

Welcome!

This handbook has been prepared to help acquaint you with Holdingford Elementary School. We hope this book will help make your experience at our school the best possible.

Please consider this handbook one part of our communication network. Skyward, conferences, newsletters, report cards, the school web page and individual notes all comprise our communication effort. Your calls, notes, visits, and e-mails will help to make communication a two-way process and will be of maximum benefit to your child. We encourage you to feel free to contact us when concerns or questions arise. We also want any feedback you can give us to improve our handbook.

The Holdingford Elementary phone number is 320-746-2221. Each teacher has a phone in the classroom. We encourage you to contact teachers either before or after school. The office number is 746-4462, and is open from 7:45 a.m. to 3:45 p.m.

Our web site page is <https://www.isd738.org>. Be sure to check there for information about our school and district. We are working to include forms and information to help make your communication easier with our school.

### **Vision Statement for Holdingford Public Schools**

**Holdingford Public Schools, together with our community, will provide a safe learning environment; with students and staff committed to the goals of academic excellence, life long learning and extra curricular involvement that develops productive, responsible, and engaged citizens.**

#### **OUR DISTRICT VISION**

##### **WHAT WE WILL BE KNOW FOR IN FIVE YEARS**

1. **Our district has a strong community spirit with a small town atmosphere.**
2. **Our district provides a global cultural education and a safe place for our students to be educated.**
3. **Our district provides for ALL students to be inspired and challenged.**
4. **Our district promotes high academic standards that ensure our students are prepared to move on to their next educational or vocational level.**
5. **Our district used researched-based curriculum and technology for Early Childhood through 12th grade and we promote the responsible use of technology.**
6. **Our district shares the vision Dr. Martin Luther King in that we prepare our children to judge others “based on the content of their character”.**

#### **OUR DISTRICT PRIORITIES**

##### **WHAT WE WILL INVEST OUR TIME, EFFORT, AND ENERGY ON**

1. **Offer a curriculum that is relevant, up-to-date, and aligned with state standards.**
2. **Offer a wide variety of electives.**
3. **Be fiscally responsible.**
4. **Support students at all grade levels.**
5. **Maintain a strong culture of open communication.**

Revised, August, 2016  
Holdingford Board of Education

## School Program

Early Childhood Family Education offers a variety of classes, both daytime and evening.

Our kindergarten program is all day every day.

Three wings serve as a learning area of two grade levels; grades one and two are grouped together, three and four together, and five and six together.

Our current curriculum is aligned with Minnesota Standards and is based on performance assessments.

## A

### Absences/Attendance

Regular attendance is important for all students. Regular attendance is correlated with student achievement, participation in school activities, and development of a favorable attitude. Please note that according to Minnesota Statutes, school officials, and not parents/guardians may excuse a student's absence from school. The so-called "excuse" note merely conveys to the school the information concerning the student's absence. Based on this information the school officials will decide whether or not to excuse the absence. When the **total absences exceed 10 days** the school may require a doctor verification for future absences to be excused. Upon the fifth absence, the principal may request a meeting to formulate a plan to improve student attendance. Students returning to school following an absence will be expected to complete missed assignments within a reasonable period of time.

Whenever a child is absent, the parent/guardian is to call the absence line (746-4463) before 8:00AM. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of parent or guardian to ensure your child is safe and accounted for each day.

Students absent two days or less in a school year will receive an attendance award at the End-of-Year ceremony.

## B

### Bicycles

There is a bike rack in front of the elementary Door 8. Students should cross at the high school crosswalk and ride bikes along the front of the tennis court.

### Breakfast

There is no charge for breakfast this year. Breakfast is served from 7:45-8:15 in the cafeteria. Students not in class by 8:15 will be marked tardy.

# **Bullying Prohibition Policy**

## **I. Purpose**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students, teachers, administrator, volunteers, contractors or other employees at all times and eliminate all incidents of bullying between students, teachers, administrator, volunteers, contractors or other employees, particularly when students, teachers, administrator, volunteers, contractors or other employees are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students, teachers, administrator, volunteers, contractors or other employees and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

## **II. GENERAL STATEMENT OF POLICY**

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

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, tolerate or participate in bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student, teachers, administrator, volunteers, contractors or other employees are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, tolerates or participates in bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See District Policy 506). The school district may take into account the following factors:
  - a. The developmental ages and maturity levels of the parties involved;
  - b. The levels of harm, surrounding circumstances, and nature of the behavior;
  - c. Past incidences or past or continuing patterns of behavior;
  - d. The relationship between the parties involved; and
  - e. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

2. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
3. "Immediately" means as soon as possible but in no event longer than 24 hours.
4. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, teachers, administrator, volunteers, contractors or other employees, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin,

immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

5. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
6. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

7. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
8. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

1. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
2. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
3. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
4. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
5. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
6. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
7. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
8. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

1. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
2. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying

or other prohibited conduct, the complainant, the reporter, and students, teachers, administrator, volunteers, contractors or other employees or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

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

4. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See District Policy 506) and other applicable school district policies; and applicable regulations.
5. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students, teachers, administrator, volunteers, contractors or other employees who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
6. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or

participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

1. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
2. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students, teachers, administrator, volunteers, contractors or other employees to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students, teachers, administrator, volunteers, contractors or other employees at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
3. The school district annually will provide education and information to students, teachers, administrator, volunteers, contractors or other employees regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
4. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

5. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students, teachers, administrator, volunteers, contractors or other employees identify and prevent or reduce bullying and other prohibited conduct, to acknowledge diversity in school and society, to develop and improve students, teachers, administrator, volunteers, contractors or other employees' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students, teachers, administrator, volunteers, contractors or other employees.

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

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

1. Engage all students, teachers, administrator, volunteers, contractors or other employees in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students, teachers, administrator, volunteers, contractors or other employees and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students, teachers, administrator, volunteers, contractors or other employees to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students, teachers, administrator, volunteers, contractors or other employees who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
6. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
  7. The school district shall inform affected students and their parents, teachers, administrator, volunteers, contractors or other employees of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See District Policy 515) in the student handbook.

## **VIII. NOTICE**

1. The school district will give annual notice of this policy to students, teachers, administrators, volunteers, contractors or other employees, parents or guardians, and staff, and this policy shall appear in the student handbook.
2. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
3. This policy must be given to each school employee and independent contractor who regularly interacts with students, teachers, administrators, volunteers, contractors or other employees at the time of initial employment with the school district.
4. Notice of the rights and responsibilities of students and their parents, teachers, administrators, volunteers, contractors or other employees under this policy must be included in the student discipline policy (See District Policy 506) distributed to parents at the beginning of each school year.
5. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
6. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

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

## **Busing**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding the school bus as are expected on school property. All school rules are in effect while a student is riding the school bus or at the bus stop.

### School Bus and Bus Stop Rules.

The bus rules are posted on every bus. If these rules are broken the district's discipline procedures are to be followed. The driver will report unacceptable behavior to the district's Transportation Office/School Office.

#### At the bus stop

- Get to your stop 5 minutes early.
- Respect property of others
- Keep arms and legs to yourself
- Use appropriate language
- Stay away from the street
- After getting off the bus, move away from the bus
- If crossing the street, always cross in front of the bus so the driver can see you.

- No fighting, harassment, or intimidation

#### On the bus

- Follow the direction of the bus driver
- Sit in your seat facing the front
- Talk quietly and use appropriate language
- Keep your body inside the bus at all times
- No fighting, harassment, or intimidation
- No eating or drinking on the bus
- No throwing of objects
- Keep the bus clean

#### Consequences

Consequences for school bus/stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus will be in the sole discretion of the School District. Parents and guardians will be notified of any suspension of bus privileges.

1<sup>st</sup> offense- warning

2<sup>nd</sup> offense-3 school day suspension from riding the bus

3<sup>rd</sup> offense-5 school day suspension from riding the bus

4<sup>th</sup> offense-10 school day suspension from riding the bus/meeting with Transportation Director and/or Principal.

Further offenses-individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense

## **C**

### **Changes in Family Status**

You are asked to inform the school immediately of changes in your family status such as address, telephone number, work place, or marital status. This information is necessary for our records in case of an emergency.

### **Conferences**

Specific conference days have been set aside in fall and winter. Notices are sent home to arrange these conferences. These times are devoted to focus attention on your individual child. Please make every effort to attend. We are partners in the education of your child, and communication about progress is critical for success.

### **Confidentiality**

The school will maintain confidentiality of information provided to the school. This includes school records and other information shared with the school. Student names, addresses, phone numbers, etc., are Directory Information and do not fall under the same confidentiality requirements as

records. Each fall we do ask parents to let us know if they do not want that information released. We do require that request be in writing by the end of the second week of school.

## **Chaperones**

### **Chaperone Responsibilities**

1. Find out which students you will be responsible for and learn their names as well as possible. Get a written list from the teacher.
2. Introduce yourself to your group and tell them that you will be in charge of them.
3. Stay near your charges. Sit and walk with them at all times.
4. Avoid excessive visiting with other chaperones so as to keep attention on your charges.
5. Make a headcount of your charges whenever moving to a new location.
6. Accompany a student who must leave the group for any reason after first notifying the teacher.
7. Watch for potential problems and intervene when it seems like something out of the ordinary is about to happen.

### **Ways to intervene:**

- Maintain eye contact until the student notices.
  - Give a nonverbal message such as shaking your head.
  - Say the student's name.
  - Move closer.
  - Tell the student what you saw and give a warning or direct other behavior. E.g. "I saw you shove Peter. That behavior is not allowed". Or "Please sit in this other seat."
8. Specific rules for the bus include:
    - Be polite to all people.
    - Stay seated when the bus is in motion.
    - Do not shout or make other loud noises that may interfere with the driver.
    - Throw trash in the container when leaving the bus or take it along.
    - Do not open windows more than six inches.
    - Do not misbehave towards others or property.
  9. Do not lay your hands on a student unless it is necessary to restrain from harming themselves, other persons, or property.
  10. Assume responsibility for students in another group if misbehavior has been unnoticed by their chaperone.
  11. Require students to clean up their area before leaving.
  12. Notify the teacher whenever a serious problem has occurred or physical restraint has been required.

# D

## Discipline Plan

Discipline is not a fancy word for punishment; it is a plan for helping students learn responsible behavior. Responsible behavior assures the best possible learning environment and maintains the safety and well being of all persons in the school.

### Goals:

It is expected that all children at Holdingford Elementary will:

- Sign and return Husker High Five Student Compact
- Demonstrate respect for self, others, and all property.
- Demonstrate pride in self, our school, and in work.
- Be responsible for all work and actions.
- Cooperate in work and play.
- Demonstrate safety in actions.

The Holdingford Elementary behavior plan is intended to facilitate learning and teach children appropriate behavior. Each grade level has a behavior plan. This plan states clear expectations of student conduct and outlines specific rules. It also includes a system of consequences for behaviors that are inappropriate, disruptive, or dangerous. In addition, commendable behavior will be recognized. You will receive a copy of that plan at the beginning of the school year.

## **Rules for Common Areas**

### *Hallways and Bathrooms*

- Walk on the right side of the hall.
- Use quiet voices and language that is acceptable.
- Keep your hands to yourself.
- Help keep our school clean.

### *Cafeteria*

- Walk
- Sit in your assigned grade area
- Talk quietly to students sitting next to you.
- Use good manners
- Clean up after yourself
- Eat your own lunch
- Eat in the lunchroom only

### Playground

- Cooperate with all adults
- Stay within the pine trees
- Line up immediately when bell/whistle blows
- Take turns on the equipment
- Go down the slide feet first
- No standing or running on the slide
- Only cross tarred area using crosswalks
- No fighting, wrestling or rough play
- No eating or drinking on the playground
- No electronic equipment allowed on the playground
- No throwing snowballs/stones
- No playground balls in the wooden structure area
- No climbing on the snow hills during lunch recess.
- No tackle football

Each grade level behavior plan includes removal from the classroom. Removal from the classroom only happens when this appears to be the best solution after a series of attempts have been made to correct the problem, or the situation is so serious separation is the best solution. At that point the principal will notify you.

Keeping a student after school may occur after arrangements have been made with the parent and principal.

### Dress Code

Students should dress in a manner that does not disrupt the educational process. Dress and grooming styles should be neat, clean, and appropriate for school. Shoes must be worn at all times and clothing which is distracting to school staff and/or students, or a health or safety hazard, is prohibited. The school adheres to a “4B’s” principle in which no breasts, butts, bellies, or backs can be shown. Students may not wear shirts, or any other article of clothing which advertises/depicts violence, drugs, alcohol; has a sexually suggestive message, and promotes/identifies or can be interpreted as gang affiliation.

Parents/guardians are asked to cooperate in checking the clothing that their children wear to school. Children need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats, and mittens.

# E

## Eligibility

Academic performance is a priority and grades cannot drop below a “C” while participating in, or managing any **secondary (7-12)** level activities or athletics. If any grades drop below “C”, students will be ineligible (unable to participate, attend practice, manage, etc...) for a period of two weeks. Students may resume eligibility status after a two week ineligibility period if grades meet eligibility criteria.

## Emergency School Closing

In addition to a pre-recorded announcement received from School Reach, we request you listen to radio stations KASM-1150AM, WJON- 1240AM, WCCO-830AM, WYRQ-92.1FM, KCLD-104.7FM; and TV stations KARE, KSTP, or KMSP. This is usually done before 7:00AM. One of these stations should be tuned in before calling the school.

# F

## Field Trips

Most classrooms take at least one field trip each year. Field trips enhance educational programming and integrate grade level core curriculum.

Attending a grade level field trip is a privilege, thus students must act in accordance with grade level behavioral expectations and demonstrate a consistent pattern of age/grade level behaviors throughout the school year. Students not conforming to grade level behaviors and expectations are required to be in attendance at school during the designated field trip date.

Grade level staff will send/request field trip permission slips to keep parents informed of dates, times, locations, fees, and attendance.

# G

## Grading Scale

### Grades K – 2

The basic grading system for Grades K-2 shall be:

- Checklist
- O ... outstanding proficiency at 94% and higher
- S ... satisfactory performance at 80% - 93%

- I ... performance in need of improvement

### **Grades 3 – 6**

The basic grading system for Grades 3-6 shall be:

- A ... Outstanding level of performance  
The student does excellent work and has mastered the course objectives scoring 92% - 100% proficiency.
- B ... High level of performance  
The student has done above average work and has mastered most of the course objectives scoring 83% - 91% proficiency.
- C ... Satisfactory level of performance  
The student has done average work and has mastered many of the course objectives scoring 74% - 82% proficiency.
- D ... Needs improvement in performance  
Indicates the student has done below average work and has mastered few objectives scoring 65% - 73% proficiency.
- F ... Unsatisfactory level of performance  
Indicates the student's work fell below the level of acceptance scoring 64% or lower proficiency.

### **Holdingford Elementary Grading Scale**

A	...95% - 100%
A-	...92% - 94%
B+	...89% - 91%
B	...86% - 88%
B-	...83% - 85%
C+	...80% - 82%
C	...77% - 79%
C-	...74% - 76%
D+	...71% - 73%
D	...68% - 70%
D-	...65% - 67%
F	...64% - 0%

## **H**

### **Hearing/Vision**

Kindergarten, first, second, third, and fourth grade students are screened each year for hearing. Vision screening is done each year in kindergarten through sixth grade

### **Homebound Instruction**

Homebound instruction is available for those students physically unable to attend regular classes after 15 consecutive absences. This instruction needs to be arranged through the building administrator.

**Homework** Students will have homework during the year. The amount and type of homework varies according to the grade and classroom teacher. Students are expected to return homework to school when due and completed to the best of their ability. If parents have a concern about homework you are urged to contact the teacher or send a note with the assignment.

Help with homework is available through the Homework-Hotline, a National program, Mondays through Thursdays from 4:00-7:00pm. The number is 1-888-986-2345, or <http://www.homework-hotline.org>.

## **"Husker Kids' Zone"**

After School Care, grades K-6, is available from 3-6 PM. Pre-registration is required. Contact Community Education for details at 320-746-4465 or [kendra.posch@isd738.org](mailto:kendra.posch@isd738.org)

## **I**

### **Illness or Injury**

A child showing indications of being ill before leaving for school should be kept at home.

Children will not be sent home from school unless parents/guardians have been contacted or a reliable person can accompany the child home. If a child becomes injured in school, the parent/guardian will be contacted to pick him/her up. If a parent/guardian can not be reached an ambulance will be called. A child who has been absent from school must have a written excuse when returning, signed by the parent/guardian.

### **Immunizations**

Before a student enters school, the Minnesota State Department of Health requires that the child be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hepatitis B, and Varicella. It is the responsibility of the parent/guardian to have the immunizations up-to-date, and report the dates to the school nurse.

## **JK**

## **Kindergarten Registration**

Kindergarten registration for students entering school the next fall will be done in the spring. A letter will be sent to parents/guardians of each prospective kindergartner notifying them of the date and times. In order to register a child for kindergarten we need the child's birth certificate, and immunization record. A child must be five by September 1 of the next school year to begin kindergarten.

## **L**

### **Leaving School during the Day**

There are times when it is necessary for a child to leave school early for an appointment, etc. We would appreciate it if you would attempt to schedule those appointments during non-school hours. When it is necessary for your child to leave during the day, we ask that a note be given to the teacher. When picking up a child, at door # 8, come to the office and we will call the child down. We also ask that you sign out the student so we have a record of children leaving and who picks them up. When you bring your child in after school starts we will ask you to sign them in, so we can track attendance.

### **Lockers**

Each student at Holdingford is assigned a locker. Lockers are for storage of school supplies and personal items. The administration reserves the right to inspect any school locker for cleanliness, library books, textbooks, potential dangers, etc. when necessary to maintain the safety of the school. The school is not responsible for losses from lockers.

### **Lost and Found**

Lost and found items are usually brought to the office. The lost and found items are put out on tables during conference time twice a year. At the end of each quarter lost and found items are cleaned out. Please put labels inside your child's belongings in order to facilitate their return if lost.

### **Lunch**

2023-24 school year: Each student will receive one free breakfast and one free lunch per school day. We will be offering breakfast to all students when school is 2 hours late.

Students are required to have money in their account in order to order additional items. You will be notified when your account gets low.

Each student has a four to five digit personal meal account number. All students are responsible for keying this number into the computer in the cafeteria when eating breakfast or lunch.

Money left in the account at the end of the year will be carried over to the next school year.

Forms for free or reduced meals are sent home with all students at the beginning of each school year. Additional forms are available in the Elementary School office and on the school district website.

When looking at the lunch schedule below one could conclude that elementary children only have 15 minutes to eat. However, the return to class scheduled time is when the first announcement is made by staff that students can go back to class if they are done eating. If students are finished eating, they are asked to clean up their eating area and proceed back to class. If they are not done eating, they may have 8 more minutes to finish their lunch and return to class. Please note, the staff at Holdingford Elementary will never ask a student that is struggling to finish their lunch, to leave the lunchroom. We encourage all Husker eaters to take their time and enjoy their friends while eating in a timely polite manner.

<b><u>Grade</u></b>	<b><u>Recess Time</u></b>	<b><u>Lunchroom</u></b>	<b><u>Return to Class</u></b>	<b><u>Class Begins</u></b>
<b>2</b>	<b>10:45</b>	<b>11:05</b>	<b>11:20</b>	<b>11:30</b>
<b>1</b>	<b>11:00</b>	<b>11:15</b>	<b>11:30</b>	<b>11:40</b>
<b>5</b>	<b>11:10</b>	<b>11:25</b>	<b>11:40</b>	<b>11:50</b>
<b>3</b>	<b>11:20</b>	<b>11:35</b>	<b>11:50</b>	<b>12:00</b>
<b>4</b>	<b>11:30</b>	<b>11:45</b>	<b>12:00</b>	<b>12:10</b>
<b>6</b>	<b>11:40</b>	<b>11:55</b>	<b>12:10</b>	<b>12:20</b>
<b>K</b>	<b>AM</b>	<b>12:05</b>	<b>12:30</b>	<b>12:33</b>

## **M**

### **Media Center Guidelines**

Classes visit the media center once a week to check out books. Students each have a media center card for check out purposes. Students can come to the media center more often on an individual basis for projects or book check out. Students are allowed to check out 1 book in kindergarten, 2 books in first and second grade, and 3 books in third through sixth grade at a time. We encourage children to use the media center resources.

The media specialist works with the classroom teachers to teach technology and research skills as they fit into the grade level curriculums. We have two computer labs used by classes of small groups. Keyboarding is taught in grades three and four. They will spend 3 weeks each year working specifically to learn keyboarding.

Lost or damaged books are charged for replacement costs. Lost books are not billed until the end of the year, in case the book is found.

## **Medication**

If your child needs to receive any type of medication (over the counter or prescribed) during the school day, the school must have on file a permission form signed by the parent/guardian and family physician. These forms need to be updated annually in the case of long-term medication requirements. Forms are available in the office or on the school district website. Prescription medications must be in a duplicate bottle with the name and phone number of the pharmacy, the student's identification, the physician, and the dosage. All medication is dispensed from the nurse's office.

## **Milk**

Milk break for students in kindergarten is \$8.00 for the year, and grades 1-4 will cost \$.35 per student per day. If families chose to take the "milk break, fees can be paid in full the first week of school.

Each child may also purchase milk to accompany a cold lunch for \$.35.

## **N**

### **New Student Enrollment**

Parents/guardians may register their child in the school office at any time during the school year. Office hours are 7:45am to 3:45pm daily. We encourage parents/guardians to register in person and to bring their child/children with them. This site visit accompanied by a parent/guardian generally increased the comfort level of a new student.

We urge families, who move into our community over the summer, to register prior to the first day of school. For families who come to us during the school year, we request a day's notice prior to the student's attendance. This allows the classroom teacher to have a desk and materials ready and to properly welcome a new student. Students will not begin school until appropriate paperwork is completed by parent/guardian. Paperwork includes registration information, emergency care card, request for records, etc. Proof of student identity such as a birth certificate is requested when enrolling.

## **No Smoking**

Holdingford School District 738 is a drug free, smoke free, violence free environment. Smoking is not permitted in school buildings, school vehicles, or on school grounds. Visitors are required to follow this policy.

## **O**

### **Outside Groups Using School**

Anyone wishing to use the Holdingford Elementary facilities after school hours needs to contact the Community Education Office to schedule times. Groups may be charged a fee and are required to leave the facilities in the same condition as found. Adult supervision is required. Students and adults using Holdingford School are expected to follow building rules.

## **P**

### **Parents Right-To-Know**

School districts are required to notify parents of children in ALL Title I schools at the beginning of each year, that parents have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents of the children in the school-whether or not the students receive Title I services-and all Title I schools, both targeted assistance and school wide.

When the parent requests information on their child's classroom teacher's professional qualifications, districts must respond in a timely manner, to the requested information, at a minimum, report the following:

- a. Whether or not the teacher has met Minnesota's licensing requirements for the grade level(s) and core academic subjects(s) they teach.
- b. Whether or not the teacher is teaching under variance status;
- c. The education level and subject area of the teacher's college degree major and any graduate degree or certificate held;
- d. Whether the child is provided services by paraprofessionals, and if so, their qualifications

Schools that receive Title I funds shall provide each parent;

- a. Information on the level of achievement of the parent's child on the state academic assessments.
- b. Timely notices that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

This information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

The notification must take place at the start of each school year.

## **Parent Teacher Association (PTA)**

### Holdingford PTA Officers for 2016-2017

President: Anna Christensen

Vice President: Lisa Doucet

Secretary: Jenny Revermann/Stephanie Gertken

Treasurer: Evelyn Martini

### PTA Mission

The PTA Mission is three-fold

- support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- to assist parent in developing the skills they need to raise and protect their children;
- to encourage parent and public involvement in the public schools of this nation.

### The Objectives of PTA

- To promote the welfare of children and youth in home, school, community and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in education of children and youth
- To develop between educators and general public such united efforts as will secure for ALL children and youth the highest advantages in physical, mental, social, and spiritual education:

With the help of each parent, teacher, student, and volunteer the Holdingford PTA has done many great things to help enhance the experience of the students in our school. Some of these have been our residency programs, field trips, plays, incentive learning funds, Teacher Appreciation Week, family skating parties, and carnival.

Being a PTA member does not mean you have to attend every meeting but we sure would enjoy it. It simply means you believe in and support the mission and objectives of the PTA. We look forward to seeing many of you at our meetings, working with you in some volunteer capacity, or even just passing in the halls of school.

If at anytime anyone has questions, concern, or helpful hints PLEASE feel free to call any one of your PTA officers.

## **Party Invitations**

If you are having a party for your child, please mail the invitations or phone parent/guardian, unless you are inviting the whole class. This request is intended to help save hurt feelings on the part of anyone in the class who may not be invited to the party.

## **Phone Policy**

We discourage student use of phones during the school day, except for emergencies. Please assist us with this by making sure your child knows where to go after school. Arrangements for going home with friends should be made before school.

## **Phones (Cell) and Other Electronic Devices**

Unless educationally required, or staff approved, students are prohibited from using personal items, CD players, I-Pods, radios, headphones, electronic pagers, cell phones, or other electronic communication devices of any type any time during the hours school is in session (8:10-2:57). These electronic devices are to be kept in the student's hall locker, shut off.

Violations will result in:

1. Confiscation of device and reported/recorded in the elementary office.
2. Confiscation of device, then parent/guardian may pick up device, receipt, and note of future consequences.
3. Confiscation of device, then secured in the district office until the end of school year.

A student whose instructional day is over before 2:57pm may take their electronic device with them when leaving the building.

## **Pictures**

During the school year pictures are taken for a variety of purposes. We will ask parents each fall if they will allow us to use their child's picture publicly. This form must be filled out by the end of the second week.

## **Preschool**

Early Childhood programs available at Holdingford Elementary are:

**Early Childhood Family Education (ECFE)** -A fees based program for children ages birth up to kindergarten age and their parents. Many program offerings are available including classes, home visits, special events, and more.

**Learning Readiness** – A tuition driven program for ages 3-5 year old children that provides a variety of learning experiences.

**Early Childhood Special Education** – A school/home based program for children ages birth to kindergarten age requiring special intervention to maximize their learning potential.

## QR

### Report Cards

Report cards are sent home with the student after each nine-week grading period. Depending on the school calendar these periods usually fall in November, January, March and on the last day of school. Should you have any questions about your child's report card, please do not hesitate to contact your child's teacher.

You may also monitor your child's academic progress online using your Family Access login and password. Contact the office for details.

### Recess

Students will be going outside each day for recess, weather permitting. Students are expected to come to school prepared for the weather and should wear jackets, snow pants, boots, hat, and mittens as needed. Students will not be going out for recess if the temperature is 10 degrees below zero or colder, with or without wind-chill. If a student has a medical reason for not going outside, please send a signed and dated note each day. A doctor recommended reason is preferred.

## S

### School Health Services

Elementary age children K-6th grades receive vision screening, and grades K - 4th receive hearing screening. Health education is also available to students, faculty, and parent/guardians on a variety of topics by request. Immunization follow up is an important area. All students are required to have certain immunizations to be in school. If a student is exempt from required immunizations, proper paperwork needs to be completed in order for the student to attend school. A licensed nurse is available during the school day. All medications will be dispensed through the nurse's office after the proper forms have been completed.

### School Hours

School begins at 8:15 A.M., and is dismissed at 2:57 P.M. Buses arrive at 7:50am and students may go to their classrooms or eat breakfast.

Students brought to school may enter the building, at door 8 by the office, after 7:30 each day, but must remain in the hallway until the buses arrive. If the student is eating breakfast they may go down to the cafeteria at 7:45. There is no morning supervision for these children so we ask you to drop students off after 7:45 am so they don't have to wait long. When picking up your child at the end of the day please park in the front parking lots (not along the curb or sidewalk) and come into school to meet your child at door 8. This is to provide student safety and prevent traffic congestion.

## **Special Education Services**

Special education services are provided to all students' ages 0-21 who meet State of Minnesota educational criteria. A parent/guardian, classroom teacher, principal, counselor, or Title 1 teacher may make a referral. After referral is completed, parents/guardians are contacted regarding future meetings. The assessment will be conducted in all educational and/or behavioral areas that may affect the child's progress in school. After the assessment is completed a meeting is held to determine whether services are appropriate and develop an individual educational plan (IEP) if needed.

### **Special Education programs available include:**

Early Childhood Special Education (birth-7 years)

Specific Learning Disabilities (SLD)

Mildly Mentally Impaired

Severe and Profoundly Handicapped

Visually Impaired

Hearing Impaired

Other Health Impaired

Developmental Adapted Physical Education

Emotional/Behavioral Disorders

Moderately Mentally Impaired

Physically Impaired

Speech/Language

### **Observation of Student**

This policy is in regard to parental observation of their child in a Special Education setting.

In an attempt to respect data privacy and rights of our student population, we're asking parents to adhere to the following request when observing their child in a Special Education setting.

We kindly request that the parent contact the case manager prior to the observation. This advance notice will allow staff to plan accordingly, and make accommodations to best serve all of the students involved.

Please keep in mind, this request allows our district to respect the rights and privacy of each student. Thank you for your consideration in this matter.

## **Student Property**

Students are encouraged to keep toys and like objects at home, unless brought for a specific activity such as show and tell or other special events. Each classroom may have specific rules about this. Items brought to school should be clearly labeled. The student is responsible for the condition of his/her property. Items, which are dangerous, expensive, fragile, or of great sentimental value should be kept at home. Toy weapons are **NOT** allowed at any time. If having a certain item in school causes a problem, the parent/guardian may be notified and requested to pick up the item at school.

## **School Supplies**

Students will be asked to bring supplies such as pencils, crayons, paper, book bag, etc. Specific supplies for each grade level varies. A supply list will be included with the last report card sent home in the spring for the following fall. Also, the school supply list is posted at Target, Wal-Mart, Mills Fleet Farm, and Shop-KO, in the St. Cloud area.

## **T**

### **Tardiness**

Promptness is very important. Students will be marked tardy if they are not in their classroom by 8:15am. Number of times tardy will be marked on the report card. Parents/guardians will be contacted if tardiness becomes a problem.

## **Teacher Requests**

Parents/guardians who wish to request their child's teacher for the next school year must make an appointment with the building administrator during the month of March. In submitting the request, it will be necessary to give educational reasons for the specific request. Our professional staff will use a variety of measures including standardized assessments, and academic, social, and behavioral indicators to generate the most productive and educationally sound class environments. We will attempt to take your "Description of Needs" into consideration when placing students, but will not jeopardize effective class make-up to do so. In addition, 5<sup>th</sup> and 6<sup>th</sup> grade students will work with all of the teachers in their respective grade level. Therefore, special placements requests are discouraged.

## **Title Services Overview**

The Holdingford Elementary School is provided with Federal dollars to provide a Title One program that consists of "Highly Qualified Staff" (HQS). We use our Title staff to meet the academic needs of children identified as needing interventions, support, and repetition in reading and math.

In support of strengthening student achievement, each district and school that receives Title I funds or services must develop jointly with, agree on, and distribute to, parents of participating children, written parental involvement policies that contain information required by the Elementary and Secondary Education Act (ESEA). These policies shall establish the district's and school's expectations for parental involvement activities and are incorporated into the district's Electronic Minnesota Accountability Plan (EMAP) application.

Each school that receives Title I funds or services must develop jointly with, agree on, and distribute to parents of participating children a written School-Compact that contains information required by the Elementary-Secondary Education Act (ESEA). This compact is actually part of the School Parental Involvement Policy/Procedures. The compact must outline how parents, school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parent will build and develop a partnership to help children achieve the State's high standards.

Each year, Open School/Title I informational meetings are hosted for parents to explain what the Title I program is and how parents can be involved in the Title I program, and our school. At this meeting, parents are afforded the right to be involved in the Title I program as well as offer suggestions for their involvement.

The Title I program should educate teachers, pupil service personnel, principals, and other staff in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners in the education of their child. This should include information about specific trainings or programs offered to staff.

No Child Left Behind (NCLB) Act requires schools to prepare annual reports for parents and the public on the achievement of our school district. Notification will be disseminated to parents and the community in a format that is available for their review.

NCLB also requires school districts and school buildings that are receiving Title I funds, to notify parents regarding the results of the district and school Adequate Yearly Progress (AYP) report. These reports are created annually by Minnesota Department of Education (MDE) and are based on the results of the Minnesota Comprehensive Assessment II (MCA-II).

How does Title 1 communicate your child's progress? The Title 1 teachers make every effort to attend your child's conference in both fall and spring. The Title 1 teachers are in constant communication with your child's classroom teacher. If you have any questions or concerns feel free to contact Doris Campbell (ext 417) Sarah Hoikka (ext 425) or Arden Lillemoen (ext 429).

## **Treats**

There are special occasions when parents/guardians sometimes send treats to school for the entire class. If you would like to send a treat, we ask that you adhere to the Minnesota State Department of Health guidelines that treats are purchased from a bakery or store. All candies should be individually wrapped. Homemade cookies, cakes, etc. are not allowed under these guidelines. Thank you for your cooperation in following this health-related policy.

## **Truancy**

**Definition: "habitual truancy" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in the elementary school or for one or more class periods on seven school days if the child is in middle school, junior high,**

or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under M.S. 120A.22, Subd. 8.

1. Holdingford Elementary School sends a letter to parents notifying them of a truancy problem. The letter is sent after three unexcused absences.
2. After five unexcused absences, the school sends a letter to the county attorney requesting the county attorney contact the parents/guardian about the truancy problem.
3. The county attorney is contacted a second time after seven unexcused absences and request the county attorney to refer the student to Human Services for mediation. If the child and parent/guardian refuse to participate in mediation, the court attorney will prepare a CHIPS Educational Neglect petition for court action.

## **UV**

### **Visiting School**

Parents/guardians are encouraged to visit Holdingford Elementary to observe their children's program in action. Visitors are required to stop in the office for a visitor's pass, so we know who our visitors are. Many teachers appreciate knowing if you plan to visit their classes. Please do not bring younger children to school when observing. An adult must accompany all children visiting school. Anyone visiting school please enter through door 8.

We have 2 open school times during the school year. This is a specific time parents/guardians may come to school and visit with the principal. We take a tour of the school and discuss issues that concern you. You are then invited to purchase a lunch ticket and have lunch with your child.

### **Volunteers**

We encourage families to be active in school. If you are interested in volunteering, please contact the classroom teacher and let him/her know of your interest. Please contact Sharon at ext 746-4462 if you can volunteer some time for our children's education.

## **W**

### **Weapons Policy**

#### **Purpose**

The purpose of this policy is to assure a safe environment for students, staff and the public.

#### **General Statement of Policy**

No student or non-student, including adults and visitors, shall possess a weapon in the school building or on school grounds or on any school sponsored trip. A weapon is defined as any article commonly used to inflict bodily harm or articles designed for other purposes that are actually used to inflict bodily harm.

**Consequences**

Minimum consequences shall include:

- Student conference
- Parent notification
- Possible notification of law enforcement official

Maximum consequences shall include a recommendation to the School Board for expulsion.