the school office personnel. We appreciate if alternate plans for students are made in advance. The need to give students messages should be the exception and not the rule. If the need arises, however, don't hesitate to call. (218-485-4435 ext. 1112)

Teacher Requests by Parents/Guardians:
There are several determining factors when creating class lists, therefore parental requests for teachers cannot necessarily be honored.

Tobacco Free School
No student, regardless of age, may use or possess tobacco or nicotine (including e-cigarettes and tobacco/nicotine lookalike products) in the building, on school grounds including the area surrounding school property to a distance of 300 feet or one city block, on the school bus, or at school activities. Students violating this policy will face disciplinary action and be referred to law enforcement. Court involvement may include a tobacco citation, community service, or completion of tobacco awareness classes that are conducted at the student's expense. A violation of this policy does not occur when an

American Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian or Alaskan Native student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An American Indian is a person who is a member of an Indian tribe as defined under Minnesota law. A violation of this policy does occur when any student is found to be using tobacco for recreational purposes.

CHEMICAL VIOLATIONS: Use or possession of alcohol, toxic substances, medical cannabis, non intoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited. If a student possesses or has consumed alcohol or other mood-altering chemicals, i.e. drugs, or other substances as indicated above, on school grounds or at school activities, or has consumed like drugs prior to coming to school or school activities, the school district will take the following action:

1. Parents/guardians will be called
2. Police will be immediately contacted followed by a written report of the incident
3. Student disciplinary action may include, but is not limited to, a suspension, exclusion, or expulsion.
4. The Pre-assessment Team will meet to discuss the incident and submit a written report, including recommendations
5. Student will meet with the counselor to discuss chemical use. Assessment of use by an outside agency may be recommended. Results of assessment may lead to a treatment program. Parents will be contacted to discuss findings.
6. Students will lose eligibility from extra-curricular and any other school sponsored activities.
7. Current statute states that law enforcement agencies must inform the school district's Pre-assessment Team when a district student is charged with a drug-related offense outside of the school setting. A written report must be submitted to the district within two weeks of the incident. Because the incident took place outside the school setting, the student will not be suspended from school. All other operating procedures will be in effect.

Various School Programs - Our school district has a support staff who provide services for students beyond those received in the regular classroom.

*Developmental Adaptive Physical Education (DAPE) - Our DAPE Program provides additional motor experiences in group and individual settings for students identified with specific motor needs.

*Art – Art is an elementary specialist class that will be used in some grade levels during the school year. Art will also be taught in the regular education classroom, but certain grade levels will have the opportunity to have a specialist on a semi-weekly basis.

*Child Care – Our Mini Moose Lodge provides both before and after school child care.

*Developmental Cognitive Disability (DCD) - The Developmental Cognitive Disability Program offers support and instruction to students needing assistance with learning the essential skills to live independently/ semi-independently in a community setting.

*Early Childhood Special Education Program (ECSE) - This program provides ECSE services to children from birth through age seven who have "a significant medically-diagnosed physical condition which is delaying normal growth and development." These delays can include motor skills, learning, speech and language development, social and/or emotional behavior development. The services may include support and guidance to families in assessing needed services, planning for services at home and in the community, and comprehensive individualized assessments.

*Elementary Enrichment - This program provides enrichment activities and experiences to challenge students and foster creative thinking and problem-solving skills. There are some enrichment field trips that occur in the upper elementary grades.

*Emotional/Behavior Disorder Program (EBD) - The Emotional/ Behavior Disordered Program offers support and instruction to students needing assistance with emotional and behavioral issues which may interfere with the learning process.

*Library - Students are assisted weekly with choosing appropriate reading material. The librarian and/or library paraprofessional is also available to students and teachers to assist in integrating skills with classroom curriculum activities.

*Music/Band Programs - Students receive general music instruction from a music specialist 3-4 times a week in grades K-6. Students may also choose to receive full band instruction from a band specialist in grades 5 and 6. The choice of instrument and beginning individual lessons usually happen at the beginning of the 5th grade school year. Individual and group band lessons are also given throughout the school year.

*Nurse/Health Services - Vision and/or hearing checks are held in the fall for all K-5 students, as well as all new students. The nurse also assists with Early Childhood Screening for young children ages 3-5, which is a prerequisite to Kindergarten.

*Occupational and Physical Therapy Programs - The occupational therapist (OT), physical therapist (PT), and certified occupational therapy assistant (COTA) work with students having fine motor or gross motor needs.

*Physical Education Program - All grades K-6 students have physical education class multiple times each week. If a student needs to be excused from this class, a parent note giving the reason for non-participation is acceptable for a 1 or 2 day exclusion. If a student is to be excused for longer than a day or two, a physician's slip giving the reason and dates of exclusion is required.

*Psychologist - The psychologist assesses referred students, with parental permission, for a better understanding of the students' needs and learning styles.

*School Social Worker: School social worker provides mental health support services for students and provides restorative practice mediation as needed.

*Family School Support Worker: Family school support worker provides support to

families from Moose Lake Elementary School that are in need of assistance at school or county supports that are available.

*School Counselor – Guidance/Life Skills - The school counselor serves as a liaison between home and school. They attend special education team meetings, work with students identified as needing services, as approved by parents/guardians, and offer individual counseling for students and counseling for parents/guardians and teachers. All elementary students (K-6) will get periodic Guidance/Life Skills lessons from our School Counselor.

*Special Learning Disabilities (SLD) - Children are eligible for the SLD program when there is a severe discrepancy between their ability and achievement. Curriculum modifications are made based upon individual student need(s) in the area of learning disability.

*Special Service Programs - Special programs are set up for students who qualify for service in the areas of learning disabilities, speech, developmental adaptive physical education, occupational therapy, physical therapy, emotional/behavior disorders, and mild/ moderate mentally impaired disorders. Children may be referred to the child study team by parents/guardians, classroom teachers, special education staff, outside agencies already serving the child, or by the child him/herself. The team for an individual child will include: 1) the parent/guardian, 2) the child's current classroom teacher, 3) appropriate special education staff and other support personnel 4) a school administrator or designee. The team may also include any other professionals and representatives who are knowledgeable about the needs of the child. Parents/guardians are essential members of the team and will be involved in all decisions regarding the individual Education Plan developed for their child. All students referred for special education assessment must have a signed parent permission prior to assessment. After the assessment, parents will be called in for a conference to discuss assessment results and appropriate services.

*Speech Clinician - The speech clinician works with students with communication disorders, such as, articulation problems or language delay.

*Title One/ADSIS (Intervention) and other academic intervention services - Title One is a federally funded program designed to provide supplemental reading and math instruction for kindergarten - grade three students. Students are referred by classroom teachers and receive support services in a one-to-one or small group setting to enhance skills taught in the classroom. Math and reading intervention services are also in place and available for students in grades 4-6 if needed.

Vending Machines - Vending machines are located in the commons area of the school. We do allow elementary students to use these machines before school and after school, but not during the school day; especially at lunchtime.

Visitors - All visitors to our school must first report to the Elementary Office. Visitors will be issued a visitor's badge upon arrival. Prearranged visits will need to be coordinated with the classroom teacher with approval by the building principal.

Chaperoning Field Trips - Parents/guardians are their children's most important

teachers! Family involvement is the biggest indication of a child's success in school. Read to your children! Listen to them! Let your children know that their education is important. Chaperoning field trips is an opportunity to be with your child during a school activity. If you volunteer to chaperone, siblings or younger children are not able to attend the event due to chaperones having supervisory duties during the field trip. To ensure the safety of all students, individuals interested in chaperoning field trips must complete a district-required background check **before** chaperoning. Chaperones are responsible for the cost of the background check. If this cost presents a financial hardship, please contact the principal to discuss available support or accommodations.

Volunteer Opportunities - We are open to volunteer opportunities in our school that are coordinated through the building principal. These opportunities include recess supervision help, lunchroom supervision, library assistance, etc. Individuals willing to help out with volunteering must go through a mandated background check through the district office prior to volunteering in the school building. Chaperones/volunteers are responsible for the cost of the background check. If this cost presents a financial hardship, please contact the principal to discuss available support or accommodations.

Additional Information about Background Checks:
The safety of our students is a top priority. Parents, guardians, and community members who wish to volunteer or chaperone in roles that require supervising students must complete a criminal background check before participating. Background checks are **not** required for volunteer opportunities where school staff remain responsible for student supervision, such as classroom celebrations or special events. Please visit this link: https://docs.google.com/document/d/1EINLDnnCjLwca49ilC8JEafdJAiQCtmPqMsf9793wp8/edit?usp=sharing or visiting the district office for complete information, including eligibility, the required authorization form, current fees, and instructions for submitting your background check.

DEPARTMENT OF EDUCATION

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20___ to 20___ school year.)

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____/____/_____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- ☐ MCA/MTAS Reading
- ☐ MCA/MTAS Science
- ☐ MCA/MTAS Mathematics
- ☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Adopted: *March 21, 2005*
Revised: *February 21, 2006*
January 26, 2009
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514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

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 a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school

district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building

report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and

reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Moose Lake Community School
Chromebook Handbook

This handbook provides information concerning Chromebooks used at Moose Lake Community School. We selected a device that will have a positive impact on learning and is cost effective. Chromebooks meet the above expectations and provide a solid base for a one-to-one learning environment.

Benefits of Chromebooks to schools include:

- Chromebooks will be configured remotely through the Google Administrative software. There is no software to install, no imaging is needed to be done.
- Chromebooks provide 21st Century technology skills to students.
    - " 21st century skills include teamwork, creativity, ethics, resilience, curiosity, and time management skills. Minnesota should support efforts to teach and assess those and other skills that give a truer picture of the varied talents of our students. These skills are critical in the jobs of the 21st century, and build upon Minnesota's good work in social emotional learning."

      Gov. Walz statement for MN 21st Century Education for Every Child
- Chromebooks enhance classroom lessons and they add to students' interest and intrigue in a variety of topics.
- Chromebooks shift classes from a direct instruction model to an interactive base model; students are required to think independently, create, and collaborate. This includes increased use of Internet research tools and online publishing.
- Chromebooks provide low-cost, yet up-to-date technology for schools. Chromebooks also boot up in 7 seconds and hold battery charge of approximately 8 hours.
- The Chromebooks and Google Apps open ways for students to learn; preparing students for higher education and today's workforce. Thousands of school districts across the nation and around the world have switched to Google Apps and Chromebooks. Many colleges and universities have switched over to Google Apps.

Taking Care of Your Chromebook:
Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Department for inspection. If a loaner Chromebook is needed, one will be issued to the student through the Library Media Center until their Chromebook can be repaired or replaced. The Library Media Center staff will sign out the loaner Chromebook and sign it back in when it is returned.

General Precautions:
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- **Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.**
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:
The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. It is recommended that students carry the AC Adapter power cord in the same bag as the Chromebook.

Screen Care:
The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook. Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.

Care
One of the best features of your Chromebook is the fact that it is portable. It enables you to take your homework and information wherever you go. When transporting your Chromebook there are a few simple things you can do to protect it.

- Keep your Chromebook dry, and protect it from rain and snow and any liquid.
- Do not eat or drink near where you are using your Chromebook .
- **Close the lid of your Chromebook before carrying it from one location to another.** This ensures all mechanical and moving parts are not damaged during transit. Moving the Chromebook with the lid open also makes it more difficult to handle.
- Remember, it is fun to use, but it is a computer
- Close your Chromebook carefully-from the center of the screen---don't slam it shut!
- Do not use your Chromebook as a folder to store papers.
- Use your Chromebook on a flat, hard, stable surface.
- Do not insert things, especially metal objects into the openings of your Chromebook .
- Plug in your Chromebook when you get home from school or before you leave school so that your battery is fully charged for the next day.

- **No stickers, painting or defacing issued chromebook. Others may have to use it too.**

Cleaning

- Wipe surfaces lightly with a clean, soft cloth.
- Do NOT use water on your Chromebook.
- To keep the screen clean, do not touch the screen with your fingers.

Power Cable

- The Power Cable should be lined up straight with the connector when inserting and removing.
- Be careful not to jerk / pull / twist your Chromebook around when the cables are attached.

Wireless Internet

- Your Chromebook is a wireless only device.
- A wireless network is required to use the device
- If there is no WiFi in the home, students can still use the device offline. Any changes will sync once back on the network at school.

Using Your Chromebook

At School:
The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and teacher webpages can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. Students are responsible to make sure that the Chromebook is fully charged each evening to make sure it is ready for the next day's class lessons at the start of each day.

At Home:
Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery should last throughout the day. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they should check a loaner out.. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Personalizing the Chromebook:
Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Moose Lake Community School . Spot checks for compliance will be done by administration or Moose Lake Community School Technicians at any time.

Students may add **school-appropriate** music, photos, and videos to their Chromebook, if allowed by their teacher(s). Personalized media are subject to inspection and must follow the Moose Lake Community School acceptable use policy (AUP).

Software on Chromebooks:

Originally Installed Software:
Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use via the Google Drive Synch app. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course, based upon administrator/teacher requests. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:
Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:
Students are unable to install additional software on their Chromebook other than what has been approved by Moose Lake Community School .

Inspection:
Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:
If technical difficulties occur, technical support staff will typically use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. **All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.**

Protecting & Storing Your Chromebook:
Chromebook Identification:
Chromebooks will be labeled in the manner specified by the Moose Lake Community School.
Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:
Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be fully charged each night at the student's home. Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Co-Curricular Events:
Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:
Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Repairing or Replacing Your Chromebook:
Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Moose Lake Community School High School Library Media Center.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Such misuse includes major scratches and damage to the unit itself, etc. Parents will be billed for parts and necessary labor required in such circumstances.

Lost/Damaged Device and Accessories:
A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property.

- Damaged beyond repair: Reimbursement for original cost of chromebook up to $225
- Chromebook repair costs will be determined after evaluation of the damage.

Insurance:
Insurance for damage to your Chromebook can be purchased for $25 for an individual ro $50 for a family for the school year. This is voluntary, you are not required to purchase insurance. Insurance must be purchased by 10/1 of the school year. Below is a summary of coverage:

Accidental Damage*: Pays for accidental damage caused by liquid spills, drops, cracked screens, or any other unintentional event.

- **Theft or Vandalism:** Pays for loss or damage due to theft or vandalism. The claim requires a police report to be filed within 48 hours.
- **Fire:** Pays for loss or damage of the Chromebook due to fire. The claim must be accompanied by an official fire report from the investigating authority.

- **Electrical Surge:** Pays for damage to the device due to an electrical surge.
- **Natural Disasters:** Pays for loss or damage caused by natural disasters.

***Note:** Students who have 3 or more accidental repairs in one year will be referred to the office. This referral may result in voiding insurance and/or disciplinary consequences if negligence is determined.

Exclusions from coverage:

Dishonest, Fraudulent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent or criminal act.

- **Intentional or Negligent Damage:** Will not cover repairs which are the result of intentional or negligent actions. This includes but is not limited to the removal of keys, removal of screws, removal of any of the plastic casing or other parts of the device.
- **Cosmetic:** Damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports or port coverings.
- **"Jailbreaking"** or otherwise voiding the manufacturer's warranty by altering the software.
- **Loss:** Families will be liable for any device which is lost by the student.

Non-Covered item replacement costs: AC Adapter

NO INSURANCE

Families may choose to not insure the Chromebook and will be responsible for the full value of the Chromebook or repairs. Replacement or repair fees will be assessed for lost or damaged Chromebooks up to the full cost of Chromebook replacement, not to exceed $300.

Substitution of Equipment: Report the problem immediately. In the event the computer is inoperable, Moose Lake Community School has a limited number of spare Chromebooks for use while the computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. The student may NOT opt to keep a broken computer or avoid using the computer due to loss or damage. Please note that if the student forgets to bring the computer or power adapter to school, a substitute **may not** be available.

Moose Lake Community School reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs. The student or parent may not purchase replacement parts, cases, or other items issued to the student on their own; payment shall be made to the Moose Lake Community School in accordance to the schedule previously mentioned and equipment will be purchased by Moose Lake Community School to ensure interoperability and uphold terms dictated by the equipment warranty provider.

Student Use of District-Provided Technology and Accounts

- District-issued technology and accounts are provided to students for educational purposes only. They are not to be used for personal purposes that are not related to school.
- Use of district-issued technology and accounts is a privilege, not a right. The school district reserves the right to restrict or eliminate a student's ability to use district-issued technology or account if the student fails to use them properly.

- Students have no expectation of privacy with respect to their use of district-issued technology accounts. The school district and its representatives have the right to search the contents of district-issued devices and accounts at any time for any reason.
- Students may be subject to discipline, up to and including suspension or expulsion, for any misuse of any district-issued technology or account or any misconduct committed through the use of the technology or account.

Dear Families,

This letter, and attached report, provides information about our school's efforts to identify students who need additional support to meet this year's grade level goals. To help us know which students may need additional support, the students complete screening tests three times each year. Our school uses the following FASTBridge assessments.

Reading	
Early Reading (Grades K-1)	Students complete four or more subtests that measure important beginning reading skills related to letter names, letter sounds, as well as word and sentence reading.
CBMreading (Grades 1-6)	Students read 3 passages aloud for one minute while the teacher records any errors.
AUTOReading (Grades 2-6)	A suite of automated assessments designed to measure a student's decoding, word identification, and comprehension skills across all grades.
aReading (Grades 2-6)	A computer-based test that measures a student's broad reading skills.
Math	
Early Math (Grades K-1)	Students complete three subtests that measure important beginning math skills related to numeral names, number sequences, and quantity discrimination.
CBMmath Automaticity (Grades 1-6)	A timed computer-based assessment of math fact mastery. It measures a student's automaticity with basic math facts (addition, subtraction, multiplication, and division) with both single-skills and mixed skills.
aMath (Grades 2-6)	A computer-based test that measures a student's broad math skills.

Following each screening period, teachers and intervention staff meet to review screening scores. Scores, along with classroom performance, are used to make decisions about what additional support students may need to help them meet grade level expectations. Academic and behavior interventions can be categorized as either Tier 2 (within the classroom) or Tier 3 (with an interventionist/school counselor).

All students receiving interventions have regular progress monitor checks to see if their skills are improving. These tests are given weekly to monthly, depending on what each student's needs are. At the end of an intervention cycle, post-intervention meetings are held to discuss whether to change, continue, or discontinue the intervention.

Both screening and progress monitoring score reports will be shared with families during conferences and at other times during the school year. These reports help the teacher, student, and family know if the student is on target to meet the end of the year expectations. If you have any questions regarding your learner's screening or progress monitoring scores, please contact their classroom or intervention teacher.

Family Review & Acknowledgment

The student/parent handbook is an important resource for understanding school expectations, procedures, and supports. Families are encouraged to review the handbook together so students and parents/guardians have a shared understanding of school responsibilities and expectations. Please return the bottom portion of this document to your child's classroom teacher.

Here is the link to the digital copy of the handbook: https://bit.ly/3Swaf3n

Here is a QR code to access a digital copy of the handbook:



Please return this portion of the acknowledgement to your child's classroom teacher.

By signing below, we acknowledge that we have reviewed the student/parent handbook and understand our responsibility to become familiar with its contents.

We also understand that the handbook provides general guidance and that school administration may address individual situations as appropriate and in accordance with district policy.

Student Name: _____

Grade: _____

Teacher:_____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____