

Winterquist Elementary School



Student Handbook

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Introduction

This handbook has been written for you and your parents. Its purpose is to help you understand how Winterquist Elementary School operates and what we expect from you and what you can expect from us. Please read it over and discuss it with your parents. If you have any additional questions, please contact the elementary office, and we will help you.

On behalf of the teachers and staff, we would like to welcome you to Winterquist Elementary. We are excited to have you and your parents as part of our school family. We believe that student success at school is directly related to the strength of the partnership that exists between the staff, students, and their parents.

As parents, we would ask that you assist us in helping your child to develop responsible attitudes and behaviors that are consistent with the school expectations. Parents are a strong part of our educational team at Winterquist Elementary. We hope to continue to work together to provide the best educational experiences for our students.

As students, we ask that you come to school each day prepared to learn and willing to do your best. Making good decisions and being a responsible individual will lead to great success at Winterquist Elementary School.

As a staff, we will work to create a safe and positive learning environment in which every student will be given the opportunity to learn. Student success is of the utmost importance. We offer great educational programs and are always looking to bring the best curricula and teaching practices to our students.

We look forward to working with you throughout this exciting school year.

Sincerely,

Mr. Brian Harker
Elementary Principal

Esko Public Schools Vision Statement

The Esko School District will provide a personalized learning environment that incorporates best teaching and learning practices and enhanced technology, to maximize every students' preparation for lifelong success.

Winterquist Elementary School History

Winterquist Elementary School was named after former Esko Superintendent A.L. Winterquist. He dedicated 26 years of service to our school and community. He was the superintendent from 1919 to 1945.

The current elementary school was built in 1960. Since 1981, all of the elementary students have attended Winterquist Elementary School. Prior to 1981, our students attended two sites, Washington Elementary and Winterquist.

Winterquist Elementary School was recognized as a "School of Excellence" in 1991, while Mr. Bill Hoffman was principal.

In 2011, Winterquist Elementary School was recognized as a Reward School, establishing itself as one of the highest performing elementary schools in the state. We will work hard to make sure our school continues to be an excellent school for all students that provides a rewarding experience.

Equal Opportunity/Affirmative Action Employer

It is the policy of the Esko Public School to undertake and maintain a program of affirmative and positive action. Inquiries regarding our district policy and compliance may be directed to the Equal Opportunity Officer, Esko Public Schools #99, Esko, Minnesota 55733.

Administrative Discretion

This handbook does not cover all situations. Therefore, the administration reserves the right to sanction students for violating school rules and expectations not specifically covered in this publication. Sanctions may include, but are not limited to detention, after-school detention, extended time-out, in-school suspension, exclusion, expulsion, community/school service, parent involvement, and loss of privileges. The Principal, or designated representative, may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis. The Esko School Board of Education may revise policy at any time. In the event it does after publication of this document, the new policy shall be followed.

Absence

If your child is absent from school, please call 879-3361 by 8:30 a.m. It is required to inform the office of your child's absence and the reason. If you do not call the office, we will contact you as a safety precaution. If we can't get an excuse for the absence, it will turn into an unexcused absence.

Arrival and Dismissal Hours

School hours are from 8:15-3:15.

Arrival time for Winterquist Elementary is 7:45 am. Supervision is provided on the playground starting at 7:45 am.

8:15 All grades line up and come in from the playground.

8:25 Tardy Bell

3:05 Walkers dismissed

3:15 Bus students dismissed

3:20 Buses leave the school building (K-12)

Students are not to be in the school buildings before 7:45 a.m. or after 3:30 p.m. unless they are under the direct supervision of a teacher or coach. Students are not to be in the hallways or school commons area after 3:15 without staff supervision. Student rides should be arranged accordingly. The buildings are closed to students on weekends and vacations unless a teacher or coach is present and has scheduled the use of the building through the Community Education Office.

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

Winterquist Elementary participates in the Truancy Prevention Program. Through parent involvement and early intervention, we hope to avoid the court-based truancy petition process.

This process follows a three-step process with our goal of improving attendance.

Step One: Esko Schools will notify the parent(s)/guardian(s) in writing when a student has compiled three (3) unexcused absences or a combination of eight (8) total excused and/or unexcused absences at any time during the semester. The first communication will come from the principal's office and will be to inform you of our concern for your student's regular attendance.

Step Two: This step begins at such time as a child reaches five (5) unexcused or a combination of ten (10) total excused and/or unexcused absences. The student may be referred to the Carlton County Truancy Prevention Program. A meeting with the student, parents/guardians, school officials, and the Truancy Officer may be requested to discuss attendance.

Step Three: At such time as a student reaches seven (7) unexcused absences or fifteen (15) total excused and/or unexcused absences, the Truancy Officer may refer the student to the County Attorney's Office as a Habitual Truant (*Minnesota Statute 260.007, subdivision 19*). Upon request of a referral from the Truancy Officer, the County Attorney's Office may elect to file a truancy petition with the district court.

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

Habitual Truant

A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

Excused Absences – The burden of a child being excused from school is placed on the parent/guardian of the child. **A school has the right to accept or deny an application for an excused absence.** Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- Acceptable Reasons for an Absence

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences, and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within 3 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

- Unacceptable Reasons for an Absence (including but not limited to the following)

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.

(7) Absences resulting from cumulated unexcused tardies (7 tardies equal one unexcused absence).

(8) Any other absence not included under the attendance procedures set out in this policy.

Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

• Interventions taken by the school:

1. Encourage student to attend and stay in school.

2. Advise parent/guardian of school policy and state law.

3. Seek and involve support services proactively. (i.e.: School Counselor, School Psychologist)

4. Collaborate with the Carlton County Truancy Officer.

Tardiness- Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

Excused Tardiness

Valid excuses for tardiness are:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, orthodontic, or mental health treatment.
- (5) Court appearances occasioned by family or personal action.
- (6) Physical emergency conditions such as fire, flood, storm, etc.
- (7) Any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness

An unexcused tardiness is failing to be in an assigned area at the designated time the class period commences without a valid excuse.

If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program. A copy of this policy is available on the school district's website.

Birthday Party Invitations

We ask that all invitations to home parties be handled outside the school setting, either by phone or by mail. This reduces the chance that students will feel left out if they are not invited to the party. Your cooperation and understanding is appreciated.

Books

Library books or books from a teacher's collection are provided free to students. When books are issued, they become the responsibility of the student. They are to be cared for responsibly and returned at the end of the term in appropriate condition. Students whose books are excessively worn, abused, or lost will be fined.

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, 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.

Esko Public Schools Policy 514 meets the requirements of the Minnesota Safe and Supportive Schools Act. It expressly prohibits bullying, and outlines the definitions, procedures, and regulations for bullying prevention and intervention.

Bullying is intimidating, threatening, abusive, or harmful conduct that is objectively offensive. It involves an actual or perceived imbalance of power between the student engaging in the conduct and the target of the behavior, and the conduct is repeated over time. The conduct materially and substantially interferes with the student's educational opportunities or performance or ability to participate in school functions or activities. Not all negative interaction between or amongst students constitutes bullying.

This conduct may involve, but is not limited to, intimidating, threatening, abusive, or harming conduct that causes physical harm to a student or property, violates student privacy, defames a student, or constitutes intentional emotional distress. Prohibited conduct involves conduct directed at any student or students based on 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, student performance, disability, status with regard to public assistance, or age.

Every effort is made to provide students with a safe and supportive learning environment. When bullying is witnessed and/or identified, a remedial response will follow that will follow the school disciplinary procedures.

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for that act in accordance with the school district's policies and procedures. Consequences for students who commit prohibited acts of bullying may range from positive

behavioral interventions up to and including suspension and/or expulsion. Parents of students who are perpetrators and/or victims of bullying will be notified of the behavior by school officials. The school district may take into account the following factors:

- The developmental and maturity levels of the parties involved;
- The levels of harm, surrounding circumstances, and nature of the behavior;
- Past incidents or past or continuing patterns of behavior;
- The relationship between the parties involved;
- The context in which the alleged incidents occurred.

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a teacher, counselor, or the school's official bullying contact designee, the high school principal.

Yearly, the school district will provide appropriate training to staff and students regarding bullying prevention.

This policy applies not only to students who engage in an act of bullying, but also to students who condone or support another student's act of bullying.

A copy of this policy is available on the school district's website.

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.

- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle. No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus. Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at www.esko.k12.mn.us

Care of Building and Materials

Students, staff, and community members like a school that is bright, cheerful, and well cared for. The building was built at a great expense to the community, and we all are proud of it. It is everyone's responsibility to keep our school as neat and clean as possible.

Students are individually responsible for the proper care of lockers, school equipment, books, materials, and supplies used by them. If a student damages school property while using it in a normal way, they should report the damage to his/her instructor at once. Anyone who disfigures property, including lockers, through negligence or malice will be required to pay for the damages.

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students are encouraged not to bring cell phones or other electronic devices, including smart watches, and earbuds/air pods to school. If students choose to bring a cell phone/device to school, the expectations are as follows: Cell phones, electronic devices (including smart watches), and earbuds/air pods will remain in student backpacks/ lockers during the academic school day, including lunch.

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies, including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Class Lists

If you wish to request your child's homeroom teacher, you will have the opportunity to do so during the month of April. Requests are due in the office by May 1. You will need to fill out a Teacher Request Form that is available in the office starting April 1, and you must have a valid reason for the request.

Communication Between Home and School

Communication between home and school is essential for the well-being of our students. Please take the time to read all notes/correspondences that your child brings home.

The *Esko's Corner* is a community/school newspaper that is distributed monthly.

Parent Volunteer Program – Parents are always welcome in our school. If you would like to volunteer or otherwise be involved in the school, please contact your child's classroom teacher. please contact Joyce Bergstedt, our volunteer coordinator.

Esko PIE (Partners in Education) – This is our parents' group. They meet once a month. The group is focused on bringing opportunities to our students. We encourage all parents to be part of this group. This is a great place for new families to meet people.

Concerns and Questions

If you have any questions or concerns, please contact the appropriate staff member. We want to work with you to provide the best experience for your child. We do ask that you follow a chain of command in this area. Here is a list of steps to follow.

1. Talk to the staff member directly involved. (i.e., bus driver, teacher, paraprofessional)
2. If not resolved, communicate concern or question to bus supervisor or principal.
3. If not resolved, contact superintendent. At this point, you could discuss with the superintendent about approaching the School Board.
- We do understand that there are some issues that require you to go directly to a supervisor. We will be glad to assist you in those situations.

Crisis Management

The school district has developed a Student Response Protocol to aid our Crisis Management Policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The Student Response Protocol addresses a range of potential crises in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Data Privacy

It is the policy of Esko Public School District No. 99 to collect, maintain, and release educational records concerning present and former students in such a manner that the student and parental rights are fully protected as stated in the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, and any other law or statute which pertains. Parents/guardians of minor and/or dependent students and individual students have the right to examine all records concerning the individual student which are maintained by the school district, as well as receive copies of those records at a nominal fee. Those wishing to examine these records or to receive copies of such should contact the principal to arrange a conference to explain/interpret the records.

Discipline

This section is contained at the end of the elementary handbook.

E-Learning

Esko Public Schools Board of Education has adopted a policy allowing for e-learning for weather- or emergency-related closures. E-learning days are an alternative to making up missed days at the end of the school year. The term e-learning refers to a school day where, instead of coming to school, teachers and students communicate online or set up prior learning activities to be completed at home. On e-learning days, teachers will share assignments and be available via email and/or other communication methods, selected by the teacher, to provide learning support to students.

- When an e-learning day is declared by Esko Public Schools, notice will be provided to parents and students at least two hours before normal school start time. Notifying families before 6:15 a.m. has previously been District practice for snow days and late starts.
- Teachers will communicate assignments for students by 9:00 a.m. on an e-learning day. They will check email and communicate via digital platforms as appropriate. Teachers will check email at 10:00 a.m., noon, and 2:00 p.m.
- Teachers may also have sent home pre-planned activities to be used on e-learning days. This

will be common in our primary grades but may take place in other grades as well.

- E-learning assignments will not exceed 20 minutes per class period or subject area and will not exceed two to three hours total for a given day.
- Special education case managers will communicate with students/families regarding IEP supports and accommodations.
- The first two weather closures in a given school year will continue to be regular snow days, with school closed and no e-learning, providing students with the traditional Minnesota snow day experience. (Note that we have had two snow days already this school year, making the next closure a potential e-learning day.)
- District practice is not to require make-up of the first two snow days in a given academic year.
- Per Minnesota statute, a maximum of five e-learning days may be held. Make-up days could still be required if weather or emergency-related closure exceeded two snow days plus five e-learning days.
- Attendance will be verified by submission of student work assigned on e-learning days. That work must be submitted within three days from the start of a given e-learning day.
- Internet access will be open and available from the turnaround in front of the high school and in front of the district office on Hwy. 61.

Email Communication

Here's how: first initial, last name @esko.k12.mn.us. As an example, you would contact the elementary principal by typing bharker@esko.k12.mn.us. The Esko Public Schools website is <http://www.esko.k12.mn.us>

Emergency Closings

Emergency school closings are sent via the Esko Public Schools **Instant Alert Messaging System** in addition to being broadcast over local radio and television stations. All enrolled families are included in the district messaging system. These stations are notified as soon as possible that the school will be closed so that this information can be communicated to families.

Radio
WKLK

TV
KDLH
KBJR
WDIO

Enrollment

Enrolling new students can be done by calling the elementary office. For resident district students, we will need to request records and to make sure immunizations are current. This can all be done with our elementary school secretary.

Open enrollment students/non-resident agreement students will need to get the proper paperwork from the elementary office. We will assist you as you go through the process of enrolling. Esko Public Schools, in some years, does close open enrollment. This is when we can, in some cases, do a non-resident agreement. Call the elementary office with questions at 879-3361.

Enrichment Programs

Enrichment programs for students are offered for students who show talent and achievement at a very high level. Programs that may be offered include: Junior Great Books, Omnibus Units, Inventors Fair, Destination Imagination, Math Masters, Spelling Bee, Polar League Enrichment, Knowledge Bowl, and other programs. These programs are usually offered to students in grades two through six. Students are selected through teacher recommendations and standardized tests.

Food in the Classrooms

Snack time will be provided at the teacher's discretion and at a time that fits the class's daily schedule best. The classroom teacher will provide more information about this at the start of the school year. Some classrooms may be peanut-free or have other restrictions based on the medical needs of the students in that class.

Grading Procedure

Report cards are given out four times per year. When parent/teacher conferences are scheduled (during the first quarter and early February), the report cards are available at your child's conference; otherwise, they are sent home with each child the week following the end of the quarter.

We currently have separate report cards for each grade level. A sample of the report card will be provided upon request.

Violence Prevention

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. Violence Prevention policy can be found on our school district's website.

Health Services

Every child enrolled in the Esko Public Schools has an emergency information card. It is imperative that the emergency information card is completed with updated, accurate information

and is returned each year as soon as possible. This is the information that we will use when we need to contact you regarding your child.

Winterquist Elementary is fortunate enough to have a full-time nurse on staff. The nurse will take care of the health needs that arise throughout the school day. Please feel free to contact her if you have specific needs or questions.

If your child should become ill at school, you will be notified at home or at work. If you cannot be reached, we will contact the person(s) listed on the emergency card. In the case of an accident of a serious nature, your child will be taken to Community Memorial Hospital in Cloquet, or another local hospital if specifically requested in writing on the emergency card.

All medication should be brought in the original bottle. Prescription medication must have pharmacy labeling. Parents need to send a note with the date, time, and amount of medication to give their child. The school nurse will administer all medications.

A note by a physician is required for all long-term medication.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Internet Use Agreement

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

Consequences for violating the appropriate use of school email and internet policies follow a three-step progression: one-week removal of privileges, three-week removal of privileges, and permanent removal of email and/or internet privileges.

The Internet, Technology, and Cell Phone Acceptable Use and Safety Policy can be found on our website.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library/Media Center

The Elementary School Library/ Media Center is here to meet the information needs of our students, staff, faculty, parents, and community members with a wide variety of information resources. The Library Media Center is open from 7:45 a.m. until 3:15 p.m. Monday through Friday and welcomes you to use our resources during these hours.

Elementary Students will be able to check out library/media center materials on a weekly basis. Please return all materials to school by the next scheduled media class. Students will be charged the replacement cost of lost or damaged books. The Elementary School office will distribute a formal bill that will be mailed home to parents.

Lost and Found

The lost and found is located in the hallway as you enter the building near the cafeteria. Items that are found are placed in the lost and found, and parents and students are encouraged to visit the lost and found area if they have lost any items. Please label your child's lunch box, snow pants, jackets, etc. You would be amazed at how many identical items we have at school. Many items remain unclaimed in the lost and found. Twice a year, the items are removed and taken to a charity organization.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Breakfast is available for students each school morning from 7:50-8:15 a.m.

Nuisance Items/Devices

Any item or device that may disrupt, interrupt, or detract in any way from the learning of another student(s) may be considered a nuisance. Nuisance items/devices may include but are not limited to: cell phones or other communication devices, skateboards, electronic gadgets, playing or game cards, electronic games, etc. Such items/devices are not welcome at school and will be confiscated when discovered and brought to the elementary school office until the end of the school day. The parents of repeat offenders may be required to come to school to pick up the confiscated item/device. The disciplinary action taken may include detention, suspension, or expulsion.

The school district assumes NO RESPONSIBILITY for the loss of any confiscated item/devices.

Parent and Teacher Conferences

Parent and teacher conferences will be held twice a year (Fall and Winter). For more information, contact the building principal.

Photo Release

The Esko Public Schools assumes that students may be photographed for classroom use, use on the district website, use in the school yearbook, or use in local media outlets promoting programs offered by Esko Schools. **Parents or guardians must sign a Picture Release form if they do not want their child/children photographed at school.** The form is available in the elementary office. The district will assume your children have your permission to be photographed unless the form is returned to the elementary office.

Pledge of Allegiance

Anyone who does not wish to participate in the reciting of the Pledge of Allegiance for any personal reason may elect not to do so.

Recess

On all school days, except when it is raining or below 0 degrees, students will be out on the playground for supervised play before 8:15 a.m. and during noon recess. We understand that it is necessary for some children to remain inside for health reasons. We will honor a written request from parents/guardians and school staff. The request should include an explanation for the child remaining inside. They will be adequately supervised by school personnel.

School Phone Numbers

Elementary School Office	879-3361
High School Office	879-4673
Superintendent Office	879-2969
Community Education Office	879-4038
“Cool Kids” (School Age Care)	879-4038
Bus Garage	655-5014 Ext. 287

School Supplies

Students are asked to provide some essential supplies for school. Individual teachers differ in their specific requests, but all students (K-6) need the following items: pencils, crayons, big erasers, Kleenex. School supply lists are available on the school district’s website.

Student Dress

Students are expected to use good taste in their dress. Students will not be allowed to present themselves at school in any manner which causes a disturbance or distraction.

Student Release Policy

Students shall be released only to a parent(s) with whom they reside, their legal guardian, or to another lawful custodian during the school day. Please send a written request if your child will

be leaving with anyone other than the parent or legal guardian. Students must be signed out before leaving the school building.

Students who are not involved in after-school activities are not permitted in the building unsupervised after 3:15. This includes the playground.

Suspension/dismissal

Consequences that involve dismissals via suspension and/or expulsion will follow the procedures established in the Minnesota Pupil Fair Dismissal Act.

Winterquist Elementary emphasizes proactive measures to support students and prevent behavior-related student dismissals. Likewise, behavior-related procedures and practices are implemented in a manner designed to prevent inappropriate behavior from recurring. Non-exclusionary disciplinary practices are used routinely by teachers, staff, and administration. Winterquist Elementary administration will not dismiss students without attempting to use non-exclusionary disciplinary practices and procedures before dismissal proceedings except where it appears that the student has or will create an immediate and substantial danger to self or to surrounding persons or property. Non-exclusionary disciplinary procedures and practices mean alternatives to suspension that may include: evidence-based positive behavior interventions and supports, social and emotional services, counseling services, academic screening and alternative education services.

During times of dismissal from school, students are able to continue to access educational services, coordinated by school counselors, through access to coursework via the Canvas Learning Management system, with credit given for completed assignments and make-up tests or other assessments.

Valuables

Students are urged to leave valuable articles at home. Students are further urged to carry only as much money as they need. Fortunately, most students at Winterquist Elementary School are respectful of other people's possessions, but for a very few the temptation is too great. For your own protection, you should keep any money or valuables in your possession at all times. The school is not responsible for valuables that are lost or stolen.

Vending Machines/Kavia

Elementary students are not to use the vending machines or visit Kahvia Coffee.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains;

arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, visit our school district’s website.

Withdrawing a Student

In the case of a change of residence where your child must be withdrawn from our school, please notify the office and your child’s homeroom teacher. This will enable us to complete the necessary paperwork to help your child receive a smooth transition into their new school. As you register your child in his/her new school, please sign a release of records. They will send it to us requesting your child’s records. We will then forward all school records to the new school.

Elementary Discipline Program

The following is a summary of expectations for adults and children at Winterquist Elementary School. It includes the classroom, playground, transportation, before and after school events, classes, and clubs, and in general the entire building.

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

The following expectations are posted and discussed in each classroom. Each classroom will have a discipline plan in place. Students not meeting the expectations will be asked to stop the behavior and counseled on what the appropriate behavior should be. A repeat or severe violation may result in a Behavior Conduct Report being sent home via email or being referred to the principal. We ask that parents/guardians discuss the situation with their child.

	Lunchroom	Hallways	Bathroom	Playground	Bus	Classroom
Be Respectful	*Use inside voices *Say “please” and “thank you” to servers and helpers *Keep hands and feet to self	*Use inside voices *Quietly greet others with a smile *Pick up litter *Keep hand and feet to self	*Leave bathroom clean *Allow privacy *Remember to flush toilet	*Take turns *Invite others to play *Use kind words *Respect personal space *Enter building quietly *Be a good sport	*Use inside voices *Be on time *Use kind words *Say “hello” to the bus driver as you enter *Say “good-bye” as you leave	*Use inside voices *Be on task *Be on time *Be engaged in the activity *Use kind words *Take turns *Follow the classroom rules

Be Responsible	*Clean up space (floor and table)	*Walk at a safe pace (quickly and quietly)	*Throw garbage in container	*Bring equipment back	*Clean up space	*Give your best effort
	*Eat what you take	*Walk in a straight line	*Don't dawdle	*Use equipment properly	*Listen to driver	*Be ready
	*Eat only the food on your tray	*Walk on right side of hallway	*Use, water, soap and paper towel responsibly	*Return found items	*Have a plan for going home	*Complete work
			*Let an adult know of problems	*Dress appropriately	*Keep aisles clean	*Participate in classroom discussion
						*Clean up after yourself
Be Safe	*Follow adult directions	*Keep shoes tied	*Wash hands	*Follow adult directions	*Stay in your seat	*Follow adult directions
	*Wash hands	*Walk	*Keep hands and feet to self	*Line up immediately at whistle	*Keep hands and feet to self	*Use materials properly
	*Walk safely through the tables	*Keep hallway clear			*Make eye contact with the driver before crossing the road	*Walk safely
		*Stay with your teacher			*Stay out of the danger zone	

Situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or district's needs. These adjustments are made at the discretion of school administration.

All District Policies are available at the school district's website

This handbook is reviewed annually by the Esko Board of Education. Date(s) of annual review: 8/10/26