Riverside Elementary

Brainerd Public Schools

2017 – 2018

Student Handbook

Riverside Elementary School
3R Behavior Chart

3Rs	Respect	Responsibility	Relationships
Classroom	• Listen • Follow Directions • Raise your hand/Take turns speaking	• Be on time/Be prepared • Do your own work • Participate/Stay on Task	• Be kind • Work cooperatively with others
Hallway	• Respect others' space • Appropriate language • Appropriate voice level	• Keep area clean • Walk/Stay to the right • Manage your time	• Be kind • Report bullying
Cafeteria	• Wait your turn • Use good manners • Appropriate voice level and language	• Make healthy choices • Know your pin number • Clean your space	• Be kind • Share your table • Report bullying
Recess/Gym	• Listen to staff • Take turns/Share • Be a good sport	• Dress appropriately • Follow area rules	• Be kind • Include everyone • Report bullying
Restroom	• Value others' privacy • Appropriate voice level and language	• Flush and Wash • Keep the area clean • Manage your time	• Be kind • Report bullying
Media Center/ Computers	• Appropriate voice level • Treat equipment/materials appropriately	• Follow District Policy • Return books and materials	• Be kind • Report bullying • Report misuse of technology
Bus Area/ Dismissal	• Wait your turn • Be in your assigned area • Appropriate language	• Follow District Safety Policy • Keep area and bus clean	• Be kind • Report bullying
Activities/ Special events	• Support the speaker/ event • Keep words and actions positive	• Be on time • Keep your area clean • Enjoy the experience	• Be kind • Report bullying

RIVERSIDE PATRIOTS

WELCOME

WELCOME TO RIVERSIDE ELEMENTARY SCHOOL

Hello Students, Parents and Friends of Riverside,

On behalf of all the staff at Riverside Elementary School, I would like to extend to you a warm welcome. The staff at Riverside Elementary School is available to assist you in any way we can. We are pleased to have you as educational partners this year. As the year progresses, if you have any questions regarding your child's education at Riverside, we encourage you to call the school and talk with those who might be of help. If your question deals with in-class events, please ask to speak with the teacher. You are always welcome to contact me directly. One of our goals is to see that parents and guardians of students, like the students themselves, feel at home at Riverside.
Enclosed in the rest of the Riverside Student Handbook you will be provided basic information explaining a typical year at Riverside, as well as the rules and procedures we follow. By reading it, you will have a better idea of what to expect. We want to assure you that we will do our best to help your child experience academic, social, and emotional growth. With your help and cooperation, this should be an excellent school year.

Jon Clark , Principal

DISTRICT VISION

Independent School District #181, in partnership with the community, will ensure all students achieve their individual potential by providing the highest-quality programs and resources to prepare learners for an ever-changing global society.

DISTRICT PRIORITIES:

STAFF QUALITY: We will systematically attract, develop, and retain quality teachers, leaders, and employees for the support of all learners.

STAKEHOLDER RELATIONSHIPS: We will develop stronger communication and relationships with students, parents, staff, and community.

LEARNER EXPECTATIONS: We will develop and clearly communicate strong, district-wide expectations for academic achievement, engagement, and student behavior.

21st CENTURY TECHNOLOGY AND INNOVATION: We will increase effective and meaningful use of technology in all learning environments and throughout our organization while staying current with rapidly changing systems and products.

STEWARDSHIP: We will use financial resources effectively, responsibly and transparently.

RIVERSIDE ELEMENTARY SCHOOL

220 NW 3RD Avenue
Brainerd, MN 56401
218-454-6800 218-454-6801 (fax)

Principal	Jon Clark	454-6800
Secretary	Mary Egan	454-6849

A building and staff directory will be available to you at the beginning of the school year.

If you wish to speak to your child's teacher over the telephone, please call before school is in session in the morning or immediately after school. Teachers are in school from 7:50 a.m. until 3:50 p.m. Classes are in session from 8:15 a.m. until 2:45 p.m. As an alternative to the telephone, all teachers have email and check it regularly. This is a wonderful way to share "non-urgent" information with your child's teacher.

The District routinely updates policy, procedures and operations during the academic year. Any such School Board changes to policy, procedure or operations after the adoption and publication of the Student Handbook supersedes any related content of the Student Handbook.

For more information about Brainerd Public Schools go to www.isd181.org,
Click on the tab: For Parents.
You will find Calendars, Directory, Family Access to Student Records, Menus, Policies and much more.

TABLE OF CONTENTS

INTRODUCTION

Welcome i
District Vision i
Building and Staff Directory ii
Table of Contents ..... iii-iv
Student Choice and Behavior iv

PART I - INFORMATION

Arrival and Dismissal Hours 1
Background Checks 1
Calendar (see inside back cover) 1
Enrollment 1
Family Access Website 1-2
Food Service Procedures for Lunch and Breakfast 2-3
Google Student Account 3
Legal Custody and Guardians 3
Lockers and/or Personal Possessions 3
Lost and Found 3
Messages to Students 4
Nondiscrimination 4
Opt Out Photo/Video Guidelines for Brainerd Public Schools 4
Parent Conferences 4
Parent Teacher Organization (PTO) 4
Parent Volunteers 4
Pledge of Allegiance 5
School Closing Procedures 5
Snacks and Treats 5
Special Services 5-7
Transportation of Public School Students 7-8
Student of the Trimester 8
Withdrawal and Transfer 8
Youth Programs 8-9

PART II – ACADEMICS

Academic Integrity 10
Accelerated and Intensive Placement (effective beginning school year 2018-2019) 10-11
Curriculum 11
Enrollment 11
Field Trips 11
Homework 11-12
Learning Materials 12
Physical Education 12
Program of Instruction 12
Report Cards 12
Testing 13

PART III – RULES AND DISCIPLINE

Attendance Policy 14
Bullying/Cyber Bullying Prohibition 14
Bus Discipline 15
Cell Phones..... 15-16
Discipline 16
Dress and Appearance 16
Drug-Free School and Workplace 17
Harassment, Bullying and Violence Prohibition 17
Pets in School.....17
Technology Use..... 17-18
Tobacco-Free Schools 18
Vandalism 18
Weapons Prohibition 18-19

PART IV – HEALTH AND SAFETY

Emergency Contact Information 20
Accidents 20
Communicable Illnesses 20
Crisis Management 20
Health Information 20-22
Noon Hour Recess 23
Safety 23
School Insurance 23
Visitors in District Buildings 23

STUDENT CHOICE AND BEHAVIOR

Our school staff works hard on a daily basis to create a positive learning environment where all students have the opportunity to learn. If a student makes a poor choice and breaks a school policy or procedure, it is our intent to use the situation as a "teachable moment" with the intent on teaching the appropriate behavior. We believe an effective discipline program incorporates the following steps:

- Students acknowledge that a behavior is inappropriate.
- Students self-evaluate that behavior.
- Students take ownership of their actions.
- Students need to develop a plan for improvement so they learn from the situation and so the inappropriate behavior is not repeated.

PART I - INFORMATION

ARRIVAL AND DISMISSAL HOURS

ARRIVAL PROCEDURES

We ask the cooperation of all parents regarding the time that children arrive at school each day. Classes run from 8:15 a.m.-2:45 p.m. **Please do not drop off your child before 7:30 a.m. This is a safety concern because we do not have supervision until 7:30 a.m.**

DISMISSAL PROCEDURES

Phone calls requesting that a student stay after school to be picked up must be made prior to 2:30 p.m. Calls made after 2:30 p.m. cannot be granted. This ensures that your child's teacher will receive all messages. Classroom teachers will escort children to their bus. Children who are picked up after school will be located in the cafeteria, not in their classroom. We ask that all parents refrain from going to the classroom to pick up their child. This is for the protection of your child/children.

BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. (District Policy #404)

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the inside of the back cover and on the school district's website at http://www.isd181.org.

ENROLLMENT

Under the existing school policy, a child must be five years of age on or before September 1 of the present school year before enrolling in kindergarten. A child must be six years of age on or before September 1 of the present school year before enrolling in the first grade. The Student Enrollment Center is located in the Washington Educational Services Building.

FAMILY ACCESS-SKYWARD

Family Access is an informational resource made available to every family. Access real-time information about grades, attendance, report cards, schedules, purchases and payment/balance information for food service accounts. Family Access features teacher/ parent message boards, colorful graphs showing student data.

Family Access offers

- Student information (restricted by a secure username and password)
- Online fee management payment
- Email alerts
- Managing food service accounts
- Much more!

To obtain a Family Access username and password, please fill out an online application at www.isd181.org/FOR PARENTS/FAMILY ACCESS LOGIN. Please be sure to include your first and last name, the name of your eldest child in the district, and a daytime phone number. If you are unable to access this site, please contact our HelpDesk at helpdesk@isd181.org or 218-454-6940.

Download the free Skyward Family Access mobile app!

FOOD SERVICE PROCEDURES FOR BREAKFAST & LUNCH

Breakfast and Lunch Price: * **Prices subject to change**

Kindergarten Breakfast:	$0.00
Elementary Breakfast:	$1.75
Reduced Breakfast	$0.00
Adult Breakfast:	$2.80
Elementary Lunch:	$2.70
Reduced Lunch:	$0.00
Adult Lunch:	$4.10

Milk with cold lunch must be purchased À la carte for $0.45. Pop and high sugar items are discouraged with cold lunches. (District Policy #533)

Snack Break:

Kindergarten Milk:	$15.00
Snack Break Milk:	$39.00 for the first half of the year and $39.00 for the second half of the year or, $78.00 for the year.

Snack Break is not part of the lunch/breakfast program. Milk break monies are paid directly to the school secretary. Please contact your child's school secretary for information. This is for midday break only. This money is NOT used for milk with cold lunch.

Student meal accounts are debit accounts, therefore money must be in the account in order for the student to use it. It is encouraged and recommended that student accounts maintain a positive balance. A parent or guardian can monitor their child's account in a variety of ways. Account balances can be monitored through skyward family access, by calling the cook manager at the child's school or by contacting the food service office.

If a student's account has a positive/negative balance at the end of the previous year, the positive/negative balance will transfer to the next school year. However, Brainerd Schools reserve the right to seek recovery of any funds remaining unpaid at the end of the school year via collection agencies and/or through small claims court. In such circumstances you shall be held liable for any and all additional administrative and/or court costs.

To make payments (Visa, Discover, or MasterCard), or to find out the balance in your child's account, go online to the District Website at http://www.isd181.org, click on the For Parents tab. To receive a login and password please fill out an online form at the same location.

Applications for Free and Reduced meals are available at Washington Educational Services Building, Room 203, 804 Oak Street, Brainerd, or may be picked up at any school within the Brainerd School District. You can also apply for free/reduced meals online through family access. You may apply at any time throughout the school year. If you have questions or concerns you may call your child's school food service kitchen or call the Food Service Office at 218-454-6936.

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, 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 at program.intake@usda.gov.

GOOGLE STUDENT ACCOUNT

Students have access to Google Educational Suite of Productivity Tools, which includes the following applications: email, documents, calendar, and sites. Students may use these applications during class time and they can be used at home.

- Students are limited to sending and receiving email only from other Brainerd students and staff.

The Reasons for using Google:

- Creating an equitable and collaborative platform that is available to staff and students 24/7,
- Improving student learning by emphasizing the 21st century learning skills of critical thinking, collaboration, communication and creativity.
- Saving costs in the following areas: licensing for productivity suite, document storage and spam filtering.

Cyber bullying/Internet etiquette issues are discussed throughout the year as students use the services in labs and classrooms. Expectations and requirements will be updated as needed as all internet tools change frequently.

LEGAL CUSTODY AND GUARDIANS

If there is a situation pertaining to legal custody or guardianship of your child, you must have a copy of your current court order on file with the school office. Please notify the school of any changes in legal custody.

LOCKERS AND/OR PERSONAL POSSESSIONS

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. (District Policy #502)

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

Every day children forget, misplace and lose clothing and other items. Found items are located in the chest. Jewelry, glasses, etc. are kept in the office. Whenever something is missing, please check the "Lost and Found" first. Monthly, unclaimed items may be donated to a local charity.

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited. If you are calling about a change in where your child goes after school, you must call the school office as early as possible.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. (District Policy #521 and #522)

OPT OUT PHOTO/VIDEO GUIDELINES FOR THE BRAINERD PUBLIC SCHOOLS

Brainerd Public School staff, volunteers, representatives of the news media and others occasionally take photos and video of students and staff in the schools. The photos and video may be used in newsletters, newspapers, activity programs, yearbooks, brochures, on television, on Web pages, in educational videotapes and other appropriate uses.

For student protection, a student's photo and last name will not appear together online.

Parents/guardians may choose to limit the use of their child's photo. When a child enrolls in the Brainerd Public Schools, parent/guardian(s) have the choice to sign a photo opt-out form indicating the desire for full restriction on photos of their child.

- **Full Restriction**: A child's photo will be taken but used only for internal school identification records. Their photo will not be placed on the website, in the hallway, or in the yearbook for example. ***Be aware this restricts your child's ability to be in any production or activity that will be recorded for public viewing.** Such as music productions that are recorded for our public educational channel 15 or to create DVDs for families.

The parents'/guardians' choice will be recorded in the child's records. Parents/guardians may rescind the exclusion any time by notifying the administrator of the building your child attends.

If you choose to place full restrictions on your child being photographed, please contact your child's school office.

PARENT CONFERENCES

Parent and teacher conferences are held in the fall. Spring conferences are by teacher and/or parent request.

PARENT TEACHER ORGANIZATION (PTO)

The Riverside PTO meets at 5:30 p.m. the second Tuesday of every month. All families of students attending Riverside are encouraged to come and be a part of the team. The purpose of this group is to assist with fundraising, foster close cooperation between the home and the school, and give our students the best opportunities possible to enjoy their schooling experience.

PARENT VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. Volunteer forms will be sent home for parents to fill out indicating where they would like to volunteer and hours they would be available. Volunteers will work under the direct supervision of staff in conjunction with policies and procedures of the building.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. (District Policy #531)

SCHOOL CLOSING PROCEDURES

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Phone calls and/or emails will be sent out via the School Districts Skylert Information System and announcements will be broadcast over the following:

- Brainerd Public Schools Website – http://www.isd181.org
- Brainerd Public Schools Information Line: 218-454-2900 or 1-800-547-2909 (code for weather = 6000)
- Skylert Information System – phone calls and/or emails
- TV: Channel 15, Channel 8, KARE 11, KMSP 9, KSTP 5 (KSAX/KRWF Alexandria), WCCO 4
- Radio: WJJY (106.7 FM), 3Wi (1270 AM), KFGI (103.5 FM), KTIG (102.7 FM), KLIZ (1380 AM or 107.5 FM), KAUL (103.5), KKIN (930 AM or 94.3 FM)

SNACKS AND TREATS

All snacks should be nutritious in nature and commercially purchased. Homemade snacks and treats are not allowed. Non-food items and nutritious snacks may be used as rewards for behavior and learning efforts by faculty and staff. Due to the increasing number of food allergies, please check with your student's teacher for a preapproved list of snacks. (District Policy #533)

SPECIAL SERVICES

Several programs are available to assist in meeting individual student needs.

AREA GIFTED AND TALENTED EDUCATION (AGATE) ACADEMY is a district wide, full-time gifted and talented program. This school-within-a-school model is housed at Lowell Elementary and serves students in grades 1-4. Qualification for this program begins with district wide cognitive assessment of all kindergarten students. A smaller pool is then identified and given closer consideration with a portfolio review. Older students may be recommended for identification by teachers or parents.

Elementary AGATE Placement:

Step 1: Kindergarten Screening

- All Kindergarten students enrolled in ISD 181 will be assessed with the CogAT 7 Screener.

Step 2: Full Battery Assessment

- All Kindergarteners who rank in the 85th percentile or higher on the CogAT 7 Screener will be assessed with the full battery of CogAT 7. Students ranking below the 85th percentile may be included in the full battery assessment if recommended by their teacher. Students identified as FRP who rank in the 80th percentile or higher are included.

Step 3: Portfolio Review

- Any student ranked in the 90th percentile or higher on the full battery of the CogAT 7 will participate in portfolio review for placement in AGATE program.
- Students ranking below the 90th percentile but above the 85th percentile may be included in the portfolio review process if recommended by their teacher.
- Any FRP students ranked in the 85th percentile or higher on the full battery of the CogAT 7 will participate in portfolio review for placement in AGATE program.
- Portfolio Elements
    - Report Card--Indicator of achievement on district common summative assessments
        - Literacy
        - Math
    - Renzulli Checklist--Teacher observed behaviors of gifted and talented potential
    - Parent Checklist--Parent observed behaviors of gifted and talented potential
    - Text Level--On the Fountas and Pinnell scale
    - CogAT Form 7 Full Battery--Indicator of cognitive ability
- Appeal for entry into portfolio review
    - At the request of a parent or guardian, denial of placement in the portfolio review may be appealed with the submission of a cognitive ability assessment, such as, but not limited to, the Naglieri Nonverbal Ability Test (NNAT), the Woodcock Johnson, Otis-Lennon, Henmon-Nelson, Raven's Progressive Matrices, or Matrix Analogies Test, conducted by a licensed psychologist. The reassessment will occur at the parent's or guardian's expense. The percentile cut scores will remain the same regardless of which assessment is submitted.

Step 4: Student Placement

- Based upon the rank order of the portfolio review, students will be placed in one of the following tiers
    - Tier 1, The Area Gifted and Talented Education program at Lowell Elementary
    - Tier 2, Building level programming in math, reading or both subjects
    - Tier 3, Differentiation in the regular-education classroom

Appeal of decision of the Portfolio Review Committee

- Pursuant to District Policy 650, the placement decision of the portfolio committee may be appealed to the Superintendent at the request of a parent or guardian if the request is made in writing within thirty (30) days of notification of the portfolio committee's decision.

Exit Criteria

- Parent/guardian may request at any time or
- Two out of four required for removal:
    - MCA score in either Math or Literacy of Partially Meets Proficiency or lower (3rd and 4th Grade only)
    - Does not make annual growth targets relative to grade level on fall to spring STAR assessments
    - Report card in either Math or Literacy not showing progress towards grade level proficiency for three consecutive trimesters
    - Teacher recommendation

Selection Process for Grades 2-4 and Students New to ISD 181 after Kindergarten

- The selection process for grades 2-4 or those students coming from out of district remains essentially the same. The process for grades 2-4 and students new to ISD 181 is only for first time

applicants. At parent/guardian or teacher request a student may be assessed on the CogAT 7 or comparable assessment if the CogAT 7 was administered in the previous year. With a full battery score in the 90th percentile or higher (85%ile for FRP students), the student will enter portfolio review and follow the same process as First Grade placement. The cut score for Grades 2- 4 and Students New to ISD 181 placement based upon portfolio review will be set by the review committee based upon space available in the program at that time.

FAMILY COLLABORATIVE was developed to help parents, children and schools work more efficiently together. Through the Family Collaborative program, a Community/Counselor/Social Worker person is available in the school to help with issues such as truancy, family hardships and conflict resolution issues between students. These people work out of the school, yet are employees of the "community" and want to help our "community."

SPECIAL EDUCATION services are provided for students who are identified and qualify for services under state and federal guidelines.

TITLE 1 PROGRAM is a federally funded program that provides financial assistance to school districts, in order to assist schools in ensuring that all children meet challenging academic standards. Garfield, Harrison, Lowell and Riverside are the four schools in the Brainerd School District that qualify for Title I funding. In 2016, Lowell and Riverside implemented Schoolwide Programs and in 2017 Garfield and Harrison implemented Schoolwide Programs in order to maximize the impact of Title I funding. A Schoolwide Program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. Adopting this strategy should result in an ongoing, comprehensive plan for school improvement that is owned by the entire school community and tailored to its unique needs.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

BUS TRANSPORTATION

Transportation will be provided on all regularly scheduled school days or make-up days (District Policy #707, #708 and #709). If there are ANY changes to your student's transportation needs, including pick-up or drop-off location, phone number, home address, please contact the Transportation Office located in the Washington Educational Services Bldg. Welcome Center at 218-454-6900.

BUS ZONE

Every student who lives more than three tenths of a mile from school is inside the "bus zone." The school district will provide transportation, at the expense of the school district, for all resident students that live in the bus zone.

BUS CARDS

The school district Transportation Office will mail a bus card to each registered rider in mid-August prior to the beginning of the school year. After school starts your building secretaries will issue new bus cards. Intermittent checking of bus cards is conducted by the bus drivers. Students need to have bus cards at all times in order to be prepared to ride the bus. Lost bus cards may be replaced in the Main Office of your school. Students are to ride their assigned bus only.

PARENT DROP OFF & PICK UP INFORMATION

Our recommended drop-off time is **7:45 a.m. with no students being allowed for drop-off before 7:30.** Students also need to be picked-up at the end of the day by **3:15 p.m.** From 2:45 to 3:15, the area in front of the school is very congested. **ALL STUDENTS BEING PICKED UP WILL REMAIN SUPERVISED INSIDE THE BUILDING UNTIL THEIR RIDE ARRIVES FOR CURBSIDE PICK UP.**

To ensure your child's safety to and from school: Observe school traffic signs, signals, and safety patrols! Have your child enter and leave a car on the side of the street next to the school so that no one crosses the street in the middle of the block. If you must park across the street, children will be required to cross at a corner or crosswalk.

SKATEBOARDS/BICYCLES

Students are permitted to ride skateboards/bicycles to school. Bicycles are to be parked in the bike rack with a security lock attached. Bike riding and skateboarding are not allowed on the school playground before, during or after school.

STUDENT OF THE TRIMESTER

Riverside students are always accomplishing something to be proud of and we encourage celebration of this every 3 months. Our monthly celebrations focus on key character traits that we are teaching and encouraging from the students. When your child is selected as a Student of the Trimester, you will be contacted by his/her classroom teacher for date and time information. Please help us celebrate!

WITHDRAWAL AND TRANSFER

Parents who plan to move from the community or transfer their children to another school should notify the office one week prior to the withdrawal. This allows the school time to properly complete the transfer form.

YOUTH PROGRAMS

KINDERCLUB EARLY-AGE CARE & PRE-KINDERGARTEN PROGRAM

KinderClub is an all-day childcare, enrichment and kindergarten readiness experience that serves our families during the school year and summer. Located at the Washington Educational Services Building and Nisswa Elementary, hours are 6:30 a.m. - 6:00 p.m. Monday through Friday. Children must be four years old to attend. Programming prepares children to enter the District's Kindergarten program. For more information, call the WESB site at 218-454-6977 or Nisswa site at 218-821-2292.

SCHOOL-AGE CARE AND ENRICHMENT (FUN 'N FRIENDS/SENIOR LEADERS)

Quality care and enrichment opportunities are provided for youth in grades K-8 (Fun 'N Friends grades K-4, Senior Leaders grades 5-8). For more information, call 218-454-6950.

- **Before School Program:** Opens at 6:30 a.m. Monday through Friday and is held at Washington Educational Services Building (WESB). Students will be picked up at WESB and bused to their home school. Students from Baxter, Garfield, Harrison, Lowell, Riverside, and Forestview Middle School are served.

- **After school and Early Out Days:** Dismissal – 6:00 p.m. Monday through Friday on days school is in session and is held at Nisswa and WESB. WESB serves Garfield, Harrison, Lowell, Baxter, Riverside and Forestview Middle School students.

- **All-Day Programming:** Held on student vacation break days from 6:30 a.m. – 6:00 p.m. at WESB and Nisswa Elementary. Meals and afternoon snack provided.

- **Summer:** Open from 6:30 a.m. – 6:00 p.m. Monday through Friday and is held at Nisswa and WESB. Meals and afternoon snack provided. This program provides a variety of activities, projects, clubs and field trips.

For more information about Brainerd Public Schools go to www.isd181.org,
Click on the tab: For Parents.
You will find Calendars, Directory, Family Access to Student Records, Menus, Policies and much more.

PART II — ACADEMICS

ACADEMIC INTEGRITY

Brainerd Public Schools values honesty, fairness, responsibility, and respect in regards to academic achievement. Dishonesty, such as cheating on assignments and tests, plagiarizing, and forging or falsifying documents for academic gain, may result in loss of credit for that assignment and other consequences as deemed appropriate by school administration.

ACCELERATED AND INTENSIVE PLACEMENT (EFFECTIVE BEGINNING IN SCHOOL YEAR 2018-2019)

Forestview Middle School offers students of high ability and high achievement Accelerated Mathematics and Intensive Language Arts programming for grades 5-8. The purpose of the Accelerated Math and Intensive Language Arts programs are to provide academic opportunities in which students will be most challenged. Students successfully completing 8th grade in one or both of the offerings are considered ready for Honors, AP/CIS and Advanced coursework at Brainerd High School.

Placement Process:

The District identifies 4th grade students of high ability and high achievement with the review of a portfolio of student data which includes MCA performance in Mathematics and Literacy, STAR growth data, report cards, teacher recommendation and the CogAT Form 7 cognitive ability assessments in quantitative reasoning, verbal and nonverbal reasoning.

Intensive Language Arts Placement Criteria

- Grade 5 Language Arts Portfolio
    - 4th Grade CogAT Form 7--indicator of cognitive ability
    - 4th Grade MCA Percentile Rank--indicator of achievement relative to standards
    - Fall to Spring STAR percentiles for 3rd and 4th Grade--indicators of history of levels of growth
    - 4th Grade report card assessments--indicator of achievement on district common summative assessments
    - 4th Grade teacher recommendation
- Grades 6-8 Language Arts Portfolio
    - Current grade's MCA Percentile Rank--indicator of achievement relative to standards
    - Fall to Spring STAR percentiles for previous 2 grades--indicators of history of levels of growth
    - Current grade's report card assessments--indicator of achievement on district common summative assessments
    - Teacher recommendation

Intensive Language Arts Exit Criteria: Two out of four required for removal

- MCA score of *Does Not Meet Proficiency*
- Does not make annual growth targets relative to grade level on fall to spring STAR assessments
- Report card grade of F for two consecutive trimesters
- Teacher recommendation

Accelerated Mathematics Placement Criteria

- Grade 5 Mathematics Portfolio
    - 4th Grade CogAT Form 7--indicator of cognitive ability
    - 4th Grade MCA Percentile Rank--indicator of achievement relative to standards
    - Fall to Spring STAR percentiles for 3rd and 4th Grade--indicators of history of levels of growth
    - 4th Grade report card assessments--indicator of achievement on district common summative assessments
    - 4th Grade teacher recommendation

- Grades 6-8 Mathematics Portfolio -- 8 pts Total
    - Current grade's MCA Percentile Rank--indicator of achievement relative to standards
    - Fall to Spring STAR percentiles for previous 2 grades--indicators of history of levels of growth
    - Current grade's report card assessments--indicator of achievement on district common summative assessments
    - Teacher recommendation

Accelerated Mathematics Exit Criteria: Two out of four required for removal

- MCA score of *Does Not Meet Proficiency*
- Does not make annual growth targets relative grade level on fall to spring STAR assessments
- Report card grade of F for two consecutive trimesters
- Teacher recommendation

Appeals Process

Pursuant to District Policy 650, the placement decision of the portfolio committee may be appealed to the Superintendent at the request of a parent or guardian if the request is made in writing within thirty (30) days of notification of the portfolio committee's decision.

Contact Information:

Principal Jonathan Anderson
Jonathan.Anderson@isd181.org
218-454-6000

CURRICULUM

The school district curriculum is aligned with state standards and state testing. The standards are listed in grade level standard brochures that describe the educational program for Early Childhood and grades K-8. Each year several subject areas undergo a major examination and are revised as needed. The subjects are reviewed according to the District Curriculum Cycle as seen in the District Accountability Report (school calendar). As a result, Brainerd Public Schools is continually updating the curriculum to provide a rigorous and relevant educational program for all students. Please contact your school office for standards brochures or go online to http://www.isd181.org and click on the Teaching & Learning tab. (District Policy #601 & 603)

ENROLLMENT

Under the existing school policy, a child must be five years of age on or before September 1 of the present school year before enrolling in kindergarten. A child must be six years of age on or before September 1 of the present school year before enrolling in the first grade.

FIELD TRIPS

Field trips are offered to enhance student learning. Some field trips may be optional and, if so, students who participate may be charged. If a student displays behavior concerns, the team of teachers will meet with the parents/ guardians to determine the proper interventions needed in order to make the field trip a positive experience. (District Policy #610) All school rules and policies apply to field trips.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. Parents/guardians are encouraged to support their child(ren) to complete homework thoroughly and promptly.

Teachers understand that students have many opportunities to be involved with community and family activities outside the school day. We also know

that homework helps build individual responsibility and offers more practice on essential skills. Homework is an extension of the instructional day. Students are first instructed and then followed by both teacher-guided practice time and individual practice time before homework is assigned. If you have questions about homework, contact your child's teacher. Parents are encouraged to provide a quiet work area at home, have adequate supplies available and limit distractions to support their child's learning.

LEARNING MATERIALS

Learning materials include textbooks, library books, iPads, Chromebooks, computers, etc. Students are responsible for providing adequate care for their learning materials. Students who lose or damage learning materials must pay for the cost of repair or replacement.

PHYSICAL EDUCATION

Elementary students are required to participate in the physical education program. If your child is unable to participate in physical education due to an illness or injury, a written statement from the doctor should be filed with the school nurse. If, for any other reason, your child needs to be excused from physical education, a written statement from the parent to the teacher is required. Students are required to have tennis shoes for their physical education classes. Please send them to school with your child as soon as possible, marked clearly with your child's name.

PROGRAM OF INSTRUCTION

KINDERGARTEN-GRADE 4

In Kindergarten through grade 4, Benchmark Literacy is our reading curriculum that includes Readers Workshop, Writers Workshop, and Word Study. Math Expressions is the math curriculum. FOSS (Full Option Science System) science units are taught at every grade level. These hands-on units provide instruction in life, physical, and earth science. Benchmark Literacy reading selections are used in social studies and science instruction. In addition, Junior Achievement is part of the social studies curriculum. [Other instructional experiences are provided in social studies (history, geography, and government), health, art, music, physical education, and computer/media/library skills.]

REPORT CARDS

Standards-based reporting describes the grade level content area skills and knowledge students are learning based on state standards and benchmarks. The standards-based report card is designed to keep parents informed about their child's progress towards these standards and benchmarks.

Standards-based reporting also supports greater consistency in determining scores. Teachers work together and across grade levels to develop common assessments and establish clear descriptions of what proficiency means.

At the elementary level, there are three reporting periods. Students are evaluated based on their progress toward end-of-year standards. In other words, students will not receive a mark of 3 before meeting year end grade level expectations. Students making good progress towards meeting grade-level standards may receive a 2 or 1 during the first two reporting periods. Elementary students are scored on the following scale:

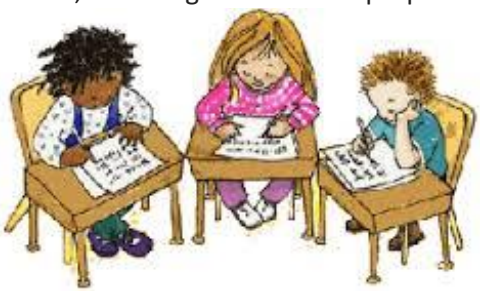
- **4** EXCEEDS year end standards for this grade level
- **3** SECURE understanding of year end standards
- **2** DEVELOPING understanding of year end standards
- **1** BEGINNING understanding of year end standards

TESTING

Testing data provides valuable information about student's academic growth and helps the district monitor curriculum. Please be sure your students are well rested and at school during these important testing periods.

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) - Testing window: March to May

Students in grades 3-8 and 10 are required to take the MCA Reading assessment and grades 3-8 and 11 are required to take the MCA Mathematics. The MCA Science Test in grades 5, 8 and high school. The purpose of the MCA testing program is:



- To measure student achievement against the Minnesota Academic Standards,
- To measure the proficiency of Minnesota graduates, and
- To measure the academic progress over time.

CoGAT

Kindergarten students take the CoGAT for the purpose of gifted and talented identification. Results, along with additional student data, are used to identify levels of gifted and talented programming for students.

BENCHMARK ASSESSMENT

Teachers in grades K-4 assess students using the Observation Survey. The Observation Survey tests measure a child's growth in letter and sound identification, concepts about print, hearing and recording sounds in words, high frequency words, and text level. Teachers use the test results to differentiate literacy instruction and plan interventions for students.

STAR ENTERPRISE - Testing Timeline: September, January, May

Students in grades 2 through high school will be taking the STAR Enterprise tests in reading and mathematics. The purpose of STAR testing is:

To measure academic progress of all students in reading and mathematics by benchmark testing three times per year, and to provide a progress monitoring system that tracks student progress, as needed, for academic interventions.

For more information about Brainerd Public Schools go to www.isd181.org,
Click on the tab: For Parents.
You will find Calendars, Directory, Family Access to Student Records, Menus, Policies and much more.

PART III – RULES AND DISCIPLINE

ATTENDANCE POLICY

Note: Pursuant to Minnesota law, reasons for absence must be acceptable to school officials. **Parents who do not require their children to attend school on a daily basis are in violation of Minnesota State Statute 120A.22. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused.** In addition, in order to have an absence excused, the parent/guardian must inform the school of absences prior to, the day of, or no later than two school days after the absence. (District Policy #503)

- Student illness
- Serious Illness in the student's immediate family.
- Significant family events such as but not limited to funerals, weddings, family vacations, college visits, etc.*Prior approval with the building administrator is encouraged.
- Medical or dental treatment.
- Court appearances occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week or as agreed upon by the parent and school district.
- Physical emergency conditions such as fire, flood, storm, etc.
- 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.

The following are considered <u>unacceptable</u> reasons for absence:

- Truancy. An absence by a student, which was not approved by the parent and the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance policy.
- Work at home, including babysitting a younger sibling.
- Work at a business, except under a school-sponsored work release program.
- Arriving to class late will be considered an absence (the number of minutes late will be determined by building policy).
- Any other absence not included under the attendance procedures set out in this policy will be at the discretion of the building administrators.

Habitual truancy is referred to Crow Wing County Collaborative Services and the Crow Wing County Attorney. (District Policy #503)

If students arrive five minutes or more late for class it will be recorded as "late" in student records and report cards.

BULLYING/CYBER BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of physical bullying or verbal bullying in any form including texting, postings on social media sites, and instant messaging by either an individual student or a group of students is prohibited on school district property or at school-related functions. All reported acts of school-related bullying/cyber bullying will be thoroughly investigated by administration. (District Policy #514)

BUS DISCIPLINE

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, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the bus driver. In addition, all school bus/bus stop misconduct will be reported to the district Transportation Office. Serious misconduct may be reported to the local law enforcement agency. (District Policy #707, #708, and #709)

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 pickup 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
- No use of alcohol, tobacco, or drugs

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

CELL PHONES

Students may bring cell phones to school, if used appropriately. All cell phones must be turned off during school hours, unless directed by the teacher or school personnel.

Students are prohibited from using a cell phone to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, photography, recordings,

etc. If the school district has a reasonable suspicion that, a student has violated a school rule or law by use of a cell phone, the school district may search the device. The search of the cell phone will be reasonably related in scope to the circumstances justifying the search. Students who use a cell phone 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 may be confiscated by school personnel and, if applicable, provided to law enforcement. Cell phones that are confiscated and retained by the school personnel will be returned in accordance with school building procedures. Confiscated cell phones will be returned to parents/guardians only. (District Policy #540)

DISCIPLINE

The school discipline policy intends to protect and nurture the rights of our students to physical, social, mental, and emotional growth. (District Policy #506)

Actions of individual students will not be allowed to limit one's own or the educational growth of others. Maintaining an effective learning environment requires the combined effort and partnership of students, parents, teachers, school administrators, and others involved in the educational process. All of these persons are citizens in our school community.

The staff at Riverside Elementary School work very hard, on a daily basis, to create positive learning environments where all students have the opportunity to learn. If a student makes a poor choice and breaks a school policy or procedure, it is not our intention to punish the student for the behavior, but rather to use the situation as a "teachable moment," with the intent on teaching the appropriate behavior. We believe that an effective discipline program incorporates the following steps: 1. Students must acknowledge that a behavior is inappropriate. 2. Students must self-evaluate that behavior. 3. Students must take ownership for their actions. 4. Students need to develop a plan for improvements so they learn from the situation and it does not repeat itself. The responses to poor behavior may include but are not limited to those actions detailed here.

If poor behavior choices are made by students during the school day, their behavior will be recorded and determined to be "minor" or "major." A minor infraction will be handled within the classroom. A major infraction will be handled immediately through the office. Consequences for a 1st major is a warning; 2nd offense—loss of recess and parent notification; 3rd offense—loss of 2 recesses and parent notification. Should the behavior be judged severe by the building principal or designee, immediate suspension from school activities may be utilized until a parent conference is held. This may include ISS (in school suspension), out of school suspension, local police involvement, etc. A copy of the behavior plan will be sent home early in the school year. Parents are encouraged to review and discuss the plan with their child(ren) along with their own expectations for good behavior at school.

DRESS AND APPEARANCE

Students are required to be dressed appropriately for school activities.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for weather.
- Clothing that does not create a health or safety hazard.

Inappropriate clothing includes, but is not limited to, the following:

- Clothing that is disruptive to the learning environment.
- Apparel promoting products or activities, which are illegal for use by minors.
- Any apparel or footwear that would damage school property.

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance, which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. (District Policy #418)

HARASSMENT POLICY

RACIAL, RELIGIOUS, SEXUAL AND VIOLENCE

- Everyone in Brainerd Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind.
- A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender: name calling, jokes or rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, administration, or the human rights officer.
- You may also make a written report. It should be given to a teacher, counselor, administration, or the Human Rights Officer.
- Your right to privacy will be respected as much as possible.
- We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the Human Rights Officer 218- 454-6916. You may also make a written report. It should be given to a teacher, counselor, the principal, or the Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial, or sexual harassment, or violence and will take all appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported. (District Policy #413)

PETS AND SERVICE ANIMALS IN SCHOOL

Because many students have allergies, anxieties or conditions which can be exacerbated by the presence of some animals, the principal has sole discretion in approving requests to bring pets to school. If students wish to share their pets as a part of a school experience, they may bring them only after arrangements have been made well in advance with the classroom teacher and principal. Parents should plan to bring the pet and remain to take the pet home. Inquiries about service animals should be made to the principal.

TECHNOLOGY USE

RESPONSIBLE USE OF ELECTRONIC DEVICES, GOOGLE EMAIL/APPS AND INTERNET USE

ISD 181 Brainerd Public Schools holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Many devices are capable of creating and transmitting email, pictures, videos, and text messages and these capabilities shall be used with the greatest respect for the

educational environment and the rights and privacy of all individuals within the school community. ISD 181 is not responsible for broken, lost or stolen personal devices.

- Each student has been provided access to the Google Educational Suite, which includes email, websites, word processor, presentation software, spreadsheets, and much more. Usernames and passwords are provided for all students beginning in kindergarten. This username and password will stay with them throughout their years at Brainerd Public Schools. Parents and students will understand that the ownership of this account stays with ISD 181 and has limited privacy rights.
- Inappropriate use of a student's Gmail account may result in restriction and/or termination of the student's Gmail account.
- Students will not photograph or videotape other individuals at school or at school sponsored activities or email, post, or electronically transmit said images/video without their knowledge and consent.
- Students are prohibited from using any electronic device for cheating, bullying, harassment, gang activity, etc.
- Students will not disclose their personal contact information or personal information about another student via email, internet, or other electronic venues.
- Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
- Students will agree not to meet someone they have met online.
- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

CONSEQUENCES FOR MISUSE

Students who do not comply with district guidelines for acceptable use may lose network privileges. Other disciplinary action may be necessary depending upon the severity of the infraction. Technology abuse will be dealt with the same as vandalism. Devices that are confiscated will be returned in accordance with school building procedures. (District Policy #524 & 540)

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use or possession of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. (District Policy #419)

VANDALISM

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; 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 takes a "zero tolerance" position about 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. 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. (District Policy #501)

For more information about Brainerd Public Schools go to www.isd181.org,
Click on the tab: For Parents.
You will find Calendars, Directory, Family Access to Student Records, Menus, Policies and much more.

PART IV – HEALTH AND SAFETY

*****EMERGENCY CONTACT INFORMATION**

Parents/guardians must provide updated contact and emergency information annually or upon changes. To update information, please call the building secretary or go online to the District Website at http://www.isd181.org, click on the For Parents tab, then click on Family Access and update accordingly.

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the health office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parents/guardians.

COMMUNICABLE ILLNESSES

Students infected with a contagious illness should not be in school to protect the health of others. If a parent suspects that his/her child has a communicable or contagious illness, the parent should contact the building nurse or principal so that other students who might have been exposed to the illness can be alerted. If your student has any illness and you are uncertain about school attendance, please contact your district nurse.

CRISIS MANAGEMENT

The Crisis Management policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct 5 ALICE drills, 5 fire drills, and 1 severe weather drill annually. Building plans include classroom and building evacuation procedures. Each school building has its own building-specific crisis management plan. (District Policy #806)

STUDENT SAFETY DRILLS

The learning process can be impaired when students do not feel safe at school. When staff is confident about emergency procedures, children in their care are more calm, cooperative and trusting. Each year, staff and students practice fire, tornado, and lockdown drills. Though one can never prepare for every specific twist or detail of an emergency, we know that rehearsing emergency plans and discussing possible scenarios helps make our reaction to a real emergency more organized and safe for all.

On the day of a drill, a message will be broadcast over our intercom to students and staff that we are practicing a drill. Teachers calmly talk through the drill with students ahead of time so they know exactly what to do. We take great caution to not cause fear among children during drills, but do stress the importance of listening, moving quickly, and not talking. Parents are asked to discuss this issue with their child so they can better understand the importance of these drills.

HEALTH INFORMATION

School health records will be maintained electronically. It is important to update this information as often as necessary to ensure your child's needs are being met while in school. Current emergency phone contacts are important in the event a student is injured or becomes ill in school. Be sure the emergency contact knows you have them listed as a contact resource for the school.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

HEALTH SCREENING
Students in grades 1, 3, 5, 7 and 9 have their vision and hearing checked each fall. If a child does not pass the screening, you will receive a referral in the mail from the District Health Office.

HEAD LICE
Head lice are common in children in childcare and school settings. Anyone can get head lice – it is not a sign of being dirty. Please check your child weekly and after every sleep over. If lice are found, please notify your child's contacts, including building nurse, daycare provider, friends' parents, etc. If you have questions, call the Student Health Services Office 218-454-6945 or Crow Wing County Community Services 218-824-1080.

HOMEBOUND STUDENTS
A teacher can be provided for homebound students upon notification that a pupil is not able to attend formal classes for 15 or more consecutive days due to illness or injury. When written notification is received from the medical professional that the pupil can be provided instruction at home, the principal will then arrange for a homebound teacher. The homebound teacher will contact the student's classroom teachers for assignments, books and other materials. The guide to effective home teaching of students lies in the cooperation between the classroom teacher, the home teacher and the parents.

FIRST AID
The Student Health Services Office in each building is equipped to handle minor injuries requiring first aid. If the health office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

IMMUNIZATIONS
All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the Student Health Services Office at 218-454-6945. (District Policy #530)

Students will not be allowed to start school in the fall until they have had the required immunizations.

MEDICATION POLICY
The Brainerd School Board's medication policy provides that "the administration of medication to pupils shall be done only in exceptional circumstances where the child's health may be jeopardized without it." If your physician feels that child's medication needs to be administered at school please call the Student Health Services Office 218-454-6945 to discuss building procedures regarding dispensing medication. (District Policy #516)

<u>Administering Medication In School</u>
It is not the responsibility of the school or its employees to prescribe drugs, medications, or home remedies. Medications should be administered at home under the supervision of the parent or guardian when possible. However, some students require administration of medications or medical procedures to

be performed during the regular school day. In those situations, the following procedure will be followed:

- Medication to be administered to a student during the school day must be brought to school by the parent/guardian and left with the designated school representative.
- Before any medication will be dispensed by, anyone affiliated with the school district, a Physician Order for Medication and Parent Authorization form, or Physician and Parent Authorization for Self-Administration of Medication form which has been signed by the physician and parent/guardian of the student must be on file with the designated school representative. This authorization must include all of the following: name of the student, name of the medication, dosage to be given, the time or frequency that the medication is to be given, a diagnosis or reason the medication is needed, and a signature from the physician and parent or guardian.
- The Physician Order for Medication and Parent Authorization form or Physician and Parent Authorization for Self-Administration of Medication must be submitted at the start of the school year or when the medication becomes necessary. Self-administered prescriptions would include, but are not limited to, such medications as inhalers, epi-pens, insulin, or other emergency medications. (The prescription from the physician must specifically state that the students are to carry the medication on their person and administer the medication themselves.) Controlled substances (i.e. Ritalin) may not be self-administered.
- Prescription medications must be provided to the designated school representative **in a duplicate bottle, which has been appropriately labeled by a pharmacist.** Prescription medications brought to school in any other container will not be administered. Prescription medications will only be administered to a student if the designated school representative is provided a written statement from a doctor, a prescription bottle with a current, accurate label; and an authorization as discussed above.
- Before any over-the-counter medication will be dispensed by anyone affiliated with the school district, an Authorization of Administration of Non-Prescription Medication form, which has been signed by a parent/guardian of the student, must be on file with the designated school representative. **Over-the-counter medications must be provided to the designated school representative in the original labeled container**. An over-the-counter medication will only be administered to a student according to the written directions on the bottle, unless contrary written directions from a physician are provided. If there is no specific age-appropriate dosage on the bottle, the medication will not be administered, unless contrary written directions from a physician are provided to the school.
- Aspirin or aspirin-containing products will only be administered upon written direction from a physician.
- The district reserves the right to review the continued use of any over-the-counter medication, which has been prescribed by the parent/guardian. The district may require a physician's order for continued use of any over-the-counter medication.
- When use of a medication has ceased, or is no longer needed by the student, the parent/guardian is responsible to retrieve unused medications from the school. Any unused medications that have not been picked up will be disposed of properly.

TEMPERATURE/FEVER GUIDELINES

A student shall be excluded from school for a body temperature of 100 degrees Fahrenheit. A student must be temperature free, without taking medication such as Tylenol or Ibuprofen, for 24 hours before returning to school. A student shall be excluded from school for any body temperature elevation if he/she is exhibiting signs or symptoms of illness such as vomiting and diarrhea, excessive coughing or flu-like symptoms. Any student that is unable to participate in routine activities, or requires more care than can be provided by staff due to illness, shall also be excluded. A student who is prescribed antibiotics for illness must use the medicine for 24 hours before returning to school.

NOON HOUR RECESS

We have supervisors who are on duty each day on the playground. Play on the playground is free play and the children choose playmates and games to satisfy themselves. Children will play outdoors during the noon hour regularly, so please dress them with this in mind.

The decision to have outside recess during the cold weather depends on the temperature, wind-chill and conditions of the playground. Students go outside unless the temperature is below zero, and/or the wind chill is more than 10 degrees below zero. Parents are expected to have their children dressed appropriately. To stay safe and warm, students should have the '5 Essentials' of, hat, mittens/gloves, warm coat, snow pants, and boots.

SAFETY

Our district has implemented a proactive security policy in an attempt to make our schools a safer place for all our students. Buildings will be implementing more controlled access. In the morning, only designated doors to the building will be unlocked allowing access into the building. (District Policy #806)

Students will be instructed on how to perform learning activities and experiments in the safest possible manner. Personal protective equipment will be provided to students, where necessary, for science, art and industrial technology classes. Students are required to follow the safety guidelines and rules set forth by instructors. (District Policy #807)

If a student or parent has any questions regarding the safety of the school or curriculum, they should contact the school principal or school safety specialist.

SCHOOL INSURANCE

The school does not provide insurance coverage for accidents. In most cases, your family health insurance policy provides coverage for accidents that may happen at school. You may want to check your policy to be sure. Information regarding optional Student Accident Insurance is available in the main office of all district schools.

VISITORS IN DISTRICT BUILDINGS

Parents/guardians and community members are welcome to visit Riverside School. If you wish to visit a class, notify the classroom teacher in advance. There are times when visiting a classroom might be disruptive to the schedule, such as standardized testing week. Visitors are required to sign in at the elementary office before visiting other parts of the building. Visiting by children from other schools is discouraged.

An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interest of students, employees, or the school district.

For more information about Brainerd Public Schools go to www.isd181.org,
Click on the tab: For Parents.
You will find Calendars, Directory, Family Access to Student Records, Menus, Policies and much more.

2017 - 2018 CALENDAR

AUGUST 2017

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15 –17 OS Testing Appts

22-24 Kindercamp

29 Open House-Forestview

30 Open House-Elementary & Brainerd High School

SEPTEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 No School - Labor Day

5 First day of school for Grades K-12

OCTOBER 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19-20 No School - EM Conference

NOVEMBER 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

23-24 No School - Thanksgiving

27 No School – Teacher Inservice

DECEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25-29 No School - Christmas Break

JANUARY 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 No School – Christmas Break

15 No School – Teacher Inservice

FEBRUARY 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

19 No school OR Snow Day Makeup

MARCH 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-16 No School - Spring Break

30 No School Good Friday

APRIL 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School OR Snow Day Makeup

MAY 2018

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 No School – Memorial Day

31 Kinderfriend Day

JUNE 2018

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Last Student Day Grades 1 - 12

JULY 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

RIVERSIDE SCHOOL SONG

(Melody: This Old Man)

Riverside, Riverside,
We're number one
And we've got pride
With a hoot and a holler
We've only just begun.
Riverside is number one.

This old school is so great
It's the best school in the state
With lot of teachers
And lots of friends,
Our great learning never ends.

Proud and true, we will be.
Facing challenge is the key.
As we work together
With victory in our mind,
Our great school will ever shine.

Lyricists: V1 Jason Audette, V2 Emily Kleinschmidt, V3 Jacob Collins
Copyright 1988