

Student & Parent Handbook

Lake Park Audubon Elementary

2016 - 2017



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Dear Parent,

Welcome to Lake Park/ Audubon Elementary School!

This handbook has been designed to supply you with important information about our school's policies, regulations, and services. The information can be used to facilitate communications so that home, school, and community can work together to provide the best possible education for the children who attend here.

Please feel free to visit your child's classroom and consult with the teachers regarding any aspect of your child's education. Open and free communication is the best avenue for success. Teachers can usually be contacted between the hours of 7:45 A.M., and 3:45 P.M. Teachers also appreciate e-mail messages and phone calls at home for any concerns which should be addressed immediately. We are here to serve you and your child to the best of our abilities, and communication is a very important part of that service.

Education is becoming increasingly important in the life of every individual in our society. What occurs each day in your child's educational program at LPA will have an impact on the future. Testing indicates we are doing an excellent job of teaching the basic skills, but our school also provides great opportunities for growth in personal qualities. The qualities of caring, trustworthiness, respect, responsibility, citizenship, and fairness are ingrained throughout our program at LPA. We educate the "whole child" at our school.

LPA Elementary is your school. We want the climate of this school to create a feeling that everyone is an important part of it. We realize the awesome responsibility you place in our hands when you send your child here. Together, we can make a positive difference in the life of your child.

We are a small school, and that is a great advantage to you and your child. We will get to know your child very well. We will work hard on weaknesses and build on strengths. We are like a family here.

Welcome to the LPA family!

Your Elementary Principal,

S. G. Skaaland

*** Please keep this booklet in a place where you can refer to it as needed.
Refer to the District Web site: lakeparkaudubon.com**

The Mission of Lake Park Audubon Elementary School

is to promote:

***the growth of the whole child (academically,
intellectually, emotionally, socially, and physically)**

***the development of responsibility;**

and

***the desire to learn so that each child may make
progress toward achieving his/her potential.**

Vision Statement of Lake Park Audubon Elementary School:

We will grow every day

In every way

At LPA!

Lake Park Audubon District Calendar 2016-2017

<i>Fall Activities Orientation for Grades 7-12 – 4:30 – 8:00 PM</i>	<i>Aug. 8</i>
<i>Faculty Workshop – 8:00 AM – 4:00 PM</i>	<i>Aug. 29-30</i>
Faculty Workshop – Noon – 8:00 PM	Aug. 31
7 th Grade Orientation – 4:00 – 5:00 PM	
High School Open House – 5:00 – 7:00 PM	
Elementary Open House – 5:00 – 7:00 PM	
Faculty Workshop	Sept. 1
Labor Day Weekend (No School)	Sept. 2-5
First Day of Classes	Sept. 6
Education MN (No School)	Oct. 20-21
End of 1st Quarter	Nov. 3
Faculty Workshop (No School)	Nov. 4
Parent/Teacher Conferences (school dismisses @ 1:30 PM)	Nov. 15 (4-7:45 PM)
Parent/Teacher Conferences (school dismisses @ 1:30 PM)	Nov. 17 (4-7:45 PM)
Thanksgiving Break (No School)	Nov. 23-27
End of First Trimester	Nov. 30
Winter Break (No School)	Dec. 23 – Jan. 2
School Resumes	Jan. 3
End of 2nd Quarter	Jan. 19
No School	Jan. 20
No School	Feb. 17
Parent/Teacher Conferences (school dismisses @ 1:30 PM)	Feb. 21 (4-7:45 PM)
Parent/Teacher Conferences (school dismisses @ 1:30 PM)	Feb. 23 (4-7:45 PM)
End of Second Trimester	March 3
End of 3rd Quarter	March 23
Faculty Workshop (No School)	March 24
Spring Break	April 14-17
Graduation Day	May 28
Memorial Day	May 29
Last Day of Classes	May 31
Faculty Workshop (No School)	June 1

<u>Days in Session</u>		
Inst.	Month	Non-Inst.
-	August	3
19	September	1
19	October	0
19	November	2
16	December	0
20	January	0
19	February	1
22	March	1
19	April	0
20	May	0
0	June	1
173		9

<u>End of Quarter Grading Periods</u>	
1 st Qtr. Nov. 3	41
2 nd Qtr. Jan. 19	44
3 rd Qtr. March 23	43
4 th Qtr. May 31	<u>45</u>
Total	173
<u>Trimester Ending Dates</u>	
1 st Tri. Nov. 30	56
2 nd Tri. March 3	58
3 rd Tri. May 31	<u>59</u>
Total	173

Storm Day/Make-up Sequence: March 24, June Dates. If more than three Instructional Days are missed, the Board may convert excess Instructional Days to Non-Instructional Contract Days.

LPA Elementary Staff Roster 2016-2017

Principal – Sam Skaaland

Administrative Assistant – Barb Jenson

Kindergarten – Maria Amundson, Laurie Mattson, Rachael Johnson

Grade 1 – Carla Hendrix, Stacey Stalberger, Amanda Snyder

Grade 2 –, Sandy Vetter, Katy VanHavermaet, Sammi Sapa

Grade 3 – Marge Beaudine, Alex Becher

Grade 4 – Jim Hopkins, Raina Askin, Monika Nelson

Grade 5 – Kristina Gordon, Michael Baune

Grade 6 – Mary Softing, Katie O’Connell, Jennifer Wagner

School Social Worker – Lisa McLeod

Music – Tammy Teach (Vocal), Diane Jordan (Vocal)

Instrumental Music – Paul Liversage

Phy Ed – Lori Wixo (2-6), Robyn Madson (Kg-1st grade Phy-Ed)

Special Ed – Becca Rood, Ashley Tingelstad, Justin Hoskins

Special Ed Clerical- Sharon Faith

Speech & Language – Nicole Perman

Technology – Bob Henderson

Elementary Title I –Krystle Sauer, Deborah Huseby, Cheryl Hemberger, Linda Long, Nancy Brekke

Instructional Aides – Lana Davis, Joyce Bauer, Bev Nielson , Deb Wavra, Kristine Swiontek, Sandy Tollefson, Angie Hanson, Lorena Merseth, Samantha Ullrich, Joni Moseng, Chelsea Neuerburg

Reading Recovery - Krystle Sauer

Minnesota Reading Corps –

Alternative Delivery Specialist- Tim Sherman

Early Childhood Family Education Coordinator/Educator – Anne Braseth

Early Childhood Family Education Child Educator – Denelle Baumgart

Early Childhood Family Education Parent Educator – Kristi Maas

Early Childhood Family Education Clerical- Sarah Vareberg

LASES Early Childhood Special Education- Donna Ronken, Julie Mies

ECFE Aides – Teresa Nelson, Dot Francis, Harriet Johnson, Laura Bergren, Twyla Reineccius

Rtl Coach- Tiffany Nagel

Stellher Human Services- Hannah Becher, Bridgette Eastman

Headstart – Cindy Ortloff, Jeanne Soyring, Sara Peterson

Library- Kristen Frank

Food Service Director– Anne Skjold

Food Service Staff – Sharon Faith (Clerical), Annette Grindall, Jean Benson, Margaret Kruger

Transportation Director – Kent Benson

Bus Drivers – Marlene Olson, Gerald Lunde, Peggy Ullrich, Loni Dalen, Doug Anderson, Dean Sunram, Dan Thorson, LaVonne Smith, Terry Rehder, Anessa Strehlow, Nanette Benson, Dave Bakke

Maintenance Supervisor- Kevin Mitchell

Custodians – Pete Olson, Bronson Vinge

ATTENDANCE

Under the Compulsory Attendance Law, every child from ages 7 through 16 must be enrolled in school unless excused for mental, physical, or moral reasons.

There is a direct link between regular attendance and academic success. At Lake Park Audubon Elementary School, we believe that attendance habits begin in the first year of school, and these habits become behavior patterns by the time students reach high school. "No Child Left Behind" legislation states that each school needs to have a minimum of 90% attendance in order to achieve "Adequate Yearly Progress." Parents, students, and the LPA staff need to work together to be sure that students arrive on time and attend school regularly.

Absences:

*Students who arrive to school more than 30 minutes after the start of the school day will be marked ½ day absent.

* Students who arrive 5 minutes after school starts will be marked tardy.

Excused Absences

- Illness of the student
- Serious illness, death, or emergency in the family.
- Religious reasons
- Unsafe weather conditions
- Family trip with prior approval and notification

** The principal may designate other absences as excused as situations arise.

Unexcused Absences

- Oversleeping
- Missing the bus
- Absences without prior approval
- Any Absence without parental permission

** The principal may designate other absences as "unexcused" as situations arise.

- Tardies: A student who reaches four unexcused tardies will be considered truant for one school day.

On the day of return to school after an absence, a doctor's note or a note of explanation signed by a parent must be given the teacher. The note should include :

- 1) the reason for the absence
- 2) the date of the absence
- 3) a signature of a parent.

Absences will become unexcused if the school does not receive notification for the reason of the absence within five days.

In the case of EXCUSED absences, the students are to do the work missed and receive full credit for doing so. In the case of an UNEXCUSED absence, the student will receive no credit, and the teacher may require the work to be made up, particularly where the subsequent work is based on the work missed.

In regard to PREARRANGED absences or those absences that one can anticipate, please send a written request to your child's teacher stating the date and reason for the absence. A notice should also be given to the elementary office. Parents should consider the value the absence based on their child's scholastic standing. The make-up work should be

largely completed before the absence.

Training in PUNCTUALITY is an important part of every child's growth, and (s)he should be trained to accept the responsibility of doing things and being places at the time expected. Making sure that (s)he reaches school prior to the starting bell is one way of teaching this responsibility. Keep in mind the fact that attendance becomes a permanent, official part of the school record.

Students attending school during the morning session are required to remain in school for the entire day unless properly excused by the principal. If (s)he becomes ill while in school, (s)he should not leave the building. (S)he should report this to his/her teacher and the office. If it is determined that (s)he should go home, (s)he will be assisted in contacting his/her parents.

The school day begins at 8:30 A.M. Therefore, children need not arrive much before that time. Students should not be in the building before 8:00 A.M. unless supervised by a teacher. If students must arrive early, they should assemble in the cafeteria and sit quietly until morning recess.

TRUANCY

A student is truant when (s)he is absent from class without a valid and verified excuse from a parent/guardian. Forged notes and fraudulent telephone calls result in the absence being considered as truancy.

Skipping any part of a class or not checking out through the office upon leaving school or upon returning to school will be counted as a truancy. After three truanancies, Social Services is contacted and a conference may be set up with the parent, student, social worker, and school administrator to come up with a plan to help insure school attendance.

A student who has had 15 days of consecutive absence must be dropped from the school roles. Students must then be re-enrolled before they are able to attend classes.

WITHDRAWAL

The elementary principal and the child's teacher should be informed as early as possible if you intend to move from your present address. This information will assist us in making changes in bus routes, etc., if necessary.

If you are moving from the school district, please notify the principal and the teacher giving the information as to where you are moving so that the school records may be transferred at the earliest possible time. Records will be transferred by the school district upon receipt of required parent permission form that your new district will have you sign and send to us.

CHANGE OF ADDRESS

Inform the office if you change your address or telephone number at any time throughout the school year. Telephone numbers are important in case of emergencies.

ADMITTANCE TO SCHOOL

Before a child attends the Lake Park Audubon Schools they must abide by the Minnesota's School Immunization Law. Please refer to the information included at the end of this handbook.

A student could be eligible for preschool handicapped programming if he or she is 4

years of age before September 1st of the current school year and has been diagnosed by our staff as having a specific weakness in three or more specified developmental areas.

In order for students to enter kindergarten they must have reached the age of 5 years on September 1st of the current school year. The only exception to this requirement would be strong indications that early entrance would be in the best interest of your child. This would include a psychological evaluation provided at your expense.

In the event a parent wishes to withhold a youngster from school until the age of seven his or her placement in school will be decided upon by his/her readiness skills.

COMMUNICABLE DISEASES

The State Department of Health has set down the following recommendations for schools to follow in case of a communicable disease being contracted by a pupil:

1. Parents should notify the principal or teacher if the child has contracted a communicable disease.
2. Parents should have the disease diagnosed by their family doctor.
3. Parents are urged to keep the child home if they suspect (s)he is coming down with a communicable disease. (appearance of rash, sore throat, fever, etc.)
4. The child should be segregated from other children.
5. The family doctor should give a note to bring to school indicating that the child is no longer ill.

HEAD LICE PROCEDURES

If it is suspected that a student may have head lice, a designated school employee will examine the student. In most cases, this will be done in the office. After examining a student, if lice have been observed, the following measures will be taken:

- * The identified student will be removed from the classroom until a parent is notified and is able to pick up the identified over-the-counter products that are available and recommended. These instructions also include information on how to clean the home and personal objects.
- * An informational letter (Healthy Facts: Head Lice <http://www.health.state.mn.us/>) will be sent home with all students in the classrooms where head lice have been detected.
- * The infected student should return to school on the day following treatment.
- * School employees will follow up with parent(s) if a student continues to have nits or other signs of active infestation.

ANIMALS TO SCHOOL

Due to the unpredictable behavior of animals in strange situations, the school discourages bringing animals and pets to school.

No animals should be brought to school without prior approval from the child's teacher and principal. Approval will depend mainly upon the type of animal, reason for bringing the animal, how the animal is going to be transported and where the animal will be kept if it is to stay in school.

Please do not send glass jars to school with children. Bugs and other small creatures should be brought in coffee cans or plastic containers.

VISITORS TO SCHOOL

The school discourages students' cousins, younger siblings, or out of district friends from visiting the classroom for a day. Under special circumstances, arrangements should be made with the teacher at least a day prior to the visit. Parents are always welcome. Please make arrangements prior to your arrival to maximize the meaningfulness of the visit.

ACCIDENTS/INSURANCE

Students incurring injury on the school grounds during the school day should report the accident to the teacher in charge. The school does not carry health or dental insurance on the students.

HOT LUNCH

Each family has a separate food service account. After going through the lunch line, the food service assistant records the transaction, which automatically debits the student's (family) account.

The hot lunch program is designed as a convenience handled by the school for the child. Students are on the "Offer vs. Serve" program. Students will be offered 5 items and are required to take at least 3 of the items (one of which is to be a fruit or vegetable). Please look over the menu with your child and help him/her make their selections.

On some days, your child may purchase a second portion. For example: taco, pizza, hamburgers, ham or chicken patties on a bun, etc., are available at a cost of \$1.10. This is paid directly to the cook at the time of purchase.

Free and Reduced Lunch: Applications are available from the principal or superintendent's office. All students that qualify for free or reduced lunch will now receive their lunches at no charge. Eligibility is dependent on family income. Those families applying must accurately complete the application form and return it to the Superintendent's Office for approval. Applications are strictly confidential. These applications affect the amount of state aid for the entire school. Please have the application completed before the first day of school so you will not be charged full price.

Cold Lunch: Students wishing to purchase milk to have with cold lunch may do so by telling the teacher at the morning lunch count. Please purchase milk in advance as you would lunch (for example monthly). Please do not send milk money each day with your child. Milk may also be purchased for snack time, again, in advance.

Parents are encouraged to pay in advance to the family lunch account to the elementary secretary. Reminder notices will be sent to families whose account is low or overdrawn. Family accounts can be accessed on-line through the Parent Vue section of the school data system.

BREAKFAST

Lake Park Audubon Schools offer free breakfast to all K-6 students. Grades 1-6 will be served in their classrooms. Breakfast is the most important meal of the day, and children should be taught this healthy habit. All students must take three out of the four items when they enter the classroom. One item must be a fruit. Parents may submit in writing that they offer a balanced breakfast at home if they want their child to be excused from breakfast at school. A balanced breakfast includes grains, dairy, and fruit every day.

PERSONAL PROPERTY

Children should not bring expensive jewelry, valuable toys, money etc., to school. All outer garments should be plainly marked with the child's name. Any money sent to school for hot lunch, etc. should be placed in an envelope with the child's name and the teacher's name written on the outside.

Cell phones are not allowed in our elementary classrooms unless turned off and approved by the teacher. They are the responsibility of the student if brought to school. All cell phones should be given to the child's classroom teacher. The teacher will keep them throughout the day, monitor any use, and return them at the end of the school day.

LOST AND FOUND

All articles including books and clothing found on the school grounds should be taken to the office immediately. All articles not claimed by the end of the school year will be disposed of through proper channels. Please mark all articles of clothing and supplies with a permanent marker to assure return of lost articles.

SCHOOL TEXTS AND SCHOOL SUPPLIES

The school furnishes all texts, workbooks, and the curriculum materials. These are the property of the school and loaned to the child. Proper care should be given this school property. Fines for excessive damage will be assessed on an individual basis. Pencils, colors, paper and other expendable items are furnished by the student. It is also requested that the parents keep check on the supply of these items so that they are adequately maintained. If laptops or other computers assigned to a student are damaged through abuse or neglect, the student/parent/guardian will be responsible for repair or replacement to be determined by the district.

CURRICULUM

We have thirteen specific curriculum areas in the elementary school. They are reading, math, language, spelling, music, physical education, health, science, social studies, handwriting, computer skills, and art. If you desire information for any specific curriculum or grade, feel free to contact your child's teacher.

MUSIC

All students will receive daily music instruction from a music specialist. The fifth and sixth grade students may take advantage of an instrumental music program throughout the school year. In the fall of fifth grade, students will be assessed and have an opportunity to select, along with their parent, a musical instrument to be purchased or leased.

PHYSICAL EDUCATION

Physical education is a subject that the Minnesota Department of Education suggests be taught every day to all youngsters. Everyone must participate in this activity unless excused by a medical doctor. If a child has been ill and is convalescing, the child cannot be excused for more than five days without a doctor's written excuse. A parent must write a note stating the reason if a child is to be excused from phy. ed from one to five days.

Ideally students should wear a different pair of tennis shoes than is worn outside for the purpose of protecting the gym floor. However, please be certain that the shoes your child wears **DO NOT MAKE BLACK MARKS ON THE FLOOR.**

LIBRARY

The school maintains a well stocked library from which children may check out books. Whenever a child checks out a library book, he/she assumes responsibility for this property. A charge will be made for lost books and any books damaged beyond normal wear. The price to be assessed will be decided by the librarian and/or the school administration. If, after a student has paid for lost materials, the materials are returned during the school year, the price of the items will be refunded.

Books may be checked out for 2 weeks. If a book is not returned after a reminder and 3 weeks has passed, the student may receive a behavior notice.

TESTING

Minnesota Comprehensive Assessments (MCA's) are also given in the spring for grades 3, 4, 5, and 6. The purpose for these tests is to 1) evaluate student progress toward achievement of the state standards 2) chart the progress of schools and districts over time 3) generate information for school improvement and school accountability 4) compare schools and districts in Minnesota to identify programs and strategies that improve student achievement.

Parents will receive a diagnostic report from the school upon receipt of the test results. The test results are used to assess curriculum and programs as well as individual student achievement. Other criterion referenced testing will be conducted throughout the school year in the various academic areas and will be reported to parents at mid quarter or end of quarter.

FAST testing will be administered to all students in grades K – 3. These short test probes will be given in September, January, and May. Children will be called out of their classrooms individually for a few minutes to give the tests that will help determine reading readiness or math and reading achievement levels. This is done to identify strengths and weaknesses so that we can provide the best type of instruction for each individual student. Some identified students will also be tested more frequently to monitor their progress after receiving specialized interventions for improvement. Test results will be shared with parents at conferences, and plans will be developed and shared with parents on how specified needs are being addressed. Star Reader, Star Math, and Star Early Literacy Tests will also be given to determine reading and math levels in order to develop an optimal educational program for each child.

Communication between home and school is essential for the success of all students. If there are any questions or concerns regarding your child's assessments, please contact your child's teacher as soon as possible.

HOMEWORK

Homework is assigned by the individual teacher according to need. Students generally should not have more than one hour of homework each night if they use their time wisely in school. Occasionally, a child may have special work which is necessary due to neglect, absence, extra drill, or high interest on the part of a student in a unit. Basic readers and workbooks are taught in a sequential manner, with pupil interaction necessary for best

developmental results, and because of this books are not always sent home.

Homework help will be available during the lunch and recess periods for students that have not finished, or are having difficulty understanding their assignments. This period should not be used in the place of doing schoolwork in the classroom, or for developing the child's responsibility to develop good study habits at home.

GRADING AND ASSIGNMENTS

Grades will drop 1 percentage point for every day an assignment is late.

Late Academic Standards or significant projects will lose 5 percentage points for each day late after the due date. If an assignment due at the end of a quarter is incomplete and not turned in on the due date, the student will receive an incomplete "I" and have 5 days to turn in the completed assignment. After 5 days, the grade will be an "F."

Students have 2 days to make up assignments for every day of excused absence.

GRADES

% Correct	Grade
100-96	A
95-94	A-
93-92	B+
91-89	B
88-86	B-
85-84	C+
83-80	C
79-76	C-
74-75	D+
73-72	D
71-70	D-
69- 0	F

SCHOOL CLOSING OR EARLY DISMISSAL

Weather may cause school to be dismissed early, cause a start late, or cancellation. Listen for announcements on local radio station KDLM 1340 AM, KVLR FM 95, or WDAY 970 AM or TV Channel 6. Lake Park Audubon Schools also has an automated phone alert system called "School Reach" to help with important communications with parents and students.

NOON RECESS

Outside noon recess is scheduled every day. In the winter, children should be properly dressed with warm boots, mittens and coats to participate in the play period midday. In general, we will have recess outside unless the temperature is below zero or -10 F wind chill. Occasionally a child is required to stay in due to a cold, etc. Please send a note requesting your child stay in and state the reason.

TELEPHONE USE

Our telephone line is utilized to its limits. It is essential that our school's phone lines remain open so that necessary communications can be conducted. In order to reduce the number of pupils' telephone calls during the day, pupils are requested to make arrangements for rides, permission to visit friends, etc., prior to coming to school in the morning. Rather than a phone call, a note to the teacher regarding special arrangements for students at the end of the school day will be helpful and appreciated by the classroom teacher. We realize that emergencies do occur and we are sensitive to those needs.

When you call your child's teacher, please try to call when classes are not in session. Each teacher has their own phone extension so that they can be reached directly or a voice message can be given.

TREATS TO SCHOOL

It is a normal custom for many of our youngsters to bring a treat to school on their birthday. This means a lot to a youngster and we know its importance. In order to safeguard all pupils and to protect us on liability, we request no home-baked food to be given to classmates.

We encourage that only healthy snacks be brought to school. Pop and candy will not be allowed in the classroom on a regular basis.

STUDENT COUNCIL

Early in the fall, students in grades 4-6 will elect two representatives from their classroom. These representatives will meet periodically throughout the year with their advisors to discuss and have input on ways to make the school a better place to attend.

RIDING THE BUS

Children must ride their regularly scheduled bus unless a note requesting permission is submitted to the office. Please have your child bring the note in the morning before class so that a "bus transfer form" can be completed to be given to the bus driver upon entering the alternate bus.

Rules of Behavior:

- 1. A student shall respect and obey the driver of a school bus.**
- 2. A student shall avoid loud talking or yelling from one end of the bus to another. Only respectful language should be used.**
- 3. A student shall remain in his/her seat until it is time to leave the bus. Students shall always remain in their seats while the bus is moving.**
- 4. Students will respect school property and the property of others while riding the bus.**
- 5. A student shall avoid fighting or scuffling with other students on the bus.**

Violations of School Bus Safety Rules may result in any of the following:

- A. The driver will discuss the problem with the student and the consequences that will arise, as a result of their misconduct.**
- B. Repeat offenders will be dealt with by the school district transportation director.**

- C. The student will then meet with the bus driver, building principal, and district transportation director. A report of this meeting and the discipline papers will be sent to the parents or guardians.**
- D. The parents may be asked to meet with any of the above in item C.**
- E. The student may lose riding privileges.**

**** If any violation is serious enough, the district will go directly to Item E.**

STUDENT CONDUCT AT SCHOOL EVENTS

Students' behavior at school sponsored events is reflective of the school, the community, and their parents. Students are expected to follow all activities rules:

- 1. Students must remain in the gym during games. Students are allowed to leave only during times when play has stopped.**
- 2. Students must not leave the gym or athletic field. Any students returning will be required to pay the admission price again.**
- 3. Throwing of objects or other disruptive activities are not allowed.**
- 4. Lake Park Audubon students will not use abusive or rude gestures or language.**
- 5. Good sportsmanship should be followed at all times.**

BEHAVIOR

Lake Park Audubon Elementary School has implemented a behavior management system recommended by the Minnesota Department of Education. The program is called Positive Behavior Interventions and Supports. A school team has been extensively trained by State Department of Education staff, and concepts that fit our elementary school's philosophy have been adopted for our school. In general, PBIS is a proactive program that provides a framework for teaching positive behaviors rather than merely reacting to negative behaviors. The PBIS slogan for LPA Elementary School is: "LPA Students ARRR.... Always Responsible, Respectful, and Ready." These concepts are taught positively in all areas of our school and community including the cafeteria, playground, hallways, bathrooms, classrooms, and gymnasiums.

A system for rewarding students is in place at our school. These rewards include "Caught Being Good Slips," and "Principal's Awards" for larger accomplishments. Assemblies and displays recognizing these awards will call public attention to the positive accomplishments of our students.

An office referral form is included in this handbook. This referral form provides guidelines for sending students to the office for serious issues, and disciplinary action from the principal. Detentions, suspensions, in school suspensions, or expulsion are consequences which may be provided for the most serious offenses. All office referrals will be recorded in a School Wide Information System.

Late and incomplete assignments will be handled in the classroom by the classroom teachers. Teachers may hand out homework slips to notify parents when assignments are late or incomplete. A cumulative number of these incomplete assignments may create the need for a student to serve a "homework help" session at noon and recess time.

“Pink Sheet” Office Discipline Referral Form

Student's Name _____ Grade _____

Referring Staff Member _____ Date _____ Time _____

<p><u>LOCATION</u></p> <p><input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> Playground</p> <p><input type="checkbox"/> Hall</p> <p><input type="checkbox"/> Cafeteria</p> <p><input type="checkbox"/> Bathroom</p> <p><input type="checkbox"/> Bus</p> <p><input type="checkbox"/> _____</p>	<p><u>MINOR</u></p> <p><input type="checkbox"/></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>1. <input type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/></p>	<p><u>MAJOR</u></p> <p><input type="checkbox"/> Abusive Language</p> <p><input type="checkbox"/> Physical Aggression</p> <p><input type="checkbox"/> Defiance/ Non-compliance</p> <p><input type="checkbox"/> Cheating</p> <p><input type="checkbox"/> Harassment</p> <p><input type="checkbox"/> _____</p>	<p><u>MOTIVATION</u></p> <p><input type="checkbox"/> Attention/Peers</p> <p><input type="checkbox"/> Attention/Adult</p> <p><input type="checkbox"/> Obtain Item</p> <p><input type="checkbox"/> Avoid Activities</p> <p><input type="checkbox"/> Avoid Peers</p> <p><input type="checkbox"/> Avoid Adult</p> <p><input type="checkbox"/> _____</p>
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Others Involved: None Peers Staff Substitute Other

Admin Decision: Time in Office Loss of Privilege Parent Contact Detention
 Suspension In School Suspension Other _____

Brief Description: _____

Fix-It Plan

Name _____ Date _____

1. What rule did you break?

2. Why did you break this rule?

3. What are you going to do next time so that you do not break this rule again?

Student's Signature

Parent's/Guardian's Signature

*Please return to school office.

PBIS School-Wide Behavior Matrix

Typical Setting/ Context	Bus	Cafeteria	Hallway	Playground	Bathroom	Classroom
Respectful	Watch for your stop. Stay seated and use a quiet voice.	Use quiet voices. Line up orderly.	Keep hands and feet to yourself.	Play safely, include others. Use good sportsmanship	Use time appropriately.	Be kind. Hands/feet to yourself. Help/share with others.
Responsible	Keep your area clean	Keep your area clean. Put silverware in the silverware bin.	Walk (right)	Use equipment properly.	Throw paper towel in trash bins. Flush.	Be on task. Give your best effort.
Ready	Be to your stop on time.	Eat your lunch.	Go right to class.	Line up when whistle is blown.		Come to school prepared.

DISCIPLINE POLICY

A complete copy of the Lake Park Audubon Discipline Policy is posted in the elementary school office and also on the district website. If you wish to have a copy, please ask for one in the elementary office. The policy includes the following:

- General LPA statement of policy**
- Areas of responsibility**
- Student rights**
- Student responsibilities**
- Code of student conduct**
- Disciplinary action options**
- Removal of student from class**
- Dismissal, including exclusion, expulsion, and suspension**
- Notification of policy violations**
- Student discipline records**
- Disabled students**
- Open enrolled students**
- Distribution of policy**
- Review of policy**

DISCIPLINE AND BEHAVIOR PLAN

The Lake Park Audubon District wants its schools to provide a safe and positive learning environment for all students. We feel it is important for parents and teachers to work together to help children accept responsibility for their actions. We believe that refusal to follow rules is a decision that children make, and it is important that they experience the logical consequences of their choice. In order to guarantee that our children experience the learning climate they deserve, the following discipline plan will be utilized:

In order to clarify the position a teacher has in maintaining order in the classroom and building, Chapter 609 of Minnesota Statutes states that, "Teachers have the right to use reasonable force upon and toward another without his/her consent in exercising lawful authority to restrain or correct such a student in order to maintain a proper classroom atmosphere.

BUILDING GUIDELINES

Because Lake Park Audubon students are considerate, we:

- 1. walk, don't run**
- 2. use quiet voices in halls, bathrooms, lunchroom**
- 3. always use good manners**
- 4. are respectful of people and things**
- 5. help keep our school clean**
- 6. keep hands, feet and unkind words to ourselves**
- 7. treat others as we'd like to be treated**
- 8. wear appropriate caps or clothing**

WEAPONS

The state of Minnesota has a “No Tolerance Policy” when it comes to weapons at school. No student should possess any type of weapon or item used as a weapon on school property or on the school bus. Knives, firearms, and bullets are examples of items considered to be weapons. Possession of a weapon will result in a) confiscation for the weapon; b) immediate suspension; c) notification of the police and other appropriate authorities; d) possible commencement of expulsion and/or exclusion proceedings.

CLASSROOM RULES

Because Lake Park Audubon students want to learn, we:

- 1. listen and follow directions**
- 2. work quietly and have assignments and materials ready**
- 3. raise hand before talking**
- 4. keep hands, feet, and unkind words to ourselves**
- 5. show respect for each other**

It is important for school and home to cooperate in reinforcing these goals. When children do not follow these rules, their name and violation will be recorded. After three violations a parent/teacher conference may be required.

Serious infractions (bullying, fighting, safety of others, damage to school property, blatant disrespect) will warrant immediate notification of parents by the principal and will result in detention, in-school suspension, or out of school suspension.

If a student has served an In School Suspension during a quarter, field trip privileges may be taken away at the discretion of the teacher and principal.

PLAYGROUND RULES

- 1. Always show respect for playground supervisors and follow directions.**
- 2. Play safely without pushing or shoving.**
- 3. Use only respectful language.**
- 4. Slides should be used for “going down” only.**
- 5. Use equipment as intended, and take turns.**
- 6. Students should refrain from climbing fences.**
- 7. Students must leave unsafe objects at home.**
- 8. Students personal toys or radios are their own responsibility. Cell phones should be left in the classroom with the teacher. They will be confiscated if seen or heard.**
- 9. Hard bats may be used only when a game is organized and supervised by a teacher.**
- 10. Two hand touch football is allowed.**
- 11. Snow must remain on the ground.**
- 12. Always ask permission before leaving the playground.**
- 13. When the whistle is blown, students will stop what they are doing and line up.**

**Lake Park Audubon Elementary
Detention and In-School Suspension Schedule
Accumulation of Minor Behavior Slips or Homework Violations**

Behavior Notice	Consequence
1	Slip (Immediate Notification With Parent Signature)
2	Slip
3	Slip
4	Noon Homework Help or Detention
5	Noon Homework Help or Detention
6	Noon Homework Help or Detention
7	In-School Suspension
8	Noon Homework Help or Detention
9	Noon Homework Help or Detention
10	Noon homework Help or Detention
11	ISS & Meeting with Parent (Refer to Counselor or Special Ed Staff)
12	Noon Homework Help or Detention
13	Noon Homework Help or Detention
14	Noon Homework Help or Detention
15	Out-Of-School Suspension (Parent must bring student to meet with the teacher and principal the next morning to re-enter school)
Etc.	Etc.

DATA PRIVACY--PUPIL RECORDS

The district must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. Parents, guardians, and eligible students are permitted to inspect and review educational records related to the student which are collected, maintained, or used by the district without unnecessary delay.

The only time a parent can be denied access is when a divorce or separation agreement or court order has a clause denying said right. Also, upon request, a list of the types and locations of educational records collected, maintained, or used by the school district will be given.

If there is incorrect, inaccurate or misleading information in a student's records, the parent, guardian or student has the right to challenge the content of the records and make a written request to the principal to have the material corrected or removed. The district will decide within a reasonable period of time, whether to change the record in accordance with the request. If the district decides not to make changes, it will tell you, and advise you that you have the right to a hearing.

The school district may charge a fee for copies of records that they make for you if the fee does not prevent you from inspecting and reviewing the records. The district may not charge a fee to find the records for you. Educational records are considered private data which is generally only accessible by the student involved, the parents of the student, and the school district employees who have a legitimate educational purpose for viewing the records.

SEXUAL, RELIGIOUS AND RACIAL HARASSMENT POLICY

The purpose of the Lake Park Audubon School District Policy is to maintain a work and educational environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and this school will not tolerate inappropriate remarks related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance, or sexual preference. The district and this school also will not tolerate sexual violence of any kind. The complete wording of the policy can be attained in the principal's office.

BULLYING PROHIBITION POLICY

An act of bullying an individual student or group of students is expressly prohibited within the school, on school property, at school functions or activities, or on school transportation.

A complete copy of the Lake Park Audubon Policy is posted in the elementary office and on the district website. The policy contains specific information about the following:

- Purpose
- General statement of policy
- Definitions
- Reporting procedure
- School district action
- Retaliation or reprisal
- Training and education
- Notice
- Policy review

SEVENTH GRADE ELIGIBILITY

Scholastic eligibility for students entering the seventh grade will be determined by the fourth quarter academic performance of their sixth grade year.

To be eligible, students entering seventh grade must earn passing grades in all classes during the fourth quarter of their sixth grade year. If a student received a failing grade in one class, the student can be declared eligible by attending morning study hall as explained in the high school student handbook. If a student failed two classes during the fourth quarter of sixth grade, the student will be ineligible for the first three weeks of the fall quarter.

After the first three weeks of the fall quarter, scholastic eligibility for seventh grade students will be determined according to the policy printed in the high school student handbook.

The regulations for activities sponsored by the Minnesota State High School League will pertain to all Lake Park / Audubon High School events. Included, but not limited to are athletics, music, FFA, FLA, Honor Society, Student Council, cheer leading, journalism activities, Knowledge Bowl, club officers, and ushers and escorts for prom and graduation. Local band and choir concerts are excluded from this policy as they are a culmination of coursework and individual performances are graded.

DRESS

Children are asked to dress appropriately for classes. The latest fashion is not important, but we show respect for ourselves and others by wearing clean clothes. Clothing with references to alcohol, tobacco, or inappropriate language will not be allowed. Parents should use discretion about skirt length, holes in clothing, or clothing that may draw an excessive amount of attention. Shoes should be the type that do not leave black marks on the floors.

Shoes with wheels in the heels should not be worn to school. They have been shown to be a danger to students, and children are tempted to use the wheels within the building. Flip flops should not be worn on the school premises or on field trips.

Are Your Kids Ready?

Minnesota's Immunization Law

Immunization Requirements Use this chart as a guide to determine which vaccines are required to enroll in child care, early childhood programs, and school (public or private).

Find the child's age/grade level and look to see if your child had the number of shots shown by the checkmarks under each vaccine. Children birth to 2 may not have received all doses. Look at the table on the back, it shows the age when doses are due.

Birth through 4 years Early childhood programs & Child care	Age: 5 through 6 years ^① For Kindergarten	Age: 7 through 11 years For 1st through 6 th grade	Age: 12 years and older For 7 th through 12 th grade
Hepatitis A (Hep A) ✓✓			
Hepatitis B (Hep B) ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ^⑥ ✓✓✓
DTaP/DT ✓✓✓✓	DTaP/DT ^④ ✓✓✓✓✓	✓✓✓ tetanus and diphtheria containing doses	Tdap ^⑦ ✓ at 7th grade
Polio ✓✓✓	Polio ^⑤ ✓✓✓✓	Polio ✓✓✓	Polio ✓✓✓
MMR ✓	MMR ✓✓	MMR ✓✓	MMR ✓✓
Hib ✓			
Pneumococcal ^② ✓✓✓✓			Meningococcal ^⑧ ✓ at 7th grade & at ✓ age 16
Varicella ✓ ^③	Varicella ✓✓ ^③	Varicella ✓✓ ^③	Varicella ✓✓
Immunizations recommended but not required:			
Influenza Annually for all children age 6 months and older			
Rotavirus For infants			Human papillomavirus At age 11 -12 years

- ① First graders who are 6 years old and younger must follow the polio and DTaP/DT schedules for kindergarten.
- ② Not required after 24 months.
- ③ If the child has already had chickenpox disease, varicella shots are not required. If the disease occurred after 2010, the child's doctor must sign a form.
- ④ Fifth shot of DTaP not needed if 4th was after age 4. Final dose of DTaP on or after age 4.
- ⑤ Fourth shot of polio not needed if 3rd was after age 4. Final dose of polio on or after age 4.
- ⑥ An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.
- ⑦ Proof of at least three doses of diphtheria and tetanus vaccination needed. If a child received Tdap at age 7-10 years another dose is not needed for 7th grade. However, if it was only a Td, a Tdap for 7th grade is needed.
- ⑧ One dose is required for 7th grade, a second dose at age 16 years (10th/11th grade).

Exemptions To go to school in Minnesota, students must show they've had these immunizations or file a legal exemption with the school.
Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

Looking for Records? For copies of your child's vaccination records, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 1-800-657-3970.

Lake Park Audubon Schools Student Internet Use Expectations

Access to the Internet will enable students to explore a variety of resources located throughout the world. Families should be warned that some material accessible via these means might contain items that are inappropriate for educational purposes. While our goal is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet exceed all disadvantages.

But ultimately, and guardians are parents a responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Lake Park Audubon School supports and respects each family's right to opt-out of access. This opt-out must be provided in writing to the building Principal's office.

Students are expected to follow the guidelines below:

- The internet is to be used for educational purposes only.
- Access to the Internet is a privilege. Abuse of this privilege may result in the suspension or termination of the user's access, as well as possible further disciplinary action.
- Students will not reveal personal information online for themselves, other students, staff, family, and/or friends. Examples include but are not limited to full name, phone number, personal address.
- Transmission of any information in violation of district, state, or federal regulations is prohibited.
- Accessing, uploading, downloading, or sending information that is written in inappropriate language, including but not limited to sexual, racist, or abusive language, is prohibited.
- Violation of copyright laws or otherwise use of intellectual property to which a user does not have rights is prohibited. Intellectual property includes but is not limited to music, movies, books, photos, games, and software.
- Use of the internet that results in charges, including but not limited to monetary fees, billing violations, and unwanted subscriptions to Lake Park Audubon Schools is prohibited.
- Destruction or alteration of another user's information is prohibited.
- Use of another user's credentials is prohibited.
- Computer storage and communications may be treated like school lockers. School officials may review all information contained therein to maintain system integrity and insure that users are following expectations. Users should be aware that any information on the network may not be private. Information sent over the Internet may be accessed by third parties without the knowledge of the user and/or Lake Park Audubon Schools.
- Any school employee may, at their sole discretion, reserve the right to immediately initiate the process of privilege termination of users who misuse the Internet. The results of this process may result in additional disciplinary or legal action as applicable.

Consequences of Violations

- Suspension/revocation of computer access;
- Suspension/revocation of Internet access;
- School suspension/expulsion;
- Legal action and prosecution by the authorities.

LAKE PARK AUDUBON SCHOOLS

2016-2017

School Fees/Prices

Elementary Lunch - \$2.20
High School Lunch - \$2.80
Adult Lunch - \$4.20

Elementary Breakfast - Free
High School Breakfast - \$1.80
Adult Breakfast - \$2.40

Milk - \$.50
Ala Carte - \$1.10

Junior High (grades 7 & 8) - \$40.00 per sport
(\$70.00 maximum yearly)

Senior High (grades 9-12) - \$55.00 per sport
(\$100.00 maximum yearly)

Maximum per family, per year - \$165.00

Golf Team Green Fees - Course Fees

K-12 Students, LPA Alumni under 21, Seniors 65+ - \$3.00

Adults - \$6.00

Family Maximum per Event - \$18.00

K-12 Students and Senior Citizens (65 & over) Yearly Pass - \$50.00

Adult Yearly Pass - \$90.00

Family Yearly Pass (Parents & immediate family under 21) - \$200.00

Drivers Education - TBD (BTW)

Instrument Rental - \$45.00 Yearly

After School Enrichment Program - TBD daily (Elem.)

Summer Day Camp - TBD

Conclusion

We thank you for your support and cooperation in keeping Lake Park / Audubon School a safe and positive learning environment for all students.

It is hoped that this handbook will help answer some questions parents have regarding our school program. If you have any other questions, please feel free to call the school or stop in at the office.

S. G. Skaaland

Elementary Principal