

2023-24

**Dover-Eyota
Elementary School**

Parent/Student Handbook

Table of Contents

Dover-Eyota Teaching Staff	2	Parking	23
Dover-Eyota Staff	3	Parties	24
Dover-Eyota School Calendar	4	Pictures with Cell Phones	24
Dover-Eyota Mission Statement	5	Playground Equipment	24
Partnership for Learning	5	Playground Rules	24
AM Arrival Procedures-Drop Off	6	Promotion and Retention	24
Arrival Expectations for Students	7	Release During School Hours	24
Attendance	7	Rollerblades & Skateboards	25
Back-to-School Conf/Assess Days	7	Safety and Security	25
Building Security	8	School Age Child Care	25
Buses	8	School Closings	25
Change of Address	10	Special Programs	26
Classroom Assignments	10	Academic Triathlon	26
Classroom Behavior Expectations	10	After School Intervention	26
Clothing-Student Dress Code	10	Early Childhood	26
Cold Weather Procedures	11	Elementary Art	27
Commitment to Quality	11	Elementary Media	27
Community Education	11	Elementary Physical Education	27
Dietary Needs	11	Interventionist Programs	27
Discipline	12	Math Wizards	27
Dover-Eyota Elem Behavior Code	12	Mental Health Therapist	27
Dismissal	17	Social-Emotional Learning	28
Elementary Curriculum	18	Special Education	28
Employees	18	Title I	29
Food Service Program	18	Standardized Testing	29
Grading Policies	19	Student Council	29
Grievance Procedures	20	Student Health Policies	29
Homework	20	Student Hours	30
Homework Assignments for Absences	21	Student Illness	30
Internet Privileges	21	Student Records/Data Privacy	31
Kindergarten	21	Summer School	31
Lockers	22	Supplies	31
Lost and Found	22	Tardiness	31
Medication	22	Telephones	31
Open Enrollment	22	Toys	31
Parent/Guardian Concerns	23	Vision and Hearing Screening	32
Parents with Custody Arrangements	23	Weapons Policy	32
Parents & Teachers Together	23	Web Pages	32
Parent-Teacher Communication	23		

Teaching Staff

Principal

Ben Midge

Kindergarten

Paula Braun
Julie Bushman

Suzette Rowen
Megan Tuohy

First Grade

Jenna Clark
Christin Haag

Christine Kobs
Darci Rice

Second Grade

Gretchen Brinkman
Rosann Eisenman

Kristin Loney
Nicole Wolf

Third Grade

Tara Anderson
Damon Hammel

Brittney Jarland
Kiley Puetz

Fourth Grade

Rebecca Doschadis
Doug Zars

Terry Sinn

Fifth Grade

Nate Asper
Sidney Vesel

Amanda Kruger

Early Childhood

Kimberly Halfond-ECFE Footsteps
Nicole Einsman-ECFE Footsteps
Michelle McNallan-LRP & Look at me, I'm 3!
Kimberly Schlueter-Transition & Look at me, I'm 3!

Interventionists

Thomas Flaig (Math)
Kate Rislow (Reading)

Bobbi Waters (Behavior)

ELL/Tier II Reading Teacher

Jill Magnuson

Special Education

Rachel Hoehne
Bobbi Harris
Chelsey Johnson
Penny Garity-Assessment Coordinator

Mychael Redig
Sara Smith

School Psychologist

Sadie Linnihan-Vogen

Specialists

Music-Katie Kabes
PE/Dape-Ryan Scheevel
Media-Tami Rhea

Art-Christine Peterson
PE-Sidney Schott
Band-Catherine Wellner

Teaching and Learning

Brooke Hasleiet

Chris Matejka

Support Staff

Principal's Secretary

Heather Wobschall

District Support Specialist

Morgan Hammel

School Nurse

Holly Hoene

School Social Worker

Dan Lecheler

School Based Mental Health Therapist

Kathy Woods

Paraprofessionals

Rachel Burt
Shannon Dohrn
Tracy Eckdahl
Lori Ehlenfeldt
Shyann Elliott
Karen Ellsworth
Keli Geib
Tricia Hughes
Tina Hursh

Barb Kingsley
Shlena Neppl
Wendy Norman
Keeling Redig
Ellen Scofield
Kathy Smith
Tina Turgeon
Pam Walsh
Shauna Young

Food Service

Amy Renken (Director)
Jacki Dierking
Cindy Gray

Val Murphy
Kathy Sovell
Becky Stahl

Custodians

Larry Anderson

Transportation

Dustin Pagel (Director)

Cheryl Gardner

Technology

Bryan Berg (Director)

Nathan Masching

Community Education

Susan Keller-Schaefer

SACC

Shawn Green
Shlena Neppl

Andrea Berg

Dover-Eyota Schools 2023-2024 Calendar

Mon/Fri, TBD New Staff Workshop Days (5 days)
 Mon, August 28 K-12 Teacher Workday/Inservice
 Tue, August 29 K-12 Teacher Workday/Inservice
 Wed, August 30 K-12 Teacher Workday/Inservice
 Mon, September 4 Labor Day – Buildings Closed

Tue/Wed, September 5 & 6 No School for Grades K-5 Due to Scheduled Conferences/Assessments
 Thu, September 7 **Grades K-5 First Day of School** (½ day for K with parents)

Mon, October 16 Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
 Tue, October 17 Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
 Wed-Fri, Oct. 18-20 No School – Teacher Convention
 Fri, November 3 **End of 1st Quarter**
 Mon, November 6 No School – K-12 Teacher Inservice/Work Day
 Wed, November 22 No School
 Thu, November 23 No School – Thanksgiving – Buildings Closed/No Student Activities
 Fri, November 24 No School – Buildings Closed
 Mon, Dec. 25 – Mon, Jan. 1 No School – Winter Holiday – Buildings Closed 12/24, 12/25, 12/26, 1/1, Buildings Closed/No Student Activities 12/25 & 1/1
 Tue, January 2 School Resumes
 Thu, January 18 **End of 2nd Quarter**, Early Out - Teacher Work
 Fri, January 19 No School – K-12 Teacher Workday/Inservice
 Mon, February 19 Regular School Day - K-5 Parent/Student/Teacher Conferences (see below)
 Thu, February 22 Regular School Day - K-12 Parent/Student Teacher Conferences (see below)
 Fri, February 23 No School
 Wed, March 27 **End of 3rd Quarter**
 Thur, March 28 No School – K-12 Teacher Work Day/Inservice
 Fri, March 29 No School-Buildings Closed/No Student Activities
 Mon, April 1-Fri, April 5 No School - Spring Break
 Mon, April 8 School Resumes
 Mon, May 27 No School – Memorial Day – Buildings Closed
 Thu, May 30 Last Day of Classes for Seniors
 Sun, June 2 Graduation, 1:30 PM
 Thu, June 6 **End of 4th Quarter** – Last Day for Students – Early Out - Teacher Work Day
 Fri, June 7 K-12 Teacher Workday/Inservice

Dover-Eyota Parent/Student/Teacher Conference Schedule

Elementary (Fall) Grades K-5
 Mon, October 16 – Conferences time 3:30-7:30 PM
 Tue, October 17 – Conferences time 3:30-7:30 PM
Elementary (Winter) Grades K-5
 Mon, February 19 – Conferences time 3:30-7:30 PM
 Thu, February 22 – Conferences time 3:30-7:30 PM



DOVER-EYOTA PUBLIC SCHOOLS MISSION STATEMENT:

SCHOOLS AND COMMUNITY. . . PARTNERS FOR LEARNING

DOVER-EYOTA ELEMENTARY MISSION

The Dover Eyota Public Schools, in partnership with its community, will foster a safe, caring and respectful environment to develop well-rounded, high-achieving citizens who demonstrate character and integrity in an ever-changing world.

A PARTNERSHIP FOR LEARNING

Teaching and Learning are the primary focus of any school. We, the staff at Dover-Eyota Elementary, understand and accept our responsibility for student success. We promise to help every child be successful by:

- Providing a safe and positive classroom environment
- Providing motivating learning experiences
- Meeting the individual needs of students
- Working with parents to ensure each child's success at school

Parents can be supportive partners in education by:

- Talking with your children about their school experiences everyday
- Providing a quiet study area at home and encourage good study habits
- Checking to see that homework is completed
- Communicating regularly with your children's teachers
- Reading with your children on a regular basis
- Supporting the teachers' efforts to help your children succeed at school

School Day

Dover-Eyota Elementary Office Hours.....7:00 am-4:00 pm
Student Academic Hours-M,T,Th,F.....8:05 am-2:55 pm
Student Academic Hours-W.....9:05 am-2:55 pm
Teacher Building Hours.....7:30 am-3:30 pm

AM Arrival Procedures For Student Drop Off

PLEASE... take note of and honor the “**ONLY**” portions noted below. These concepts are critical to creating a safe drop-off pick-up area.

When you drop your children off between 7:30 AM – 8:00 AM, please instruct them to walk on one of the paths to join students on the playground. If they are eating breakfast at school, remind your child to use the front entrance of the school. School patrols will be in front of the building to assist students as they arrive. Students who enter the front doors must go straight to the cafeteria for breakfast. Students are not allowed to wander in the hallways unsupervised before 8:00 AM.

1. Parent drop-off/pick-up is to occur **ONLY** in the east portion of the lot.
2. Parents should use **ONLY** the east driveway to both enter and exit the lot for the drop-off/pick-up process.
3. Pass **ONLY** cars which have pulled into parking spaces or that are dropping students off around the loop.
4. Students should **ONLY** enter and exit cars from the sidewalk/curb
5. Center spaces of the east lot are for parking **ONLY**, never for student drop-off/pick up.
6. On regular school days, the west portion is **ONLY** for buses, authorized vans, and staff vehicles.
7. Please drive as far as you can around the horseshoe loop before stopping. Do not allow your child to exit the vehicle if you are not in the horseshoe area or in an actual parking spot beside the sidewalk.
8. Please do not drop students off from County Road 142.

Arrival expectations for students

Life Skills for Success:

Safety

Respect

Responsibility

Learning

There will be a sign in the front window indicating if the students are INSIDE due to weather conditions.

1. Walk on the east or west path around the building to the playground.
2. If eating breakfast, enter the building through the front entrance door from 7:30-8:00.
3. Hang up coats and backpacks in the cafeteria storage area.
4. Go through the breakfast line quickly and quietly.
5. Sit, eat and visit quietly at the table. Students need to be finished eating by 8:00 AM unless buses are running late.
6. ****Treat others as you want to be treated****
 - a. No bullying!
 - b. Do not tease or purposely hurt someone's feelings
 - c. Use appropriate language –no swearing!
7. When finished eating, dump your tray, get your backpack and coat and walk to the playground through the west door
8. Students will be dismissed from the playground by the playground supervisors beginning at 7:55

Attendance

Regular attendance is essential to successful schoolwork. Parents are asked to cooperate closely with the school in assisting children to develop the habit of being punctual and regular in attendance. If a child will be absent or tardy, parents should call the school at 545-2632 or 1-888-273-0189 before 8:00 a.m. to report the child's absence and the reason for the absence. The office will follow up with a telephone call on absences not reported.

Students who are tardy (8:10 or after) must come to the office and sign in before reporting to their classrooms. Students who are habitually tardy may be referred to Olmsted County Social Services. Students who have seven unexcused days of absence are considered "Habitually Truant" by the State of Minnesota and must be reported to the Minnesota Department of Education.

Every attempt should be made to schedule medical and dental appointments when school is not in session. Parents are urged to study the school calendar carefully when planning. School starts one hour late every Wednesday. Parents are encouraged to take advantage of the late starts by scheduling appointments early on Wednesday mornings. It is critical that parents give strong consideration to any activity that will keep a child out of school. When students are not in school, they are not able to listen to or participate in the rich classroom instruction/discussions that occur. There is a loss of instruction as these discussions are not able to be reconstructed.

It is imperative that all third through fifth grade students be in school during the Minnesota Comprehensive Assessments — unless they are sick, of course. Please don't plan family vacations during this critical time. Teachers and students spend a lot of time preparing for these high stakes tests and when students go on vacation during this time, their performance may be negatively impacted.

If it is unavoidable that a student must be away from school for several days, please know that work and assignments will have to be made up with the teacher (before school, after school, or during lunch recess). **Assignments will not be provided before absences.** (See Homework Assignment Section in handbook)

Perfect Attendance

We do not give out Perfect Attendance Awards at the end of the school year because we believe this practice encourages students to come to school when they should stay home to minimize the spread of viruses.

Please refer to School Board Policy #503 for further information.

Back-to-School Conference/Assessment Days

Tuesday and Wednesday, September 5th & 6th will be Back-to-School Conference/Assessment Days. To allow teachers, students and parents to get acquainted within a private environment, parents will sign-up for a 40-minute conference/assessment session per child. In addition to the teacher-student-parent conference, students will be administered a reading assessment to help teachers identify individual students' reading abilities and instructional levels.

Parents will have the opportunity either before or after their child's scheduled conference to update student information, complete emergency forms, make food service payments, check on bus routes, and update the school nurse on medical needs. Students in grades 1, 3 & 5 will have their vision and hearing screened and students in third grade will complete an informal speech screening to check their articulation production. Student's individual school pictures will be taken as well. Additionally, families will have the opportunity to learn about other opportunities within the community such as Scouts, 4-H, PATT, & Community Education classes.

Families will be sent information in July regarding their child's teacher with directions of how to sign-up for the 40-minute conference.

Building Security

Administration and staff at Dover-Eyota Elementary School take building security very seriously. As a result, we have implemented numerous safety measures. We make every effort to provide students and staff a safe environment in which to learn and work.

Visitors

All exterior doors are locked from 8:10-3:00 during regular school hours. To enter the building during school hours, individuals need to enter through the main office doors. Once people enter through the first set of doors, they need to press the buzzer on the wall to the left. One of the administrative assistants will respond to the buzzer and will ask for the visitor's name and the reason they are at the school. The secretary will release the lock so that the individual can enter the office. Once he/she is in the office, they must sign in and obtain a visitor's badge. All visitors and employees should wear a badge for security purposes. We ask that visitors return the badge to the office and sign out in the office before leaving school.

Please don't be offended if you are stopped by an adult and asked to identify yourself if you aren't wearing a badge. We are just trying to make our school as safe as possible for our students and staff.

The main office door unlocks at 3:00 pm for after-school activities. All other exterior doors remain locked (except the Early Childhood entrance into SACC) at all times. One must use a fob to enter the building through exterior doors.

All visitors and employees should wear a badge for security purposes.

In addition to the secured entrance cameras have been installed throughout the school building as another safety measure.

Students not in activities or programs after school should not be in the school buildings without an adult.

Buses

Students are under the guidance and protection of the school from the time they board the bus in the morning until the time they leave the bus in the afternoon. Students are expected to follow all rules and directions given by the bus driver and to observe the rules of the Dover-Eyota Public Schools while on the bus. Bus drivers review their expectations with students at the beginning of the school year.

Students discuss bus safety within their classrooms, take a bus safety test, and practice bus evacuation procedures. If students don't follow the district's bus safety rules or follow the bus driver's expectations, consequences for inappropriate behavior may include the loss of bus privileges.

Cameras have been installed on the buses, which record voices as well as actions.

If a student violates a bus rule, their bus driver may issue a Bus Conduct Report which will be given to the principal. Copies of this report will be sent to parents and to the Transportation Department. Consequences for violating a bus rule which results in a Bus Conduct Report are as follows:

- 1st Conduct Report: Discussion with the building principal and the bus driver. Student will write a letter of apology to the bus driver and to their parents and have a principal's conference.
- 2nd Conduct Report: Discussion with the building principal and the bus driver. Student will be assigned a specific seat on the bus and a phone call to parents will be made.
- 3rd Conduct Report: Conference with principal, student, parents, bus driver and teacher. Bus privileges will likely be suspended for a period of time.

Please note: A school administrator is the only person who can remove a student from a bus and does have the right to amend disciplinary consequences due to conditions and circumstances. **A student can be removed from a bus after any referral if the school administrator feels that the incident is severe enough to warrant this action.**

A school administrator and/or the Transportation Director can reassign a student to another bus if it is felt that this move is in the best interest of the student in the disciplinary process.

Disciplinary actions and changes in transportation for students with special needs will be made in accordance with the provisions of the Individual Education Plan (IEP) or as specified in the policies of the Special Education Department.

If your child is planning an event (birthday party, end-of-year celebration, etc.) and you would like other students to ride the bus home with your child, please check in advance with the bus driver to make sure there is enough room on the bus for additional passengers.

If you have a concern about something that happened on the bus, please contact Cheryl Gardner at 545-2633 or 1-866-847-9863. The transportation department can follow-up with the bus driver and/or review the bus videos for verification of events.

Please refer to School Board Policy #709 for further information.

School Bus Rules

Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- f. After getting off the bus, move away from the bus.
- g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- h. No fighting, harassment, intimidation or horseplay. No throwing snowballs or rocks while waiting for the bus.
- i. No use of alcohol, tobacco or drugs.

Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any objects.
- h. No eating, drinking, or use of tobacco or drugs.
- i. Do not bring any weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.
- k. Do not take other student's things.

Students must have a note from their parent/guardian if they will be riding a different bus or going home with another child. A note should be given to the teacher and to the bus driver. These arrangements must be made prior to the school day. **Children will not be allowed to use school phones during the day to make arrangements for visiting friends.**

Activity Bus Trip Rules

Students should follow the same rules as stated above. A coach or adult chaperone (other than the bus driver) must be on the bus to supervise the students and enforce the following additional rules:

- No eating or drinking on the bus.

- Noise must be at a tolerable level.
- No jumping seats or walking around on the bus while the bus is in motion.
- In addition, it is the coach or adult chaperone's responsibility to ensure all students are accounted for during the scheduled activity and return transportation.

Change of Address

Please inform the school office immediately of any change of address and/or telephone number. It is important that we keep our information current.

Classroom Assignments

Assigning students to classrooms for the following year is an extremely important and complicated process. Teachers and administration take this task very seriously and consider the needs of all students in the grade level. We consider friendships, personalities, abilities, learning styles and special needs as we develop class lists for the following year. A goal in this process is to create balanced classrooms – ones that have a balance of advanced learners, average learners and students who have some learning challenges. By having all ranges of learners, a rich environment for learning is created.

In April, we begin dividing students according to their learning abilities and needs into class sections for the following year. After making class lists, we reflect on the student combinations and continue to make changes until we feel we have created the classrooms where all students can succeed and have their needs met.

Due to the above reasons, parent requests for specific teachers are not accepted. If there is an extenuating reason that requires a request for a particular teacher, parents need to schedule a conference to discuss this with the building principal prior to the middle of April. Class assignments will be mailed home in early July.

Classroom Behavior Expectations

Dover-Eyota Elementary School uses principles from a program called Responsive Classroom to establish classroom routines and rules. The Responsive Classroom principles help to create a safe and respectful classroom environment where students can flourish and learn. Students are active participants in establishing the class behavior expectations.

Classroom behavior expectations are posted in classrooms and used to maintain a positive learning environment. Along with establishing the classroom rules, students are also involved in determining possible consequences if classroom rules are broken. These consequences will have an educational aim and will not be meaningless or humiliating. By being directly involved in developing the classroom discipline process, students will have ownership of the consequences and will develop a respect for the rules.

A copy of the classroom behavior expectations, along with the consequences for inappropriate behavior will be sent home for the parents to review.

Clothing-Student Dress Code

An important way for a student to reflect the proper attitude toward his/her school and education is to display proper dress and grooming. Each student is expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress or grooming that is not in accordance with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

Friendly reminders:

- Wearing apparel and accessories that display weapons, tobacco, liquor, inappropriate language, sex, violence, and/or drugs is prohibited.
- Any extremely tight, unclean, torn, tattered, or revealing clothing is not acceptable.
- Blouses with spaghetti straps and halter tops are not acceptable.
- Students are required to wear tennis shoes at school so that
 1. The number of injuries resulting from wearing inappropriate shoes (flip-flops, sandals, heels, etc.) will be greatly reduced and
 2. Time will not be taken away from instruction/learning to change shoes.

- Girls are not allowed to wear pumps with little heels except for special music performances.
- Caps, hoods and hats must be removed inside buildings.
- Any clothing, jewelry, or other items deemed by the administration to be gang-related are prohibited.
- Short-shorts are not acceptable
- Snow pants and boots need to be worn in the cold, snowy winter
- Shorts or tights should be worn with dresses

Students who choose to violate the dress and grooming code will be sent to an administrator for clarification and/or disciplinary action.

Please send a sweatshirt or sweater to be kept in the student's locker during the school year for those times when the rooms are chilly. Boots are required for outside play during cold and/or wet weather. Our playground is frequently icy or wet. Students may not play in the snow without snow pants and boots.

Coats or sweatshirts are to be worn if the playground temperature is 45 degrees or below (factoring wind chill). The playground supervisors have some discretion on this guideline, depending on the weather on a particular day. After sub-zero temperatures, 45 degrees with bright sunshine can feel warm. Students must show respect and follow the requests of the playground supervisor, no matter what their decision is regarding coats, sweatshirts and sweaters. If students aren't properly dressed for the cold and they appear to be extremely cold, they may be sent or kept inside for recess.

Please refer to School Board Policy #504 for further information.

Cold Weather Procedures

During the cold weather months, please make a special effort to check your child's winter clothing before sending him/her to school. Please see that they have a winter coat, cap/hat, mittens/gloves, boots, snow pants, etc.

Each day we evaluate up-to-date weather information for Eyota which helps us decide whether the before school and recess time will be inside or outside. If the wind chill factor or actual temperature is minus five (-5) degrees below zero or if it is moderate-to-heavy snow or rain, students will not go outside for recess.

Commitment to Quality

Dover-Eyota Elementary School is committed to providing quality education for successful learners. One of the barometers of our job performance is customer satisfaction at all levels. We use a Customer Compliment, Concern, Complaint form intended for customer use. We encourage all patrons of the district to use this form (now called Feedback/Question Form) whenever appropriate. Forms can be accessed on-line at the district website www.desch.org. We also encourage our administrative assistants to use this form for telephone comments. Our pledge is to respond within twenty-four hours to your comments. (See Appendix for Customer Compliment, Concern, Complaint Form) Names and contact information must be given to receive a response back from the school.

Community Education...Lifelong Learning for All Ages

The Dover-Eyota Community Education Department provides enrichment opportunities for all students in grades K-12 as well as for adults. Enrichment opportunities include a wide variety of activities including recreation, arts and crafts, and educational enrichment experiences. Check out the class offerings on the Community Education district web page. Class offerings are also printed in the monthly issues of the Eagle. Registrations are accepted online at www.desch.org (District Community Education page, then click on Registration), by mail, or by drop off in the elementary office. Please email susankellerschaefer@deschools.org.

Dietary Needs

It is the parent's responsibility to inform the school district including the building principal, school nurse, and the Food & Nutrition Director in writing if a student has a disability that affects the diet.

According to the National School Lunch Program Act, we are required to adhere to specific Federal regulations in accommodating students with a disability only if the disability prevents the child from eating the regular school meal, the school will make modifications of substitutes only prescribed by a Licensed Physician.

A Special Diet Statement form must be filled out by a Licensed Physician and is only for a student with a disability that affects the diet. The form must be:

1. Completed and signed by a Licensed Physician.
2. Submitted to Amy Renken, Food and Nutrition Director, before any meal modifications will be made.
3. Updated whenever the student's diagnosis or special diet changes.

Dover-Eyota Public Schools will provide lactose-free milk for children with lactose intolerance. Parents can request lactose-free milk for their student by submitting a written request. **Please note that the request must be kept current and submitted each year.**

Special Diet Statement and Request for Lactose-Free Milk forms can be found on the Food and Nutrition or Health Services website or by contacting Amy Renken, Food and Nutrition Director, 507-585-8242 or amyrenken@deschools.org.

Discipline

DOVER–EYOTA ELEMENTARY SCHOOL-WIDE BEHAVIOR CODE

Our goal is to teach our students the following skills throughout the day:

- To act in a safe and healthy way
- To treat all property with respect
- To respect the rights and needs of others
- To take responsibility for learning

PROCEDURES TO SUCCESS

We want all students to be comfortable and safe in our building and know all expectations so there are no surprises.

★ Safety ★ Respect ★ Responsibility ★ Learning

In order to make Dover-Eyota Elementary School a safe environment for learning, at the beginning of each school year, teachers spend a significant amount of time teaching the behaviors that are appropriate and expected within various settings within the school (hallways, cafeteria, classrooms, playground etc.). The expected behaviors are reviewed consistently throughout the year. If rules are broken, a Dover-Eyota Elementary "Student Discipline Slip" (pink slip) will be completed and sent home for parent signature. Parents need to sign and return a copy to the school. The consequences for discipline slips are:

First pink slip – the student will have a conference with either the teacher or the principal.

Second pink slip – the student will have a conference with the principal and the slip sent home.

Third pink slip – the student, parent/guardian, teacher and principal will meet to discuss the behavior of the student. Set a Non-Exclusionary Discipline Plan.

Fourth pink slip – assigned after-school detention or dismissal for less than a day.

Any Further slips will be subject to the plan set up during the Non-Exclusionary Discipline Meeting.

In addition to the above, for serious disruptions in the classroom or serious rule breaking, further disciplinary action will be taken which may include one of the following: (1) referral to our school resource officer, (2)

natural consequences for actions including cleaning a purposefully made mess on the cafeteria floor or on the bus, (3) development of an individualized behavior plan, (4) expulsion. Parents will be notified when such actions are taken. Counseling sessions with the School Psychologist/School Social Worker may be required as a result of serious offenses. (5) Referral to our School-Based Mental Health Therapist.

The Dover-Eyota Elementary School uses Positive Behavior Systems along with Bullying Prevention to help students learn to use appropriate behaviors while in school. We have adopted Eagle PRIDE which stands for

- Practise Respect & Responsibility**
- Remain Safe**
- Include Others**
- Demonstrate Self-Control**
- Engage in Learning**

We have identified Respectful Behaviors, Disrespectful Behaviors, and Unacceptable Behaviors and their corresponding consequences.

Respectful Behaviors: Do your best, Be responsible, Be prepared, Be cooperative, Be safe, Be honest, and Follow adult direction. Consequences for demonstrating respectful behaviors are positive rewards from the teacher, monthly eagle grams sent home, classroom eagle award for two weeks, positive principal phone calls home, and student of the week recognition.

Disrespectful Behaviors: Refusing to cooperate, Dishonest, Incomplete work, Pushing/Tripping, Inappropriate Language. *Excessive Disrespectful Behavior becomes Unacceptable Behavior. The Consequence for Disrespectful Behavior is a Fix-it Plan which helps students process their behavior and make appropriate behavioral choices. Fix-it Plans are sent home for parent signatures.

Unacceptable Behaviors: Bullying, Harassment, Fighting, Weapon Infractions, Harmful Threats, Stealing, Excessive Disruption to the learning environment, Vandalism, Name-calling, swearing, Physical Violence. Unacceptable Behavior will result in one of the following actions: pink slip, conference after school with teacher/parent/student/and principal, after-school detention, in-school or out-of-school suspension, referral to the school resource officer, and/or expulsion.

Due to data privacy regulations, teachers and administrators are not allowed to share the specific disciplinary actions assigned to the other students involved in disciplinary situations. This information must remain confidential and only communicated with the student’s parents. Parents of victims will be assured that appropriate disciplinary actions have been taken, but the specifics must remain confidential.

<p>How do you define “bullying”?</p> <ul style="list-style-type: none">● Repeated aggressive behavior that involves unwanted, negative actions● Behavior repeated over time (happens more than once or twice)● Power is unequal. You feel weak.● Can take many forms: words, leaving others out, physical, rumors, etc.	<p>DE PRIDE Anti-Bullying Promises:</p> <ul style="list-style-type: none">● Promise 1: We will not bully others.● Promise 2: We will help students who are bullied.● Promise 3: We will include ALL students.● Promise 4: When we know someone is being bullied, we will tell an adult at school or at home.
---	--

Positive Behavior System

At Dover-Eyota Elementary School, we provide feedback to students who are following classroom and school rules and who are making positive behavior and academic choices. We would much rather give positive

feedback to students rather than discipline consequences. To reward students who consistently make good behavior choices, we have implemented the following positive actions:

- Student of the Week Recognition
- Monthly Eagle Awards for students who don't get a pink slip or bus report for the month
- Eagle Awards given to the class who earns the most "Eagle Awards" during a 2-week period
- Word-of-the-Week Photo: Awarded to the class who had the most "Word-of-the-Week" slips submitted

Morning Arrival:

Life Skills: **Safety Respect** **Responsibility** **Learning**

1. If you arrive before 7:30, come in the front door and go to SACC. Parents will be charged for the student's time in SACC.
2. Walk on the east or west path around the building to the playground.
3. If eating breakfast, enter through the main front entrance doors from 7:30 to 8:00.
4. Hang up coat and backpacks in the cafeteria storage area.
5. Go through the breakfast line quickly and quietly.
6. Sit at a table, eat, and visit quietly.
7. ****Treat others as you want to be treated.****
No bullying.
Do not tease or purposely hurt someone's feelings.
Use appropriate language
8. When finished eating, get your backpack and coat and walk to the playground through the west doors or walk to the classroom. You must be in the classroom by 8:05.

Morning Playground to Classroom Procedure:

Life Skills: **Safety Respect** **Responsibility** **Learning**

1. Move quickly when the whistle is blown at 7:55.
2. Line up single file in your assigned line.
3. Voices off.
4. Hold all equipment.
5. Keep hands and feet to yourself.
6. Proceed as directed by the playground supervisors.
7. Kindergarten – 2nd grade will enter the building through the upper west doors.
8. 3rd – 5th graders will enter the building through the lower level wing doors.
9. Wipe feet before entering the doorway.
10. Walk into the building quietly.

Hall Procedures:

Life Skills: **Safety Respect** **Responsibility Learning**

1. Stay in a straight line and walk in single file while facing forward.
2. Walk quietly at all times in the building.
3. Keep your hands and feet to yourself throughout the building.
4. ****Treat others as you want to be treated.****
No bullying!
Do not tease or purposely hurt someone's feelings.
Use appropriate language.

Recess Behavior:

Life Skills: **Safety Respect** **Responsibility Learning**

1. Before going outside, use the bathroom.
2. Follow all playground rules.
3. ****Treat others as you want to be treated.****
No bullying!
Do not tease or purposely hurt someone's feelings.
Use appropriate language. No swearing!
4. When the whistle is blown, stop ALL activity and line up quickly and quietly.
5. Wait quietly in line until instructed to enter the building.

Cafeteria Procedure:

Life Skills: **Safety** **Respect** **Responsibility** **Learning**

1. Enter the cafeteria and hang up coats.
2. Line up single file.
3. Wait quietly to go through the serving line.
4. Think about which main entrée choice you made in the morning.
5. Use zero voice level beginning at the milk cooler.
6. Tell the servers what you want to eat.
7. Be courteous and respectful to the cafeteria workers.
8. Give your name/number to the cashier (later type in your code).
9. Choose your condiments and pick up eating utensils.
10. Walk to the designated table and sit with 6 on a side.
11. Eat only your food; visit with classmates at your table, not other tables.
12. Use a Number 1 or Number 2 voice level in the lunchroom.
13. ****Treat others as you want to be treated.****
No bullying!
Do not tease or purposely hurt someone's feelings.
Use appropriate language. No swearing!
14. Wait until the lunchroom supervisor dismisses your table to dump food and stack trays.
15. Line up for recess as instructed by the lunchroom supervisors.
16. Walk at all times in the cafeteria.

Leave the Lunchroom:

Life Skills: **Safety** **Respect** **Responsibility** **Learning**

1. Line up quietly as directed by the lunchroom supervisor.
2. Keep hands to yourself while waiting in line.
3. When dismissed from the lunchroom, walk outside in single file.
4. If you need to get medication from the nurse's office, go there before going outside.

Safe Playground Procedures:

Life Skill: *Safety* *Respect* *Responsibility* *Learning*

1. Follow the Playground Supervisor's instructions at all times!
2. Students will wear coats unless the temperature is 45 or above, or at the discretion of the Playground Supervisor.
3. Walk down the path to the playground using social distancing.
4. Use playground equipment for the purpose it was made. Do not go down the slide on your knees or your stomach, or face first or walk/run up the slides. One person on the slide at a time.
5. Do not walk, crawl, or sit on the top of the monkey bars.
6. Only 6 students on the Super Nova-take turns
7. Take turns on the swings and tire swings.
8. Stay within the playground boundaries and keep away from the road. Do not go past the red posts on the east side of the building because of the road nearby. Do not go into the woods, nor to an area

where you are not able to see the supervisor. Stay out of the area between the classrooms by the library and away from all classroom windows.

9. Follow the rules posted on the Gaga ball pit.
10. Do not throw balls or kick balls against the building.
11. Kick and throw balls only on the grassy area away from the school building; only Nerf/ soft balls can be used on the blacktop. Hard bats and hard balls are not allowed.
12. Keep tire chips, wood chips and sand where they belong.
13. Tackle football, king of the hill, and other rough games are not permitted.
14. No throwing snowballs, rocks, sand or pea gravel.
15. Respect the rights and property of others. Do not take others' belongings.
16. Stay in control, even if you are upset and mad. Try solving your problem first, then go to the recess supervisor for help/guidance.
17. ****Treat others as you want to be treated. **** No bullying! Do not tease or purposely hurt someone's feelings.
18. Use appropriate language. NO SWEARING!
19. Ask a student on the Buddy Bench to play with you.
20. No food or beverage (from home or lunchroom) on the playground.
21. No cell phones or electronics outside. Do not bring toys from home to play with.
22. No touching or taking others property-hats, coats, lunch boxes, etc.
23. When the whistle is blown, stop ALL activity and line up quickly and quietly.
24. Wait quietly in line using social distancing until instructed to enter the building.
25. Wipe feet before entering the building.
26. Walk into the building in a quiet and orderly fashion.

Nurse:

Life Skills: **Safety** **Respect** **Responsibility** **Learning**

1. Get a "Health Office" form from the teacher.
2. Follow the hall instructions.
3. Go to the nurse's office and sit and wait for the nurse to help you.
4. Take the colored Health Office form back to class with you.
5. Note the time of fever/vomiting. Students can't return for 24 hours.

Office-Errands:

Life Skills: **Safety** **Respect** **Responsibility** **Learning**

1. Get permission from the teacher.
2. Follow the hall procedures.
3. Complete the task.
4. Walk quietly back to the classroom.

Office-Discipline:

Life Skills: **Safety** **Respect** **Responsibility** **Learning**

1. Sit in the main office and wait for the office staff to see you.
2. While waiting to see the Principal, think about the reason you were sent to the office.

Dismissal

Student safety is one of our primary concerns, especially during end-of-the-day dismissal. Therefore, during 2014-15 we implemented the following dismissal expectations to increase student safety. Please be aware of the following information which was given to parents. Please follow these expectations when dismissing your students.

Dismissal Expectations for Students

*Life Skills for Success: **Safety Respect Responsibility Learning***

1. Follow the classroom “end-of-the-day” procedures to straighten up the class and organize materials.
2. Follow classroom dismissal procedures designated by the teacher.
3. Walk with your teacher in a straight line to the buses.
4. If walkers are meeting other walkers, they need to wait in the designated walker area on the west end of the building.
5. Walkers need to walk home on the paths and follow the school patrol’s directions.
6. Car riders will be walked to the car pick up area and will be dismissed by their teacher or assigned para to the car driven by the person assigned to pick them up.
7. Students attending SACC may be dismissed to the SACC room following classroom procedures.

Dismissal Information for Parents

- Dismissal change arrangements must be made with your child prior to his or her coming to school each day.
 - Do not email or phone teachers during the day with end-of-the-day dismissal changes as they often don’t receive these messages until after the students have left for the day. In addition, teachers may be absent and substitute teachers do not check the classroom teacher’s emails. Since teachers spend most of their day teaching a classroom full of students, they often don’t have time during the day to check phone messages either. Additionally, the volume of phone calls to the front office regarding end-of-the-day changes in plans has become an overwhelming problem for our office staff to manage.
 - Mid-day and afternoon changes require office staff to interrupt instruction in the classrooms, walk around the building locating teachers and students in areas other than their classrooms (computer labs, playground, etc.), and often confuse students at the end of the day.
 - Therefore, please do not call the office with transportation changes during the day unless it is an emergency. We will always accommodate emergency situations, but on a daily basis, we are unable to accommodate instructions for dismissal that do not accompany your child in the morning.
- Please send a note to school in the morning with your child giving permission for end-of-the day dismissal changes. If the change involves a bus change, please specify the address where your child is to be dropped off. Please make a copy of the note for your child’s teacher to give it to the bus driver.

Dismissal to buses

- Teachers walk their students to the buses and dismiss students to assigned buses.
- If a student has permission to ride a bus home that is different from their normally assigned bus, the teacher must give a note to the bus driver with the drop-off location specified.

Dismissal to Cars

- Car riders will be dismissed from their classroom to walk out the front door of the school to the car pick up zone.
- Students need to be given permission to walk to their car by the supervising paraprofessional.
- Paraprofessionals will be assigned to supervise the parent car pickup area from 2:50-3:10 PM. Paraprofessionals will stay with students until 3:10. If the student is not picked up by 3:10, parents will be called.

Dismissal to Parent Pick-Up

- Car riders will be dismissed.
- If you walk to school to pick your child, the Parent Waiting Area is the space by the light pole closest to the school building that divides the two parking lots.

- Students being picked up in cars also need to be given permission to walk to their car by the supervising paraprofessional
- Paraprofessionals supervise the west sidewalk from 2:50—3:10 PM.
- Paraprofessionals will stay with students until 3:10 PM. If students haven't been picked up by 3:10, students will wait in the office until someone comes to pick them up
- The front entrance doors will remain locked until 3:00.

Dismissal, Staggered Schedule

Dismissal to cars for all Pre-K-5th grade students will be around the East horseshoe lane. 2:50 Preschool car riders, walkers and bus riders are dismissed through the early childhood doors

- 2:50 Kindergarten car riders, walkers, bus riders dismiss through early childhood doors
- 2:50 First Grade car riders, walkers and bus riders dismiss through the west doors
- 2:50 Second grade car riders, walkers and bus riders dismiss through the west doors
- 2:55 Third grade car riders, walkers and bus riders dismiss through the third grade doors
- 2:55 Fourth grade car riders, walkers and bus riders dismiss through the fourth grade doors
- 2:55 Fifth grade car riders, walkers and bus riders dismiss through the fifth grade doors

Thank you for following these rules. Your child's safety is our #1 Priority!!

Elementary Curriculum

The elementary program in District #533 is based upon heterogeneous grouped classrooms. It is the school's philosophy that each child is unique and that all children have varied interests, abilities, strengths, and weaknesses. Each student is treated as an individual, and programs are tailored to strive for assurance of mastery. Curriculum at the elementary level is broad and varied in an attempt to develop the whole child.

Curriculum outcomes for each grade level are based on state and national standards. Outcomes in Language Arts, Mathematics, Science and Social Studies align with the Minnesota Academic Standards. Our district also has a locally adapted curriculum in health, physical education, art, music, and media/technology.

At Dover-Eyota Elementary, students receive physical education and music classes throughout the entire school year and receive art and media center instruction for a semester each.

Employees

Background checks are obtained on all personnel employed by the district. Please refer to School Board Policy 404 for further information.

Food Service Programs

Breakfast and Hot Lunches

Breakfast is provided in the school cafeteria from 7:30-8:00 a.m. M, T, Th and F. On Wednesday it is provided from 8:30-9:00 a.m. Breakfast is not provided if we have a 2-hour late start. Hot lunches are provided in the school cafeteria with a choice between two main entrees. New students will receive a food service number at the beginning of school; returning students will continue to use their same number.

Dover-Eyota Public Schools guidelines regarding Meal Balances

Students will not be allowed to purchase ala carte items (including milk only) if the account does not have adequate funds to cover the purchase.

Food & Nutrition will do their best to inform parents and students of a low account balance, but the final responsibility lies with the student and parent/guardian. You can check your student's account balance online at any time. Simply log on to www.paypams.com, and follow the on-screen instructions.

Prepayment Information

Dover-Eyota Public Schools use a computerized prepaid accounting system. Prior to the first day of school, meal payments may be mailed or delivered to:

D-E District Office, Food & Nutrition Department
615 South Avenue SW, Eyota, MN 55934.

Checks should be written out to D-E Food and Nutrition. Please write your student's first and last name on the bottom of your check. If you have students at both buildings, please submit a separate check for each building. Please place the check in an envelope marked LUNCH PAYMENT. After the first day of school, payments can be sent to school with your students.

PayPAMS.com online payment solution provides parents with a safe and convenient way to prepay for students' school meals online. PayPams charges a small service fee for each transaction. For more information, log onto www.paypams.com.

Cold Lunch

Students may choose to bring a cold lunch. Cold lunch choices should be healthy and nutritious. Students can purchase milk for a .60 charge. Please do not send soda.

2023-2024 Breakfast and lunch prices

Breakfast Includes Choice of Main Entrée, Choice of Fruit or Juice and ½ Pint Milk.

Kindergarten	No Charge
Grades 1- 5	No Charge
Reduced	No Charge
Milk Only	.60

Lunch Includes Choice of Main Entrée, Fruit, Vegetable, Grain, and ½ Pint Milk.

Preschool-Grade 5	No Charge
Reduced	No Charge
Milk Only	.60

Free and Reduced Lunch Applications or Educational Benefits Program. Why Should I apply if school meals are no charge?

Qualifying for Educational Benefits helps families as well as helps the school district. By completing the application, families could receive low-cost health insurance, EBT benefits, and discounts on school activity fees, BYOD devices, internet services, local memberships, Internet, phone, and more!

When parents complete the application, whether they qualify for the program or not, the school district benefits by receiving additional funding for a variety of state and federal programs such as Title I. This special funding can also be used for school resources like books, computers, and classroom equipment.

Please consider applying or reapplying for the Educational Benefits Program (Free/Reduced Application) Applications must be completed on a yearly basis and do not transfer from one year to the next. Applications are available at any of the offices or call the District Office at 545-2924 or toll free 1-866-847-9863. You may apply at any time during the school year.

Grading Policies

The goal of grading and report cards is to give feedback to the student and their parents on the student's learning, identifying areas of strength and areas for improvement. To help guide students in their continuous learning growth, we are starting to transition to a nontraditional grading model that is based on providing specific feedback for continuous skill development toward mastery of grade level Essential Learning Outcomes (ELOs). Since this is a year of transitioning from the pandemic to a normal school, feedback will be a combination of traditional grades and narrative feedback. Teachers will communicate their method of grading with students and parents.

Students will also receive learning feedback in special area classes (art, media, music and physical education) which will be communicated through a special area report card at the end of each quarter.

In order to learn the skills taught throughout the year it is important for students to have consistent attendance throughout the year. Missing the teacher's instructions and explanations as well as the rich

classroom discussions make it difficult for absent students to earn at the same level as they would have if they had been in class.

You can expect report cards to come home a week following the end of the quarter. The last report card of the year will be mailed home. Students in grades kindergarten through third grade will receive scores as follows:

5. Exceeds grade level standards
4. Meets grade level standards
3. Independently meets some grade level standards
2. With help, partially demonstrates grade level standards
1. With help, does not demonstrate grade level standards

Students in fourth and fifth grade will receive letter grades as follows:

- 92 – 100 = A** Consistently exceeds grade level expectations
- 82 – 91 = B** Sometimes exceeds grade level Expectations
- 72 – 81 = C** Meets grade level expectations
- 62 – 71 = D** Partially meets grade level expectations
- < 62 = F** Does not meet grade level expectations at this time

Grievance Procedure (Due Process)

The school district has adopted Policy #103 to establish an orderly means for considering and resolving grievances centered on allegations of discriminatory acts involving the students of the district. This policy addresses the due process of law rights established by the constitution.

Homework

Definition

Homework is the opportunity for students to practice specific skills, to extend learning, to remediate learning, to provide enrichment, and to complete assignments not completed in class.

Philosophy

It is important for students to develop a sense of responsibility for their learning. Teachers and parents are important partners in helping students learn this responsibility. Taking into consideration the benefits of regular homework and how it can enhance the child's education, Dover-Eyota Elementary is committed to setting clear expectations for homework and communicating those expectations to students and their families. Our elementary staff is also committed to helping both students and parents develop the skills necessary to accomplish homework.

Rationale

- Homework extends the learning day and involves parents as full partners in the education of their children.
- Homework teaches students to work independently and helps students to develop a sense of responsibility.
- Homework reinforces skills and material learned in class and prepares students for upcoming class topics.

We ask that students:

1. Schedule a time and place to do homework.
2. Complete all assignments neatly, on time, and to the best of their ability.
3. Do their own homework with assistance as needed.
4. Take responsibility for making up homework assignments missed due to absence from school.

We ask that parents:

1. Support student homework responsibilities through active involvement and encouragement.
2. Verify homework completion.

3. Communicate with your child's teacher. Write a note to the teacher if your child is unable to complete most homework assignments.
4. Read, read, read to and with your child.

We ask that teachers:

1. Clearly inform the students about assignments and expectations.
2. Communicate with parents. Provide information and assistance to help the child succeed.
3. Assign approximately 10 minutes per grade level for homework.

Homework Assignments from Absences

If your child is absent for one or two consecutive days and you wish to pick up their homework, please notify the elementary office before 11:00 A.M. (545-2632 or 888-273-0189). Homework will be delivered to the office by 3:00 P.M. for pick up.

If your child is absent for four or more consecutive days, assignments will be made up with the teacher (before school, after school or during lunch recess). The teacher and the student will determine which assignments are appropriate for completion at home and which need to be completed at school. In most cases, work will not be provided before absences. Since our focus is on student learning, it is important that the student and teacher work together to cover missed content. Please know that students aren't able to learn from the rich classroom discussions/instructions that occur when they are absent since the dialog is not able to be recreated.

Internet Privileges

Students interested in having access to school computers for Internet usage, must have completed an information session with appropriate school personnel and have a permission slip signed by school personnel, parent/guardian and a student. Students should always have a purpose for researching on the Internet. Information downloaded from the Internet should be classroom related and approved by the classroom teacher. This requirement applies to any information from the Internet such as computer software, music, and non-print images. Students are not allowed to review or download any material that is obscene, vulgar, sexually explicit, or otherwise inappropriate. Students are not allowed to use social networking sites at school. All downloaded information must be saved or printed under the direction of the teacher.

Consequences for misuse of the Internet may include:

- warning
- loss of credit for Internet assignment
- loss of privilege to use the Internet for a period of time determined by teacher
- referral to the principal for discipline

Please refer to School Board Policy #524 for further information.

Kindergarten

Dover-Eyota Elementary offers a full-day, every day kindergarten program. Students must be five years old before September 1st. Because of the extended amount of time these young students spend in school, coupled with the kindergarten curriculum expectations, parents of young children with summer birthdays are encouraged to consider waiting to send their child until the following year. Educational research documents that kindergarten students who start school at a very young age are often not developmentally mature enough to obtain the maximum benefit from their educational experience. If you aren't sure your child is "ready" for kindergarten, please feel free to discuss this with one of the kindergarten teachers or with the building principal.

Lockers

Student lockers are provided in the classrooms. The purpose of these lockers is for storing coats, books, and other school supplies. Lockers remain the property of the school district and we reserve the right to make periodic inspections or searches. Please do not store valuables or money in the locker.

Items, which are considered toys, should NOT be brought to school. Students share lockers with another student. Electronic devices and other expensive items also should not be brought. The risk of losing these items by children is great and the school will not be responsible for these items when lost. Trading cards, such as Pokémon, should NOT be brought to school. If electronic devices such as I pads, cell phones, Smart Watches, Etc. are brought to school, the school will not be responsible for any damage incurred. If these items are brought to school, they must remain in the student's backpack unless the teacher gives permission otherwise. This includes smart watches and other electronic devices with the capability to communicate with others.

Please refer to School Board Policy #502 for further information.

Lost and Found

An amazing amount of Lost and Found items accumulate within a short period of time. Almost new coats, sweatshirts and sweaters in good condition, sometimes a lonely shoe or boot are often placed in the Lost and Found storage waiting to be claimed. Please encourage your children to look through the items in our Lost and Found area. Also, when you are in the building please feel free to look through the items for any of your children's lost clothing items.

Please label jackets, hats, sweatshirts, snow pants, etc. so that children can identify misplaced items. Items that are not claimed after each quarter will be given to a service organization such as Front and Center, Goodwill or the Salvation Army.

Medication

If your child needs to take a prescribed medication during school hours, the school must have a signed permission slip with written orders from the child's physician and parent. THE MEDICATION MUST BE IN THE PRESCRIPTION BOTTLE. You can ask the pharmacist to divide the prescription, one bottle for home and one for school. The bottle shall contain the name and telephone number of the pharmacy, the pupil's name, physician's name and dosage of the drug. Your child should give the medication to his/her teacher, who will give it to the school nurse, who will be responsible for dispensing the prescription.

Over-the-counter medication may also be kept at school in the health office. The medication must be sent in the original bottle and the dosage cannot exceed the package guidelines. A parent permission form must be completed and signed by the parent or guardian. All medications must be picked up at the end of the school year or they will be discarded. New physician and parent permission slips are needed each year.

Please refer to School Board Policy #516 for further information.

Open Enrollment

Families who wish to have their children attend Dover-Eyota Public Schools instead of the school district they are zoned for may apply for acceptance into Dover-Eyota Schools by completing the Open Enrollment Application found on our district website. Acceptance through open enrollment is dependent on the following factors.

Grade level numbers shall be calculated in the following priority:

- a. Resident and currently attending enrollment options students (guaranteed Attendance)
- b. Siblings of currently attending enrollment options students (placed at top of the waiting list)
- c. New family enrollment options applications (acceptance subject to class limits)

Once students are accepted into Dover-Eyota Public Schools under the open enrollment option, they remain Dover-Eyota students until graduation or until they move/leave the district.

Parent/Guardian Concerns

If a parent/guardian has a school concern about his/her child we ask that you contact your child's teacher first. As a general rule, the teacher can best respond to questions concerning the child's progress, assignments, peer relationships, etc. If the parent/guardian and teacher need assistance to solve the problems the principal should be contacted. School questions and concerns of a general nature can best be answered by calling the building secretary. Our elementary web page is an additional resource for school and event information.

Parents with Various Custody Arrangements

If there is a legal circumstance that would limit one parent's access to their child during school hours (such as a restraining order or court order), the office must have a copy of the legal document, otherwise, it will be assumed that a student may be released from school into the care of either parent. Parents must notify the school if they would like to receive duplicate copies of school information and copies of report cards.

Parents and Teachers Together (PATT)

The goal of the PATT is to work with the school in providing quality education for the elementary students of Dover-Eyota. We hope that you will become a member of the Dover-Eyota Schools Parents And Teachers Together Association. The success of activities planned by PATT depends on the willingness of parents to volunteer their time and talents. There are many and varied opportunities to volunteer so you can match up your interests with assignments. PATT does a tremendous job fundraising for our school. PATT has raised over \$100,000 in recent years through a variety of fundraisers with profits going back to the school. PATT holds monthly planning meetings beginning at 6:00 PM the second Wednesday of the month. For additional information regarding PATT you may access the PATT webpage on the elementary website, follow PATT's Facebook page for the latest information, or email them at doveryotapattcommittee@gmail.com.

Parent/Teacher Communication

Conferences are scheduled three times during the school year. First during Back-to-School Assessment/Conference Days, second in October and third in February. Additional conferences can be scheduled if a parent or teacher feels one is needed. Please call the teacher to arrange for a meeting.

Teachers at Dover-Eyota Elementary communicate with parents in a variety of ways. If you aren't able to reach the teacher when they aren't teaching, you may leave a voicemail message and they will return your call. Some parents prefer to communicate with teachers via email. If you wish to use this option, please let the teacher know this is your preference and give them your email address. Another means of communication is through the teacher's web pages which can be accessed by going to the elementary home page at www.desch.org.

Parking at School Events

Please do not park on the south side of Knowledge Road when you come for music performances or class plays. (This would be with cars facing east). When people park on both sides of Knowledge Road, it causes too much traffic congestion. Thank you for your cooperation and assistance in making the school entry and exit as safe as possible."

- Please park **ONLY** in areas marked as a designated parking space.
- The yellow curbs are fire lanes and reserved for buses **ONLY** in the west portion of the lot.
- For events, visitors should still enter the parking lot **ONLY** through the east driveway, but may exit either driveway.
- If buses are seen leaving, individual vehicles should wait while the buses exit the lot together.

Parties

Three parties are scheduled during the year: Fall– October 31st Winter– December 22nd Spring– February 14th.

In addition to these seasonal parties, classrooms may earn popcorn parties or other treats for special celebrations. Classroom treats for parties and birthdays must be purchased rather than homemade due to school and health regulations. Thank you for your cooperation with this. Please note that only kindergarten students will dress-up in costumes for the October 30th party. Students in grades 1-5 are encouraged to wear black and/or orange on October 30th.

Pictures with Cell Phones

Students are not allowed to take pictures of other students while riding the school bus or while at school. Students are not allowed to post pictures of other students at school or on school buses on social media.

Playground Equipment

Children receive instruction each fall in the proper use of playground equipment. We ask that parents also discuss the need for safe play with their children.

Playground Rules

Please talk with your child about the following playground rules:

- Use appropriate language. No swearing.
- Respect the rights and property of others.
 - Do not tease or purposely hurt someone's feelings.
- *****Treat others as you want to be treated*****
- Tackle football, king of the hill, and other rough games are not permitted.
- Use playground equipment for the purpose it was made:
 - Do not go down the slides on your knees, stomach or face first.
 - Do not walk up the slides.
 - Do not walk across the top or crawl on the top of the monkey bars.
 - Do not throw balls or kick balls against the building.
- No throwing snowballs, rocks, sand, or pea gravel.
- Do not take others' hats, caps, or mittens.
- Please kick and throw balls only on the grassy area away from the school building; not on the blacktop where other students may get hit.
- Do not play on the grass next to school when playing with the balls
- When you hear the whistle, recess is over. Line up immediately. When entering the school after recess, walk on the right side of the hallway in a quiet and orderly fashion.

Coats or sweatshirts are to be worn if the playground temperature is 45 degrees or below (factoring wind chill). The playground supervisors have discretion on this guideline, depending on the weather on a particular day. After sub-zero temperatures, 45 degrees with bright sunshine can feel warm. Students must show respect and follow the requests of the playground supervisor, no matter what their decision is regarding coats, sweatshirts and sweaters. If students aren't properly dressed for the cold and they appear to be extremely cold, they may be sent or kept inside for recess.

Promotion and Retention

It is the policy of the school district that students shall generally be promoted with their age groups. Retention should not be considered if the child is working at his/her developmental level. A policy has been developed to provide a systematic procedure for the evaluation of each individual student to be considered for retention. The parent/guardian will be notified of unsatisfactory progress and the consideration of possible retention will be discussed no later than the middle of third quarter. A policy has been developed to use when retention is being considered which includes a review of all achievement and behavioral data as well as several classroom observations.

Release of a Child During School Hours

When you wish to have your child dismissed early, please send a note to the teacher or call the office. It is necessary for the parent to come into the office to pick up your child. Please do not go to your child's classroom as it disrupts classroom instruction. The child will be called to the office. Parents (or authorized person) picking a child up from school will be required to sign the child out. No child will be released other than through this procedure.

If there is a legal circumstance that would limit one parent's access to their child during school hours (such as a restraining order or court order), the office must have a copy of the legal document, otherwise, it will be assumed that a student may be released from school into the care of either parent.

Rollerblades & Skateboards

Rollerblades and skateboards are not allowed on our playground. The school district will not be liable for injuries if a student chooses to rollerblade or skateboard to or from school.

Safety and Security

We continue to work diligently to implement security measures that increase safety protection for our students and staff while they are at school. Thank you in advance for your cooperation in following these safety procedures.

Main Entrance: All outside doors are locked from 8:10 a.m. – 3:00 p.m. If you come to school during these hours, you will need to enter through the front entrance. As you enter the building, you will see a monitor on the wall to your left. Press the button on the monitor and an administrative assistant will buzz you in. Listen for the “click” which opens the door to the office. Please go immediately into the office. If you are taking your child home or to an appointment, you will need to sign your child out. If you are staying, you will be given a visitor’s badge to wear while you are in the building.

We want all students to feel and be safe. Part of feeling and being safe is knowing the expectations and rules. Therefore we practice our emergency procedures throughout the year. We have five lockdown drills, five fire drills, and one tornado drill. Please reassure your child that these drills are being practiced to keep them safe in case of an emergency.

School Age Child Care (SACC) – “Eagle’s Nest”

The program is designed to meet the childcare needs of K– 5th grade children during the school year (K-4 during the summer). The program will consist of playtime, an arts & crafts activity, supervised homework time, and a snack. Hours of the program are 6:30 a.m. to 7:30 a.m. and 3:00 to 6:00 p.m. Parents need to always sign their children in and out of SACC. Children are never to be left without a supervisor being present. When school closes early due to inclement weather, parents are asked to pick up their children as soon as possible. If the district is closed due to inclement weather, SACC will also be closed. Contact the SACC Coordinator if you have any questions 585-8138 or desacc@deschools.org.

School Closings

It is imperative that you have an established routine for your child(ren) in case of emergency school closings. Please make sure we have your plan on file if it is different from your regular routine. Our bus drivers have been instructed to return children to the school if there is no one to meet them when they are taken home. Children who return to school will stay in our Eagle’s Nest SACC program and parents may pick them up at school.

If you sign up for the school emergency notification system, you will receive a phone call and an email notifying you of school emergencies, school closings and/or early dismissals due to inclement weather. Decisions regarding school closings will always be updated first on the district’s website and via the school emergency notification system. If you don’t use the district’s emergency notification system, you can be kept abreast of emergency/weather schedule changes by looking on the district’s website and by tuning into the following local stations: School District Website – www.desch.org

KMFX Radio 102.5 -- Rochester --

KRCH Radio 101.7 FM – Rochester --

KROC 106.9 FM or 1340 AM Radio – Rochester – www.y105fm.com

KSTP TV Ch.5 – www.kstp.com

KTTC TV Ch. 10 – Rochester – www.kttc.com

Special Programs

The Dover-Eyota Elementary School has several special clubs and programs designed to meet the needs of our students.

The following programs are typically offered to students:

Academic Triathlon

This is an extra-curricular opportunity for fifth grade students who excel academically. Teams compete against other area schools in a fast paced competition that requires quick thinking and in-depth problem solving skills. Team members practice after school and are supervised by one of our Dover-Eyota teachers.

After-School Intervention Programs

We offer an after school program two days a week to first through fifth grade students who need additional support in reading and math. The focus of the first and second grade after-school class is on developing literacy skills (phonemic awareness, phonics, sight words, vocabulary, and reading fluency) along with learning early math skills. For students in third through fifth grade, the program provides extra instruction in reading (fluency, vocabulary development, and comprehension), math (computation and problem solving), and homework strategies. The after-school program includes a brief play time, a snack and a variety of instructional centers. Classes are taught by Dover-Eyota teachers along with Dover-Eyota paraprofessionals. Students are recommended for participation based on assessment results (FastBridge & MCA's) and classroom performance. Participation in the program will be discussed during fall conferences. The program runs from late October through the end of April. To maximize achievement, consistent attendance is strongly recommended. Unfortunately, transportation to these programs is not available.

Early Childhood Programs- Classes are located in the Early Childhood Center at the elementary school.

Registration for these classes is done on-line in the spring through our district website. Fees vary according to the class schedules. Scholarships are available to those who qualify. Please visit the Early Childhood web page on our district website for further details.

ECFE Footsteps: Footsteps is an Early Childhood Family Education Program for children from birth to 5 years of age and their parents. Since parents are a child's most important teacher, Footsteps provides an opportunity for parents and children to work/play together in a structured learning environment. It also provides parents the opportunity to receive support and helpful parenting information. Footsteps classes are offered several times during the week.

Look at Me...I'm 3!: This class is offered on Wednesday and Friday mornings and is designed specifically for young children who are three by September 1st. It focuses on helping the children learn how to play in a group and to share; how to follow simple directions/ rules; how to try new things; how to express their needs and develop self-help skills.

Learning Readiness Program: This class is a pre-kindergarten class for children who are at least four years old by September 1st. Children are welcomed into a warm and caring social environment where "play with purpose" is encouraged. Skills encouraged in the LRP classes are social development, language development, motor development and pre-academic development. This class meets Monday, Tuesday and Thursday morning or Monday through Friday afternoon and transportation is available at an additional fee.

Transition Class: The transition class is a full day program which is offered three days a week to older four and five year old students. Students who turn 5 during the months of April through October are eligible to attend this class. This class meets on Monday, Tuesday and Thursday and transportation from the elementary is provided. Curriculum focuses on pre-kindergarten skills including social development, language development, motor development and pre-academic development.

Elementary Art

Students receive a full semester of elementary Art. Students are exposed to a variety of types of art and learn various artistic techniques. They also use multiple materials when completing various projects.

Elementary English Language Learner

Elementary Media

Students receive elementary media instruction on a regular weekly time throughout the school year. Students learn how to find library books and how to access information using computers. Upper elementary students are taught internet and social media safety.

Students and parents are responsible for books checked out of the library. If books are lost, parents are expected to pay the cost of replacing the books.

Elementary Physical Education

Encouraging students to be healthy and physically fit is a high priority at Dover-Eyota Elementary School. Research indicates that the more skills/tools children have when they graduate from high school and the more they understand the value of choosing a healthy lifestyle, the more likely they are to make healthy choices and stay physically fit throughout their life. The primary goals of the elementary physical education department are to: 1) Expose students to multiple ways of staying active and fit (in hopes that they will choose one or more of these skills to stay active and fit for a lifetime) 2) Help students experience what it feels like to be “in shape”, and 3) Develop character traits such as perseverance, honesty, and integrity. Students participate in P.E. at least every other day for the full year.

ADSIS Interventionist Programs

A Reading Interventionist provides direct reading instruction to students who need intensive instruction in order to close the performance gap between their proficiency level and that of grade level peers.

A Math Interventionist provides direct math instruction to students who need intensive instruction in order to close the performance gap between their proficiency level and that of grade level peers.

A Behavior Interventionist provides direct instruction to students to assist them learn age-appropriate skills to increase their overall school functioning. They often observe the student to determine the function of the interfering behavior the student is exhibiting. The Behavior Interventionist facilitates social skills groups as well as establishes individualized behavior plans.

Math Wizards

This is an extra-curricular activity that provides math enrichment for fifth grade students who excel in math. In competitions, students compete with teams from area schools in math fact drills and in individual and team problem solving.

School –Based Mental Health Therapist

Dover-Eyota Elementary School partners with Family Service Rochester (FSR) to provide mental health services within the school setting. The Minnesota Department of Human Services is supporting this endeavor or the purpose of building and supporting academic success and overall student functioning. Mental health services co-located in the school building have shown to improve academic, social, and home functioning. Providing therapy within the school setting increases access for students to receive needed help by eliminating barriers such as busy schedules, transportation to services, lack of insurance or being underinsured.

The first step is to connect with Dover-Eyota Elementary School’s Social Worker, Dan Lecheler, to talk about your concerns pertaining to your child’s mental health and/or current functioning. He will help parents look at all the available school resources and make the referral to FSR with you if it fits your child’s needs. Next, the FSR therapist will contact the parent to gather information to decide what services might be helpful to improve your child’s ability to cope, learn and grow at home and at school. This is called the Diagnostic Assessment. After the assessment is completed, recommendations are made for possible services. A plan is developed by providers with your input, to support your child and family with learning new skills and strategies to meet

behavioral and developmental goals. Typical services might include individual counseling, family and group counseling and skill building sessions. If recommended, services can also be provided in the home.

Social-Emotional Learning

In order for students to be successful in the 21st Century, they not only need to have strong academic skills but they also need to be able to function well socially and emotionally as they interact with co-workers and other adults. At Dover-Eyota, we try to provide an emotionally safe environment where all students can succeed. To help create socially and emotionally safe classroom environments, our teachers use practices from a nationally known curriculum called Responsive Classroom. Teachers and students together create classroom rules and expectations as well as logical consequences. At the beginning of the year, teachers have Morning Meetings with the class each day to welcome students and to get to know each other. Teachers try to create a welcoming atmosphere within the classroom so students feel a sense of belonging within the classroom.

In addition to Morning Meetings, we encourage social-emotional learning through using our Social Vision Statement, "At Dover-Eyota Elementary School, we are kind." We teach and emphasize being kind and respectful to all of the students and adults. We also introduce and teach positive character traits by designating a Word-of-the-Week. Our Behavior Interventionist holds grade level "Lunch Buddies" to teach positive social-emotional skills in a fun and relaxed way.

Special Areas of Instruction Students at Dover-Eyota Elementary School receive music education and physical education all year long. They also receive alternating semesters of art and media. K-2 students receive 25 minutes of daily instruction in physical education and 25 minutes every other day in art or media. Students in grades 3-5 receive 50 minutes of instruction in special areas, receiving physical education every other day and art, music or media on the alternate days of a four day cycle. These special areas of instruction are held to state standards as are other areas of elementary education. Participation in these special area classes is required. Special area teachers give quarterly report cards based on individual student skills, class participation and effort.

Special Education

Referral: The Special Education Department at the Dover-Eyota Elementary School provides assistance to identified students and their teachers. All referrals for identification must go through the K-2 or 3-5 Response Team. Evidence of two documented interventions of change in the classroom environment to help the student succeed must be provided. Referrals are reviewed by a team of special education professionals who determine appropriate next steps. Evaluating the determination of a need and the delivery of service is made through a comprehensive evaluation that includes information from the classroom teacher and parents as well as standardized test scores administered by our D-E Assessment Coordinator. Students who qualify to receive special education services based on the Minnesota state eligibility criteria are provided specialized instruction through the development of an Individualized Education Plan (IEP). In addition to the following on-site special education services, Dover-Eyota Schools have a school psychologist, physical therapist, occupational therapist, vision and hearing specialists, speech/language instructor, Special Education Director and Special Education Coordinator provided by the Hiawatha Valley Special Education District on a part-time basis.

- o Developmental Cognitive Disability (DCD) services are provided for students who score at or below the 15th percentile in adaptive behavior and at least two standard deviations below average general intellectual functioning.
- o Learning Disability (SLD) services are provided for students who score in the average to above average ability range (IQ) and have a severe discrepancy between ability and achievement tests in one or more of the seven basic areas which include basic reading, reading comprehension, listening comprehension, oral expression, written expression, basic math, and math reasoning.
- o Emotionally/Behavioral Disorders (EBD) services are provided for the students who exhibit emotional/behavioral characteristics that interfere with the educational performance of self and/or others. Characteristics might include difficulty learning, inability to build or maintain relationships, inappropriate behavior, depression, and physical symptoms or fears.
- o Speech and Language services are provided for students who have communication disorders in the following areas: articulation, language, fluency, and voice. The obtained through formal and informal testing procedures.
- o Developmental Adaptive Physical Education services are provided for students who have physical disabilities, which require specialized training beyond the regular physical education realm.

- o Early Childhood Special Education (ECSE) services are provided for students' birth to seven years who require specialized speech/language, adaptive physical education, learning and/or behavior training. Dover- Eyota Schools has a center-based program and a home-based program.
- o Other Health Disabilities (OHD) services are provided to students who have a medical diagnosis that interferes with their learning to a significant degree. Students served under this special education category may have limited strength, endurance, vitality or alertness including a heightened or diminished alertness to environmental stimuli.
- o Autism Spectrum services are provided to students who qualify under the Autism Spectrum Disorder as defined by the Minnesota Department of Education. Students served in this area may have sensory sensitivities, underdeveloped communication skills, and limited social skills.

Title I

Title I is a federally funded program designed to provide supplemental instruction to children who are having difficulty in reading. Title I paraprofessionals work under the direction of classroom teachers with individual students and/or small groups providing reinforcement of reading skills. Often students receive extra practice and instruction in phonics, oral reading fluency, reading comprehension and vocabulary. The amount of time a student works with a Title I paraprofessional varies according to their needs.

Standardized Testing

Several tests are administered throughout the year to assess students' achievement skills in reading and math using local and national norms. At the beginning of the year, students in grades K-5 are administered the Benchmark Assessment System (BAS) to identify instructional reading levels and periodically throughout the year as students' reading skills increase. During the year, students will be administered the FAST aReading several times a year to further assess individual reading skills and growth. Some grade levels will also be administered the FAST aMath assessment to assess individual student's skills in math computation and problem-solving. Teachers use the results of the BAS and FastBridge assessments to guide instruction. The Minnesota Comprehensive Assessments (MCA-III) Reading and Math tests will be administered to students in grades 3-5 along with the MCA science assessment in 5th grade. The MCA tests compare our school's overall performance with the performance of other Minnesota schools. The results are used to guide district curriculum decisions along with grade level instructional practices.

Student Council

Dover-Eyota Elementary School's Student Council consists of representation from each grade level classroom in grades 4-5. The Student Council plans activities throughout the year such as end-of-the-quarter parties, food drives, Pennies for Patients, etc. They meet on a regular basis with the Student Council Advisor to plan and organize student events.

Student Health Policies

Immunization Requirements

All students in ISD #533 are required to be immunized against or show immunity from the common communicable diseases including diphtheria, tetanus, pertussis, polio, Hepatitis B, varicella, measles, mumps, and rubella. Failure to be immunized or show evidence of immunity from such disease will result in the student's exclusion from school. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school.

When a student has not received all immunizations as required by Minnesota law, the following procedures shall be followed:

Students Enrolling in ISD #533 for the first time

Students new to ISD #533 will not be allowed to attend school unless the "Immunization requirements for Admission to Minnesota Schools" form is presented to the student services office within ten days of registration. If the form is not received within ten days, the manager of student services and transportation will inform the parent in writing that the student is excluded from further attendance at school until evidence of compliance with the law is received.

Students Currently Attending School in ISD #533

Each year the school nurse will determine students' compliance with the immunization requirements. Any student who does not comply with the law will be excluded from school attendance until evidence of compliance is received by the school principal. If a violation occurs, the principal shall:

- inform the student's parents or guardian of the non-compliance in writing
- give the student ten school days to receive the necessary immunizations
- exclude the student from school attendance until the "Immunization Requirements for Admission to Minnesota Schools" is submitted to the principal.
- Please refer to School District Policy #530 for more information.

Student Hours

The playground is supervised beginning at 7:30 a.m. (8:30 on Wednesdays) until the students are dismissed to their classes beginning at 7:55 a.m. Please do not drop off your children in the morning until 7:30 a.m (8:30 on Wednesdays). Students are expected to report to the playground upon arrival unless the wind chill temperature is -5 degrees or below. There will be a sign in the front door of the school telling students whether they are "IN" or "OUT", depending on the weather. If the sign says "IN", students will enter the building and go to the gym. If the sign says "OUT", students will walk around the building to the playground. In case of rain or temperature below -5 degrees, the students go to the gym.

Breakfast service begins at 7:30 a.m. (8:30 a.m. on Wednesdays due to the 1-hour late starts). Students taking breakfast are to enter the school through the main front entrance. If students finish breakfast before 8:00 AM, they will go to the playground until 8:00 a.m. (9:00 a.m. on Wednesdays) when all students enter the building.

Students are asked to access the playground when arriving at school by using the paths on either the east or west side of the building. Since the hallways are not supervised before 8:00 a.m. (9:00 a.m. on Wednesdays), students should not walk through the school building unless they will be going to the cafeteria for breakfast.

Students should be seated and ready to begin class at 8:10 a.m. (9:10 a.m. on Wednesdays). Students arriving at 8:10 A.M. or after need to report to the office for a tardy slip.

Students are expected to leave the school grounds upon dismissal unless they are being supervised in the classroom by the teacher or attending School Age Child Care (SACC/Eagle's Nest). Elementary students will be dismissed between 2:45-2:55 p.m. (see dismissal section). The buses will leave the elementary building at 3:00 p.m. Students who have not been picked up by 3:10 p.m. will need to wait quietly in the office until they are picked up.

Student Illness

If your child is not well in the morning, do not send them to school expecting them to recover. If a child becomes ill during the school day the parent/guardian will be contacted at home or work to inform them of the child's illness and to request that they take their child home. **Students should remain at home until they are free of a fever for 24 hours.**

It is important that the school has a back-up or emergency number to call in case you cannot be located. If we are unable to contact anyone, the child will remain in the health room. Reasons for keeping your child at home or for sending a child home from school would be:

- Fever
- Vomiting
- Diarrhea
- Red and runny eyes
- Suspicious looking rash
- Suspected ringworm or impetigo
- Untreated pink eye
- First 24 hrs of being on antibiotics
- Head lice

Students are expected to participate fully in all classes (including specials, physical education classes and recess) unless they have a written excuse. Written excuses from parents for up to four consecutive school days are acceptable. More than four consecutive days of non-participation requires a doctor's explanation and signature. Although students may have minor to moderate injuries, there are ways to modify lessons so students can participate without causing additional damage. If students fail to participate on individual days in

excessive amounts, a physician's signature may be requested. Please feel free to contact the school (545-2632 or 888-273-0189) to discuss your child's individual situation with one of our physical education teachers.

Student Records/Data Privacy

Parents/guardians have the right to inspect and review the educational records of their children in the presence of school officials according to Federal Family Education and Privacy rights. The district may presume that either parent of the student has the authority to inspect and review the educational records of the student unless the school district has been provided with evidence that there is a legally binding instrument, state law or court order governing such in matters such as divorce, separation of custody, which provides to the contrary. Parents/guardians may also request to amend the record if information is found to be inaccurate. A parent/guardian wishing to challenge the content of the school record shall make a written application to the principal.

Please refer to School District Policy #515 for further information.

Summer School

Dover-Eyota Elementary School offers a free summer school program to students who need extra support throughout the summer in order to retain the skills they learned throughout the school year. The amount of summer school varies year-to-year depending on the funding amounts allocated. Funding is provided through a federal program called Targeted Services. Information regarding Summer School will be sent home to individual students who are recommended for the program. Summer School is taught by Dover-Eyota teachers.

Supplies

A supply list for each grade level is published on our elementary homepage. Recognizing that youngsters' need for nutrition and water is variable, teachers may communicate the need for nutritious snacks, such as unsweetened cereal, fruit and a water bottle.

Tardiness

When a child is late for school (8:10 a.m. and after), they must come in the main entrance and check in at the office to receive a pass before going to class.

Telephones and Smart Watches

The office telephones are for school business only. Students are permitted to use the telephone for emergencies only. It is recommended that elementary students do not bring cellphones to school. If there are extenuating circumstances when a cell phone is necessary, parents should let the teacher know. The student is expected to keep the cell phone on "silent" and in their backpack in their locker during the school day. Students should not have their cell phones out of their backpacks on the bus unless they have been authorized to do so by the bus driver. Students are not to take pictures or videos while riding the school bus.

With the recent popularity of SMART watches, these need to remain in lockers during the school day on silent.. If these conditions are not followed, the student will forfeit the privilege of bringing the cell phone/watch to school.

Toys

Bringing toys to school should be limited to "Show and Tell" days and should be kept in the student's backpack. Bringing large toys on buses can be problematic. Bringing trading cards on the bus and/or to school also can be problematic as they often are the source of conflict when trades are negotiated. Most recently, fidget spinners have become very distracting in classrooms, so please don't send them to school with your child.

Vision and Hearing Screening

We complete vision and hearing screening for children in grades 1, 3 and 5. Screening is administered during

our back-to-School Assessment/Conference days in September. First grade students will also be screened for eye muscle imbalance and color blindness.

Weapons Policy

No student shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon, real or replica, on school grounds or buses at any time. This rule applies to firearms, any explosives including firecrackers, and any knife or dangerous object. Violation of this policy will result in immediate out-of-school suspension.

Assigning consequences for bringing a weapon or weapon-like object will be as follows:

- For Kindergarten – If the kindergarten student reports bringing a weapon or weapon-like object to school to an adult without showing the object to any students before telling the adult, the student will have a conference with the principal and consequences determined from no consequence to dismissal, and potentially to further discipline dependent on actions/intent. If the kindergarten student brings a pretend weapon and shows it to another student before showing it to an adult, it will be considered a first offense and he/she will be assigned a disciplinary consequence at the discretion of the building principal. Kindergarten students who bring a pretend weapon for the second time will receive an automatic dismissal and could lead to more consequences dependent on actions/intent. If the kindergarten student brings a real weapon on their first offense and shows it to another student prior to telling an adult, he/she will be assigned a disciplinary consequence at the discretion of the building principal. Kindergarten students who show a real weapon to others will receive a dismissal, but could be extended up to and including expulsion depending on circumstances of intent/actions.
- For First – Fifth Grade Students: If a student brings a weapon or weapon-like object to school and immediately tells an adult without showing it to other students may receive no consequence up to a dismissal, at the principal's discretion. If the student brings a weapon or weapon-like object to school and shows it or tells other students before telling an adult, the student will be assigned a consequence ranging from dismissal to potential expulsion dependent on circumstances of actions/intent. Please refer to School Board Policy # 501 for further information.

Web Pages

Please visit our district and school website at www.desch.org. Information is updated on a regular basis. Please note that this is the first place to look for any weather related schedule changes...cancellations, delays, closings. We are placing more and more information on the website so please get in the habit of referring to this site. There are links that will direct you to the staff and their individual web pages. We hope you find the information on the district and elementary websites and webpages helpful.