

Pipestone Area Schools

2024 - 2025

Elementary Student & Parent Rights and Responsibilities Handbook Handbook



Pipestone Elementary School

Pre-K—5

1401 7th St SW

Pipestone, MN 56164

Dear Pipestone Area Students and Families,

Welcome to Pipestone Elementary School - Home of the Arrows! As we are about to start the 2024-2025 school year, I hope you have had a restful, yet adventurous summer and are ready to embark on an exciting year of teaching, learning and growing.

It is my great pleasure and honor to lead the Pipestone Elementary team and serve you as the elementary principal. I look forward to working collaboratively as a family to ensure our students are provided with the best, most engaging and rigorous educational experience possible.

As we begin our journey together, it is my mission to make this school year the best one ever. I view education as a life-long process and believe students are at the center of all school-related decisions. Most importantly, I place great value on building relationships to cultivate a positive school culture and climate where every individual feels safe, valued, loved, respected, and has a sense of belonging.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents/Guardians and students should review the content together. Open and clear communication between school and home is important to the success of our students and our education program. I look forward to our school year ahead as our team creates rich academic experiences while fostering each child's social, emotional, and physical well-being.

I have an open-door policy and value every stakeholder's opinion. I wholeheartedly welcome your conversation and positive input throughout this school year. I am eager and excited to dedicate my time to serving the Pipestone Elementary family. Together we will make a long-lasting positive impact on our students. Here's to an amazing school year!

With Leadership Pride,

Jennifer Moravetz

Mrs. Jennifer Moravetz
Elementary Principal

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The Pipestone Area School Board and school administration has reviewed the discipline policy as part of the process of adopting this handbook. July 24, 2023

Board of Education

Brad Carson, Lance Oye, Chrissy DeBates, Katie Wiese, Daphne Likness, Mark Hiniker and Tyler Fruechte

Administration

Dr. Klint Willert	Superintendent
Sonja Ortman	Secondary Principal
Jennifer Moravetz	Elementary Principal
Lisa Pease	Coordinator of Curriculum, Teaching and Learning
Jacqueline Kennedy	Business Manager
Leonard Burzynski	Maintenance Supervisor
Kim Tuin	Food Nutrition Service
	Taher Food Service

Pipestone Area School District #2689

Pipestone Area Middle/High School

(grades 6 - 12)

1401 7th St SW - Pipestone, MN 56164

Phone: (507) 825-5861 Fax: (507) 825-6729

Pipestone Elementary

(PreK - 5)

1401 7th St SW - Pipestone, MN 56164

Phone: (507) 562-6200 Fax: (507) 562-4820

Heartland School

(grades K - 8)

2171 100th Avenue - Lake Benton, MN 56149

Phone: (507) 368-3250 Fax: (507) 368-3250

Pipestone Area Schools website

<http://www.pas.k12.mn.us>

General Information

Arrival & Dismissal Times and School hours

Students may enter the building starting at 7:30am to eat breakfast or go to recess.

First Bell rings	8:05 a.m.
Classes begin	8:15 a.m.
Dismissal	3:15 p.m.

Elementary Office hours are from 7:00 a.m. to 4:00 p.m. Monday through Friday. If you should need to contact the office for any reason during this time, the telephone numbers are:

- Pipestone Elementary 507 - 562 - 6200
- Pipestone Area Middle/High School 507 - 825 - 5861

Voice mail is available in the main offices and classrooms in the event that no one is available to answer your call. Summer office hours are subject to change and will be posted on the school website as well as on the school doors.

After School Plans

The school maintains a file with student's registration sheets, which includes after school plans. If at any time during the year, those plans change, please notify your student's teacher as well as the main office.

Bicycles

If your child rides their bike to school, all bicycles must be parked in the bicycle racks provided. The school district does not assume responsibility for damaged or stolen bicycles.

Bus Transportation

ISD #2689 contracts with Ludolph Bus Service. The bus service phone number is 507-825-2303.

According to Minnesota Law, riding the bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violations or continued misbehavior may require permanent removal from the bus. See pg. 29 under student conduct for bus rules.

Dress Code

Students need to dress appropriately for the school day, weather, and activities in school. Good grooming and proper dress ensure safety and sets the atmosphere; therefore each student in attendance is to be dressed in good taste and properly groomed. Students will not wear clothing which

includes, but not limited to "short shorts", skimpy tank tops, tops that expose the midriff, offensive, promotes alcohol, drugs or tobacco products while in the building or at school sponsored activities or events. See school board policy #504 for more information. Students wearing such apparel will be required to call home for a change of clothing, be asked to turn the article inside out, or will be provided clothing at school to change into. Parents/guardians may be asked to provide an extra set of clothing for your child to keep at school.

Elastic Clause

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis.

Emergency Plans & Drills

The district's school board members have a written plan regarding tornado or emergency evacuations of the buildings. School personnel have a specific written plan regarding the complete procedure for each and is reviewed each year by the Site Council.

All staff and students will participate in emergency evacuation drills, ALICE drills, as well as fire and tornado drills throughout the school year for the protection of all persons in the building.

Emergency Phone Numbers

We must have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. ***It is important that this record be kept current.*** Please notify the office if there are changes or additions during the school year.

Gifts

Gifts such as flowers and balloons delivered to the school are discouraged. If such gifts are delivered, they will be kept in the office and will be given to the student at the end of the school day at 3:15pm.

Gym

Students have PE each day. If a student must miss PE for injury or illness, a note must be written and signed by the parents stating the injury, PE restrictions, and the timeframe for the restrictions. A doctor's note is preferred.

Library

Students check out library books once a week. The replacement cost of the book is owed in the event that the student loses or damages a library book. It is school policy

that students having an overdue or lost library book(s) at the end of the school year will NOT be issued final report cards until the items are returned or paid for. Should the student not return the library book or pay for the cost of damages, the school reserves the right to consider alternative consequences.

Lost & Found

Each year we have a large collection of clothing which has not been claimed. Remind your child to check the lost and found area located outside the main office when something disappears at school. Pictures of lost items will be sent out via SeeSaw as well. Lost articles that are not claimed by the end of the school year will be given to charity. We are not responsible for lost items.

The following considerations should be taken to help eliminate lost items:

- Clearly label your child's coats, sweaters, caps, mittens, gym shoes and boots with full name.
- When an article is lost, have your child report the loss as soon as possible.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

Money

Students are discouraged from bringing cash to school. Paying by check eliminates the problem of money being lost on the way to school. Please make checks payable to: Independent School District #2689 or Pipestone Area schools.

Party Invitations

Party invitations are not to be handed out at school. This helps to prevent hurt feelings among students who may not receive an invitation.

Photo & Video Use

Photos of students are taken throughout the school year and are frequently published on social media or on other platforms through the school district. During our Back to School Open House, a consent form will be included in your child's informational packet. Fill out this form to approve or deny permission to have your child's photo taken and placed on social media. Contact the school office if you did not receive this form.

Pledge of Allegiance

Pipestone Elementary Schools will recite the Pledge of Allegiance daily during the school year. Any student who wishes **NOT** to participate in the reciting of the pledge may do so and other students shall respect that right.

Security

To provide a safer environment for all students and staff, the

following safety practices will be followed each school day:

ALL doors will be locked after 8:15am to the elementary school. Any entry into the building must be through the front doors and follow security procedures provided.

All visitors/guests are expected to enter through the main doors (via the intercom) and report to the main office to follow the current registration practice. Upon arrival, guests must state their purpose for their visit, check-in, and then check-out when leaving the building. All visitors must check in through the rapport system located in the main elementary office with their driver's license. Visitors must wear their visitor's badge while in the building.

Security cameras have been installed throughout the elementary to office personnel to monitor activities inside and outside of the school building which will help to provide a safer environment for all students and staff.

Smoke/Tobacco-Free Environment:

Smoking and use of tobacco products is prohibited by students and adults within all owned and leased school buildings and school vehicles of Independent School District #2689.

Telephone Calls

Students may not be interrupted during the school hours by outside calls and messages **except in case of an emergency**. If it is necessary to reach your child at school, the office manager will relay the message to your child's classroom teacher. In most cases, teachers will not answer calls to their classroom when they are instructing students. Any contact should be made before or after school. You may also make contact with the teacher via email or voicemail.

Visiting the School

Parents/guardians, community members, and guests are always welcome to visit our school building. All visitors must comply with safety protocols, state their reason for visiting, stay in the designated area of their visit and may not disrupt the student learning process or employee working environment. If you wish to visit the elementary, please contact the main office ahead of time. In order to provide a safe and secure environment for our students, the district policy requires that **ALL** guests who come into the building must register in the main office and go through the rapport system. You will be given a name tag to indicate you have been in the office. Your cooperation **each and every time** when you visit our schools is greatly appreciated. The building principal reserves the right to revoke permission and access to the elementary school if safety protocols are not followed or if the visit is not in the best interest of students, employees or the school district. See school board policy #903 for more information.

Weather Guidelines

Exercise, fresh air and play are important components in the daily routines of our students. As the weather changes to cooler temperatures, it is important that students come to school with appropriate clothing. Students will spend time outside in the morning and for noon recess every day except for rainy or extremely cold conditions. In general, students will stay indoors if the Fahrenheit temperature or wind chill value is BELOW zero or at the discretion of the principal and/or playground supervisor. Pipestone Schools uses the AccuWeather.com or FirstAlert Weather website for their weather information. Playground supervisors may cancel outside recess if weather conditions deteriorate and students are already on the playground.

The school requires that students wear snow pants and boots when snow/slush is present on the playground. Also, please prepare your child with caps, gloves, and a coat. If parents/guardians need assistance in obtaining winter clothing, contact your student's teacher. Students who do not wear snowpants and boots will be required to stay on designated areas (cemented areas). When staff feel the playground is safe and temperatures start going above 65 degrees, students **may** no longer be required to wear these winter items. Please make sure there is an extra set of clothes for your student in case they accidentally get wet or muddy.

Weather/Emergency Dismissal

Official announcements regarding the operations of School District #2689 will be broadcasted on the following stations:

- KLOH - 1050 AM
- KISD - 98.7 FM
- KELOLAND Closesline
- Dakota News Now
- School Messenger

Listen and watch for these announcements, **PLEASE DO NOT CALL THE SCHOOL.**

All bussed families **must** list a residence their child(ren) can stay at in case school is in session and the busses do not travel due to inclement weather. Bussed students will be instructed to remain at their designated storm homes. This information is included in the student information sheet handed out at the beginning of the school year.

Attendance

The attendance expectation for students of Pipestone Elementary is to attend school every day possible. The PAS Elementary goal for all students is to achieve 96% attendance for the year, which would be no more than 7 excused or unexcused absences for the year.

Severe/Chronic—less than 91% (15 or more absences)
Chronic—92-93% (11-14 absences)
At Risk—94-94% (7-10 absences)

Satisfactory—96-99% (1-6 absences)
Exemplary—100% (0 absences)

Consistent school attendance leads to consistent academic progress. Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. The principals and staff of the Pipestone Area School District will take the responsibility to promote consistent school attendance through an early intervention plan. Parents must notify the school on the day their student is absent or tardy. Please notify the school NO LATER than 9:00 am. The school office manager will attempt to call the parent/guardian before 11:00 am to verify all student absences if no notification is received. Keep the school updated on changes to telephone and e-mail contact information.

Below there is a list of excused and unexcused absences and some of the factors used to make that determination. This is not a complete list. The school remains the final decision maker as to whether or not an absence is considered excused. If a student is absent without lawful excuse on three or more days or any part of the school day, they are considered **as** truant. Truancy is a violation of Minnesota State Law (see Truancy on page 12). The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include fines and potentially jail time.

Research data tells us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents and the student share in the responsibility to promote regular attendance.

Periodically, requests are received from parents to have their child excused from school for reasons other than illness or family emergency. If a parent decides to keep a child out of school for a special vacation, please inform the teacher and the school office prior to the absence. A plan for completion of student work will be created by the teacher and family.

*Students returning to school following an absence will be expected to complete appropriate assignments within a reasonable period of time set forth by the teacher.

*Leaving school grounds without permission of school personnel shall be subject to disciplinary action.

Excused Absences/Tardies

Included, but not limited to...

- **Appointment** (Medical, dental, mental health)
- **Family Emergency**
- **Funeral**
- **Religious holiday**

- **Late bus**
- **Weather**
- **Illness/hospitalization**
 - Doctor's note required if absent 3 days or longer OR if within chronic absence range
- **Out of town/Vacation**
 - Prior notice and making up work ahead of time required * No more than 5 days for a school year, without approval from principal

year in middle, junior and senior high school. **(Minnesota Statutes 260A.02, subd. 3)**

2. A **habitual truant** is a student, under 18, who is absent without a valid excuse for:
 - **7 or more days in elementary school; or
 - **1 or more class periods on seven school days or seven or more days in middle, junior and senior high school.**(Minnesota Statutes 260C.007, subd. 19)**

Unexcused Absences/Tardies

Included, but not limited to...

- **Need for sleep/rest**
- **Missing the bus**
- **Employment/child care issue**
- **Illness/hospitalization**
 - without a doctor's note if gone more than 3 days or within chronic absence range
- **Out of town/vacation**
 - without prior notice and making up work ahead of time *if more than 5 vacation days for the year without principal approval

Tardiness

One of the most valuable life skills a student can learn is the responsibility of arriving at school every day on time. **Any student who is NOT in his/her classroom by 8:15 a.m. will be considered tardy.** Students must report to the office to get an admittance slip if they enter the building after the 8:15am bell. It is the responsibility of the parents to get their children to school on time.

Students arriving after 10:00 am will be marked absent for a half day. Tardiness is included on our student attendance records and without an excused reason for the tardy, the half day absence will be considered unexcused. When a student accumulates five unexcused tardies, the tardies will be considered one unexcused absence. Each five unexcused tardies accumulated thereafter will result in an additional unexcused absence.

Truancy Policy

Pipestone County Truancy Project 2007-2008
 Adopted by Pipestone Area & Edgerton Public School Districts, 4/21/08

Code sections in **bold** updated for PAS Elementaries 4/10/16

What is the definition of truancy?

There are two classifications of truancy according to Minnesota law.

1. A **continuing truant** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

- ** 3 or more days in one school year in elementary school; or
- ** 3 or more class periods or 3 or more days in one school

District/School Responsibility

The school is the arbitrator of whether or not a student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus and no call/note from the parent. Family vacations may be considered unexcused if prior arrangements have not been made with the school.

The district, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statute 120A.22, subd. 5). This means according to Minnesota Statute 260A.03, a child who has **one to three unexcused absences, the parent/guardian must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent/guardian notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and/or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statute **260C.143**.

Parent/guardian Responsibility. Parents hold primary responsibility for their child's attendance at school (MN Statute 120A.22, subd. 1). Failure for parents to compel their children to attend school could result in criminal penalties. **(Minnesota statute 120A.34)**

Any student between the ages of 17 and 18 may withdraw from school if the student's parents or guardians do the following:

- **Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
- **Sign a written election to withdraw.

Pipestone County's Responsibility

Upon receipt of the Truancy Offense Report and Referral form from the school:

- **Review the information to ensure that the Truancy Offense Report and Referral form is

complete.

**Participate in a team meeting with the child/family/school.

**Provide intervention and services as needed to assist the child to return to school and stay in school.

**Involve the court only when necessary.

Levels of Intervention

Level I School/Parent Intervention

1-2 Unexcused Absences

- Letter to parent(s) with the School Truancy Policy included as well as the student's attendance record
- Explanation of attendance laws
- Communication with parent(s)/guardian
- Transportation alternatives
- Provide incentives for good attendance or behavior

Level II Chronic Truant

School/Parent/Community/Social Services Intervention

3-6 Unexcused Absences

- Monitor attendance
- Meet with parent(s), student, Social Services and relevant community referrals
- Individual and/or family counseling referrals
- Tutor, mentor or peer helper services
- Provide incentives for good attendance or behavior
- Individual behavior/academic contract with student

Level III Habitually Truant

School/Parent/Community/Social Services and Court Intervention

7 or more Unexcused Absences

- Mandated Educational Neglect report to Social Services
- Provide incentives for good attendance or behavior
- Individual behavior/academic contract with student
- Referral for County Attorney for court involvement which may include:
 1. Community work service or Sentence to Serve Crew
 2. Psychological and/or chemical dependency evaluation and counseling
 1. House arrest
 2. Out-of-Home placement
 3. Revocation of driver's license until the age of 18

Truancy Meeting

1. School identifies students that would be deemed "chronic truant" (5 unexcused absences) or chronically absent (attendance rate less than 94%, 11 or more absences for

the year).

2. School sets up a meeting with student's parents, giving the parents at least a week's notice.
3. Have the meeting. School will present updated attendance, grades, and missing assignments at the meeting.
4. If attendance doesn't improve:
 - A. Social worker will set up another meeting.
 - B. The school may have to file educational neglect report.
5. Through the process, follow-up letters and calls will be made to families by the school social worker.

Academics

Communication/Conferences

Parent-teacher Conferences will occur during the Back to School Open House in August prior to the first day of school and in November. If you would like to schedule a conference at any point during the year, please contact your student's teacher during school hours. Student-led conferences will take place in February. Teachers will be communicating on-going with families throughout the school year.

E-Learning Days

In the event of a school closure due to inclement weather, learning expectations for all students may continue through "e-learning" activities, which will serve as student contact days. Thank you for partnering with us as we strive to provide meaningful, Minnesota State Standards-aligned, learning activities for our students.

At the Elementary Level, learning activities may be a combination of, but not limited to: Seesaw, google assignments, paper/pencil activities, or a choice board. E-learning assignments, developed by your child's teacher, provide academic progress and knowledge for students, continue classroom instruction and provide an accountable means for students to show learning. Students will be required to turn in their e-learning assignments and teachers will be required to grade materials. Teachers will communicate when assignments are due and in most cases will be due no later than 2 days after an e-learning day occurs.

Teachers will communicate with parents/guardians regarding how students can get help (or ask questions) about their e-Learning Day assignments. Teachers will be available to students during regular school hours by email or online processes (seesaw, email, etc.). If a teacher is absent during an e-learning day, that teacher's class will have an e-learning day and attendance will not be impacted.

Attendance will be taken the following school day and will be dependent upon if e-learning work is complete and/or turned in.

E-learning days will be announced via the school website, facebook, twitter, PAS app, and the School Messenger alert system.

Students whose family chooses to not participate in the e-learning day are reported as absent. It is up to the school whether to consider this an excused absence, according to Minnesota Statutes, section 120A.22 subdivision 12.

Minnesota Department of Education (MDE) e-Learning Days (MN statutes, section 120A.414)

The Minnesota Department of Education (MDE) e-Learning Days statute outlines how Minnesota school districts implement these instructional days. According to the statute:

- Definition: “E-learning day” means a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- Each students’ teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the eLearning day plan for that day.
- Notify parents and students of the e-Learning day plan at the beginning of the school year. (Notification for the 2019-2020 school year occurred during conferences.)
- Accommodations for students without sufficient access to the internet, hardware or software in their homes. (School administration, teachers and other staff continually work with families to ensure equitable access to online resources or the assignment of alternative resources or assignments.)

Report Cards

Report cards for grades Pre-K-5 are issued at the end of each quarter. Students are evaluated in all subject areas as well as in study habits and social-emotional growth areas.

Testing

MCA tests are given in April and May to students in grades 3rd, 4th and 5th. This is the high stakes State test which compares and ranks all elementary schools in Minnesota. The tests are done for the subjects of reading and math. Testing dates are found on the school website under Curriculum/Teaching & Learning.

Formative Assessment System for Teachers (FAST) tests are given three times each year to grades K-5. This computerized test includes reading, math and language arts. The test questions adjust to the student responses to gauge the skills of each student. Results of the test will indicate the strength

and weaknesses of students to better differentiate instruction for each student throughout the year.

Special Programs & Supports

In order for a student to be placed in a specialized program, the child must be referred to the Child Study Team. Teachers usually begin this process by referring to the student and stating concerns. A parent may also make a referral. Members of the Child Study Team include the principal, school psychologist, school nurse, special education teachers, speech therapists, para-professionals and the referring teacher.

Assessment

The Child Study Team will determine if an assessment is necessary and who will administer the assessments. The assessment and staffing must be completed within 30 school days and reviewed with appropriate school personnel and the parents.

Program Planning

If a child qualifies for one of the programs, an individualized education plan (IEP) is developed and the child is placed in the program with parent permission. The IEP identifies the student’s needs, goals, and objectives and also lists the school personnel responsible for providing a specified service. Each student’s IEP is reviewed annually to assess progress and to determine if any modifications need to be made to the student’s program.

Special Education

Pipestone Area Schools makes every effort to locate, evaluate, and educate all special needs children under provisions of the Individuals with Disabilities Education Act of 1997, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Programs and services are provided for eligible students in the areas of autism spectrum disorders, deaf and hard of hearing, deaf/blind, developmental delay for students under the age of 7, developmental cognitive disability, emotional or behavior disorder, other health disabilities, physically impaired, severely multiply impaired, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

If a parent is concerned about their child’s progress in school, they should bring their concern to the attention of their child’s teacher or principal, so that staff are aware of the concerns and can implement instructional support strategies and interventions as needed. If attempts have been made to address the concerns and the child continues to experience difficulties, a referral for special education evaluation can be made. These evaluations are made in order to determine whether the child’s lack of progress is related to a specific

educational disability. Parents will be asked for their written consent for the evaluation.

Food Services

In accordance with the State Health Department recommendations, school district policy prohibits food prepared at home to be brought to school for class parties, treats and snacks. This policy DOES NOT include school lunches. **We recommend that NO pop or candy be given to students for their lunchtime meals.**

Breakfast & Lunch– Provision & Payment

Our district offers breakfast and lunch at school. During the 2024 - 2025 school year, all first servings of school breakfast and school lunch will be provided at no cost to families. Any grade level student may purchase an additional breakfast item, juice or milk for an additional cost. Any 4th or 5th grade student may purchase an additional lunch entree or milk for an additional cost.

To participate in the school's lunch program, **all accounts must be paid in advance** at all times. Family balances are available on Schoolview. Families are expected to have a positive balance in their students' accounts.

Backpack Program

Our public school provides free breakfast and lunch meals to families. The Pipestone Backpack provides elementary students who qualify for Free or Reduced meals a pack filled with nutritious, easy-to-prepare foods for students until access to the school meal program resumes. The program will be providing 2 pieces of fruit, 2 breakfast items, 2 lunches, and 2 snacks. If there is an extended weekend, one additional day will be packed. We will never pack for more than three days because of the size of the bag needs to be manageable for children. The food will be placed in bags and then put into your student's backpack as discreetly as possible. Please contact Jennifer Dunn in our HR department for questions or to sign up.

For more information about Food Service programs, please visit: <https://bit.ly/2JBjDwr> Food Service Director can be reached at 507-562-6018.

Free & Reduced

Independent School District #2689 participates in the National School Lunch Program. This allows children from households that meet certain household sizes and monthly income criteria to receive either a free or reduced price meal. You may apply for these benefits at any time during the year by notifying the school office and requesting the appropriate forms or you can find them online under Food Services. Your application is strictly confidential and will be used only to

determine eligibility and verification of data. Even though all meals are free, filling out this form will provide the school district with more resources to educate our students.

Food Allergies & Other Meal

Accommodation Requests

If your student has food allergies or may require any other special meal accommodations for any reason, please complete the appropriate paperwork through the Food Services personnel.

Health Services

School nurses will provide health services for students at Pipestone Elementary and Middle School/High School. Please alert the school nurse if your child has a health concern that could affect his/her learning.

Vision and hearing screenings will be held regularly. Parents/guardians will be notified if results are not within normal limits. Routine screenings are not intended to replace medical check-ups by your doctor.

Accident Policy

All accidents must be reported to the nurse's office as soon as possible. A written report will be completed by the school personnel involved with the accident and given to the building principal. Parent's will also be notified of the occurrence.

Health/Medical Policy

The 1987 Legislature passed a statute dealing with giving medication in school. The statute is as follows:

"A licensed school nurse or, in the absence of the nurse, a principal, teacher or secretary may administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medications by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.

Medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered by a licensed school nurse/public health nurse."

Illness

When a child develops a fever or other symptoms of illness, the parent/guardian or other person listed on the emergency form will be notified. **A child may return to school once they have been fever free for 24 hours. It is the parent/guardian's responsibility to provide transportation home for the child.** This should be done as soon as possible.

Upon returning to school, the student should have a written note or telephone call from the parent/guardian stating a reason for the absence. If a child is absent for three or more consecutive days, the family may be contacted by the school health personnel, and should have a doctor's note upon their return. A child who has been absent from school for several days because of an infection or contagious disease, is required to present a statement from a doctor upon returning to school. Contagious diseases such as pink eye and impetigo must be treated for 24 hours prior to your child returning to school.

****Please note:** If your student is found to have live head lice, fleas or scabies, you will be notified and your student will be sent home. It is the expectation of the school that you and your student(s) will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home IN ADDITION to those being done on your student and family. Your student(s) may then return to school after the appropriate treatment(s) have been performed.

Immunization Policy

Parents/guardians will be asked to show the school nurse that immunizations have been given or have been started. If there is a medical reason why the child cannot be vaccinated, or if a parent/guardian objects to the immunization, this must also be documented and notarized.

Immunizations are required by law according to the Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). These are required in order to stay in school, for the safety of the other students and in order for graduation.

Medication/Prescription Policy

Students may take medication during school hours according to the following procedures:

1. **Non-Prescription:** Medications available without a prescription (over-the-counter) should be brought to the school in their original containers and left with the school nurse. **This includes cough drops.** A permission form will need to be completed by the parent.
2. **Prescription:** There will be forms at the doctor's office that can be filled out when a prescription is written, thus parents will immediately have the written order of the physician and the prescription bottle. Please consider adjusting medication schedules so it may be given at home.
3. **Medication:** Students who require daily prescription medication **MAY NOT** carry it on their person or keep it in their desk or locker. Medication **must** be in the original container and left with the nurse. A permission form must be completed by the parent. Students with asthma or allergies may carry their own prescribed inhaler if a doctor's order for the

same is on file in the health office.

Student Conduct & Discipline

The staff at Pipestone Elementary Schools recognize the rights of all students and staff and understand their right to be respected. We have three behavior expectations of Pipestone Elementary students. We expect them to conduct themselves in a safe manner, be respectful, and act responsibly. Many things fall under these three categories.

Time will be spent throughout the year teaching students what behaviors are expected. Positive behavior is encouraged with rewards and recognition. When a child does not meet the behavioral expectations, we will attempt to understand the behavior and help the child to determine if the chosen behavior got the response the child was seeking. At the Pre-K to grade 5 developmental level, children are learning about how to handle situations that come up in their lives. Hopefully, with our guidance, our students will learn to explore options and choose the best actions. If inappropriate behavior continues, the teacher will notify the parent/guardian and/or the Dean of Students and principal. Other consequences might include removal from the situation, loss of privileges, or be given detention. Instances of severe, prolonged or frequent misbehavior may be referred to the office. See school board policy #506 for more information.

Although the student expectations listed above are written in a broad manner, they will be made more specific by each classroom teacher through instruction throughout the school year. The teacher's purpose in providing instruction will not only be to produce a given behavior, but to help each child see himself/herself as the kind of person who is responsible, respectful, safe and caring.

Bullying Prohibition

Bullying Policy #413 & #514

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

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

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

The term, "bullying," specifically includes cyberbullying as

defined in the policy. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network Internet website, or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

1. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy.

For additional bullying information, go to the school website, district tab and click on "Safe and Supportive Schools"

This link gives the full district policy, the law it is based upon, as well as resources parents and educators can use when addressing bullying with their students.

Cell Phones/Gizmo Watches

Cell phones or gizmo watches are NOT to be used during school hours. Please leave them at home. All electronics brought to school from home must follow school technology policies while in the building. Devices MUST be turned off during school hours unless otherwise approved by the classroom teacher. Violations of this policy may lead to the cell phone/gizmo watch being confiscated by the teacher and building principal and will need to be picked up in the main office by a parent/guardian. The school is not responsible for lost, damaged, or stolen items brought to school by students.

Policy Against Religious, Racial, and Sexual Harassment and Violence

Everyone at District 2689 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.

- A. Name calling, jokes or rumors.
- B. Pulling on clothing.
- C. Graffiti.

- D. Notes or cartoons.
- E. Unwelcome touching of a person or clothing.
- F. Offensive or graphic posters or book covers.
- G. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, para-professional, counselor, the principal or the Human Rights Officer.

You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer. Your privacy will be respected as much as possible. We will take seriously all reports of religious, racial or sexual harassment or violence and will take all the appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's Office upon request. See school board policy #413 for more information.

Religious, Racial and Sexual Harassment and Violence Are Against The Law. Discrimination is against the law.

CONTACT:
Dr. Clint Willert
Human Rights Officer
Pipestone Area Schools
1401 7th St SW
Pipestone, MN 56164
Phone: (507) 562-6068

Technology & Internet Use

The Pipestone Area School Technology and Internet Use policies and practices are laid out in school board policy #524. The technology & internet use information will be distributed to all families to sign-during Back to School Open House at the beginning of the year.

Vandalism

If any school property is damaged due to inappropriate acts or behavior by a student, the principal shall assess the cost against the student and/or parent/guardian and will determine any other disciplinary action for the student.

Weapons Policy

A dangerous weapon may be many things. It includes guns, switchblades, brass knuckles, nunchucks, certain liquids & pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use, is capable of injury. Bringing a dangerous weapon, a replica weapon or a BB gun onto school property is a violation of Minnesota law and the Federal Gun-Free Schools Act. It is a serious violation and is called a **felony**. Law enforcement officials will be notified when this policy is violated. **You may NOT possess a dangerous weapon at any time on school property** producing great bodily harm or death.

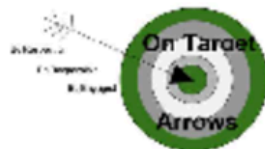
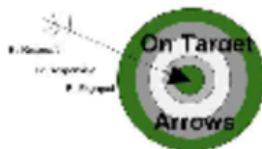
A replica firearm is defined as a device or object that is not defined as a dangerous weapon, and that is a facsimile or toy version of, and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun rocket launcher or any other firearm.

Possession on school property includes on a school bus, on any property leased or owned by the school and whether the school is public or private. Violation of this policy will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

See school district policy #501.

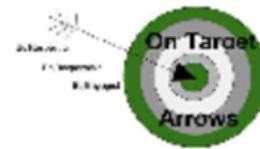
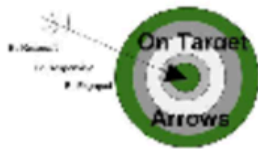
On Target Arrows

The following pages are examples of tools the elementary schools will be using to create consistent behavior expectations and consistent intervention and discipline protocols.



Behavior Expectations

Noise Levels	Classroom/Flex Area	Lunchroom	Hallway/Stairs	Bathroom	Rec Areas <i>playground, gym</i>	Bus/Taxi	Device Use <i>Chromebook/ iPad</i>
<p>VOICE LEVELS</p>	<p>*Use inside voice 0, 1, 2, 3</p>	<p>*Use inside voice 1, 2, 3</p>	<p>*Use inside voice 0 or 1</p>	<p>*Use whisper voice 0 or 1</p>	<p>*Use outside voice 3,4,5</p>	<p>*Use inside voice 1, 2, 3</p>	
<p>On-Target Arrows are respectful</p>	<p>*Hands and feet to self</p> <p>*Follow staff directions</p> <p>*Listen, be caring and polite</p> <p>*Keep learning space and locker area clean</p>	<p>*Use good manners</p> <p>* Listen to directions</p> <p>*Hands and feet to self</p>	<p>*Go straight to destination without distracting others</p> <p>*Walk quietly</p> <p>*Hands and feet to self</p> <p>*Follow staff directions</p>	<p>*Respect others' privacy</p> <p>*Set a good example</p>	<p>*Be kind to others</p> <p>*Take turns</p> <p>*Share</p> <p>*Include others</p> <p>*Give a helping hand</p> <p>*Use equipment appropriately</p> <p>*Listen to staff on duty</p>	<p>*Hands and feet to self</p> <p>*Be kind to others</p>	<p>*Kind and appropriate comments and visuals when on devices</p> <p>*Value school property</p>
<p>On-Target Arrows are responsible.</p>	<p>*Use furniture and materials appropriately</p> <p>*Keep classroom clean</p> <p>*Follow classroom expectations</p> <p>*Be ready to learn</p>	<p>*Two hands on tray</p> <p>*Put silverware in tub</p> <p>*Dispose of food and stack tray appropriately</p> <p>*Keep your space clean</p>	<p>*Hands and feet to self</p> <p>*Keep hallway and stairway clean</p> <p>*Keep to the right side of hallway and stairs</p>	<p>*Keep area clean</p> <p>*Report empty supplies</p> <p>*Return directly to class</p>	<p>*Use and clean up equipment appropriately</p> <p>*Take care of nature</p> <p>*Play safely</p> <p>*Tell an adult if someone is hurt</p>	<p>*Keep bus clean</p> <p>*Keep the aisle clear</p> <p>*Follow driver directions</p> <p>*Wear masks appropriately</p>	<p>*Store/charge device appropriately</p> <p>*Turn in assignments when they are due</p> <p>*Use the internet safely</p>



Behavior Expectations

<p style="text-align: center;">On-Target Arrows are engaged.</p> 	<ul style="list-style-type: none"> *Whole body listening *Follow staff directions *Try your best *Participate in activity/lesson 	<ul style="list-style-type: none"> *Enjoy your meal *Remain seated *Raise your hand for help 	<ul style="list-style-type: none"> *Whole body listening 	<ul style="list-style-type: none"> *Go to bathroom *Flush *Wash your hands 	<ul style="list-style-type: none"> *Listen for the bell or whistle to line up promptly *Use equipment appropriately 	<ul style="list-style-type: none"> *Be aware of the "Danger Zone" *Remain seated 	<ul style="list-style-type: none"> *Be on the intended tab/website/app *Participate in activity/lesson
<p>Adult Role</p> <ul style="list-style-type: none"> *Use specific praise in every area 	<ul style="list-style-type: none"> *Post, teach, and reinforce behavior matrix 	<ul style="list-style-type: none"> *Use active supervision (move, scan, and interact) 	<ul style="list-style-type: none"> *Be present during passing transitions in the hallways and stairs 	<ul style="list-style-type: none"> *Actively listen to ensure appropriate behavior *Ensure students wash their hands and put garbage in the receptacles 	<ul style="list-style-type: none"> *Use active supervision (move, scan, and interact) 	<ul style="list-style-type: none"> *Ensure students are safely getting to and on the bus and acting appropriately 	<ul style="list-style-type: none"> *Teach and monitor online safety and appropriate usage

Pipestone Area Elementary strives to create a community of "On Target Arrows" who are responsible, respectful, and engaged.

**This is a draft/working document June 6, 2022*

Classroom Managed-vs-Office Managed Behaviors

<div style="background-color: #90EE90; display: inline-block; padding: 2px;">Classroom Managed</div> <div style="background-color: #90EE90; display: inline-block; padding: 2px;">(Minor)</div>	<div style="background-color: #90EE90; display: inline-block; padding: 2px;">Office Managed</div> <div style="background-color: #90EE90; display: inline-block; padding: 2px;">(Major)</div>
<p>Most behaviors will be classroom managed</p> <ul style="list-style-type: none"> ● Profanity or Obscene Gestures ● Disrespecting Personal Boundaries ● Disrespect <ul style="list-style-type: none"> ○ Low-intensity, socially rude or dismissive messages to adults or students ● Disruption <ul style="list-style-type: none"> ○ Low-intensity but inappropriate disruption ● Defiance <ul style="list-style-type: none"> ○ Brief or low-intensity failure to follow directions or talks back ○ Example: Refusal to do work ● Technology Violation <ul style="list-style-type: none"> ○ Off-Task Usage ● Lying/Cheating <ul style="list-style-type: none"> ○ First Offense ● Picking on others <p>***Students with an IEP/Behavior plan MUST be followed and may render different circumstances and consequences.</p> <p>***MOST BEHAVIORS WILL BE CLASSROOM MANAGED!!!</p>	<ul style="list-style-type: none"> ● Physical Aggression/Fighting ● Bringing Weapons to School*** ● Technology Violation <ul style="list-style-type: none"> ○ Sexual Material, Bullying, and Threatening Behavior ● Lying/Cheating <ul style="list-style-type: none"> ○ Second Offense ● Stealing ● Vandalism ● Elopement <ul style="list-style-type: none"> ○ Leaving the classroom without the teacher's permission ● Bullying <ul style="list-style-type: none"> ○ Bullying includes any repeated written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or perceived as causing distress to one or more students ● Harassment <ul style="list-style-type: none"> ○ Related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class¹ ● Continual Minor Behavior <p>***Students with an IEP/Behavior plan MUST be followed and may render different circumstances and consequences.</p>

3 referrals = conference with principal, teacher, call home to parents

6 referrals = Conference with parents/guardians in-person

9 referrals = missed quarter party

¹*Check with the case manager for students with an I.E.P.

*If other behaviors arise it is up to the teacher's and principal's discretion

Last Updated 6/6/22

July 2024 - June 2025

July 2024

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

January 2025

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

1 – New Year’s Day/No School
8,15,22,29 Early Dismissal 2:00
20 – Workday/No School
20 – MLK - No Meetings
17 – End of 1st Semester (44)
21-S 22-T 22-P

August 2024

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

13 – No Mtgs/Act 6-8 PM
15 – Para Conference
19-20– New Teacher Orientation
27,28,29 - Workday
28 – Open House/29 – ½ Day
0-S 3 -T 3-P

February 2025

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

5,12,19,26 Early Dismissal 2:00
13 – Elem Student Led Conf 11-7
No school in elementary
17 – President’s Day/No School
19-S 19-T 19-P

September 2024

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

2 – Labor Day/No School
3 – First Day of School
4,11,18,25 Early Dismissal 2:00
20-S 20-T 20-P

March 2025

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

5,12,19,26 Early Dismissal 2:00
11 – No Mtgs/Act. 6-8PM
20 – End of 3rd Quarter (42)
21-No school/snow makeup
24 – Workday/No School
19-S 20-T 19-P

October 2024

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

2,9,16,23,30 Early Dismissal 2:00
17-18 MEA No School
21-S 21-T 21-P

April 2025

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

2,9,16,23,30 Early Dismissal 2:00
17-21 Spring Break/No School
19-S 19-T 19-P

November 2024

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

1 – 1st Qtr End (42)
4 – Workday/No School
5- No Mtgs/Act 6-8P
11- No Meetings
14 & 19 – P/T Conf.
6,13,20,27 Early Dismissal 2:00
28-29 – Thanksgiving Break
18-S 20-T 18-P

May 2025

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

25 – Graduation
26 – Memorial Day/No School
30– Last Student Day (45)
1:00 Dismissal
21-S 21-T 21-P

December 2024

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

4,11,18- Early Dismissal 2:00
23-31 – Winter Break/No School
15-S 15-T 15-P

June 2025

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

2-work day
19 – No Meetings
0-s 1- T 1- P
173-S 181-T 178-P

Snow Make-Up Days: 12/23, 1/20, 3/21, 4/17, 4/21, 6/2, 6/3, 6/4, 6/5,6/6



PIPESTONE AREA SCHOOLS District No. 2689

Dr. Klint W. Willert, Superintendent
Sonja Ortman, MS/HS Principal
Jennifer Moravetz, Elementary Principal
Len Burzynski, Maintenance Director
Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Jacque Kennedy, Business Manager
Rick Zollner, Activities Director
Josh Stukel, Technology Director
Kim Tuin, Food Service Director

Notice of Non-Discrimination

Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Pipestone Elementary Schools with Disabilities Act/Section 504

Gr Pre-K-5 Coordinator

Josie Loll
1401 7th St SW
Pipestone, MN 56164
507-562-6207
Josie.loll@pas.k12.mn.us
Office Location: Pipestone Elementary

Student Sex Non-Discrimination

A complete copy of the Student Sex Non-Discrimination Policy #522 is on file in the Principal's Office, District Office, and District website.

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

"Inspire life-long learners. Build Character. Prepare them for their future."

1401 7th St SW
Pipestone, MN 56164

District Phone: 507-562-6068
District Fax: 507-825-6718

www.pas.k12.mn.us

PIPESTONE AREA ELEMENTARY

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to your child's classroom teacher.

We, the parent (s)/guardians of, agree to follow the policies outlined in the student handbook for the current school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

Student name _____

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____

Please sign and return this page to the office.