

MURRAY COUNTY CENTRAL ELEMENTARY SCHOOL PARENT AND STUDENT HANDBOOK

Independent School District 2169



Elementary Office: 507-836-6450 www.mcc.mntm.org

Murray County Central Elementary School...
Preparing all students for a successful tomorrow.

This Institution is an Equal Opportunity Provider
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Parent & Student Handbook

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[Internet Use Agreement](#)
[Reunification Form](#)
[Statewide Testing Refusal Form](#)

INTRODUCTION

Thank you, parent(s)/guardian(s), for the opportunity to help educate your child(ren). Thank you, students, for your best effort and for being a part of our school family.

Our school's purpose is to provide the best possible learning environment for our students. This can be accomplished through cooperation among the homes, schools, and communities of our district. The information found in this handbook will be of value to all parents and especially useful to those families new to the community. It will inform you of school practices and policies and help us keep the communication door open. We suggest that you keep the handbook in a convenient location since you may wish to refer to it throughout the school year.

If you have questions not answered in this handbook, or if you would like an item from the handbook clarified, please call the elementary principal at 507-836-6450. Thank you again for the opportunity to educate your children.

OUR SCHOOL DAY

STARTING TIME AND ENDING TIME

The school day at West Elementary starts at 8:00 and dismisses at 3:05. The Central Building (K-1 students that attend at Central) start school at 8:00 and dismiss at 3:08.



SUPERVISION BEFORE AND AFTER SCHOOL

Supervision will be provided for students starting at 7:45 a.m. each day. **Students should not arrive at school before 7:45.** This includes the students who attend at Central or wait at Central for a bus transfer to West. During inclement weather, students may wait inside the building. Because there is no formal supervision following dismissal, students are encouraged to leave the school grounds unless they have to stay for school related business.

DROPPING OFF & PICKING UP CHILDREN AT SCHOOL

DROPPING OFF AT CENTRAL BEFORE SCHOOL STARTS:

Drive on Juniper Avenue and turn onto the access road by the playground. Continue through the lot towards the competition gym doors, on the west side. Stop in front of the doors. Now your child can safely enter/exit your vehicle on the correct side of the street. Staff will be available to direct your child(ren) and traffic. Continue driving and turn left onto 29th Street to exit back onto Juniper Avenue.

DROPPING OFF / EARLY PICK UP AT CENTRAL DURING THE DAY:

To drop your child off: Enter the lobby through the main north doors and ring the doorbell. Your child will be allowed to enter and proceed to their classroom.

To pick your child up: Enter the lobby through the main north doors and ring the doorbell. Your child will be sent to the lobby.

PICKING UP AT CENTRAL DISMISSAL TIME:

Parents will wait outside the building, by the gym doors, on the west side of the building. Teachers will dismiss the students at 3:08.

For the safety of all students, we cannot have people loitering in the hallways. If you have a specific concern, or need to visit with a teacher, please speak to the school secretary.

DROPPING OFF CHILDREN BEFORE SCHOOL STARTS AT WEST:

Drive on Forest Avenue (the street right in front of the school). Stop at the crosswalk stop sign. Now your child may cross in the crosswalk with the assistance of a school patrol member. Please don't drive through the parking lot to drop children off. **Children should not arrive at school before 7:45 a.m.**

PICKING UP CHILDREN AT DISMISSAL TIME AT WEST:

Parents should line up on 26th Street only and enter the one-way parking lot. Drive all the way to the end of the building and your child will come to your car at 3:15.

DROPPING OFF OR EARLY PICK UP AT WEST:

To drop off: Enter the building through the main front door entrance and ring the doorbell. Your child will be allowed to proceed to their classroom.

To pick up: Enter the building through the main front door entrance and ring the doorbell. Your child will be sent out to the entrance.

SCHOOL GUIDELINES

ATTENDANCE, ABSENCE AND TARDINESS

The school doors open at 7:45 a.m. at Central and at West. It is extremely important to build good habits of being present and on time.

Please do not let your child arrive at school before 7:45 in the morning. Supervisors are on duty at 7:45 a.m. at both buildings.

ATTENDANCE GUIDELINES

- If a student arrives late, but by 8:30, they will be counted tardy.
- If a student arrives after 8:30, they are counted absent for the morning.
- If a student is absent in the morning and returns to school by 12:00, they are counted absent for the morning only.
- If a student is absent in the morning and returns to school after 1:00, they are counted absent for the afternoon.
- If a student leaves before 2:00, they are counted absent for the afternoon.

FOR AN ABSENCE TO COUNT AS EXCUSED, A PARENT OR GUARDIAN MUST NOTIFY THE HOMEROOM TEACHER DAILY (OR SEND AN EMAIL) BY 3:00 PM THE SAME DAY.

If you would like to make arrangements to get homework for your child, you must notify the teacher, before noon, on the day of the request. A student will have two days to make up their work for a one-day absence, and four days to make up their work for a two-day absence, and so forth.

If students are absent due to illness, they **may not attend** any extracurricular activities for the dates missed.

The decisions to count students absent or tardy are based on how the same situation may be

handled in the workplace. Our goal is to teach students to have good attendance and to arrive at their “job” on time.

Minnesota State Law and the Minnesota Department of Education regulations require daily attendance in school for every day that school is in session. It is critical for students to have consistent attendance in order to be successful and have a positive learning experience while in school. If your child is absent, please call or email the school 507-836-6450 by 3:00 p.m. An answering machine is available to take your calls 24 hours a day, 7 days a week. An absence will be excused for a child who has been ill upon receiving a parental phone call or upon the presentation of a written excuse from the parent stating that the child was ill and unable to attend school. **If absences are considered to be in excess of normal absenteeism a medical doctor’s certificate may be requested, or the building principal may arrange a meeting with the Health Office Coordinator, school counselor, and teacher to discuss the absences.** If your child is absent for 3 consecutive days without a phone call from the parent, school personnel will call to check on the student.

ATTENDANCE LETTERS

If a student has three (3) days of unexcused absences, or a combination of five (5) excused and unexcused absences during a school year or their overall attendance falls below 90% in a trimester, a letter will be sent home to parents notifying them of the number of student absences and /or tardiness to class.

Should a student reach (5) five unexcused days during the school year a second letter of notification will be mailed to parents and a parent meeting will be scheduled. If a student receives (7) seven unexcused absences, a file will be reported to truancy/educational neglect (ADD).

The purpose of the attendance is twofold: first, the goal is to encourage exemplary attendance and secondly, to avoid any truancy matters that are associated and fixed in Minnesota State Statutes. According to the state of Minnesota, a student is considered chronically absent if they miss 10% or more of days enrolled at school. Administration reserves the right to determine whether an absence is considered excused or unexcused, particularly in cases of excessive absenteeism. In such cases, the school may require a doctor’s note or additional documentation to excuse further absences.

DISCIPLINE

Students are expected to demonstrate safe and respectful behavior to all members of the school community at all times during the school day. Students that violate this expectation may receive an ODR (Office Discipline Referral). A student will serve detention after school for every third ODR received. Detention is for students in grades 4-6 only.

The teacher or principal will speak to the student to discuss what can be done differently to correct the behavior, and to avoid getting future ODR’s.

The parent/guardian of the student will be notified by email, phone call, or a paper copy with details of the misconduct, and if necessary, a detention date.

If misconduct is considered to be in excess, the teacher(s), principal, and school counselor may meet to arrange a meeting to discuss a plan of action.

CLASSROOM VISITS

You are encouraged to visit your child’s classroom. We consider your visits to be an indication

of your interest in your child's education. All parents are encouraged to visit the classroom; however, we ask that if at all possible, preschool children not be brought along when observing classroom instruction. We have found that their presence disrupts the classroom. They are welcome to attend classroom plays and special activities.

CUSTODIAL AND NON-CUSTODIAL PARENTS

Parents should provide the school with a copy of the child's birth certificate or other legal document showing the names of the natural parents or guardians.

Neither natural parent is presumed to have a right to custody or decision making over the other parent, unless there is a court order. Separation or divorce does not change the legal rights of the parents, unless there is a court order defining those legal rights.

Parents must provide the school with any court order showing the rights of the natural parents or other individuals. The court order must be the most recent court order concerning the child. Updated and amended versions must be provided to the school as soon as possible.

Noncustodial parents may meet with their child's teacher and other school staff, may obtain a copy of school records, and may arrange to receive parental communications from the school, unless there is a court order stating otherwise.

Parents must not attempt to put their child's teacher or any other school staff in the middle of their parental disagreements.

Parents must not cause a disruption at school regarding private disputes. Individuals who do so may be asked to leave the school.

STUDENT GUESTS

Only students enrolled at Murray County Central Elementary are permitted to attend classes at MCC. Special arrangements may be made through the principal if there is academic value associated with a guest attending classes. Former students may make arrangements to visit with the teacher(s) after school dismisses.

VOLUNTEERS

We would like to invite any parent or member of the community interested in donating time to the school program, to call the school office to receive information on how they can help. Classroom volunteers, speakers, and library supports are always appreciated.

SCHOOL TELEPHONES

The school secretary is on duty in the office from 7:30 to 3:30 each school day to receive calls. The MCC Elementary office phone number is 507-836-6450. An automated telephone system with voice mail is available for your convenience. You may leave a message for your child or for your child's teacher by using this system.

Students are to use the school phone only with their teacher's permission, and only for important business. Any time your child is involved in an after-school event with a school team or going to a friend's house, it should be arranged with you before school that day. We do not allow students to use the phone to ask permission to play after school. ***Parents should call before 2:00 with any messages for their child(ren) regarding bussing or after school activities.***

EXPECTATIONS FOR ELECTRONIC DEVICES AT SCHOOL

Students are discouraged from bringing electronic devices used for communication or otherwise to school. If it is necessary, the device should be turned off, and kept in the student's book bag in their locker, during the school day. Please know that there are no locks on student lockers.



Students may use their cell phones, smart watches, Gizmos, etc. to call home after school activities.



Students must get permission to use their cell phones, or other devices, for any reason, during the school day.

If permission is not obtained, students will be asked to remove their phone, smart watch/ Gizmo during school hours. Students may lose the privilege of bringing the device to school if used at inappropriate times or in an inappropriate manner. Parents may need to pick up devices in the office at the end of the school day.

Some electronic devices, such as reading devices, may be allowed. The student must get permission for use from their teacher.

ON FIELD TRIPS

If parents feel that it is necessary for their child to take a cell phone on a field trip, please know that the following procedure will be followed.

1. The student must turn the cell phone in to the teacher at the beginning of the trip.
2. The cell phone must be turned off so it does not interfere with the speaker or field trip events.
3. Students may pick up their cell phone from the teacher at the following times:
 - a. at the end of the trip so they can call home
 - b. during the trip if it is an emergency

The school is not responsible for lost or stolen electronic devices.

If the above expectations are not met the following consequences will apply:

- 1st Offense – Warning: The device will be turned into the office and the student may pick it up at the end of the school day.
- 2nd Offense - Warning: The device will be turned into the office and the student may pick it up at the end of the school day. The parent(s) will be notified by phone or by email.
- 3rd Offense – The device will be turned into the office and a parent will need to pick it up.

VISITORS

We ask that ALL VISITORS enter from the north doors at Murray County Central High School and the east door at MCC West Elementary building. Please stop in the office at both buildings to sign in and to get a Visitor's lanyard. We thank you for ensuring the safety of our children.

STUDENT RECORDS

The school district maintains information necessary to carry out an effective educational program for each child. Parents have the right to examine the contents of their children's records. Others having access to the records include school staff having a legitimate educational interest in the child; another school district; a college or educational institution in which the student may enroll; and the courts when a record is requested by judicial subpoena. Only with written parental consent will a student's record be available to any other party.

BULLYING

Please see ISD 2169 School Board approved [**BULLYING PROHIBITION POLICY 514**](#) that is referenced in this handbook.

CHEATING

Any student caught cheating on a test, homework assignment, or any other academic school area may receive a “zero” for that assignment and an ODR (Office Discipline Referral).

SCHOOL PROPERTY

Students are expected to be responsible for all assigned textbooks, library books, desks, electronic devices, and all other school property issued to them during the school year. Students will be expected to pay for property that is either lost or damaged.

THE SCHOOL OFFICE

TEACHER REQUEST

Homeroom Placement: The placement of students is a lengthy process that begins in the spring of the year, and is finalized around August 1. Student information is received from parents, teachers, counselors, social workers, Title I staff, special education staff, and administrators. Student placement is individually determined by many factors: learning style, teacher style, educational needs, boy/girl ratio and class size. Current classroom teachers carefully consider homeroom placement for the next year.

Parents and guardians who wish to request specific teachers for their child for the upcoming school year must do so in person with the principal April 1st through April 30th. This ensures that all requests are handled confidentially and fairly. The principal will be available during designated hours in April to discuss your child’s needs and any preferences you may have regarding their teacher placement. Please note that while we strive to accommodate requests, we cannot guarantee placement due to class size, teacher availability, and other factors that contribute to balanced and effective classrooms. We appreciate your understanding and cooperation in this process.

ADDRESS CHANGE

Parents are asked to complete a Student Information Form at the start of each school year. Families who have a change of address or telephone number during the school year should report these changes to the office so records can be kept up to date and we have correct information if we need to contact you in case of an emergency or other school related reasons.

BREAKFAST, LUNCH AND MILK

Breakfast and lunch are offered to all students at no cost. *Breakfast is served at the start of each school day beginning at 7:45 on regular school days. A grab and go breakfast is available at 9:45 on late start days.* A school lunch, with milk included, is served each day. Students and visitors are encouraged to eat meals prepared by the school. Students may bring their own lunch from home. **Parents should pay in advance for any charges on their child’s account (milk only, second milk).** No candy or pop is allowed in lunches sent from home. Free/reduced lunch applications are available in JMC Parent Portal, in the office and on the school’s website. *The district encourages all parents to fill out an application.* Breakfast and lunch menus are available on the school’s website. See Civil Rights Statement in this handbook.

HOMEBOUND INSTRUCTION

If your child is going to be or has been absent from school for a period of 15 consecutive days, or more, please call the school for homebound instruction information. Regular communication during an extended absence is greatly appreciated so the school knows when the student is ready for assignments.

HEALTH GUIDELINES

ACCIDENTS/INSURANCE

All accidents which are incurred by children during that portion of the day when they are under the supervision of the school should be reported to the classroom teacher or teacher on duty immediately. Parents will be notified by telephone of any serious injury to their child. The school district DOES NOT carry insurance to cover accidents to children that occur in the course of the school day. This includes accidents resulting in eyeglasses being damaged or broken.

COMMUNICABLE DISEASES

Please keep your child home when he or she shows signs of illness such as nausea, vomiting or fever. If your child has a fever, we request that s/he doesn't return to school until your child is fever free for 24 hours. Your child should also be free of vomiting and diarrhea for 24 hours. When calling the school to report that your child will be absent due to illness, please list your child's symptoms and diagnosis.

Sore Throat/Fever: Illnesses such as tonsillitis are usually self-limiting, but serious complications can occur. These include rheumatic fever, ear infections, strep throat, and kidney infections. Again, if your child has a fever please keep your child home until s/he is fever free for 24 hours without using fever reducing medication.

Skin/ Rash Infections: A child with a skin rash should receive treatment and have a written permission from his/her family doctor before coming back to school.

PRESCRIPTION MEDICATION

Parent(s)/guardian(s) of students requesting that prescription medication be administered during school hours by school staff are required to provide for the school:

- a. A statement from the physician for the administration of medication.
- b. A parental release for the administration of medication.
- c. The medication in the original, properly labeled pharmacy container.

Please note that a new Physician's Order/Parent Consent Form for giving prescription medication needs to be completed on a yearly basis. An adult must bring all prescription medication to school and there are no exceptions. The Health Office Coordinator will notify parent(s) /guardian(s) once when the student has a two-week supply of medication left. It is your responsibility to bring more medication to the school in a timely manner. If you have questions please call the Health Office at 507-836-6450.

OVER THE COUNTER MEDICATION

When students are not feeling well, yet well enough to attend school, they often require the need of cough drops, Tylenol, Motrin, or other over the counter medications to help alleviate their symptoms. We have a limited supply of cough drops and Tylenol for emergency situations, so we request that the student's parent(s)/guardian(s) send these supplies with the students when they may need them during the school day. Please send the over the counter medication in the original bottle with the student's name, name of medication, dose of medication, and time the medication should be administered. Students may bring the over the counter medication with them to school, but it must be taken directly to the Health Office upon

their arrival. The medication will be kept in the Health Office and administered by the Health Office Coordinator or trained staff. Students may keep cough drops with them, but may not take one during recess or gym. Students should let their teacher know prior to using a cough drop, as they are a choking hazard.

IMMUNIZATION LAW

Immunizations: Minnesota Statutes, Section 121A.15, requires all students enrolling in an elementary or secondary school to show evidence of immunization or a legal exemption for medical reasons or conscientiously held beliefs. Minnesota law requires every student enrolled in school to be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, and varicella. Students enrolling in the 7th grade must also receive the meningococcal and Tdap (tetanus, diphtheria, and pertussis) vaccinations. Exemptions to this law may be made by:

- A statement from a physician indicating that the immunization is contraindicated for medical reasons
- A notarized statement signed by the minor child's parent/guardian or by the emancipated person because of a conscientiously held belief.

Students who do not meet the criteria listed above will not be allowed to attend school.

HEALTH CODE

Please contact the school if there is an illness or hospitalization. All school injuries are to be reported to the Health Office Coordinator.

Serious injuries will be recorded on the health card. All students who become ill at school will report to the office. The Health Office Coordinator or secretary will contact the parent(s). Parents are expected to provide transportation home for the student. **We request that your child stay home from school until he/she is fever free for 24 hours.**

HEALTH SERVICES INFORMATION

The Health Services Coordinator or designee will assist students when they are ill, have general charge of health records, assist in the immunization programs, and provide vision and hearing screenings to students upon parent or staff requests and coordinate Allergy Action, Asthma Action, Individualized Health Plans, and Special Diet Statements.

Students who become ill must report to the Health Services Coordinator or the principal's secretary before leaving school. Students are not allowed to notify their parents to pick them up due to illness prior to seeing the Health Services Coordinator. In the absence of the Health Services Coordinator, authorized personnel will assist students with dispensing medications and general health needs. Students leaving school without authorization from the Health Services Coordinator or appropriate office personnel will receive an unexcused absence.

Vision and Hearing Screenings are available upon request for any student. Please contact the Health Services Coordinator to request a screening.

HEALTH PLANS AND BUS CARDS

All health plans, such as Asthma Action Plans, Food Allergy Action Plans, Seizure Plans, and Diabetic Plans need to be updated on a yearly basis.

Parent(s)/guardian(s) may contact the Health Office Coordinator for a new form. All updated health plans should be signed by the student's physician and parent(s)/guardian(s) and reviewed with the

Health Office Coordinator and appropriate staff prior to the first day of school or as soon as updated.

It is important that school bus drivers are aware of student health concerns. **Therefore, we request that parent(s)/guardian(s) contact Ludolph Bus Company to discuss any major and/or significant medical concerns and complete a Bus Emergency Health Care Information Card.** Please contact the Health Office Coordinator for a health card. The health card needs to be updated on a yearly basis or more frequently if there is a change in health status.

DRESS CODE

The administration and staff of Murray County Central Elementary School earnestly seeks the cooperation of all parents in the manner of proper dress and appearance of students. We believe a correlation exists between good grooming, personal attire, personal/public respect, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct.

The School District has a legitimate educational interest in promoting respect for authority, decency, and civility among students and in protecting the safety of its students. A dress code is designed for maximum student comfort, while maintaining an environment conducive to learning. Recognizing these educational interests, the following dress code applies to both genders and will be enforced in school and at school-sanctioned activities.

1. Clothing is to be worn in the manner in which it was designed to be worn.
2. Students are not to wear hats, bandanas, or other types of headgear except when special permission has been granted for a school sponsored activity or a specific unit of curriculum study.
3. Students will not be allowed to wear clothing or display body markings that promote alcohol, tobacco, drugs, violence, or obscene language. Obscene language refers to swearing, obscene gestures, sexual comments or overtones, or any article of attire with printings or drawings that may be objectionable to the decency of other students/staff.
4. Shorts, skirts/dresses will be no shorter than mid-thigh in length. Some sleeveless types of clothing are appropriate while others such as halter tops, spaghetti strapped tops, tops with low necklines, and shirts or blouses that expose the midriff or back will not be worn at school unless there is an appropriate t-shirt underneath the sleeveless article of clothing. Pants and shorts are to be worn at the waistline. Pajama bottoms are not allowed. See-through garments are not allowed.
5. As a matter of safety, students are discouraged from wearing flip-flop type sandals to school. Tennis shoes are required every day for PE class.
6. If your child has toileting accidents, a change of his/her clothing should be left at school. In the event that clothing is borrowed from the school, it should be laundered by the parent and returned to the Health Office as soon as possible.

DRESS CODE PROCEDURES

Any article of clothing apparel, hairstyle, cosmetics, or jewelry even if not specifically mentioned above, which poses a threat to the health, safety or welfare of the student or others, or disrupts the educational process, is not acceptable. Our schools are a place for the business of education; students grooming and dress must be appropriate to both the school setting and weather.

Enforcement or exceptions to the enforcement of the dress code and other special circumstances are listed below.

1. When in the judgment of the administration, as student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to health or safety of the student or others, the student will be directed to make

- modifications or parents will be notified to bring the student appropriate clothing.
2. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents.
 3. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

The basic responsibility for maintaining the suggested dress code standards rests with the parents/guardians. It is the hope of MCC Elementary to make academics the focus of the school day and not student dress.

ELEMENTARY SPECIAL CLASSES

ELEMENTARY BAND

The Elementary band is comprised of students from grades five and six. After a series of checks on the proper instruments and with teachers' recommendations, children begin band at the beginning of 5th grade. Band students are provided with group band practices and small group lessons. The main objective of the Elementary band is to build fundamentals and to prepare students for the Junior and Senior High Bands. The Elementary band performs for one or two programs during the school year. Small group performances are provided for school and community organizations.

INSTRUMENT RENTAL AND FEE

If a student uses a school owned instrument the student will be charged a rental fee. This fee must be paid prior to participation. The student is responsible for all the care and maintenance of rented equipment.

GENERAL MUSIC

MCC elementary age children have music instruction with a music specialist. The students are exposed to all basic fundamentals of music and have opportunities to participate in many music activities. Performance, composing, and instruction on music fundamentals are all part of the elementary music program. When programs are presented, students may be asked to wear certain attire.

ENGLISH AS A SECOND LANGUAGE

The ESL Program is designed for non-native English speakers who have difficulty with written or spoken English. The program provides an appropriate language instruction educational program to help students succeed in academic subjects and learn English. Students remain in the ESL Program until they reach proficiency in academic English. Parents may remove their child from the program at any time by sending a written request to the school.

LIBRARY

Students, teachers, and parents may checkout library books. Students may use library materials for one week, plus renewing privileges. Teachers and parents may checkout books for as long as the books are needed, but all materials are subject to return upon request. Library fines are only assessed for lost or damaged materials.

PHYSICAL EDUCATION

Students in grades K through 6 participate in physical education class daily with a specialist. This is a period of planned physical activity organized and supervised by the physical education instructor. The objectives of physical education class are fitness, motor development, sportsmanship and team play.

If a child is to be excused from a physical education class over a period of time, a statement from his/her doctor is required. Students must wear tennis shoes to physical education class every day. If a student wears a skirt or dress to school, shorts or pants must be brought along for use in physical education class.

PSYCHOLOGIST

District 2169 shares the services of a certified school psychologist with other schools. The school psychologist is responsible for servicing the special needs of the school districts population from ages zero to twenty-one. Some of the duties of the school psychologist are consultation with teachers/parents, crisis intervention (i.e. suicide threat), and short-term counseling.

The school psychologist does not make mental health diagnoses. The school psychologist is also part of a comprehensive multi-disciplinarian assessment team that assesses students who are having academic, social, emotional and/or behavioral difficulties. Parents should be aware that their child would NOT be assessed and/or counseled without the school psychologist or other school personnel first contacting the parents and receiving written permission for the school psychologist to see the student. Please regard the school psychologist as a resource to refer to if you as a parent have any concerns or questions regarding your child.

SCHOOL BASED MENTAL HEALTH PROGRAM

MCC Elementary has a school based mental health practitioner that assists students with friendship, family and personal issues. Please contact the school if you believe your child needs these services.

SPEECH

A Speech Language Pathologist is employed by District 2169 to work with children having difficulties with articulation, language, voice, and fluency. Children who qualify for services begin an individually designed program of speech services which is reviewed annually until it is either determined that the child has accomplished all goals appropriate to age or ability level, or if a three-year reassessment is found to no longer qualify for services because skill levels have significantly improved.

TESTING PROGRAM

A variety of formal and informal assessments are used to diagnose the educational achievements of children. Some of these instruments are:

- Pre-school: Early Childhood Screener
- 3 – 6: MN State Comprehensive Assessments III/IV (MCAIII – Reading & Math, MCAIII or MCAIV - Science)
- Pre-school – 8: FastBridge
- 4 – 12: CAPTI Basics

The testing program is established to give teachers, students, and parents guidelines in helping to provide the best education possible for each youngster in the school. Any questions about testing results can be discussed at conferences or at the special request of the student or parent involved. All results are kept completely confidential.

TESTING ASSESSMENTS

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

Parents/guardians have a right to not have their student participate in state-required standardized

assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate.

TITLE 1

Title 1 is a federally funded program whose purpose is to improve the academic opportunities of students who are functioning below grade level in reading and math. Its goals are to help students succeed in the regular classroom, attain grade level proficiency, and improve their academic achievement. Parental permission must be received before regular, planned supplemental service can take place. Title 1 students receive supplemental service in language arts and math. They may receive additional instruction in the classroom and/or in the reading/math lab.

Supplemental instruction is provided by a teacher or paraprofessional. The Title 1 program strives to teach and reinforce skills that will help your child reach grade level proficiency. For more information on the Title 1 program, contact your child's school.

GENERAL INFORMATION

AFTER SCHOOL PLANS

Please send a note along with your child if there is a change in going home plans. Telephoned messages should be received before 2:00 p.m. Your child will be sent home, or to their usual after school location if we do not get a note or a phone call. **If you email the teacher and do not get a reply, assume the teacher did NOT get the email.** Due to teacher absences, field trips, or technology problems, email may not be checked.

BICYCLES/SKATEBOARDS/SCOOTERS

Children in grades 2 – 6 are welcome to ride their bicycles to school. We recommend that all students wear a helmet if they ride their bikes to school. All safety rules must be followed and bikes are to be parked in the racks during the school day.



We ask that youngsters in kindergarten and grade one do not ride their bicycles to school, due to the safety factors involved. Students must assume responsibility for their own property. No student may ride a bicycle, skateboard, or scooter that belongs to another student. Bike riders and walkers are dismissed at the West site prior to the arrival of the buses.

DIRECTORY INFORMATION

Directory information is information provided to the public. Minnesota law prohibits schools from including a student's home address, telephone number, email address, or other personal contact information as directory information. This differs from the federal FERPA definition, and Minnesota schools must exclude this personal contact information. Designated directory information is considered public data and can be disclosed without prior consent unless a parent or eligible student opts out. Parents and eligible students have the right to refuse to allow specific data to be designated as directory information. Schools must provide annual notice of this right and the opt-out process.

FIELD TRIPS

Field trips are organized to help students understand the connection between the knowledge they gain in the classroom with the outside world. Information about each specific field trip outside District 2169 will be sent home prior to each trip.

HOMEWORK

A daily homework time at home is encouraged. We encourage parents to connect with their children

each night; reading a book, helping with any homework, playing a game, and eating supper discussing how their day went. Engaging with your children will increase their success in school and life. Younger students benefit from practicing reading and math. Older students may have assignments to complete at home. It is recommended that students struggling to complete homework attend Homework Help, which runs 3:15-4:00 on M-Th. Each grade level will collaborate to limit the amount of homework. Please contact the classroom teacher and/or principal with any questions or concerns regarding homework.

LATE STARTS

Late starts will always be two hours later than the normal start time. Dismissal time will be unchanged. Late starts are announced through our parent notification system, and local radio/TV stations, as are early dismissals.

LOST AND FOUND

Please put your child's name on all school supplies, boots, gym shoes, caps, scarves, mittens, etc., so we can return them if they are lost. Remind your child to check in the "lost and found area" located in each building when something has been lost at school. Parents are also asked to check the lost and found area when they visit school. Unclaimed items will be donated to Goodwill or the like.

HEALTHY SNACKS

MCC Elementary provides a healthy snack option for each classroom. Families have two ways to participate:

- Option 1: Monthly Snack Fee
 - Pay \$20.00 per month, and the school will supply healthy snacks for your child's classroom.
- Option 2: Provide an Approved Snack
 - Provide a healthy snack to share with your child's homeroom on the first of each month. The snack must come from the district's approved snack list. (Example: If your child has 20 students in their homeroom, send or bring 20 healthy snacks to school at the beginning of the month.)
 - Approved snacks include items such as whole grain crackers, granola bars, and fresh fruits or vegetables. Please do not send cakes, cookies, candy, or similar items, as these do not meet district guidelines.
 - Families who choose Option 2 will be provided with the district-approved snack list. Please contact the Health Office or Elementary Office for more information or to obtain a copy of the list. Items not on the approved list cannot be served to students.

BIRTHDAY TREATS

Our goal is to promote health and wellness for all students. Birthday treats are not required. Families who choose to send a treat for their child's birthday are asked to keep it simple and consider a non-food option, such as stickers, pencils, or small trinkets, or a healthy snack from the district-approved list.

GUM

No gum allowed. There may be special circumstances when gum chewing will be allowed, but that will be left up to the teacher.

INVITATIONS

Birthday party invitations and all other invitations should not be handed out at school.

PARENT/TEACHER CONFERENCES

Parent/Teacher/Student conferences are held each year. The conference is a very important meeting

among parents, teachers, and students where the welfare of your child and his/her education can be discussed. Each conference lasts fifteen to thirty minutes. If you cannot attend at the assigned time, you may contact the teacher to reschedule an appointment. Your child is encouraged to attend his/her conferences.

ANIMALS IN THE CLASSROOM

In order to minimize exposure to animal allergens at school, the following guidelines are to be followed:

- Parents must consult the classroom teacher prior to bringing the animal/pet to school to determine any student allergies or sensitivities. A predetermined outside area should be arranged instead of bringing the animal/pet inside the building due to air quality concerns.
- Keep animals in cages or properly restrain the animal/pet; do not let any animal/pet roam.
- Use alternatives to animals if possible.

RECESS

On all days, except when it is raining or when the temperature or wind chill is below (-10) negative ten degrees Fahrenheit, children will go out to the playground for supervised play. If your child is unable to participate in recess due to health reasons, please make a written request to your child's teacher. The request should include an explanation for the child remaining inside. It should also state the number of days for which the request is being made. Requests for more than five days must have doctor's confirmation. The principal or recess supervisor will let the children know when they need to begin bringing caps, snow pants, mittens and boots as well as their coats every day. They should continue to bring all of these items until the supervisor tells them to stop. This ensures that all students will be prepared for the ever-changing Minnesota weather. Boots are worn for warmth as well as for the snow.

SAFETY PATROL

There is a school safety patrol provided by some of the 5th and 6th grade students. They will be on duty before and after school to help provide safe crossings for the students at the West site. Adults provide school patrol service in the morning at the Central building. It is absolutely essential that students and parents obey the patrol officers. Parents can help by dropping off children at designated locations and by encouraging their children to obey the patrol crossing guards.



MATH MASTERS

For those students that wish to challenge themselves mathematically, there are math competitions in fifth and sixth grade to enhance the classroom work that occurs. These competitions usually are held in the spring. The competition is normally held in Worthington. Practices occur after school for about two and a half months prior to competition.

SPELLING CONTESTS

Students in Grades 4-6 will compete in a local contest in December. The local winner will compete at the Regional Spelling Bee in February for the right to qualify for the State Bee in late February/early March.

SCHOOL PARTIES

Some grades have classroom parties that generally last about an hour. Your child may be asked to provide a treat, beverage, or game for the day. Any treats and/or beverages sent from home must be from the district-approved snack list.

WEATHER EMERGENCIES

Tornado: In the event of a tornado warning (where a tornado has been sighted in the area), the children will not be dismissed from school, but will be taken to the location assigned to their class for tornado drills. Under these circumstances, children will be dismissed from school only if a parent comes to the principal's office for them.

COLD WEATHER AND AFTER SCHOOL ACTIVITIES

When the temperature or wind chill drops below (-10) negative ten degrees Fahrenheit, students should not walk to their destination. Parents should make arrangements for their child to be picked up.

WINTER STORMS

When winter weather sets in during a school day, administration will dismiss school early if deemed necessary. In the event that the weather deteriorates rapidly and isn't safe to send the buses out, you may come and get your child from school, if you choose.

WEATHER INFORMATION

In the event of inclement weather, late starts, school cancellations and closings will be announced over KJOE radio station 106.1, KLOH/KISD radio station 98.7, KELO t.v. station, MCC's Parent Notification System, MCC's Facebook page and @MCCSchools on Twitter.

DRILLS: TORNADO, FIRE, LOCKDOWN

Students will practice tornado, fire, and lockdown drills numerous times per school year. Students will be instructed of the plan for each drill and practice it. Announcements or notifications will be made each time to initiate the drills.

WITHDRAWING OF A STUDENT

In case of a change in residence where your child must be withdrawn from school, please notify the office or your child's teacher at least 2 days before date of departure. This will enable the personnel involved to complete the necessary paperwork and help your child receive a better start in his/her new school. A "Release of Information" form should be signed at your new school so that the necessary information can be sent to the new school.

SCHOOL BUS GUIDELINES AND EXPECTATIONS

Riding the school bus is a privilege provided to students to ensure safe and efficient transportation to and from school and school-related activities. To maintain safety for all passengers, students are expected to follow the guidelines below at all times while riding the bus.

School Bus Safety Guidelines:

- Remain seated while the bus is in motion.
- Keep hands, feet, and personal items to yourself and inside the bus at all times.
- Use respectful language and behavior; no yelling, swearing, or inappropriate gestures.
- Follow directions from the bus driver promptly and respectfully.
- Do not throw objects inside the bus or out of the windows.
- Keep the aisle clear of backpacks and other items.
- Refrain from eating or drinking on the bus unless given permission by the driver.
- Maintain appropriate behavior at the bus stop while waiting for pickup or drop-off.

Bus Violations:

Bus violations may include but are not limited to:

- Disrespect toward the driver or other students
- Unsafe behavior (e.g., standing while bus is moving, pushing, throwing items)
- Vandalism of the bus
- Use of obscene or threatening language
- Repeated failure to follow driver instructions
- Fighting or physical aggression
- Bullying or harassment
- Possession of prohibited items on the bus



Consequences for Bus Misconduct:

Consequences for bus violations will be determined through collaboration between the school principal and the bus company. Factors such as the nature of the violation, its severity, and the frequency of incidents will be considered when assigning consequences.

Possible consequences may include:

- Verbal warning from the bus driver or principal
- Parent/guardian contact
- Assigned seating
- Temporary suspension from the bus
- Long-term suspension or permanent loss of bus privileges
- Restitution for damages, if applicable
- Additional school-based consequences if warranted

Students must have a note from a parent in order to get off at a different bus stop. Students will not be dropped off at places off the normal bus route.

Our priority is to ensure the safety and well-being of all students. Cooperation from students and families in supporting these expectations is appreciated.

If you have any questions regarding this policy, please contact the school office.

SPECIAL EDUCATION GUIDELINES

WHICH CHILDREN QUALIFY FOR SPECIAL EDUCATION SERVICES:

Children and youth may have communication, academic, social/emotional or physical problems, and are entitled to special instruction and services. Minnesota law provides that school-age children with the following handicaps are eligible for special education:

- Developmental Delay (0-6 years old)
- Other Health Impaired
- Deaf/Hard of Hearing
- Visual Impairment
- Speech/Language Impairment
- Physically Impaired
- Developmental Cognitive Delay - Mild to Moderate
- Developmental Cognitive Delay - Severe to Profound
- Emotional/Behavior Disorder
- Specific Learning Disability
- Autism Spectrum Disorder

- Traumatic Brain Injury

STUDENTS AND FAMILY RIGHTS IN EDUCATIONAL DECISION MAKING:

- Minnesota law provides that children with handicaps and parents are entitled to at least the following procedures for decisions involving identification, assessment, and educational placement.
- Parents must receive written notice before a special education assessment of their child is conducted, before a child is placed in a program, removed from a program or denied a special program or service.
- Parents must be provided an opportunity to meet with school officials in one conciliation conference when there is disagreement about the provisions of special education instruction and services.
- Parents may request a local informal due process hearing if after at least one conciliation conference they continue to object to proposed special education plans for their child.
- Parents may appeal the decision of the local school board to the Commissioner of Education, following the local informal due process hearing, if they continue to object to the proposed special education plans for the child.
- Parents may appeal the decision to the Commissioner of Education to the district court.

THE SCHOOL DISTRICT IS RESPONSIBLE FOR INFORMING PARENTS OF THEIR RIGHTS AND THE PROCEDURES NECESSARY TO EXERCISE THOSE RIGHTS.

How may special education services be provided to my child?

- in connection with the regular classroom
- in a special class
- through home or hospital instruction
- in other school districts
- in a state residential school or state hospital operated by a public school
- by contracting with public, private, or voluntary agencies
- by any other method approved by the Commissioner

Regardless of which method of special services is selected, the district of residence remains responsible for the educational program for the child.

The Murray County Central Elementary School Positive Behavior Intervention and Support Plan

Murray County Central School uses the Positive Behavior Intervention and Support Plan (PBIS) as their model for school discipline. This program focuses on explicitly teaching appropriate social skills to students in all school settings each fall through the Passport Training Program. After the skills are taught to the students, the staff expects that students will use the expected behaviors.

The Statement of Behavior Purpose for the school is:

“Everyone at Murray County Central Elementary School will treat each other with respect, take responsibility for their learning, and build a safe, positive, and successful school for all.”

The School Wide Behavior Expectations include:

Be Respectful Be Responsible Be Ready to Learn.

Another component of the PBIS program is on reinforcing the use of good social skills through incentives that children value. The incentives may be extra recess for the class or grade, receiving a pass to be first in the lunch line, a free assignment pass, etc.

When a student does not follow the expectations that have been taught, the teacher or supervisor will reteach the skill to the student and complete an Office Discipline Referral (ODR). The referral will be emailed to the parent so the parent will be informed about the behavior. The ODR is recorded on the discipline database. When three ODRs are accumulated, the principal will talk to the student and work on a plan for improvement. The parent may receive a phone call from the principal following the meeting with the student. If a student demonstrates a serious discipline offense, the principal will visit with the student immediately.

If you have any questions about the Positive Behavior Intervention and Support Plan at Murray County Central School, you may contact the principal.

MCC Little Rebels Preschool Program Information

Attendance:

If your child is unable to attend school for any reason, we ask that you please notify us. We worry when children are unaccounted for at the start of class time. If you know in advance that your child will miss school, a written note with the date(s) they will be gone is best. When your child is ill or unexpected things come up, please call and let us know. Please call the school at **507-836-6945**.

Email Communication:

Samantha Wynia: Samantha.Wynia@mcc.mntm.org

Melissa Kramer: Melissa.Kramer@mcc.mntm.org.

Payments:

Payments are due the first-class day of the month. All checks must be written to **MCC or ISD 2169**.

Dropping Your Child Off at School:

Your child's safety is our top concern. In order to ensure that a teacher will be in the classroom, please do not drop your child off more than 10 minutes before class begins. AM classes begin at 8:00. PM classes begin at 12:10.

All children should be dropped off at the Kindergarten doors, where a staff member will be waiting to welcome them.

If you bring or pick up your child through the front door, you will need to ring the bell to gain entry to the building and stop in the office for a visitor's pass each day. You will need to sign out at the office and drop off this visitor pass.

Picking Your Child Up at School:

Children often worry if parents are even a little late to pick them up. For your child's sake, please try to be prompt. AM classes end at 11:00.

PM classes end at 3:00. Please wait outside the Kindergarten door. We will bring the children to meet you.

For your child's safety, we need to know of any changes in how your child is being picked up or where they are going after class. A written note is the best way to inform us of changes. If you absolutely need to change plans after your child is at school please call the school.

Winter Storm Days:

We all know that Minnesota winters are very unpredictable, so here is what happens when that winter weather hits.

- If school is canceled, there is no MCC Little Rebels Preschool.
- If school is 2 hours late, morning Little Rebels Preschool classes will be from 10:00 - 12:00. Afternoon classes will be from 1:00 - 3:00.
- If school dismisses early there will not be afternoon Little Rebels Preschool.
- Please remember that the safety of you and your child are the most important things, if you think the weather is too bad to be out in, just let us know that you are not coming.
- Storm days will be made up when the MCC School District makes them up.

Dressing for Preschool:

Young children learn through actively using all of their senses. This means that we will often engage in "messy" exploration and art. Here's what we've found children are most comfortable wearing for these learning activities.

- *Play Clothes – We can't freely move and explore in our "fancy" clothes.
- *Tennis Shoes – Slip ons, sandals and dress shoes slow us down and sometimes cause stumbles.
- *Girls Dresses/Skirts – A pair of shorts slipped on underneath allows more freedom of movement without embarrassment.
- *Low rise jeans – With this style trend, children often need a belt to avoid embarrassing slipping.
- *Winter Wear – When it is cold; coats, hats, and mittens/gloves are a must.

Picture day, programs and special occasions are exceptions. Please make your choices according to your family's needs.

Civil Rights Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department

of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email atprogram.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Asbestos Annual Notification

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Murray County Central Independent School District No. 2169 has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Murray County Central Independent School District No. 2169 were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Murray County Central Independent School District No. 2169 has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Murray County Central Independent School District No. 2169 conducted the following with respect to its asbestos containing building materials:

*None required

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. IEA, Inc. will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Murray County Central Independent School District No. 2169 has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to IEA, Inc. (507)-401-6510 or by contacting the Murray County Central Independent School District No. 2169.

Lead-in-Water Annual Notification

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. Murray County Central Independent School District No. 2169 has historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

For more information on Murray County Central Independent School District No. 2169 lead reduction program and testing results, please contact Custodial Staff at 507-836-6184.

Indoor Air Quality Notice

The Murray County Central School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and employees so that we achieve our core mission - educating students in a safe and healthy environment. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

Murray County Central School employees, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school.

Employees and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent of which school activities contribute to a child's symptoms by contacting the school.

In order to minimize exposure to animal allergens the following guidelines are to be followed:

- Parents must consult the classroom teacher prior to bringing the animal/pet in the classroom to determine any student allergies or sensitivities. Perhaps a predetermined outside area can be arranged instead of bringing the animal/pet inside the building
- Keep animals in cages or properly restrain the animal/pet; do not let any animal/pet roam
- If it is determined by the teacher that it is safe for everyone to have an animal/pet brought in to the classroom, keep animal/pet away from ventilation system vents to avoid circulating allergens throughout the room or building
- Use alternatives to animals if possible

The Murray County Central School District Indoor Air Quality contact person is the Health Services Coordinator. If there are any questions regarding the school's IAQ Program, please feel free to call at 507-836-6184, extension 4120.

General Pesticide Annual Notice for Parents or Guardians

Dear Parent or Guardian:

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule please contact the Head Custodian, Murray County Central Schools at 2420 28th Street, Slayton, MN 56172, 507-836-6184.